



**FasTracks Citizens Advisory Committee
Meeting #1
May 15, 2006
1600 Blake Street, Rooms T & D**

MINUTES

Committee Members Present: Tom Ashburn, Julie Bender, Tom Burns, Melvin Bush, Charles Choi, Jim Hall, Anne Hayes, Ken Hotard, Jeff Holwell, Angie Malpiede, and Steve Ormiston.

Board of Directors Present: Chris Martinez, Lee Kemp, Steph Millard and Wally Pulliam.

RTD Staff Present: Cal Marsella, Liz Rao, John Shonsey, Pauletta Tonilas, Geoff Noble, Ashland Vaughn, Stan Szabelak, Garrett Christnacht, Mark Tieman, Ty Perry and Scott Reed.

Others Present: Kevin Diviness, John Harrison, Karen Morales and Roger Sherman.

1. Call to Order and Introductions

Roger Sherman called the meeting to order at 6:30 p.m. Each member introduced themselves.

2. Welcome by Chairman Chris Martinez

RTD Board of Directors Chairman Chris Martinez welcomed new members of the FasTracks Citizens Advisory Committee (CAC) and thanked them for their willingness to serve on this important committee. He noted that the Board is committed to the Committee's mission and looks forward to input on the FasTracks Program from the members.

3. Committee Structure and Organization

a. Role and Mission of the Committee

Roger Sherman reviewed the Role and Mission of the CAC as adopted by the RTD Board of Directors on December 12, 2005.

The role of the committee shall be to:

- Advise the District on matters relating to the implementation of the voter approved FasTracks Plan referred to the committee by the RTD, and perform such additional duties as requested by RTD.
- Serve in an advisory capacity through the designated staff liaison to the Board of Directors, staff and project consultants.

The mission of the committee shall be to:

- To receive staff reports on the progress of the project in relationship to established schedules, budget allocations, DBE goals, and quality management guidelines.
- To provide region-oriented advice to the Board of Directors on issues related to the implementation of the FasTracks Plan.

- To review and provide comment on the *DRCOG Annual FasTracks Review Report*.
- To promote public awareness and understanding of the voter approved FasTracks Plan and its implementation.

Roger Sherman has been designated by RTD to serve as the liaison for the CAC.

b. Terms of Committee Members

Roger Sherman reviewed the terms of committee members:

- Members of the committee shall be appointed to three year staggered terms.
- Terms of office for initial committee members shall begin on the day the members are appointed.
- Three members will serve a one-year term expiring on 12/31/06; four members will serve a two-year term expiring on 12/31/07; and four members will serve a three-year term expiring on 12/31/08.
- Members will serve without compensation.

Each committee member drew a number (1 to 3) representing the number of years they would initially serve. The initial terms drawn are as follows:

Tom Ashburn	2 year term	Expires 12/31/07
Julie Bender	3 year term	Expires 12/31/08
Tom Burns	2 year term	Expires 12/31/07
Melvin Bush	1 year term	Expires 12/31/06
Charles Choi	2 year term	Expires 12/31/07
James Hall	3 year term	Expires 12/31/08
Anne Hayes	1 year term	Expires 12/31/06
Jeff Holwell	3 year term	Expires 12/31/08
Ken Hotard	2 year term	Expires 12/31/07
Angie Malpiede	3 year term	Expires 12/31/08
Steve Ormiston	1 year term	Expires 12/31/06

c. Election of Co-Chairs

Roger Sherman reviewed the responsibilities of the co-chairs which include presiding over committee meetings on an alternating basis; developing the meeting agenda, calling special meetings as required; and representing the committee before the Board of Directors.

By unanimous consent, the committee selected Melvin Bush and Angie Malpiede to serve as co-chairs.

d. Meeting Schedule and Logistics

Roger Sherman reviewed meeting schedule and logistics.

The CAC will meet quarterly. Meetings will generally be held on the 2nd Thursday of March, June, September and December. The June 2006 meeting date was changed due to a pre-existing conflict. The meeting dates for the rest of 2006 are as follows:

- June 22, 2006 – Corridor Updates
- September 14, 2006 – 2006 Annual Report to DRCOG
- December 14, 2006 – TBD

Meetings will be held at 1600 Blake Street in Rooms T&D. The committee agreed that meetings would begin at 6:00 p.m.

Ken Hotard noted that he will not be present at the June meeting.

4. History of FasTracks Plan – “How we got here”

General Manager Cal Marsella welcomed committee members and stated that he looks forward to working with each of them. Cal introduced board members present: Chris Martinez, Lee Kemp, Steph Millard and Wally Pulliam.

Cal reviewed the “Road to FasTracks” including Guide the Ride, Major Investment Study, DRCOG 30-year Plan and FasTracks Campaign.

Cal discussed the basic components of the FasTracks Plan including 119 miles of rapid transit, 18 miles of bus rapid transit, 6 corridors and 3 extensions, 31 new park-n-Rides with over 21,000 new spaces, enhanced bus network and transit hubs (FastConnects) and the redevelopment of Denver Union Station. He also reviewed the proposed schedule for environmental planning, final design, right of way acquisition and construction.

Next, Cal reviewed the FasTracks Financial Plan. The total cost (inflated to year of completion dollars) is \$4.717 billion and includes sales tax bonds, certificates of participation (COPs), TIFIA loans, cash, federal new starts money, other federal contributions and local matches. Cal noted a lawsuit was filed following the election that has prevented RTD from issuing any bonds. RTD hopes to have the matter resolved in the next few weeks. Interest rates have increased during the delay but are still lower than projected in the financial plan.

Finally, Call reviewed major milestones expected during 2006 including the beginning of EIS’s on the Gold Line, North Metro and I-225 Corridors, awarding of a CMGC contract for the West Corridor, receiving a Record of Decision for Denver Union Station, starting construction on the 18th Street Tunnel for DUS.

5. Structure of FasTracks Program

Liz Rao, Assistant General Manager, Planning and Development, thanked the committee members for their willingness to serve in this important capacity. Liz discussed the goals of the FasTracks Program, which including:

- Provide improved transportation choices and options for the citizens of the District.
- Increase transit mode share during peak travel times.
- Establish a proactive plan that balances travel needs with future regional growth.

Liz noted that an extensive FasTracks Program Management Plan has been developed. The objectives of the program management plan include:

- To ensure cost effective and efficient plan delivery on time and within budget.
- To provide accountability to the Board and taxpayers.

The FasTracks Program Management Team (PMT) is concentrating on a number of key areas including program management and organization, coordination with local agencies

and stakeholders, the DBE program, agency partnering, TOD coordination and program challenges. Major challenges the program faces includes keeping on schedule, rising commodity costs (steel, concrete and oil), finalizing railroad agreements and managing expectations.

Liz asked if there were any questions by committee members.

Q: Is there flexibility in the plan, locations, materials, etc.?

A: Yes, there is some flexibility.

Q: Do corridor managers provide written reports?

A: Yes, corridor managers provide general weekly and detailed monthly updates.

Q: Are you looking at a transportation demand component?

A: Yes, the Board has approved goals in customer service, alternative services and transit demand management.

Q: Is RTD making sure that it isn't sacrificing safety due to budget pressures?

A: No, RTD has a very robust safety program.

Q: Is RTD subject to any national quality standards?

A: RTD follows guidelines contained in the ISO 9001, adopted in 2000. RTD meets or exceeds all FTA guidelines as well.

Liz introduced John Harrison, RTD FasTracks Team Corridor Engineering Manager.

a. Program Management Consultant (PMC)

John Harrison provided an overview of the FasTracks Team. RTD hired a Program Management Consultant (PMC) along with a Public Information Consultant (PIC), and a Quality Management Consultant (QMC) to augment its existing Planning & Development (P&D) Dept. staff to implement the FasTracks Program -- this combined and co-located group forms the *RTD FasTracks Team*.

PMC support includes planning assistance, design management, project management, project controls, systems integration, construction management support, and staff for RTD's Disadvantaged Business Enterprise/Small Business Enterprise (DBE/SBE) Program office.

John noted that the FasTracks Team was organized as a Matrix Organization and reviewed key elements of this management approach including:

- The Program Management Plan (PMP) lays the foundation upon which FasTracks is being managed.
- At the heart of the management structure are the project managers (PMs) for each project or element of the FasTracks Program.
- The project managers are empowered and have overall responsibility for their projects through the various phases of the program.
- During the planning/environmental phase of the Program, the Planning PMs manage projects with the support of an Engineering PM.
- After the planning/environmental process is complete, the Engineering PM and an Assistant Engineering PM assume responsibility for managing the design, construction and commissioning of the project.

- The Planning PM then assumes a support role through the remaining phases of the program.
- Each PM/Assistant PM reports to either the Corridor Planning Manager or the Corridor Engineering Manager during the corresponding phase of the Program.
- The Corridor Planning Manager reports to the RTD Senior Manager, Systems Planning
- The Corridor Engineering Manager reports to the RTD Senior Manager, Engineering,
- The Senior Managers all report to the Assistant General Manager of Planning and Development.

John introduced Kevin Diviness, RTD FasTracks Team Quality Oversight Manager to review the Quality Oversight Management Program.

b. Quality Management Oversight Consultant (QMOC)

Kevin Diviness reviewed Quality Management Oversight Program’s philosophy and role.

The Program philosophy includes four key elements:

- Public Responsibility and Citizenship
- Building Quality In
- Management by Fact
- Process Management

The QMC’s role on FasTracks is to assist the FasTracks Team in establishing a quality oversight program for contracted work, to conduct internal audits for continuous improvement and to assist the FasTracks Team in establishing a “Quality of Life” measurement program.

Kevin introduced Pauletta Tonilas, RTD FasTracks Team Public Information Manager, to review the Public Information/Public Involvement Program.

c. Public Information/Public Involvement

Pauletta Tonilas reviewed the role and vision of the Public Information/ Public Involvement Team.

The purpose and role of the Public Information/Public Involvement Team includes:

- Communication liaison between management team and corridor teams/other internal teams
- Issues management – defining strategies and plan for addressing/resolving overarching issues
- Collateral and materials review – look and feel of FasTracks
- Ensure consistent message coordination
- Coordination and integration between phases and corridor teams

The RTD FasTracks Public Information/Involvement Program will provide the communication integration necessary for *consistent, accurate, reliable internal and external communications that support the RTD FasTracks team vision* to provide an enhanced region-wide, reliable and safe transit system that responds to the growing transportation needs of the Regional Transportation District.

Pauletta introduced Ty Perry, RTD FasTracks Team DBE/SBE Compliance Officer, to review the DBE/SBE Program.

d. DBE/SBE Program

Ty Perry reviewed the goals and objectives of the DBE/SBE Program. RTD has committed to ensuring the broadest possible base of potential DBE/SBE consultants and contractors, community organizations/associations and other stakeholders are given the opportunity to compete in RTD's FasTracks contracting programs.

6. Comments and Questions by Committee Members

None

7. Adjournment

The meeting was adjourned at 8:05 p.m.