

Caltrans D3 CSMPs Stakeholder Consensus Facilitation Project
Team Meeting Summary
May 28, 2008
1:30 – 3:30 p.m.
2389 Gateway Oaks Dr., Sacramento

Participants:

Jeff Pulverman, D3
Andrew Brandt, D3
Alyssa Begley, D3
Richard Helman, D3
Marlo Tinney, D3
Arthur Murray, D3
Ed Philpot, HQ DOTP
Nancy Kays, MIG

CSMP Brochure

Changes to the brochure language were made and will be forwarded to the MIG designers in marked-up form, including removal of names from the contact information.

CSM Schematic

There were a number of changes to the schematic, which is shown within the brochure. These will also be sent to the MIG designers in a marked-up form.

Process Graphic

Before completing this, Ed will check with Kelly Eagan about the step of "Delivery to California Transportation Commission" as well as the date of Spring 2009 shown at the bottom right.

Corridor Location Map

- A few changes were suggested that will be forwarded to MIG designers in a marked-up form.
- MIG will send the final map to Arthur Murray in both pdf and Adobe Illustrator.

Map Review Process

- Maps will be downloaded by Ron Hall onto the MIG FTP site, in the appropriate corridor folder. Corridor managers must make sure that this is done along with working papers placement in the FTP site.
- Steve Cheadle at MIG will be managing the map work and when they are completed in Adobe Illustrator format he will let Nancy know.
- Nancy will then forward the maps on to corridor managers for review.
- When the I-80 maps for Working Paper 1 have been formatted, all corridor managers should review them. These will become the template for subsequent maps.

Working Paper Cover and Format

- MIG will remove “Final Draft” from all Working Paper covers. By the time a Working Paper is in InDesign, it is in final form.
- The footer should have the “s” removed from “plans.”
- Photo captions will need to be added by corridor managers when they receive the first proof of the InDesign version.
- Corridor managers should be thinking about what photos they would like to use in the working papers, to illustrate important points.
- New photos can be added to MIG’s FTP site, in the folder on the particular corridor in question.
- Logos from the RTPAs will be requested soon by District staff.

Newsletter Format

- District staff would like to think a bit more about the title of the newsletter (“What’s New” doesn’t sound quite right).
- MIG will change the title on all products from “50/99” to “50 & 99”.
- Website address (when we have it) should appear in the header of the newsletter.
- The newsletters will be either 2 or 4 pages, depending on the amount of content.
- Jeff would like all corridors to have a simple, 2-page newsletter out by the end of June with:
 - Brief recap of CSMPs – where we’ve been, where we are, where we’re going (from the process graphic)
 - Schedule changes
 - Map of corridor
 - Network of Rank 1 roadways and transit
- Nancy and Alyssa will talk on the phone on Wednesday, June 4, from 2:00-2:30 about a newsletter outline for the U.S. 50 Corridor. This can be used as a template for the others.

Task Order Budget Amendment

- In addition to other new tasks (from last meeting), MIG may add printing and spiral binding of 50 copies of each working paper. Before this happens, though, MIG will send the pdf version of I-80 Working Paper 1, so Caltrans can test out printing and binding it, at the Marysville office.
- District staff needs to let MIG know of how many working paper pages are anticipated for InDesign formatting, as well as how many maps will be needed in Adobe Illustrator format.

CSMP Website

- The kickoff conference call is scheduled for Monday, June 2, 10:30 a.m. and Arthur has sent out the phone bridge information.
- Some possible website domain names are:
 - corridormobility.com
 - csmp.net

- csmp.org
- californiamobility.com

PDT Meeting Schedule and Format

[From wallgraphic]

Agendas

- Working Paper Draft Review
- Input on next Working Paper

Schedule

- First PDT meetings expected to take place in August
- Focus meetings for summer could be with: SABA, EDCTC, SACOG, City of Sacramento

Important

- Local speakers
- Input from stakeholders
- Answer critical questions
 - For example, "What are key bottlenecks? What strategies are you using to solve those bottlenecks? (current and future)
 - Send these questions out ahead of time
 - Small group discussions
- Education
- Sharing
- Don't expect attendees to have read the working paper (that is a task that PDT members can do independently)

Next Meeting Date and Agenda

June 18, 1:30, Caltrans offices. Agenda: Review all printed products, PowerPoint show, schedule, website development, budget amendment, and further develop the PDT meeting format and schedule.