

## Jim Crume

---

**From:** Daniel Miller [DnMiller@azdot.gov]  
**Sent:** Wednesday, March 15, 2006 5:08 PM  
**To:** Barney Bigman; Benedict Gurney; David Rodriguez; Don Casdorff; Howard Stevens; John Hunter; John King; Kenneth Richmond; Louis Furubotten; Michael Hineman; Robert Ball; Steve Laing; Al Reece; Bob Umbanhowar (E-mail); Chad Woolgar (E-mail); Clyde King (E-mail); Dan Mardock; David Shane (E-mail); Jerry Hughes (E-mail); Jerry Van Gompel; Jim Crume (E-mail); Jim Trujillo (E-mail); Joe Falinski (E-mail); John Litterer (E-mail); Rob Pecha; Roland Michaud; Ron Dorsey  
**Cc:** Henri Verdugo; Chuck Deutschlander  
**Subject:** Meeting Minutes - New Procedure

Despite our relatively new protocol of having the survey analysis meetings and some review comment meetings to help us all be on the same page and to avoid re-work, we have still on occasion had some re-work situations occur.

This apparently has happened because verbal agreements or directions discussed in the meetings have been forgotten or misconstrued by either the On-Call or ADOT R/W Plans staff.

To remedy this situation, we are now directing the On-Calls' to take meeting minutes of all noteworthy items in these meetings and to send (via email) the minutes to the ADOT R/W Plans meeting participants. The report can be sent in an email and can be just the email, or can include an attached Word file. The minutes should be sent within several days of the meeting.

In addition, the R/W Plans reviewer should also keep written notes of the meeting, for project documentation and comparison purposes.

Although the above new procedure is primarily intended to apply to Results of Survey related meetings, it should also be used for R/W plans related meetings if there are alot of issues being discussed and/or decisions being made.

Thank you for your cooperation.

Daniel N. Miller, RLS  
ADOT R/W Plans Section  
Technical Leader/Project Manager  
3443 N. Central Ave, su.1700  
Phoenix, Az. 85012  
(602) 712-6174  
DNMiller@azdot.gov

\*\*\*\*\*  
Confidentiality and Nondisclosure Notice: This email transmission and any attachments are intended for use by the person(s)/entity(ies) named above and may contain confidential/privileged information.  
Any unauthorized use, disclosure or distribution is strictly prohibited. If you are not the intended recipient, please contact the sender by e-mail, and delete or destroy all copies plus attachments.  
\*\*\*\*\*