

SouthEast Connector Phase 2 - Community Working Group (CWG) Meeting #1

CWG

Alan Gubarich
Andy Bass
Charles Johns
Jim Nadean
Franco Crivelli
Lissa Butterfield
Margo Medeiros
Randy Walter
Roger Frantz
Roger Jewett
Scott Hall
Shannon Windle
Terri Thomas
Tory Friedman
Tray Abney
Troy Miller
Valerie Anderson

RTC

Garth Oksol
Jeff Hale
Amy Cummings
Howard Riedl
Michael Moreno

CH2M HILL

Cindy Potter
Leslie Bonneau
David Dodson
Mark Gallegos

Atkins

Geoffrey Schafler
David Farley

COPY TO:

Lee Gibson; Barbara DiCianno; Lisa Mann; Eddie Bonine; Kerri Herring-Bird; Leo Heuston; Matt Setty; Lori Wray; Marge Frandsen; Mike Kazmierski; Pat Gallagher; Phil Condon; Tom Judy; Doug Maloy; Josh Thomson

PREPARED BY: Mark Gallegos

DATE: February 21, 2013

PROJECT NUMBER: RTC Project No. 532011 / CH2M HILL Project No. 458732

On February 21, 2013, the Regional Transportation Commission of Washoe County hosted the first Community Working Group (CWG) meeting for the SouthEast Connector Phase 2 design. The meeting was held at the Associated General Contractors of Nevada (AGC) offices located at 5400 Mill Street, Reno, Nevada. The purpose of the meeting was to introduce the CWG to the Phase 2 design team, provide a project status update, establish working protocols for the group, and obtain input from the CWG membership regarding desired landscape and aesthetic themes to be considered as part of the project design.

Materials provided for review during the meeting included a Project Fact Sheet dated February 2013; draft "Protocols and Working Agreements for the Community Working Group"; "Project Roles and Responsibilities" organizational chart; and a "Design Development and Permitting Roadmap." The materials provided and a copy of the presentation and displays used during the meeting are included as attachments to this meeting summary.

The following summary has been prepared to provide an overview of the discussions that took place during the meeting and is not intended to represent a verbatim meeting transcript.

Agenda and Introductions

Jeff Hale, RTC Engineering Director welcomed participants and provided introductions for Garth Oksol, RTC Project Manager and design team members present at the meeting including individual roles on the project. Jeff introduced Leslie Bonneau/CH2M HILL as the facilitator for the CWG meetings.

Leslie Bonneau provided an overview of the meeting agenda and provided an opportunity for each member of the CWG to introduce themselves and identify the organization they represented. Each CWG member was also asked to share why this project was important to them and/or their organizations.

Note was made during the introductions that the Hidden Valley Homeowners Association did not have representation present due to scheduling conflicts. Leslie advised the group that the RTC was aware of this and other scheduling conflicts and that the group would be discussing rescheduling the CWG meeting to accommodate broader attendance.

Project Overview

Garth Oksol/RTC provided an overview of the project. He reviewed the alignment and discussed the constraints and opportunities within the various sections of the alignment.

The project development schedule was reviewed, including major project milestones and how the CWG fits into this schedule (see Attachment A). An overview was also provided of Resource Agency Committee (RAC) that has been assembled to advise the design team on design the regulatory requirements. The RAC consists of representatives from various local, state, and federal agencies having regulatory and/or jurisdictional authority with regard to the project.

Connections to existing bicycle routes and opportunities to accommodate future proposed routes were also discussed in response to a question received regarding these connections.

Project Roadmap and Next Steps

Jeff Hale provided an overview of the Project Roadmap (see Attachment B), including an overview of the Construction Manager at-Risk (CMAR) project delivery method and contractor selection process; permit application timelines and their relationship to the design submittal milestones; and opportunities for CWG and general public input throughout the process.

Roles and Responsibilities

Leslie Bonneau provided an overview of the project organizational chart (see Attachment C) and the roles, responsibilities, and relationships between the various agencies and working groups. The organizational chart included a list of the organizations that have been invited to participate as part of the CWG (see Attachment G for a list of confirmed participating organizations and those invited but not yet confirmed). Attendees were asked to review this list and provide input as to additional organizations that should be included – no additional organizations were identified at the time of the meeting.

Role of the CWG – The CWG will serve as a vital communications link between their respective organizations, the general public, and the RTC. CWG members are expected to provide updates to their respective constituencies and bring back any feedback they receive regarding suggestions, questions, or concerns for consideration by the RTC.

Speakers Bureau – The CWG was advised that a Speakers Bureau was available to provide project presentations and status updates to their respective organizations if desired.

Protocols and Working Agreements

A copy of the draft “Protocols and Working Agreements for the Community Working Group” was provided for review (see Attachment D). Leslie provided a brief overview of the document and asked that attendees review the document and note any questions, concerns, or suggestions they may have for discussion and consideration by the CWG at the next meeting. A brief summary of the protocols and working agreements discussed is included below; please see Attachment D for additional information.

5-Minute Opportunity – The group was advised that each meeting moving forward will start with a “5-Minute Opportunity” during which time CWG members may introduce items for possible consideration/discussion at future CWG meetings and/or make requests for information that can be addressed by the RTC and the design team at a later date.

Consensus Recommendations – The CWG was advised that the group’s goal is to make consensus recommendations to the RTC regarding the design elements being reviewed by the CWG. While every effort will be made by the group to craft recommendations that reflect the vision and goals of each organization represented, there will be times of disagreement. In such cases, every effort will be made to find an acceptable compromise. When an acceptable compromise is not achievable, recommendations will be based upon a majority consensus with minority opinions reflected within the corresponding meeting summary. All recommendations and supporting reasons will also be documented within the CWG meeting summaries.

Media Communications – CWG members were advised that Michael Moreno/RTC will act as the official Media Spokesperson for the CWG and the project in general. If contacted by the media, CWG members are asked to refer these calls to the Media Spokesperson. If a CWG member chooses to respond to a media inquiry, they will clearly state that they are representing their own personal perspective or the perspective of their respective constituencies, and not that of the RTC or the CWG.

Meeting Schedule – Due to CWG scheduling conflicts, both internal and with stakeholder groups wishing to participate on the CWG, members in attendance were asked to consider changes to the CWG monthly meeting schedule. Consensus was reached by the group to continue to hold the CWG meetings on the 3rd Thursday of the month through April 2013. Beginning in May 2013, meetings will be held on the 2nd Thursday of each month through the remainder of the design process. *Note was made that the City of Sparks Citizen’s Advisory Committee meets on the 2nd Thursday of the month; however, since this group does not always meet on a monthly basis, it was not anticipated that additional accommodations would be required for their continued involvement on the CWG.*

Landscape and Aesthetics Process

Geoffrey Schafner/Atkins and David Farley/Atkins provided an overview of the Context Sensitive Solutions (CSS) approach and process as well as an overview of the landscape and aesthetic design process; see Attachment E for the process flow chart presented during the meeting.

Following the process overview, the CWG was asked to gather around display boards to “brainstorm” ideas and themes to serve as the basis for the initial landscape and aesthetic concept development. The CWG was advised that the ideas generated would be taken by the landscape and aesthetics design team and developed further into three separate design concepts which would be presented for further review and comment at the next CWG meeting with a preferred concept identified by the group at that time. This concept would then be presented to the general public for additional input.

The overarching “vision” for the landscape and aesthetics coming out of the discussions included:

- Blend the roadway into the existing environment to the extent possible
- Respect and preserve the existing viewsheds to the extent possible
- Incorporate/recycle materials generated during excavation (i.e., boulders, top soil, fill material, etc.)
- Consider the different perspectives of motorists, pedestrians, and adjacent residences

See Attachment F for a summary of the ideas and themes discussed during the brainstorming session.

Other Comments and Questions

Q: Who is going to be responsible for maintaining the roadway and the various landscape and aesthetic elements?

A: Any maintenance will be performed by the respective City and County agencies.

Q: There has been discussion regarding white top control/eradication as part of this project, how will this be accomplished?

A: The project team will be putting together more detailed information on the opportunities for invasive species control/eradication for review and discussion at a future CWG meeting.

Q: When you talk about sustainability with regard to building a roadway, what exactly does that mean? Isn’t that somewhat of a contradiction?

A: The design team will develop educational materials regarding sustainability in roadway design and construction and present some of the design and construction techniques that can be considered for inclusion within the project. This information will be provided for review and discussion at a future CWG meeting.

Consensus Items and Recommendations

Consensus was reached by the group to continue to hold the CWG meetings on the 3rd Thursday of the month through April 2013. Beginning in May 2013, meetings will be held on the 2nd Thursday of each month through the remainder of the design process.

The next CWG meeting is scheduled for March 21, 2013, 5:30-7:30 p.m.

Attachment A
Project Development Schedule

SouthEast Connector

Project Development Schedule



*Speakers bureau presentations, one-on-one stakeholder meetings, and website updates will be scheduled as needed through final design

Attachment B
Project Roadmap

SouthEast Connector
Design Development & Permitting Road Map

2013														2014			
February		March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr		
RAC Agenda Topics	Overview	Hg, Soil	Stream Hydraulics	Ecological Risk Assessment	Stormwater												
	Environmental Components	Noxious Weeds	Sediment Transport	Biological Evaluation	BMPs												
	Scope/404 Content	Cultural	W.Q. Modeling	Flood Volume Mitigation	404/401 Application Preview												

404 Permit	Permit Outline		404 Permit Application			404 Permit Submittal	404 Permit Review			404 Permit Approval
401 Permit			401 Permit Application			401 Permit Submittal	401 Permit Review			401 Permit Approval
COR Special Use Permit						SUP Permit Application			SUP Permit Submittal	SUP Permit Approval

Design	30% Design	★	50% Design			★	90% Design			★	Final PS&E and GMP		★
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Design Elements	Establish the location of the roadway	Refine roadway alignment and develop roadway, grading and traffic design	Develop Design Details for all Disciplines	Stamped Plans and Specifications
	Determine the lanes, shoulders and median needed		Prepare Specifications	
	Establish what is required at the intersection connections			
	<i>Identify the types of bridges and culverts and plan their locations</i>	Refine structure types and develop structural design		
	<i>Identify wetlands mitigation and impacts to Steamboat Creek</i>	Develop design of wetlands and work within Steamboat Creek		
	Study the floodway stormwater conditions and plan the facilities needed	Develop flood and stormwater conveyance design	Final Drainage Report	
	<i>Determine the landscape and aesthetic themes for the facilities</i>	Refine Landscape and Aesthetics Plans		
	<i>Plan the potential location of shared use path</i>	Develop pathway design		
	Prepare surveys and mapping for the design process			
	Conduct field work on soils and materials		Final Geotechnical Report	
<i>Determine locations for safety lighting along alignment</i>	Design lighting and electrical elements			
Key Design Decisions	Determine Design Criteria	Finalize Project Footprint & Areas of Impact	Confirm Permit Parameters are Valid; Provide Supplemental Information to Document Changes	None
	Structure Type(s) Confirm Traffic Volumes	Set Right of Way Approve Roadway Layout		
Cost Estimate	30% Contingency	20% Contingency	10% Contingency	Guaranteed Maximum Price

CWG Role	Input	Input & Comment					Comment			Endorse
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Attachment C
Project Organizational Chart

SOUTHEAST CONNECTOR

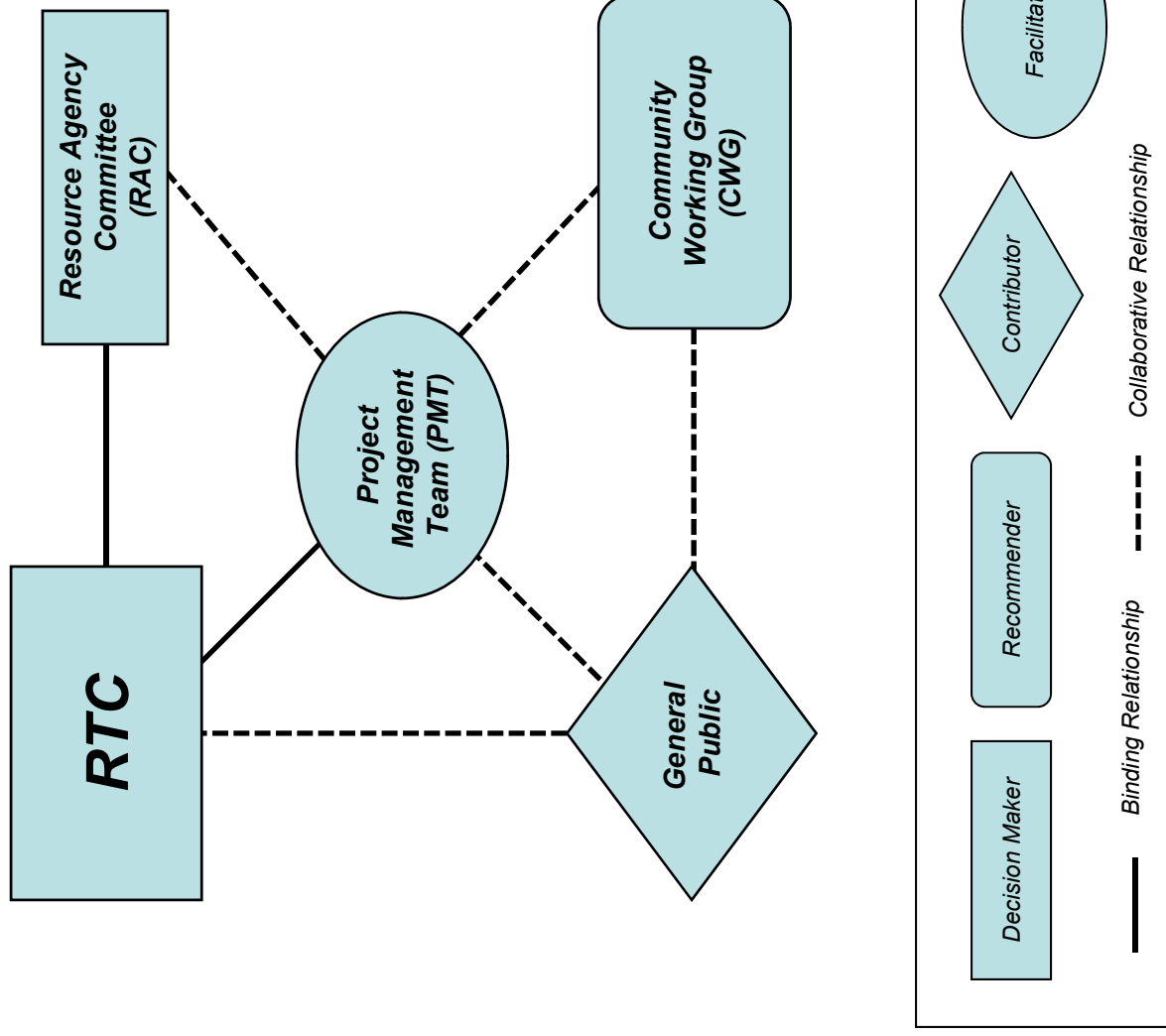
PROJECT ROLES & RESPONSIBILITIES

CWG

NV Bicycle Coalition/Reno Bike Project
Butler Ranch
Southeast Truckee Meadows CAB
Sparks Community Advisory Committee
Reno-Sparks Chamber of Commerce
EDAWN
Hidden Valley Wild Horse Protection Fund
Hidden Meadows HOA
Hidden Valley HOA
Rosewood Lakes HOA
Reno Ward 2 South NAB
Reno Ward 3 NAB
Nevada Highway Patrol
Reno-Sparks Association of Realtors
Reno-Tahoe Airport Authority
Rosewood Lakes Golf Course
Scenic Nevada
Sierra Club
Tahoe-Pyramid Bikeway
University of Nevada, Reno
Washoe County School District
Washoe County Sheriff
Washoe-Storey Conservation District
Eastside Subdivision #2
Lahontan Audubon Society

RAC

Truckee River Flood Management Authority
Nevada Department of Environmental Protection
U.S. Army Corps of Engineers
Washoe County
City of Reno
City of Sparks
Pyramid Lake Paiute Tribe
Nevada State Historic Preservation Office
U.S. Fish & Wildlife
Nevada Department of Wildlife



Attachment D
Draft Protocols and Working Agreements

SouthEast Connector Project – Protocols and Working Agreements for the Community Working Group (CWG)

Proposed Attendance Expectations

- A. Members are expected to attend all CWG meetings; however, if it is not possible for a member to attend, an informed alternate designated by the member may attend and participate in the discussion and process.
- B. Should a CWG member no longer be able to serve on the CWG, he/she will notify the Project Team, who will seek a new member. Suggestion of new member to replace out-going member is welcome from the departing member.
- C. Members of the general public will not be **formally invited** to attend CWG meetings, as their input will be sought directly through the open public meetings scheduled as part of the project and through their CWG representative.

Proposed Meeting Format, Documentation, and Internal Communication

- A. We agree to manage our time at the meetings by:
 - 1. All CWG meetings and workshops being facilitated.
 - 2. Starting on time.
 - 3. Members having read all meeting materials prior to meetings and coming prepared with information as requested by the group.
 - 4. Starting each meeting with a five-minute question period about concerns/issues, so that these can be agendaized for the next meeting.
 - 5. Checking in at the end of each agenda item to record any unresolved concerns and determining readiness to move on.
 - 6. Striving to complete the agenda at each meeting. If not possible, consider these options on a case-by-case basis:
 - a. items not completed will be the first agenda item for the next meeting,
 - b. schedule an additional meeting to cover the agenda item,
 - c. assign a subcommittee to work on the item, or
 - d. extend the meeting time to cover the item.
- B. All meetings will have agendas, which will include:
 - 1. Review and approval of minutes of the previous meeting
 - 2. The meeting date, time, location
 - 2. Key objective of the meeting
 - 4. Time set aside for new information that needs to be shared with the group
 - 5. Discussion topics and action items (which will be noted on the agenda and in the meeting notes)
 - 6. Time frames for each item
 - 7. A review of the agenda for the next meeting
- C. Meeting notes to be distributed by the Project Team within fourteen (14) days each meeting will include:

1. Documentation of all discussion highlights (not individual remarks), decisions made, and attendees.
 2. Copies of handouts for those not in attendance.
 3. Background material for the next meeting (unless it is yet to be available).
- D. Information that could affect future discussions will be saved and documented in a dated list ("parking lot") of ongoing issues for possible action later; this list will be included as an attachment to each agenda and will be noted with its most recent revision date.
- E. We will demonstrate responsiveness to each other by:
1. Returning calls within two working days (48 hours).
 2. Responding to letters and other written communication on a case-by-case, generally within three to five days.
 3. Being open about one's ability to be responsive – when you can respond to the need/request, priority for CWG-related issues, a dedication to the team and recognition of importance of the work we do.
- F. Primary contacts with the Project Team between meetings will be through either Garth Oksol/RTC or Cindy Potter/CH2M HILL.

Proposed Process for Making Recommendations

- A. Our goal is to make consensus recommendations; if not in consensus, we'll ask if the dissenter(s) can live with the decision, and move ahead. If not, further discussions will be undertaken with the dissenter(s) about what we could change or do differently to make them feel better about moving forward.
- B. Minority opinions will be reflected in the meeting summary.
- C. Recommendations and supporting reasons will be documented in the CWG minutes.
- D. Recommendations can be "tabled" until info can be presented, or someone not present is consulted. These recommendations will be resolved as quickly as possible, and not be "tabled" past the next scheduled meeting
- E. Provide your concern, opinion, or idea in writing if you are not able to be present during a scheduled discussion involving a recommendation.

Proposed External Communication Protocol

- A. We will exercise discretion in talking with the media by having Michael Moreno/RTC act as the official project Media Spokesperson to respond to media questions about the project and issue all formal press releases.

- B. The Media Spokesperson will call upon other resources if needed for information to best answer media or community questions.
- C. If contacted by the media, CWG members can refer calls to the Media Spokesperson. If the CWG member wishes to represent her/his constituent groups only, then he/she will identify who they are representing when speaking:
 - 1. If a CWG member responds to the media, they will represent their own personal or their constituent group's perspective and not that of the CWG.
 - 2. Personal issues will be kept out of media communications.
- D. CWG members are asked to assist the Project Management Team (PMT) in keeping their constituents informed of the process:
 - 1. Reporting any key aspects of the project to their respective organizations and constituents.
 - 2. Bringing feedback from constituents back to the CWG.
 - 3. Requesting additional information to take back to constituents.
- E. CWG members are not expected to reflect a consolidated perspective of their respective organizations.
- F. Communication will be facilitated between the CWG and PMT by:
 - 1. Presenting issues to any member of the PMT for feedback as soon as possible after CWG meetings in the form of a telephone call or a memorandum.
 - 2. PMT members will be given one-week's notice to attend CWG meetings when asked or needed and be available to schedule meetings with CWG member organizations.

Proposed Ground Rules for Working Together as a Team

- A. While re-phrasing can be helpful, we will be selective and use it constructively.
- B. We will demonstrate basic listening skills and not cut people off or participate in side conversations.
- C. Speakers will raise their hand to get recognized by the facilitator.
- D. We will respect opinions and differences and recognize each others' expertise and diversity.
- E. We will try to stay objective.
- G. During meetings, phones will be turned off or put on silent mode, with the exception of emergencies; in the case of emergencies, the facilitator will be alerted that the member's phone will be on for that meeting.
- H. We are committed to making the partnering agreement work; commitment to partnering is the expected performance.

Proposed Monitoring and Evaluation Practice

- A. Monitoring of our (CWG/PMT) progress will be a standard and will be accomplished quarterly.
- B. We will evaluate our project development process at the conclusion of _____? activity in (month/year) to identify what worked well and what could use improvement for future efforts.

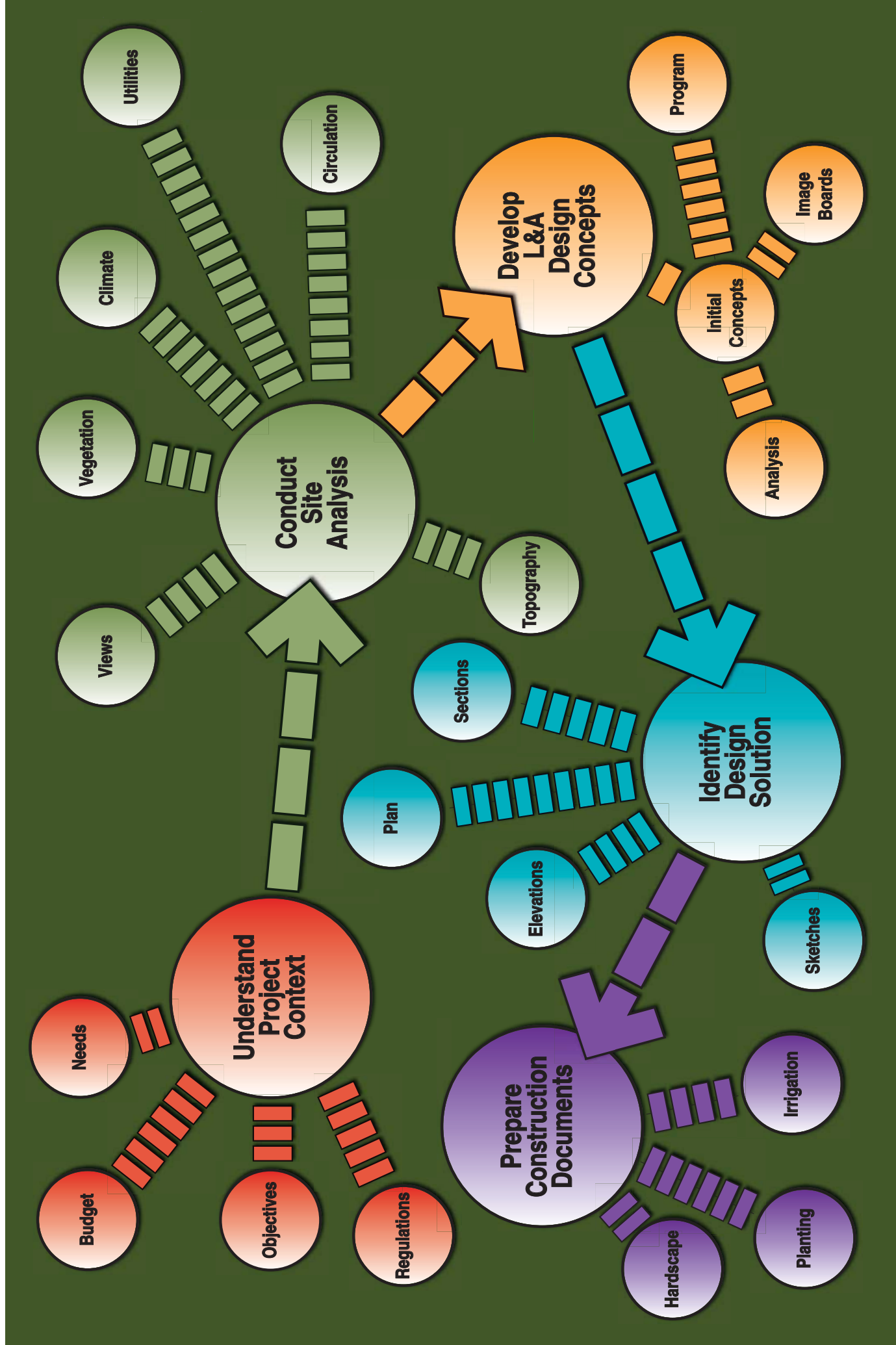
Standard Meeting Dates and Times

The participants agree to meet on the _____ of each month from _____ to _____(time).

Format for the partnering agreement

The working agreements outlined above will be finalized at the next meeting.

Attachment E
Landscape and Aesthetics Design Process



Context Sensitive Solutions

The collaborative, interdisciplinary approach that involves all stakeholders in providing a transportation facility that fits its setting. It is an approach that leads to preserving and enhancing scenic, aesthetic, historic, community, and environmental resources while improving safety, mobility and infrastructure conditions.

Attachment F
Landscape and Aesthetics Discussion Summary

SouthEast Connector Phase 2: CWG Meeting, February 21, 2013 - Landscape & Aesthetics Brainstorming Session Notes

During the Community Working Group (CWG) meeting held on February 21, 2013, the CWG was asked to work in groups to “brainstorm” ideas and themes to serve as the basis for the initial landscape and aesthetic concept development. The following is a summary of the initial thoughts and ideas generated by the CWG during this session.

- Blend into environment as much as possible
- Respect/enhance existing viewsheds
- Consider the natural setting
- Consider the historical aspects of the area
- Incorporate material excavated during construction (boulders, soils, etc.) as much as possible
- Initial public input received was to keep aesthetic treatments to a minimum
- Historical timeline theme
- Should either use recognizable images/themes versus visually interesting abstract themes, not both
- If we do different themes within the different sections of the corridor, how do we transition?
- Keep colors muted and unobtrusive
- Keep the various perspectives of motorists, pedestrians, and residents in mind
- Pay homage to veterans
- Do we really want fencing or railing? Won't this detract from the views?
- Let the existing viewshed shine through
- Wildlife
- Would it be too difficult to stretch a veterans theme the entire distance? Should we just do it in one section (Veterans Memorial Bridge)?
- Will there be any sculptures?
- Use LED lighting or shielded lighting
- Solar lighting for trail
- Need to consider long-term maintenance costs
- Birding
- Pioneer/Wagon Trail
- Native American (be authentic)
- Interpretive signage along shared-use path
- Historical structures
- Use neutral tones
- Provide “relief” elements oriented toward non-motorized and motorized traffic

- Open railings/fencing
- Revegetation of disturbed areas – use native plants
- Ranching
- Donner Party
- Not too “over the top”
- Wetlands access
- Petroglyphs
- Subtle, natural landscaping

Attachment G
Community Working Group Participation



SouthEast Connector Phase 2 Design Community Working Group



Participating Organizations (as of 2/21/2013)

<u>Organization</u>	<u>Representative</u>
Butler Ranch (Places Consulting)	Randy Walter
City of Reno	Andy Bass
City of Reno, Ward 2 South NAB	TBD
City of Reno, Ward 3 NAB	TBD
City of Sparks CAC	Charles Johns
Eastside Subdivision #2	Terri Thomas
EDAWN	TBD
Hidden Valley HOA	Marge Frandsen
Hidden Valley Wild Horse Protection Fund	Shannon Windle
Lahontan Audubon Society	Alan Gubarich
League of American Bicyclists	Roger Frantz
Nevada Bicycle Coalition	Scott Hall
Nevada Highway Patrol	Pat Gallagher
REMSA	Mitchell Nowicki
Reno-Sparks Assoc of Realtors	Jim Nadean
Reno-Sparks Chamber of Commerce	Tray Abney
Reno-Tahoe Airport Authority	Lissa Butterfield
Rosewood Lakes HOA	Franco Crivelli
Sierra Club – Great Basin Group	Valerie Anderson
Southeast Truckee Meadows CAB	Roger Jewett
Tahoe-Pyramid Bikeway	Janet Phillips
University of Nevada, Reno	Troy Miller
Washoe County School District	Margo Medeiros
Washoe-Storey Conservation District	Tory Friedman

Additional Organizations Invited to Participate

Hidden Meadows HOA
Scenic Nevada
Washoe County Sheriff
Pyramid Lake Paiute Tribe Veterans Group