

Deas/Kris, 6-8

My attempt to
start an issue /
action items log.

Will put the log
into ProLog / Expedition.

See you @ met-!

Rox

Columbia River Crossing Project

Potential issues and action items list
Updated: June 8, 2005

	Issue/Task	Description	Action Items	Lead	Due Date	Work Product	Partner Agencies	Done
1	90-Day Plan	MPD Scoping:						
		Schedule & duration		Lyman & Anderson	4/29/2005			X
		Attendees & Agenda	Develop agenda & list of attendees (DOTs and consultants); Keep it small (around 30);	Lyman & Anderson	5/3/2005			X
		Master strategy	Set date for MPD;	Lyman & Anderson	5/3/2005			X
		Master strategy schedule & budget	MPD planning.	Lyman & Anderson	6/2/2005			X
		Master strategy schedule & budget	Meet with local jurisdictions - 2nd round of MPD workshop	Lyman & Anderson				
		Draft Purpose & Need Statement	Send draft statement to Sharon Love of FHWA for comments	Lyman & Echols	6/9/2005			
		Meet FTA with FHWA	Confirm whether FTA will be "co-lead" with FHWA for the EIS & ROD	Ficco & DeGraff	7/8/2005			
2	Traffic Forecasting	Model/MOU	DOT to sign MOUs with METRO & RTC;	ODOT/ WSDOT				
		Model	Set up meeting with METRO & RTC to talk about scope, schedule, & budget;	Lyman & Anderson			Metro	
		O&D	Review video and produce O&D data	WSDOT (Dave Bushnell)				
		Task orders (DOTs, Parisi, Lyman, MPOs).	Develop Task 2 scope	Lyman & Anderson				

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3	Master Contract	Get Contract signed.	DEA to submit rate (short list/long list);	Lyman, Wong, & Humphrey	5/5/2005			X
			Develop Task Order #1 - work scope;	Lyman & Anderson	4/29/2005			
			Write Task Order #2 - ? Assist DOTs to coordinate with local jurisdictions (e.g. METRO).	Lyman & Anderson	4/29/2005			
			Send a copy of DEA contract to Gay Hughes of FHWA (WA)	Strickler	6/9/2005			
4	Project Office	Staffing						
		Leased Space	Review and comment floor plan layout (# - walled offices, # & size for conference rooms, SF/cubicle, parking spaces)	Lyman & Anderson	5/2/2005			
		Furniture	WSDOT to procure					
		IT	WSDOT to procure					
			DEA's IT manager to contact WSDOT (Dave Peritis) on IT needs	Lyman & Anderson	5/5/2005			
			How many laptops?	Lyman & Anderson	5/5/2005			
		Negotiations	Vancouver Center - WSDOT to sign lease for the whole floor (discount rate before full occupancy)	Strickler	5/5/2005			

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5	Mapping	Aerial photos (39th to Columbia)	ODOT & WSDOT to produce	Scott Campbell & David Artman	7/1/05			
		DTM models (39th to Columbia)	ODOT & WSDOT to produce	Scott Campbell & David Artman	7/1/05			
		Aerial photos (78th to Portland)	ODOT & WSDOT to produce	Scott Campbell & David Artman	8/1/05			
		DTM models (78th to Portland)	ODOT & WSDOT to produce	Scott Campbell & David Artman	8/1/05			
		Completion Date	Get confirmation from WSDOT Photogrammetry	Wong	5/5/05			X
6	Public Involvement	Scoping	Develop Task Order #2.X for public involvement	Lyman & Anderson				
		Work Plan	Media Relations					
			Project website					
			Task Force					
			Develop Key Message					
			Respond to Q&A & internet/mail questions/comments after public mtgs					
			Budget					
			Who	Stakeholder				
			Develop CRC Environmental Justice Group					

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7	Committee Support		Produce presentation graphics	DEA				
8	Environmental	P&N (Purpose & Need) NOI Background reports	Draft P&N statement to Task Force	DEA	9/5/05			
		Bi-State coordinated NEPA review	Attend SAC's July mtg and to request Federal & State reg agencies to assign local reps	Heilman	7/8/05			
9	Task 2 Scope							
10	Task 3 Scope							
10	Engineering	Transit Roadway Concept support						

