

MEETING TITLE: PARTNERING MEETING: LAST CHANCE GRADE ENGINEERED FEASIBILITY STUDY

MEETING DATE: 04/16/14

TIME: 900-1100

LOCATION: PARKS SOUTH OPERATIONS CENTER, ORICK

Facilitator
Brad Mettam

Attendees

Titles/ Affiliations

Meeting initiated by:
Caltrans District 1
National Park Service
California State Parks
Yurok Tribe
Elk Valley Rancheria
Smith River Rancheria

Brad Mettam	Deputy District Director, Caltrans
Talitha Hodgson	Project Management, Caltrans
Kevin Tucker	Advance Planning, Caltrans
Jason Meyer	Environmental Planning, Caltrans
Rosie Clayborn	Yurok Transportation
Crista Stewart	Elk Valley Rancheria, THPO
Bobbie McGray	Elk Valley Rancheria, COO/CFO
Kevin Mealue	Elk Valley Rancheria, Environmental Service Specialist
Jeff Bomke	California State Parks
Roger Goddard	California State Parks
Steve Prokop	National Park Service
David Roemer	National Park Service
Matt Simmons (minutes)	Local Assistance, Caltrans

Executive Summary:

- I. Introductions: Partner introductions included representatives from National Parks Service, Caltrans, California State Parks, Yurok Tribe, Smith River Rancheria, and Elk Valley Rancheria.
- II. OVERVIEW OF MEETING AGENDA TOPICS: Partners agree to combine the information from the Charter and Communication Plan into a Memorandum of Understanding
- III. PARTNERING CHARTER – Summarizes values, goals and commitments of Partners
 - A. The Partners continue to refine values and agree to emphasize the value's list is in no particular order.
 - B. Added the expectation of the group that the Charter will be revisited and revised as needed.
- IV. COMMUNICATION PLAN
 - A. Communication Guidelines:
 1. Partners will meet monthly, which will include teleconferences or webinars
 - B. Roles and Responsibilities.
 1. Defined the role of decision making at the lowest level with appropriate communication, approval and support from Partner's management hierarchy.
- V. Takeaways:
 - A. Partners agree to combine Charter and Communications Plan into Memorandum of Understanding
 - B. This partnership is unique and will require involvement throughout the life of the project
 - C. Next meeting May 29, 2014
- VI. Action Items:
 - A. Minutes and Executive Summary to be prepared by CT
 - B. Caltrans will draft MOU for Partner Review and Edit
 - C. Develop list of Deliverables for feasibility phase of project
 - D. All Partners will provide org chart and contact information
 - E. Tribal cultural resources – how they need to maintain confidentiality and need approval from the respective chairperson
 - F. Executive Summary will be approved and revised