MWTP SC
Notes January 24th, 2024

1. Introductions and agenda (5 min)
    a. Topics? **None**
    b. Approve notes 10/11/23 – **Approved**
    c. Assign Notetaker for today – **Ken**

2. Welcome Robin, Blakeley, and Shane (5 minutes)

Blakeley Adkins – taking over for Brooke Shiffrin on PIT crew, representing MSWP

Shane Talley – New representative for MDT, taking the place of Deb Wambach on PIT crew

Deb Wambach – shifting from MDT to FWP, and representing FWP on PIT crew

Kylie Paul – Steering Committee representing MSWP

Stephanie Adams – Steering Committee representing MSWP

Tom Martin – Steering Committee representing MDT

Dwane Kailey – Steering Committed and Chair, representing MDT

Ken McDonald – Steering Committee representing FWP

Robin Graham (absent) – Steering Committee representing FWP

ACTION: ST to get Zoom license and work with DK to reschedule all SC application review and working meetings on the calendar previously scheduled by Deborah Wambach. Deb can help as needed.

3. Funding Topics (20 minutes)
    a. MOLF – Report out from MSWP on recent coordination and strategy development (KP)
        - **KP notes from the 10/27/23 SC follow-up meeting with Mitch King, MOLF are on Teams**
        - **Next step - Develop a framework that sets up a fund in MOLF dedicated to MWTP Projects, including process for funds moving into and out of MOLF**
        - **MOLF is interested in helping to fund raise for projects – typically this would be project by project, but could be general fundraising as well**
        - **There will likely be a funding agreement between MSWP and MOLF specifying process(s) for fundraising and fund holding. There will not likely be separate agreements with MDT or FWP. If a project passes feasibility study and moves into design, MDT would initiate a 3-party agreement with MOLF and the applicant for invoicing of funds for that specific project.**
        - **Potentially a letter of intent from FWP and MDT to MOLF could cleanly outline the role of the partnership, MSWP, agencies, and MOLF**

ACTIONS:

- **Dwane will check with CN in legal regarding the process in concept**
- **Dwane will draft the framework outlining the fund in MOLF dedicated to MWTP Projects, including process for funds moving into and out of MOLF – include this in the letter of intent from agencies to MOLF**
- **Kylie will set up a meeting for SC and MOLF in the near future to discuss the process draft**

- ❖ **Kylie will add supplemental notes from her 1/23/24 meeting with Mitch to the October meeting notes on Teams**

b. TRCP updates (DK, KP)

- **MDT Director and Dwane met with TRCP reps last week. Appears TRCP is seeking a continuous source of funding for wildlife and transportation projects**
- **MDT will not support earmarking dedicated funds from within their existing budget; MDT will support the Governor's budget**
- **Told TRCP they need to advocate for budget items with Gov's office; MDT will not advocate for that**
- **TRCP will be trying to set up a meeting with Governor**
- **MDT has list of projects for wildlife accommodation associated with current projects. If funding was provided by the Legislature, MDT would be able to use this funding for those projects**

ACTION: None

c. EQC presentation updates (DK, KM)

- **DK and KM attended. They briefed the council on projects that were funded with federal money through the last round of WCPP funding. Council demonstrated some angst with MDT for not applying for more of the federal funding (compare to WY, AZ, CO)**
- **There was advocacy that MDT should be doing more**
- **EQC asked for follow up information from MDT. Next meeting is March 13-14.**

ACTION:

- ❖ **Dwane and Tom will be preparing materials requested by the EQC for the next meeting**

d. Readying for 2024 WCPP grants (KP, DK, KM)

- **Federal funding is set to run out in 2026**
- **Traditionally, local and state governments seem to do better than state agencies in receiving federal grants. The most recent WCPP awards buck that trend in awarding grants to tribal governments and state DOT's**
- **Local entities can apply if they have projects ready and in the MWTP pipeline; MDT and possibly FWP could provide letters of support – depends on risk based on stage of project development (feasibility study)**
  - **Preference given to shovel ready projects, which probably necessitates having feasibility study done**
- **Proposals can be in phases, to include planning, design, construction**

ACTION:

- ❖ **Both the partnership and MDT should be preparing projects to go for next round(s) of WCPP grants**

4. Tracking/Scheduling for November applications (30 minutes)
    a. November Applications – **2 applications submitted, one moving to Phase II (staff review and scoring)**
        i. SC meetings (Application Review/Scoring, Working) – **scheduled out up to feasibility study. Entity scores should be ready to go for the 3/4/24 Consensus Scoring and Classification meeting. Staff review will be run concurrently with independent/entity scoring during February**
        ii. Entity meetings (Application Review/Scoring) **- Schedule your own entity internal meetings to arrive at consensus scores for your entity ahead of the 3/4 meeting**
    b. Draft Documents – finalize and send (30 minutes)
        i. Draft Letter to No Go – *Teams* - **SC has until COB on 1/24 to provide final edits. Then Dwane will finalize and PIT Crew will prepare for DK signature and send out**
        ii. Email to Go – **PIT Crew to prepare letter to be send via email. Letter should describe next steps and expectations of the applicant. Will be signed by Dwayne on behalf of the SC**
        iii. Draft Project Selection Process Guidance – *Teams* – General agreement about the process outlined here. **Deb will finalize. Guidance should be used for SC review, and to instruct staff on what level of review and what type of input we are seeking from them.**
        iv. Revised budget template – *Teams* – **Not discussed but presumed MDT can post to website since MDT modified formulas to reflect more realistic numbers for feasibility study. MDT should test the template prior to posting.**
            (1) ST/BS load to website

ACTIONS:

- **SC members complete independent scoring and schedule internal entity meeting to reach entity consensus scores ahead of 3/4 SC Consensus Scoring and Classification meeting**
- **PIT Crew to finalize on MWTP letterhead, PDF letter to No Go for DK signature. DK to send out via email (ST)**
- **PIT Crew to draft letter to GO for DK signature. Letter to include next steps in Phase II (DW)**
- **PIT Crew to work with their SC members to determine process and staff for application review. Staff review should follow the guidance provided in the Guidance document Deb is finalizing. Staff review should occur during February. PIT Crew will need to track and collate all comments and feedback for their SC members, ideally ahead of entity consensus meeting.**
- **MDT to test and upload revised budget template to website (ST)**

NEW Item – SC discussed concerns over perception of bias and optics if SC members. Recommended that KP recuse herself from Sixmile Project. Any SC member "intimately involved" in project proposal/application selected should recuse themselves from project evaluation and scoring. These members can assign a proxy not intimately involved. What is definition of "intimately involved"?

ACTION:

- **MSWP to discuss and propose action. Expected KP will not be directly involved in evaluation and scoring for Sixmile Project.**

5. Communication Plan – May 2024 Cycle (DW, TM 10 minutes)
    a. Need to update plan after November cycle to V3.0 – *Teams* – dates for May cycle (TM)

    Tom will update

b. Change message on website – May 2024 Application Cycle Coming Soon **(ST)**
c. Outreach to prospective applicants – May – **not discussed**

6. Schedule of deliverables – Tom to keep updated and share as regular agenda item (TM 10 min)
    a. November 2023 – May 2024 – **Tom will update. Determine if milestone tasks are assigned appropriate duration and schedule. Make any adjustments needed in May cycle.**
    b. May 2024 – November 2024 – **Tom will update**
    c. MDT – Feasibility Study for selected projects – **MDT will develop and share**

Following Items tabled for next working meeting

7. Simplify/clarify application (20 minutes)
    a. Funding – budget worksheet
    b. Section VI
    c. Timeframe – ahead of May cycle?

8. Recent Colorado Summit #2 update (KP) (10 minutes)
    a. What does Partnership and Program success look like after the November cycle? (KP, All)
        i. Does the Partnership need to identify and plan for other goals, benefits, needs beyond the Project Program?
    b. Next MT Summit
        i. Interim mini-Summit?
        ii. Next full Summit

9. Next Meetings: (10 minutes)
    a. Schedule Application Review and Scoring meetings, etc. for November cycle
        i. Go/No Go (12/20 – Done)
        ii. **SC Notify Applicants** (12/27 – Not Done, adjust)
        iii. **PIT Crew circulate for staff review** (1/3 – Not Done, adjust)
        iv. **Staff Review** (1/3-2/2 – Not Done, adjust)
        v. **PIT Crew collate comments and provide to SC members** (2/16 – adjust)
        vi. SC member independent scoring – schedule your own
        vii. Entity meeting to reach consensus – schedule your own
        viii. Project Consensus Scoring and Classification (3/4 @ 9am)
        ix. Placeholder/If Needed Meetings (3/6 @ 10am)
        x. SC/PIT notify applicants Go/No Go Feasibility Study (3/19)
        xi. Feasibility Study Phase – MDT Lead
        xii. Future Working Meetings (2/14, 3/13 @ 10am)
    b. Begin May 2024 cycle prep
        i. Check Schedule of Deliverables – make any adjustments?
        ii. Schedule meetings