

Caltrans D3 CSMPs Stakeholder Consensus Facilitation Project
Team Meeting Summary
June 18, 2008
1:30 – 3:30 p.m.
2389 Gateway Oaks Dr., Sacramento

Participants: Arthur Murray, Alyssa Begley, Rick Helman, Marlo Tinney (Caltrans D3, in Sacramento), Jeff Pulverman, Will Shilling, Dick Deal, Susan Zanchi, (Caltrans D3, in Marysville, by phone), Ed Philpot, Terri Bridges (Caltrans HQ Planning); Nancy Kays, MIG.

InDesign Training at MIG-Berkeley

- Nancy will verify that MIG can provide three computers loaded with InDesign for the three Caltrans participants.
- The participants will be Arthur Murray, Marlo Tinney, and Will Shilling.
- Will Shilling may be able to bring his computer with InDesign, as long as Version 2 is acceptable. Nancy will check on that.
- The \$75 cost per person can be paid for through the project.

MIG FTP Site

Since this is the primary portal for exchanging unfinished and finished documents with MIG, Rick will show all D3 staff how to easily access the site.

Brochure

- A few changes still need to be made.
- When these are completed, Nancy will send the final version to Arthur, who will obtain final approval from the rest of the team.
- When approval is received, MIG will have 200 copies printed.
- Arthur has developed the distribution lists.

Process Graphic

- Terri has a few suggestions for more “active” language. When these changes are made, the process graphic is ready to use.
- It’ll be located on the FTP site for downloading in pdf.

I-80 Working Paper 1 in InDesign

- Rick will get all comments to MIG by **June 24** (from staff by **June 23**)
- The more detailed maps should be 11 x 17”, z-folded
- The working paper needs photos and text boxes inserted by Rick.
- Rick will mark up a hard copy, scan it and send it to Nancy.
- MIG is working on the bike map.
- MIG will develop a style guide from the format of this working paper.

Other Working Papers

Working Paper 1's for 65 and 49 have been loaded onto the FTP site and will be formatted once we have a consistent look and feel for the I-80 WP 1.

Working Paper 1 for 50 should be ready by June 27, for 99N by early July, for 99/5 by mid-July.

Working Paper 2 for 80 and 49 are nearing completion.

US 50 CSMP Newsletter #1 Content

- The group reviewed the outline and contents and made changes.
- Alyssa and Arthur will send photos and text for the newsletter, plus comments on the existing text to Nancy by **June 20**.
- Nancy will check on the progress of the US 50 corridor map is going in this newsletter.

Outline of CSMP Website Text

- The group reviewed this website content and made a number of changes.
- Nancy will write the "welcome" language for both the home page and the corridor page (in this case I-80), as well as the links that are on the left side of the home page.
The 3 features will be decided by D3 staff, who will send the text and links to Nancy by **July 2**.
- We will take off the "take survey" link for now and put it back when we have a survey
- All of the comments on this webpage will be sent to Arthur; he will distribute them to corridor managers so they can respond to commenters in a timely manner.
- Nancy will check with Zuzana about how Arthur will know that these comments come from the website.
- The commenters should also receive an auto-response about the fact that a Caltrans staff member will respond soon.
- Nancy will check to find out if the number of webpage hits (to each page) can be tallied and reported.
- On the corridor pages, we should use categories for links, such as "Working papers," "newsletters" and "Upcoming meetings"

Schedule

To speed up the process, D3 staff will put all maps that are ready up and onto the FTP site as soon as possible, so MIG staff can work on them.

Next Meetings

- July 9, 1:30 – 3:30 in Sacramento
- July 30, 1:00 – 3:00 in Marysville

Art will send the e-mail addresses of Cassandra, Nick, Susan, Sue, and Will to Nancy for inclusion on the CSMP team e-mail list.

