MWT Steering Committee

Notes 5/19/2022

1. Introductions – (5 minutes)
   Attendees – Nick Clarke, Deb Wambach, Dwane Kailey, Dustin Rouse, Deb O'Neill, Kylie Paul, Stephanie Adams, Brooke Shiffrin.

2. Approve 4/25/22 meeting notes (5 minutes) – Approved.
3. Next meetings – schedule July/August? (5 minutes)
   a. 6/13 – 1:00
   b. 6/28 – 10:00
   c. 7/14 - 10:00
   d. 7/27 – 1:00
   e. 8/24 – 1:00
   f. 9/15 – 1:00

4. Flow Chart review (20 minutes)

Show all three entities in flowchart performing internal review applications (1st blue box between 1st and 2nd green diamonds) and staff making recommendations to respective SC members (2nd blue box between 1st and 2nd diamonds). The second blue box then flows into the 2nd green diamond.

Add to definitions to clarify Level 1 and Level 2 for example fencing in each. (e.g. minor fencing – level 1). Better define these items. Define better in the Guidance document, include approximate timeframes and scale of project for applicants, noting how many and what type of projects will affect other project selections in that cycle.

Include a discussion in the guidance document about the level of resources that can be committed or the number of projects by level that can be completed in a selection cycle.

Define in the guidance document, why do we need the levels. Manage expectations for proposers and help agencies determine impact to resources.

Talked about need for feasibility study for every project – Study is not needed on every project. It is dependent on the complexity of the project and what level of investigation/analysis has been completed to date. As needed, the feasibility study is scalable to the project size, scope, and risk.

5. Selection Criteria and Scoring (20 minutes)
   a. Weight of Criteria

Weight the first bullet (Needs/Benefits) by 3X.

Is purpose and need pass/fail or scored – leave it as a score. Incomplete or late submissions will not be accepted.

Is there a minimum score for acceptance of a project? Wait and see how the process goes. Ensure the SC provides good documentation for their scoring and decisions on each application.

How do you capture the tool score into the Needs score? Average the scores/mile over the entirety of the proposed project.

Broke early so MDT can reconcile the application and the scoring criteria. We will present it at the next meeting.

6. Break (5 minutes)
7. Strawman – Project Application (30 minutes)
8. Closing comments – Everyone (5 minutes or as time allows).