
Profile

Stephanie

First Name

Prochaska

Last Name

Email Address

Are you a resident of the City of Colorado Springs? Yes No

In what City Council District do you reside? * District 3

Use the following link to determine if you live inside City limits and to find your City Council District:

<https://coloradosprings.gov/city-clerk/page/city-council-districts>

Street Address

Suite or Apt

City

State

Postal Code

Primary Phone

Colorado Department of
Transportation

Employer

Environmental Project
Manager

Job Title

Which Boards would you like to apply for?

Parks, Recreation, and Cultural Services Advisory Board: Submitted

Introduction

Briefly introduce yourself and state your interest in serving on a specific Board, Commission, or Committee

My name is Stephanie Prochaska and I have been a resident of Colorado Springs since 1992. My neighborhood park, Stratton Meadows, is by far one of the busiest neighborhood parks I have seen. I love seeing our parks being utilized and enjoyed. Additionally, I am a hiker and think Colorado Springs has some of the best municipal trail systems I have ever seen.

Relevant Experience and Community Involvement

Highlight any volunteer work, previous service on boards or committees, and community involvement that demonstrates your commitment to public service and the community.

I worked in the archives of the Colorado Springs Pioneers Museum for 5 years and really understood the value of the parks to this community. Now, I am a NEPA environmental project manager specializing in the recreational and community resources. Many of the projects I manage are specific to trails and pedestrian facilities. Currently, I am a representative on the Spanish Peaks Outdoor Commission and work with other rural entities as part of my job. I want to be involved with my own community and thought this opportunity would be a great start and aligns with my interests and values.

Supplemental Materials (if applicable)

[Prochaska-Parks_Board_Resume.pdf](#)

Include any additional materials that may strengthen your application, such as a resume or examples of your work in the community.

Stephanie Prochaska

Environmental Project Manager

Stephanie Prochaska

[REDACTED]

[REDACTED]

Experience

Colorado Department of Transportation / Environmental Protection Specialist: Project Manager

MAY 2023 - PRESENT, COLORADO SPRINGS, CO

Facilitates environmental clearances for CDOT, permit, right of way (ROW), and Local Agency projects. Acts as a liaison between the local agencies and CDOT regional and headquarter staff for the NEPA process. Manages consultants for projects. Attends pre-construction planning/scoping meetings and provides input based on environmental risk analysis. Participates in project scoping, communicates with the project team about potential adverse effects, and works to find a solution. Communicates with the project team and design engineers about clearance timelines. Provides guidance to consultants on NEPA clearances and permits necessary for the project. Reviews access permits prior to the Environmental Program Manager's comments identifying environmental concerns not addressed by applications. Reviews MMOF, TAP, and other CDOT local agency grant applications for the project's environmental needs. Developed community analysis clearance templates and follows guidance from FHWA. Communicates with FHWA. Created and maintains a region 2 non-historic 4(f) GIS map referencing known planning documents related to recreational resources. Works with maintenance staff and engineers to discuss challenges and find solutions. Stays up to date on federal, state and local laws that may impact clearances and permits. Participates in habitat restoration activities in the region. Participates in pollinator habitat in CDOT ROW research, bat species on CDOT structures research, milkweed and monarch butterfly observational mapping, living snow fence in Park county and other biological research opportunities. Works with CDOT biologists on plant and species identification during site visits.

Colorado Department of Transportation / Technician IV

JULY 2019 - MAY 2023, COLORADO SPRINGS, CO

Created and updated Environmental Project Manager tracking for project assignments; created program delivery spreadsheets. Created tracking sheets for soil testing, paid invoices using PCard and charged to the appropriate project or cost center. Sent Permission to Enter forms for 4 projects, created maps of which properties returned the forms. Inventoried environmental records. Uploads documents into OnBase or ProjectWise as directed by CDOT's Records Manager. Manage the

Planning & Environmental Unit's records, track retention periods, digitize and store according to state procedural directives. Maintained Sharepoint database and site for the regional internal documents; migrated documents to OnBase and was a point of contact for CDOT HQ with decommissioning Sharepoint. Serve as timekeeper for the Unit where I manage personnel files. Provide reference help to internal and external customers. Serve as regional representative on the data management committee. Attends quarterly TPR meetings, runs STIP reports, and compiled the PPACG ledger. Documented milkweed and monarch butterflies for tracking/research purposes. Collected and planted cottonwood trees for Prebles Meadow Jumping Mouse habitat in El Paso County & in Fairplay. Researched information for Hamlet Ditch, McCullough Gulch Reserve, and other property information for projects. Researched culvert and property history for SH67 future project. Created multiple maps in ArcGIS pro and/or Google Earth for projects including wildlife fencing on 115, top 25% wildlife vehicle collision corridors in Region 2, known Raptor nests, and CDOT PMJM properties, PMJM trapping data & PMJM photo monitoring areas. Provided GIS data to ROW of known historic ditches and irrigated land within the region. Attended project meetings such as FIR, FOR and preconstruction meetings. Communicates with the project manager about the CatEx status. Created a Region 2 NEPA library. Tracked down missing NEPA documents and provides this information to consultants, engineers, and other stakeholders. Creating a Spec Library for specialty spec for construction. Attended stakeholder meetings for Raton Pass Wildlife corridor, and the Colorado Wildlife and Transportation Alliance quarterly meeting. Attended a non-historic Section 4(f) training.

City of Colorado Springs: Pioneers Museum / Archivist

DECEMBER 2018 - JULY 2019, COLORADO SPRINGS, CO

Gave lectures and presentations on research, history, and preservation methods. Digitized archival materials including photographs, audio cassette tapes, and manuscript materials. Identified representation gaps in the collection and actively sought out diverse donations. Managed the institutional records. Represented the archives on the museum's Acquisition Committee. Created content for the museum's social media pages and the museum's website. Built relationships among researchers and donors. Managed volunteers, interns, and part-time employees.

City of Colorado Springs: Pioneers Museum / Assistant Archivist

FEBRUARY 2015 - DECEMBER 2018, COLORADO SPRINGS, CO

Processed archival collections and catalog reference library collection. Coordinated research service and provided reference services to the public. Scheduled volunteers and interns and managed their projects. Contributed to institutional goals. Fulfilled reproduction orders, research and media requests. Contributed to the storage planning and expansion.

Sierra Nevada Corporation / Technical Data Librarian

MARCH 2013- FEBRUARY 2015, CENTENNIAL, CO

Maintained a Secret security clearance. Digitized program records, processed collections, and created finding aids. Maintained database of program documentation. Represented the library for the company's FAA Repair Station certification and audits. Created procedures to improve the document distribution procedure and traceability of data. Prepared recurring reports and obtains data for research as requested. Contributed to the storage plan of documents and records stored in the library. Worked with program managers about technical orders, distribution of materials, and various records research.

Education

University of Denver / Masters of Information Science
SEPTEMBER 2010 - MAY 2012, DENVER, CO

**University of Colorado Colorado Springs / Bachelor of Arts,
English**
AUGUST 2004 - DECEMBER 2008, COLORADO SPRINGS, CO

Committees

Community Analysis working group regional representative, Scenic & Historic Byways Region 2 representative, Visual Resource working group regional representative, Environmental Documentation working group, CDOT GIS Steering Committee, Spanish Peaks Outdoor Coalition representative

Trainings

Bird surveys, visual resource assessments, Environmental Justice (CDOT), non-historic 4(f) (CDOT), Catex Training (2022), Intro to NEPA (2022), Basic NEPA from FHWA (2022), National Highway Institute (NHI) Environmental Justice, FHWA Environmental Justice webinar, Face to Face (2022-present), webinars from ESRI (GIS) and ERIS (HazMat), Coffee at CDOT programs hosted by EPB & FHU, ISA/HazMat including how to conduct site visits and read reports from ERIS, Intro to ArcGIS Pro, Excel 2-3, Microsoft SharePoint, basic plan reading and plan checking (CDOT), GIS User Group quarterly meetings, SWMP Reviewer (2023), non-historic Section 4(f) training (2023), (NHI) Fundamentals of Environmental Justice (2023), NHI Introduction to NEPA and Transportation decision making (2023), NHI Environmental Justice Starts in Planning (2023), PEL Training (2023), OnBase trainings (2023), NEPA 101 (2024), Context Sensitive Solutions (2024), NEPA ReEvaluation training (2024), Stormwater

Seminar (2024), webinars on pollinator habitat, beaver habitat and other biological webinars.