MWTP SC
Notes February 14th, 2024

1. Introductions and agenda (5 min)
    - Topics?
    - Approve notes 1/24/24-**Approved with minor edit from Deb**
    - Assign Notetaker for today-**Robin Graham**
    - **In attendance: Deb Wambach, Ken McDonald, Shane Talley, Tom Martin, Kylie Paul, Blakely Adkins, Stephanie Adams, Dwane Kailey, Robin Graham**

2. Old Business & Action Item Update (10 minutes)
    - MOLF/MSWP notes are on Teams – Dwane using to update for framework.
        i. KP – update on discussions from last meeting, ?? future SC/MOLF meeting

        Dwane to update the framework. Will connect with MOLF to discuss the concept of statewide funding.
            - **Sorting out housing the funds**
            - **If the pool of $$ is housed with MOLF and not the agency, how would we spend the funds? For private donations to MOLF—who decides?**
            - **Deb clarified that this non-project specific funds, correct—Yes**
            - **This is a new concept and not familiar to the group.**
            - **Deb's question: Can the "partnership" consensus?**
                1. **Need to decide how to assign priorities (criteria will provide transparency)**
                2. **The criteria should be in writing**
            - **Dwane recommended we don't get involved with directing the funds, leave it to MOLF. Ken agreed……more conversation to come on this topic.**
            - **Letter of agreement with MOLF is needed**
                1. **FWP can be part of it, but not necessary**
                2. **MDT needs to be included to be able to receive the funds. Future meeting with MOLF will include discussion about the process to draw funds. Agreement will say "MOLF will provide funds and MDT will complete a project."**
            - **Order of events are:**
                1. **Draft agreement**
                2. **Invoice-can be phased**

        Per Tom, we have time to work this out. What is the timing of the MOLF meeting? Any time after the process is lined out. For the sake of time, let's table.

        ACTION ITEM: Team needs to review the documents Dwane is drafting.

    - Go/No Go Letters have been sent out – Any response or questions received? **Letters are out. Got a follow up call from Mission Creek applicant.**
    - Staff Reviews have been initiated – Any PIT or SC questions?

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- **FWP ETA from staff is 2/16**
- **MDT ETA is 2/23. Staff commented that Six Mile application is missing attachments 2.3 and 2.4. Per Deb, they came at a later date.**
- **MSWP already reviewed and commented**

- Revised Budget template has been tested and will be going on the website with a batch of other minor modifications. **This will happen when Bill returns**
- MSWP proxy identification for Consensus Scoring Meeting
    i. Possible topic for future meetings – How to identify optics/perception of bias in scoring/evaluation of applications**? Liz Fairbank will be in for Kylie. Need to set up a process plan. There was discussion about not having the direct applicant in the scoring meeting. Group tabled this topic for a future meeting.**

3. Next Meetings: (10 minutes)
    - Schedule Application Review and Scoring meetings, etc. for November cycle
        i. Go/No Go (12/20 – Done)
        ii. **SC/PIT Notify Applicants** (**1/26 Done**)
        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 **FWP meeting scheduled for today**
        ix. Placeholder/If Needed Meetings (3/6 @ 10am) **Not needed**
        x. SC/PIT notify applicants Go/No Go Feasibility Study (3/19)
        xi. Feasibility Study Phase – MDT Lead **MDT needs to develop Phase III (feasibility study) process guidance**
        xii. Future Working Meetings (2/14, 3/13 @ 10am) **Ken not available 4/10 and Kylie not available 5/8. Will discuss as part of #5.**
        xiii. Schedule for Communications Plan & Schedule of Deliverables
            (1) Tom action item Agenda #4
    - Begin May 2024 cycle prep
        i. Check Schedule of Deliverables – make any adjustments?
        ii. Schedule meetings

4. Communication Plan – May 2024 Cycle (DW, TM 10 minutes)
    - Need to update plan after November cycle to V3.0 – *Teams* – dates for May cycle (TM)
    - Change message on website – May 2024 Application Cycle Coming Soon (ST)
    - Outreach to prospective applicants – May

    Needs to be updated and posted to the website. Tom and team will take a stab at updating it. This ties into #8 agenda items. Discuss at next meeting (3/13)

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5. Schedule of deliverables – Tom to keep updated and share as regular agenda item (TM 10 min)
    - November 2023 – May 2024
    - May 2024 – November 2024

    General Discussion:

    Internal review by staff started 2/7. Draw attention to 3/13 steering committee meeting. The next application cycle starts spring 20224 so at the 3/13 meeting we need to start working on the next application cycle. The following steering committee is 3/28. Deb commented that we need clarification on Section 6. How do we want to tackle this? Dwane will take a look at it.

    Specific items on the schedule of deliverables:

    - **3/29-PR item likely on needed**
        - **Change time?**
        - **PR shouldn't be a big lift as we can just use the fall announcement**
    - **Length of time for materials/PR days extended**
    - **Webinar a "no" unless we make notable changes**
        - **Per Deb, we could make a video and post it**
    - **6/19 (line 33) not a heavy lift as templates are now built**
    - **Feasibility initiation prior to launch of next cycle**
    - **Review feasibility schedule;**
        - **Who is invited to the kickoff? Applicant for sure**
        - **We need to have a touch point with the applicant if we made some tweaks to their proposal to make it feasible**
    - **5/14/25 may not need meeting**

    Per Kylie, should be trying for next cycle $$ now?
    Per Deb, need to acknowledge the risk of future funding

    - **Future working meetings:**
        - **Shane will review schedules and plans to make sure meetings are scheduled out**
        - **Shane will send out meeting schedule—PIT crew can help**
        - **Shane will work with Tom on communication plan dates**

    - MDT – Feasibility Study for selected projects

6. Simplify/clarify application (20 minutes)
    - Funding – budget worksheet
    - Section VI
    - Timeframe – ahead of May cycle?
    - MSWP questions **Tabled items for next time**
        i. Engineering Section – qualification of what is required to move an app forward (score well)
        ii. Scoring inequities – Funding worth 25 pts, Data worth 10 pts
        iii. Others

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7. Recent Colorado Summit #2 update (KP) (10 minutes) **Tabled for next meeting. Please review the summary handout provided.**
    - 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?
    - Next MT Summit
        i. Interim mini-Summit?
        ii. Next full Summit

8. Public Outreach on Planning Tool and Partnership in general (KP, MSWP)
    - What outreach is currently being conducted?
    - MDT/FWP outreach other than call-out for applications?
    - Anything directly in response to EQC?
    - What is goal of listserv and getting more people on it?
        i. Desire to share other types of information?

9. Future WCPP Project Applications (KP)
    - whether/when/how people (via a local government or other eligible entity) can apply to WCPP funds if haven't yet gone through MTWP PP process...
    - KP to elaborate

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