

Alaskan Way Viaduct and Seawall Replacement Program Stakeholder Working Group Work Plan – DRAFT

Meeting management

- Meetings will be facilitated by the three RPs.
- Set the expectation that at least two of the three RPs will be present at each meeting.
- Rooms will be set up in a format similar to the SAC meetings.
- Meetings will be monthly unless the project schedule requires more frequent meetings.
- Meetings will take place during the same week of the month (exception during the month of May when two meetings will be held for the north and south portal working groups).
 - Suggested timing is 4 to 6 p.m.

Technical resources

Each working group will have a technical manager responsible for:

- Reviewing and commenting on meeting agendas.
- Identifying and ensuring technical resources are available within each agency to prepare presentations or other meeting materials in a timely manner.
- Identifying and ensuring technical presenters are available for the working group meetings.
- Ensuring each agency has had an opportunity to review and comment on meeting materials.
- Resolving conflicting comments from agencies.
- Coordinating with external agencies to present or share information with the working groups, including on-going coordination with King County and the Port of Seattle.
- Coordinating with a member of the project communications team.
- Meeting on a regular basis with the WSDOT program director to ensure consistency across the working groups and that input from the working groups is being received and considered in a timely manner.
- Meeting with the RPs on a regular basis to status updates and review materials for working group meetings.

Communication team resources

Communication support will be provided primarily by the project team communications. SDOT communication staff will have some level of responsibility [to be determined]. One communication team member will provide strategic management by:

- Reviewing and commenting on meeting agendas.
- Ensuring there are no conflicts between meeting schedules and times.
- Reviewing meeting materials to ensure consistent information is provided across the working groups.
- Identifying what information presented to each working group should be shared in summary form with the other working groups.

Communication team leads will be assigned to each group and will have responsibility for:

- Preparing draft meeting agendas and circulating for review.

- Supporting technical managers and team resources in preparing schedules and work plans to prepare for working group meetings.
- Reviewing and preparing meeting materials.
- Staffing working group meetings.
- Taking notes and tracking action items from working group meetings.

Logistical support

Expectations will be set for logistical support provided by the agencies, which may differ from the type of support provided during the SAC process.

- Refreshments will not be provided at the meetings due to agency restrictions.
- Meeting summaries will document comments from working group members and action items; they will not summarize presentations made by agency or other staff.
- All meeting materials will be posted on the program Web site (www.alaskanwayviaduct.org).
- The agenda for meetings will be sent out a week in advance; materials will be sent out in advance as appropriate and feasible.
- Meetings will be held in the downtown Seattle area; an A/V system will not be provided.
- The Seattle Channel will not be asked to record the meetings.

Agency Coordination

The tri-agency will involve the Port of Seattle in design and development of the bored tunnel and be asked to participate in working group meetings.

North Working Group

Meeting times

Meetings will be held from 4 to 6 p.m. on a workday and typically once a month; proposed meeting days will be the first Wednesday or Thursday of the month. An additional meeting will be scheduled the third week of May, either Wednesday or Thursday. Availability of working group members will be checked during phone calls.

Technical manager

- Susan Everett/Alec Williamson, WSDOT

Other agency points of contact

- Eric Tweit, SDOT
- Chris O’Claire/Victor Obeso, KCDOT
- Port of Seattle

Communication lead

- Emily Claus, AWV

Topic Areas

- Access to and from SR 99 – transit, freight, drivers
- City street routes to SR 99
- Portal location
- East-west street connections over SR 99
- Urban design
- Bicycle/pedestrian connections
- Construction approach, detours, closures, access to businesses
- SDEIS analysis – traffic, visual, and noise
- Mercer Street underpass
- Mercer Street West (Fifth Avenue to Elliott)
- Enhanced RapidRide service – Aurora Avenue

Meeting schedule and preliminary agenda items

Date	Topics	Related Project Milestone
May 6 or 7	<ul style="list-style-type: none">• Purpose of working groups• Operating rules and guidelines• Overall schedule; 2009 milestones and environmental process; opportunities for input• Presentation of current and future conditions that will drive design at north portal• Initial feedback from working group members	<ul style="list-style-type: none">• Design snapshot for Supplemental Draft EIS
May 20 or 21	<ul style="list-style-type: none">• Presentation of north portal development process and potential configurations (ideally	<ul style="list-style-type: none">• Design snapshot for Supplemental Draft EIS

Date	Topics	Related Project Milestone
	three to four developed by the team)	
June 3 or 4	<ul style="list-style-type: none"> • Feedback from working group members on north portal design 	<ul style="list-style-type: none"> • Design snapshot for Supplemental Draft EIS
September 9 or 10	<ul style="list-style-type: none"> • Update on tunnel contract strategy • Update on preliminary results of analysis for Supplemental Draft EIS (specific topics TBD) • Design elements of north portal 	<ul style="list-style-type: none"> • Supplemental Draft EIS
October 7 or 8	<ul style="list-style-type: none"> • Update on preliminary results of transportation analysis for Supplemental Draft EIS (specific topics TBD) • Design elements of north portal 	<ul style="list-style-type: none"> • Supplemental Draft EIS
November 4 or 5	<ul style="list-style-type: none"> • Update on preliminary results of transportation analysis for Supplemental Draft EIS (specific topics TBD) • Design elements of north portal 	<ul style="list-style-type: none"> • Supplemental Draft EIS
December 2 or 3	<ul style="list-style-type: none"> • Update on preliminary results of transportation analysis for Supplemental Draft EIS (specific topics TBD) • Design elements of north portal 	<ul style="list-style-type: none"> • Supplemental Draft EIS

Central Waterfront Working Group

Meeting times

Meetings will be held from 4 to 6 p.m. on a workday and typically once a month; proposed meeting days will be the first Tuesday of the month. Availability of working group members will be checked during phone calls.

Technical manager

- Steve Pearce, SDOT

Other agency points of contact

- , WSDOT
- Chris O’Claire/Victor Obeso, KCDOT
- Port of Seattle

Communication lead

- Tracie Sunday, SDOT

Topic Areas

- Connection from Elliott and Western to waterfront
- Waterfront configuration – footprint and location of promenade, bicycle lane, surface street, parking, etc.
- Bicycle/pedestrian connections
- Surface street configuration near Colman Dock
- Seawall replacement
- Construction approach, detours, closures, access to businesses
- SDEIS analysis – traffic, visual, and noise

Meeting schedule and preliminary agenda items

Date	Topics	Related Project Milestone
May 19	<ul style="list-style-type: none">• Purpose of working groups• Operating rules and guidelines• Overall schedule; 2009 milestones and environmental process; opportunities for input• Presentation of current and future conditions that will drive design on central waterfront• Presentation of central waterfront development process and potential configurations (ideally three to four developed by the team)• Initial feedback from working group members	<ul style="list-style-type: none">• Design snapshot for Supplemental Draft EIS
June 2	<ul style="list-style-type: none">• Feedback from working group members on central waterfront configuration	<ul style="list-style-type: none">• Design snapshot for Supplemental Draft EIS
September 1	<ul style="list-style-type: none">• Update on tunnel contract strategy	<ul style="list-style-type: none">• Supplemental Draft EIS

Date	Topics	Related Project Milestone
	<ul style="list-style-type: none"> • Update on preliminary results of analysis for Supplemental Draft EIS (specific topics TBD) • Design elements of central waterfront 	
Week of October 6	<ul style="list-style-type: none"> • Update on preliminary results of analysis for Supplemental Draft EIS (specific topics TBD) • Design elements of central waterfront 	<ul style="list-style-type: none"> • Supplemental Draft EIS
November 3	<ul style="list-style-type: none"> • Update on preliminary results of analysis for Supplemental Draft EIS (specific topics TBD) • Design elements of central waterfront 	<ul style="list-style-type: none"> • Supplemental Draft EIS
December 1	<ul style="list-style-type: none"> • Update on preliminary results of analysis for Supplemental Draft EIS (specific topics TBD) • Design elements of central waterfront 	<ul style="list-style-type: none"> • Supplemental Draft EIS

South Working Group

Meeting times

Meetings will be held from 4 to 6 p.m. on a workday and typically once a month; proposed meeting days will be the first Wednesday or Thursday of the month. An additional meeting will be scheduled the third week of May, either Wednesday or Thursday. Availability of working group members will be checked during phone calls.

Technical manager

- Susan Everett/Alec Williamson, WSDOT

Other agency points of contact

- Eric Tweit, SDOT
- Mike Johnson, SDOT
- Chris O’Claire/Victor Obeso, KCDOT
- Port of Seattle

Communication lead

- Amy Turner, AWV

Topic Areas

- Access to and from SR 99 – transit, freight, drivers
- City street routes to SR 99
- Portal location
- Connection to new south mile of SR 99
- Urban design
- Bicycle/pedestrian connections
- Construction approach, detours, closures, access to businesses (including coordination with S. Holgate to S. King Street construction)
- SDEIS analysis – traffic, visual, and noise
- Spokane Street Viaduct Project
- Enhanced RapidRide service – Delridge, West Seattle

Meeting schedule and preliminary agenda items

Date	Topics	Related Project Milestone
May 6 or 7	<ul style="list-style-type: none">• Purpose of working groups• Operating rules and guidelines• Overall schedule; 2009 milestones and environmental process; opportunities for input• Presentation of current and future conditions that will drive design at south portal• Initial feedback from working group members	<ul style="list-style-type: none">• Design snapshot for Supplemental Draft EIS
May 20 or 21	<ul style="list-style-type: none">• Presentation of south portal development	<ul style="list-style-type: none">• Design snapshot for

Date	Topics	Related Project Milestone
	process and potential configurations (ideally three to four developed by the team)	Supplemental Draft EIS
June 3 or 4	<ul style="list-style-type: none"> • Final feedback from working group members on south portal design 	<ul style="list-style-type: none"> • Design snapshot for Supplemental Draft EIS
September 9 or 10	<ul style="list-style-type: none"> • Update on tunnel contract strategy • Update on results of transportation analysis for Supplemental Draft EIS specific topics TBD) • Design elements of central waterfront 	<ul style="list-style-type: none"> • Supplemental Draft EIS
October 7 or 8	<ul style="list-style-type: none"> • Update on preliminary results of transportation analysis for Supplemental Draft EIS specific topics TBD) • Design elements of central waterfront 	<ul style="list-style-type: none"> • Supplemental Draft EIS
November 4 or 5	<ul style="list-style-type: none"> • Update on preliminary results of analysis for Supplemental Draft EIS (specific topics TBD) • Design elements of central waterfront 	<ul style="list-style-type: none"> • Supplemental Draft EIS
December 2 or 3	<ul style="list-style-type: none"> • Update on preliminary results of analysis for Supplemental Draft EIS (specific topics TBD) • Design elements of central waterfront 	<ul style="list-style-type: none"> • Supplemental Draft EIS