

**Caltrans D3 CSMPs Stakeholder Consensus Facilitation Project**  
**Core Team Meeting Summary**  
**August 19, 2008**  
**2:00 – 53:00 p.m.**  
**Sacramento Office**

**Participants:** Rick Helman, Marlo Tinney, Bruce DeTerra, Nieves Castro, (Caltrans D3); Nancy Kays (MIG).

**General**

- For the formatting of working papers, we will consider two reviews to be enough before a working paper is finalized. If mistakes are found or corrections are needed, they won't be made after that.
- We will continue to work on trying to make the brochure and working papers print correctly at Caltrans.

**Process Graphic**

- The process graphic is being made into a wall-sized board for D3 staff to use in meetings.

**Brochure**

- The brochure is being reprinted and 200 copies sent to Bruce for distribution.

**Working Papers**

- Several WP1's are now on the FTP site for formatting into InDesign. Some still need photos, photo captions, and AI maps, however.
- We are now going to be featuring draft working papers (in Word) on the website, so that PDT members can go to the website and download them for review. Corridor managers need to put these on the MIG FTP site (in special folders marked "Review drafts for website only" inside of the Corridor folders) and let Nancy know that they are ready for uploading onto the website.
- Alvin Yee of MIG's Davis office is now the webmaster for the CSMP website, but corridor managers should continue to work through Nancy to put items on the website.

**Photos**

- Corridor managers are continuing to look for high-res photos for working papers and the CSMP documents.

**Maps**

- Corridor managers are working with Ron Hall to finalize the maps in AI before putting them on the FTP site for MIG formatting.

- Since maps take some time to format at MIG, managers need to get maps uploaded as soon as possible.

### **Newsletters (called “Corridor Updates”)**

- The first one, for U.S. 50, is nearly completed (needs an updated map) and will be uploaded soon onto the website.
- This will become the basis of the other newsletters. Items that will vary are: calendar, network description, and possibly the educational feature.
- Corridor managers will be responsible to send MIG the content for these newsletters.
- Corridor managers will e-mail notification of the newsletters, with a link to the website.

### **CSMP Website**

- In the Features area of the home page, will be:
  - Feature on the groundbreaking for the Lincoln Bypass. Rick sent Nancy the material (*Bee* article and a PowerPoint)
  - Feature on Yolobus system
  - Feature which is a link to the U.S. 50 newsletter

### **Schedule/Calendar**

- Bruce will send Nancy corrections to the schedule that she sent out. This will be what is used on the website under “calendar.”

### **Focus Meetings**

- There will be three meetings, as follows:

Folsom/El Dorado: Thursday, September 18, 1:30 – 3:30 Folsom City Hall, Large Conference Room (covers U.S. 50 corridor). The entire U.S. 50 PDT list will be invited.

Sacramento/Yolo: Tuesday, September 23, 1:30 – 3:30 SACOG, Rivers Room (covers I-80, U.S. 50, I-5/SR 99 corridors). Invitees include the City of Sacramento, Sacramento County, West Sacramento, Yolo County, SACOG, Sacramento Regional Transit District, and Yolo County Transportation District.

Placer: Thursday, September 25, 10:00 – noon, PCTPA Conference Room (covers I-80, SR 65, SR 49 corridors). Invitees include PCTPA, NCTC, SACOG, Placer County, Nevada County, City of Auburn, City of Grass Valley, City of Lincoln, City of Roseville, City of Rocklin, Placer County Transit, Roseville Transit, and Gold Country Stage.

- Invitations will be mailed under Bruce’s signature and also e-mailed. It will be stressed that Caltrans would like a representative from each jurisdiction or agency to attend (either the PDT member or an alternate).

- The meeting goals are:
  1. Presentation of CSMP Background
  2. CSMP Networks (show maps, if they are ready)
  3. Discussion of corridor challenges and strategies (by corridor)
  4. Discussion of visionary projects (beyond MTP)
  5. Modeling variables for Microsim modeling (eg. aux lanes, HOT lanes)

#### **Other Focus Group Meetings**

- D3 staff will meet with bike/ped advocates to talk about the District Bike Plan and the CSMPs.

#### **Next Team Meeting**

- Core Team only, to plan in detail the focus meetings – Nieves, Bruce, Rick, Marlo and Nancy (with the addition of Jeff Pulverman) – on August 29, 10:00 to noon Sacramento D3 offices. Everyone will receive the summary.