



MEMORANDUM

To: Subhash Raval, P.E.
Development Review and Technical Support Division Manager
Pima County Development Services Department

Cc: Andrew Gunning, PAG Carmine DeBonis, Jr., Pima County DSD
Cherie Campbell, PAG Brandon Matheson, Pima County DSD
John Liosatos, PAG Hal Gilbreath, Pima County Attorney's Office
Ben Goff, Pima County DOT Lesley Lukash, Pima County Attorney's Office
Robert Young, Pima County DOT Curtis Lueck, CLA
Marcos Esparza, CLA

From: Kenneth Shackman, P.E., PTOE
Senior Associate

Date: September 29, 2008

Subject: **Regional Access Management Plan (RAMP)**
Minutes from September 18, 2008 Direct Project Participants Meeting
CLA Project Number: 2007.36

The monthly meeting of the Direct Project Participants was held at the City of Tucson/Pima County Public Works Building in the 2nd Floor Conference Room of the Pima County Development Services Department (DSD). The following representatives from the Pima Association of Governments (PAG), Pima County, and CLA attended this meeting:

Pima Association of Governments

John Liosatos

Curtis Lueck & Associates

Kenneth Shackman

Curtis Lueck

Pima County

Subhash Raval (DSD)

Robert Young (DOT)

Mr. Shackman briefly discussed the Project Status Report. This document was requested by the members of the Direct Project Participants at the August meeting as part of an effort to keep all of the RAMP participants engaged/interested in the project. Mr. Shackman prepared and transmitted the two page document on September 9. This document will be added to the RAMP web page. Mr. Shackman asked how often this report should be prepared. It was decided that a quarterly report would be satisfactory.

Addendum No. 1 for the *Project Management Plan* was discussed next. A rough draft of this document was discussed at the August meeting. The document was finalized and submitted for approval to Mr. Raval. It was anticipated that Mr. Raval would respond in the next few days. Work on this activity was delayed by both Messrs. Raval and Shackman being out of town for several weeks between the August and September meetings.

The next topic of discussion was the *Best Practices Paper*. Mr. Shackman stated that he was replacing Mr. Esparza as the lead person on this work task. It was stated that an outline had been distributed at the August meeting; however, the members did not provide any comments. Dr. Lueck stated that the outline could have been more detailed. He suggested that a draft Table of Contents be prepared for review.

The *ThinkTank Information Gathering Effort Working Paper* was discussed next. Mr. Shackman discussed the two sessions conducted and the participants at each. He thanked all those who participated and the PAG staff, particularly Robert Done, for arranging and facilitating the sessions. Mr. Shackman discussed the purposes of the working paper, the analyses performed, the outcomes, and the conclusions reached. The draft document is being reviewed by the members of the Direct Project Participants and the Working Group. It is also being reviewed by the members of the Stakeholders Group who participated in the Stakeholders Group session. Review comments are due October 1. Mr. Shackman asked those present about their opinions of the effort. The consensus was that it is a useful tool for collecting a substantial amount of information quickly. It is believed that those participating know that their comments are being documented and that they are being listened to. Finally, this effort may help those participating to better “buy into” RAMP.

Mr. Shackman initiated the discussion of the RAMP web page on the PAG website. The PAG staff, particularly Robert Done, was thanked for all of their efforts to create the web page. Mr. Liosatos stated that the PAG staff recently determined the number of times the RAMP web page had been opened, i.e., the number of hits. Since it was created in mid-June, there were 55 hits in June, 252 hits in July, and 501 hits in August. In the early weeks, many of the hits were by members of the PAG and CLA staffs loading documents on the web page. After those first few weeks, some of the hits were by RAMP participants after they were notified of the web page existence. However, it appears that there are now many outside visitors to the web page. It was suggested that the minutes of the various RAMP meetings be added to the web page and then notify the participants of the availability. This will encourage the participants to use the web page and all of the information that is offered on it.

The ADOT Statewide Access Management Plan was discussed next. Mr. Shackman stated that the draft documentation is now on the ADOT website. It is available at www.azaccessmanagement.com. He mentioned that it difficult to reach the ADOT Statewide Access Management Plan web page using standard search engines on the internet. Mr. Liosatos stated that review comments for the documentation are due by Sept. 30. Activities are underway by ADOT to get the document past the draft stage and to make it enforceable.

Next, there was a very brief discussion about a possible RAMP news release. It was stated that there could be a joint release by PAG and Pima County. This news release could also be linked with a news release for the PAG Congestion Management System project.

The next meeting of this group is scheduled for Thursday, October 16, 2008 at the City of Tucson/Pima County Public Works Building in the 2nd Floor Conference Room of the Pima County Development Services Department. The meeting will start at approximately 9:00 – 9:15 AM, depending on the length of the agenda.

KAS/kas