

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

Participants:

Jeff Pulverman, D3
Andrew Brandt, D3 (by phone)
Alyssa Begley, D3
Richard Helman, D3
Craig Wahl, HQ DOTP
Nancy Kays, MIG

Next Task Order

- o For District 3 CSMP website and newsletters
- o Draft of scope will be sent to MIG by Thursday for review and estimated budget

Schedule

- o Nancy will get an estimated date for completion of first draft of formatted I-80 WP1 from MIG design staff.
- o D3 staff would like four of the CSMP WP1s formatted by the end of May
- o The 5/99 WP1s can be done by the end of June
- o WP2s will closely follow WP1s
- o The Status Report for I-80 should be done by June 6
- o The Brochure should be done by June 9

Maps

- o Ron Hall will work with MIG staff to translate all maps from GIS to AI
- o D3 staff want all of the maps that will be published to be in AI format, but we don't know yet how many maps that will be; this needs to be resolved
- o Right now, the budget includes 19 "enhanced" maps (in AI format)
- o All maps should be readable in B/W
- o The team prefers multiple maps in 8.5x11" to folded 11/17" maps in the working papers

Brochure

- o The color scheme is good
- o D3 staff will coordinate the comments on brochure text and give to Nancy by May 2
- o The formatted brochure will be discussed at the next meeting

Process Graphic

- o MIG will make the changes decided upon in the meeting, and also use Jeff's text for the steps in the process and the deliverables.

Fact Sheet (now called Status Report)

- Add the month and year to the top
- D3 staff will decide on the list of key performance measures and baseline data and give them to Nancy to be included
- Nancy will align the status report topics with the process graphic steps
- Nancy will update the text with Jeff's "tracked changes" and the other agreed-upon changes from the meeting
- The formatted I-80 status report will be discussed at the next meeting
- The status report will be updated by D3 project managers, but will always briefly summarize the entire project before adding new information
- D3 staff will order copies of Adobe InDesign and determine how corridor managers will be trained
- Nancy will check into the cost of MIG doing the InDesign training of the Caltrans corridor managers

Working Papers

- Changes to make to the covers:
 - Remove the large "3" from the graphic (it's a partnership)
 - Put all relevant RTPA logos on the front (at most 4).
 - Corridor managers will ask for high quality electronic versions of these logos.
 - For the background of the covers, use pictures from that corridor, and include transit in some of them (they are organized by corridor and mode on the photo CD sent by Caltrans to MIG design staff)
- MIG will format a page or two of the I-80 WP1 for review at the next meeting
- We will check how everything looks when copied in B/W

CSMP Schematic

- Make it simpler
- Make it more linear along the corridor
- Use cartoonish images instead of icons, to be more readable
- Increase the size of the local roads (same size as highway), but highlight only a few
- For the TMC, use an image instead of an icon, and below the schematic put the image and next to it write "The Traffic Management Center coordinates all modes of transportation in the corridor"

Next Meeting

- Tuesday, May 13, 1:30 – 3:30 p.m., District 3 West Conference Room.
- Agenda:
 - Review of formatted brochure, I-80 status report, process graphic, I-80 WP1 interior pages, PDT and focus group planning