

DRAFT TEAM MEMORANDUM

Project Name:	Puget Sound Beaches Project	Date:	9/22/09
Client:	KCDNRP WTD	Project Number:	7562A.10
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Reviewed By:	Jeff Lykken, Shahrzad Namini		
Subject:	CSO Control Alternative Review and Comment Procedure		
Distribution:	Team		

Introduction:

The Consultant Team for the Puget Sound Beaches Project has developed CSO control alternatives for each of the four CSO basins. This memorandum describes the procedure for obtaining feedback and comments from the King County review team throughout the alternative evaluation process.

Schedule for Alternative Submissions:

Alternatives will be developed and evaluated over several months, with the objective of short-listing up to three alternatives per basin in December 2009. Throughout this period the alternatives will be a "work in progress". As shown in the table below, alternatives are submitted for review in a series of basin and topic-specific workshops and meetings. Prior to each meeting/workshop, a "hard copy" package of information describing the alternatives in their current form will be submitted to King County for review and comment. This package of information will also be uploaded to the Consultant CSO Web Site for team members to review on-line and/or download.

	August 2009	September 2009	October 2009	November 2009
Meeting Purpose	Basin Leads present up to 9 alternatives per basin for initial comment	Non-technical focus meetings to identify information needed to complete alternative review matrices	Technical focus meetings to add detail for O&M issues (layouts, configurations, etc.)	Team workshop to complete review matrices for each alternative
Alternative Version	V1	V2	V3	V4
Description	Preliminary cut at alternatives by Consultant	Revisions to V1 based on comments received from CSO Team (non-technical focus)	Revisions to V2 based on comments received from CSO Team (technical focus)	Revisions to V3 based on comments received from CSO Team

Comment Log:

A Comment Log will be distributed to the CSO Team and used to track comments on the alternatives presented at the workshop/meetings. The Comment Log will be distributed with the package of information prior to each workshop/meeting. Basin Leads will review significant comments and modifications to the alternatives to address these comments at the beginning of each subsequent workshop/meeting.

Initial Review Responsibilities (comments required prior to 10/2/09):

1. Review Evaluation Criteria. For each category, review criteria and questions to confirm applicability. Suggest any changes to criteria or questions using "track changes" mode in MS Word.
2. Review Information Needs. For each alternative, review the initial list of information needs developed by the Basin Leads. Suggest any changes to information needs using "track changes" mode in MS Word.

Follow-up Review Responsibilities (comments required prior to 10/14/09):

1. Complete review of Alternatives (V2) using Comment Log.
2. Provide comments on Draft Technical Memorandum documenting Technical Considerations used to develop CSO control alternatives.