

MEETING TITLE: PARTNERING KICK-OFF MEETING - LAST CHANCE GRADE ENGINEERED FEASIBILITY STUDY**MEETING DATE:** 3/19/14**TIME:** 1300-1500**LOCATION:** STATE PARKS NORTH OPERATIONS CENTER, CRESCENT CITY**Facilitator****Brad Mettam****Attendees**

Brad Mettam
 Talitha Hodgson
 Kevin Tucker
 Mitch Higa
 Jason Meyer (telephone)
 Isaac Kinney
 Jeff Bomke
 Roger Goddard
 Steve Prokop
 David Roemer
 Barney Riley
 Matt Simmons (minutes)

Titles/ Affiliations

Deputy District Director, Caltrans
 Project Management, Caltrans
 Advance Planning, Caltrans
 Environmental Planning, Caltrans
 Environmental Planning, Caltrans
 Yurok Transportation
 California State Parks
 California State Parks
 National Park Service
 National Park Service
 National Parks Service
 Local Assistance, Caltrans

Meeting initiated by:**Caltrans District 1****National Park Service****California State Parks****Yurok Tribe****Executive Summary:**

- I. Introductions: Partner introductions included representatives from National Parks Service, Caltrans, California State Parks and Yurok Tribe staff.
- II. Ground Rules for Last Chance Grade Partnering Meetings
 - Respect other people's opinions
 - One conversation at a time
 - Be on time
 - Participate
- III. DECISION-MAKING PROCESS: The partners concluded that decisions would be reached by arrival at a consensus.
- IV. OVERVIEW OF MEETING AGENDA TOPICS: Development of Partnering Charter and Communication Plan
- V. PARTNERING CHARTER – Summarizes Values, Goals and Commitments of Partners
 - A. The VALUES of the Partners Included the Following:
 - B. The GOALS of the Partners Included the Following:
- VI. COMMUNICATION PLAN
 - A. Communication Guidelines:
 1. Partnership Communication will be Transparent
 2. Partners will Meet Monthly.
 3. External and Public Communications will be Open, Consistent and Vetted with All Partners
 - B. Conflict Resolution will be by Partner Consensus
 - C. Roles and Responsibilities.
 1. Defined Specialists Counterparts for Each Agency (Cultural, Natural, Historical, Environmental, Geology, Wildlife, Forestry, Engineering/Planning).
 2. Identified Substitute Participants
 - D. Addition of Elk Valley and Smith River Rancherias to Partner List
 - E. Identification of Key Stakeholders (will receive Executive Summaries of Partnering Meetings):
 1. Save the Redwoods League
 2. Del Norte Board of Supervisors
 3. Del Nort Local Transportation Commission (DNLTC)
 4. North Coast Regional Water Quality Control Board (NCRWQCB)
 5. National Oceanic and Atmospheric Administration (NOAA)

6. California Coastal Commission
7. County Coastal
8. California Fish and Wildlife
9. US Fish and Wildlife
10. Green Diamond

VII. Takeaways:

- A. Conducted Kickoff Meeting
- B. Established a Basis to Draft Charter and Communication Plans
- C. Next meeting April 16, 2014

VIII. Action Items:

- A. Minutes and Executive Summary to be prepared by CT
- B. Caltrans will draft Charter and Communications Plans for Partner Review and Edit
- C. State and National Parks to determine and report potential economic impacts of a highway closure to Redwood National Park
- D. All Partners will provide org chart and contact information.
- E. All partners will come prepared to the next meeting to discuss a system for dispute resolution.