
Meeting Minutes

GPTQ NEPA Subcommittee Meeting

April 23, 2013

Office of Environmental Services, 16th Floor

10:00 a.m. – 12:00 p.m.

The purpose of the meeting was to discuss the update to the EPM and brainstorm ideas for each chapter. The meeting began with introductions and was followed by discussion of each EPM chapter as well as additional areas of information proposed to be added to the EPM. The following information is structured as follows: chapter discussed, assigned updater, potential changes/ideas noted as bullet points.

Chapter 1, Introduction, Keisha Jackson

- This section will be made a true introduction and other chapters will stand alone.
- Include PDP flow chart (or link to) and schedule info (see page 3 of meeting notes) may fall here.

Chapter 2, Early Activities, Jill Brow and Patrick Smith

- Jill noted she has a few questions for Keisha.
- Add in contact(s) for right of entry letters and who signs when. Design PMs taking on this responsibility. Right of entry letters should be sent more often than not. Kim Nesbitt may be leading this effort. Group should coordinate with Eric and Rich to ensure ecology and cultural resources section match right of entry protocol stated in Chapter 2.

Chapter 3, NEPA Documents, Ligia Florim and Jennifer Mathis

- Update transportation bill info.
- Consider rearranging pieces to a more logical order.
- Include flow chart on level of documentation.
- Update for new PCE agreement.
- Add consultant deliverables to each level of document.
- What a project description should include.
- Include brief description of survey area for each specialty. Reference specialty sections as needed.

Chapter 4, Public Involvement, Paul Condit and Steve Roberts

- Include Map 21 as needed (coordinate with info to go in Chapter 3).
- Add more examples under additional tools for public involvement.
- Include information on requirements for court reporter.
- Include information on limited English proficient needs (translations/interpreters).
- Place more emphasis on Public Involvement Plan and include links to useful examples.

- Distinctions for local let projects.
- Information on federal land swap requirements, de minimis requirements.
- Mention noise outreach and link to noise section.
- Mention PM 2.5 advertisement requirements and link back to air section.
- Specific public involvement required for roundabouts.

Chapter 5, NEPA Related Studies, Laura Dawood, Bruce Hart and Lenor Bromberg

- Clarify Phase I and Phase II haz mat requirements, especially for local let projects.
- Requirements for updates to conceptual stage studies. Work with ROW office.

Chapter 5, ICI, Tish Stultz, Marie Njie, Todd Barker, Todd Hill

- Consider making its own chapter.
- Include reference to CEQ guidance. Flowcharts.
- Examples of who to contact for information, conversation log, example questions.
- Discussion of baseline data.
- Define study area boundary.
- List resources to be assessed.
- Early coordination with special studies teams.
- Discussion of horizon years.

Chapter 6, Section 4(f), Julie Coco, Laura Dawood, Todd Barker

- Include Section 6(f) in chapter title.
- Include new guidance and reference FHWA Q&A.
- Update links and legislation.
- Include more detail on de minimis.
- Stress early coordination with cultural resources.
- Include examples of supporting documentation.
- Discuss late designations/late discoveries.
- Incorporate procedurally into schedule section.
- Need to expand 6(f) discussion, include sources for 6(f) designation information.

Chapters 7 – 9, Reevaluations, Green Sheets, Certifications, Robin Stevens and Aaron Caldwell
Reevaluations:

- Include flow chart.
- Provide narrative of possible effects on schedule...when to start, etc.

Green Sheet:

- Add ERIT to this chapter.
- Organize section to follow green sheet.
- Expand list of resources for delineations.
- Add other commitments/requirements.
- Discuss single vs. multiple PI green sheets.
- Add link to green sheet guidance.

Chapter 10, GEPA, Wendy Dyson and Paul Condit

- Add TIA information (?), reference TIA manual (?).

Chapter 11, Local Government Responsibilities, not assigned

- It was decided to see how the other sections play out. Does it make more sense to have a local government section for each chapter on one section with links back to the various chapters?

FTA Coordination, Brian Smart

- No discussion.

Schedules, Matt Houser, Tim Hatton, Todd Barker

- Work with Keisha on where to incorporate. Perhaps in intro or own chapter/section?
- Include review time goals
- Info on primavera
- TPRO updates (here or intro?).
- Universal activity descriptions.

Next meeting will be in late July and we would like to have working drafts circulated and reviewed by that meeting.