

## Technical Advisory Group – Operating Plan

### **Technical Advisory Group Mission:**

The Technical Advisory Group provides an effective and efficient interagency advisory role to the Washington State Department of Transportation (WSDOT) Project Team during the design phase of the Point Defiance Bypass Project. The Technical Advisory Group is composed of representatives from the cities of DuPont, Lakewood, and Tacoma; Pierce County; the Clover Park School District; Joint Base Lewis-McChord (JBLM); Camp Murray; and Sound Transit; as well as WSDOT's ARRA Cascades Rail Program. Other stakeholder agencies and additional WSDOT personnel may assist this team on an as-needed basis.

The Technical Advisory Group has been charged with the following:

- Assist WSDOT with the identification of design options that are consistent with the project's purpose and need;
- Help review those design options in order to determine which options are locally preferred, for inclusion in the Environmental Assessment;
- Assist WSDOT with the identification of mitigation measures to reduce adverse project effects, and to identify those mitigation measures which are locally preferred;
- Assist WSDOT with the review of relevant project discipline reports and to provide timely feedback on those reports;
- Provide WSDOT with a timely review of the Environmental Assessment during the formal review period;
- Identify opportunities for partnerships between WSDOT and local, state, tribal, and federal jurisdictions that result in an improved project.

### **Technical Advisory Group Goal:**

The Technical Advisory Group's goal is to foster excellent project design by proactively involving affected stakeholders and jurisdictions. By bringing together individuals from different agencies early in the project, WSDOT expects to work collaboratively to address member organizations' concerns, and move quickly through the NEPA/SEPA documentation process.

### **Technical Advisory Group Roles and Responsibilities:**

- The member organizations may require multiple participants on the Technical Advisory Group. Agency and jurisdiction members will provide one primary, and one or more alternate representative(s) to participate in Technical Advisory Group meetings. If a primary member is unable to attend, a fully briefed alternate will take his/her place.
- Technical Advisory Group members will work proactively to identify project risks, and assist in developing management strategies for risks associated with engineering design and environmental impact(s).
- Technical Advisory Group members are encouraged to identify strategic partnership opportunities at the earliest opportunity.
- Members agree to conduct concurrent or group reviews of the project designs and documentation when required. Project reviews will focus on identifying issues and concerns early

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in the process with an emphasis on finding fatal flaws. Members agree to resolve any issue(s) quickly and cost effectively.

- Technical Advisory Group members will keep their executive management informed on project issues; clearly identify their organization’s area of responsibility to the Technical Advisory Group; and provide input for early resolution of issues, concerns, and conflicts within their jurisdiction.

## **Primary Technical Advisory Group Member / Alternate**

Larry Mattson (*Chairperson*)/Dave Smelser  
Dean Moberg  
Peter Zahn  
Dan Penrose/Jeff Gonzalez  
Chris Larson  
Mike Galizio/Jesse Hamashima  
Delphie Nielsen/Michael Forsythe  
Larry Mickel/Steven Perrenot  
Minh Vo  
Jodi Mitchell/Jason Suzaka  
Steve Kim

## **Affiliation**

WSDOT  
FHWA  
City of DuPont  
City of Lakewood  
City of Tacoma  
Pierce County  
Clover Park School District  
JBLM  
Camp Murray  
Sound Transit  
WSDOT

## **Technical Advisory Group Operating Guidelines:**

The Technical Advisory Group will follow these guidelines to promote effective meeting/task management:

- Team members or their alternates will participate fully, will have the authority to represent their organization, and will keep their respective organization executives informed of project progress.
- Meeting notes will be kept and reviewed for each meeting.
- Team members will acknowledge problems, and deal with them in an open and timely fashion.
- Team members will strive to complete homework assignments on time and come to meetings prepared to address items on the agenda. Assignments and due dates will be made at the end of each meeting. Team members will set reasonable due dates for assignments.
- Team members will keep their roles and agency mission in perspective when discussing project issues.
- Technical sub-committees may be formed to work on specialty issues (for example, issues involving local business/socioeconomics).
- Team members will resolve issues within their power to solve and re-direct those issues that cannot be solved in a timely manner. If issue resolution is necessary, team members will strive to follow the “Conflict Identification and Resolution” process identified in this operating plan.
- Departing members will recommend an appropriate team member to replace them. The departing member or a designated team mentor will allocate the time necessary to bring a new member up to speed.

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## **WSDOT Project Team Role:**

The WSDOT Project Team will:

- Deliver the project in accordance with the endorsed Technical Advisory Group Operating Plan.
- Actively communicate progress on the project to the Technical Advisory Group and other agencies to inform them of any changes.
- Work to understand the agencies' and jurisdictions' needs and expectations.
- E-mail meeting agendas and handouts in advance of the meeting date.
- Send meeting notes out within two weeks of the meeting. Notes will consist of the highlights of the meeting, recap of discussions, action items, and commitments made.
- Provide decision-makers and other stakeholders with information and documentation developed by the project team and/or Technical Advisory Group that is needed to support a timely decision.

## **Conflict Identification and Resolution:**

The Technical Advisory Group will work to resolve any conflicts with integrity and respect, and will strive for consensus during the decision-making process. If consensus cannot be achieved and conflict results, the involved parties will meet with each other and apart from the group to try to resolve the conflict on their own. If consensus still cannot be achieved, the involved parties shall elevate the issue to their next higher authority for resolution.

## **Executive Team**

The Executive Team provides a direct communication forum between WSDOT executives and the responsible executives for jurisdictions through which the project travels. The Executive Team meets monthly or as-needed in order to receive project updates. While most conflicts will be resolved at the Technical Advisory Group meetings, the Executive Team may be involved in limited conflict resolution as well. The four primary purposes of the Executive Team are to:

- Review & comment on technical advisory group mitigation recommendations
- Provide feedback to the technical advisory group
- Collaborate to finalize recommendations
- Provide recommendations for the EA document

## **Members of the Executive Team**

Dawn Masko, Assistant City Manager  
Andrew Neiditz, City Manager  
Dave Bugher, Director of Community Development  
Brian Zeigler, Director of Public Works  
Eric Beckman, Rail Program Manager  
Ray Miller, Administrator for Business & Operations  
Thomas Knight, Garrison Command  
Dean Moberg  
Jerry Lenzi, Chief Engineer, Engineering & Regional Operations

## **Affiliation**

City of DuPont  
City of Lakewood  
City of Lakewood  
Pierce County  
Sound Transit  
Clover Park School District  
Joint Base Lewis-McChord  
Federal Highway Administration  
WSDOT

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Dave Dye, Chief Operating Officer/Deputy Secretary  
Ron Pate, Cascades High-Speed Rail Program Manager  
Kevin Dayton, Olympic Region Administrator

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## **Technical Sub-Committees**

If needed, the Technical Advisory Group will identify any necessary technical sub-committees and potential sub-committee members.

## **Technical Sub-Committee Expectations:**

Technical sub-committees will meet as needed. The primary purpose of each technical sub-committee will be to review project alternatives, and provide feedback on risks and opportunities related to their discipline to the Technical Advisory Group. WSDOT decision makers will use information provided by the technical sub-committees to make informed project decisions.

# Point Defiance Bypass Project



**For further information or questions on the Point Defiance Bypass Project Technical Advisory Group, please contact:**

David Smelser	ARRA Cascades Rail Project Coordination Manager	360-705-6916 ( <i>work</i> )	360-515-6688 ( <i>cell</i> )	<a href="mailto:smelsed@wsdot.wa.gov">smelsed@wsdot.wa.gov</a>
Larry Mattson	Point Defiance Bypass Environmental Manager	509-577-1922 ( <i>work</i> )	509-930-4464 ( <i>cell</i> )	<a href="mailto:mattsol@wsdot.wa.gov">mattsol@wsdot.wa.gov</a>

**Signatures**

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WSDOT

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