

LA ART Meetings: Overview

Public Review Period: 10/17 – 12/16

Meeting	Location	Dates	Lead	Support	Presentation?	Public Comment/Court Reporter?
Pre-Draft EIR Release Community Information Session	Virtual	Wednesday, October 12	Metro	AECOM <ul style="list-style-type: none"> 3 Staff Interpreters Translation of Slides 	Yes	No
Pre-Draft EIR Release Community Information Session	In Person	Saturday, October 15	Metro	AECOM <ul style="list-style-type: none"> 3 Staff Interpreters Translation of Screens 	No	No
Draft EIR Informational Workshop	Virtual	Saturday, October 22	AECOM/ARTT	Metro	Yes Recording in all 4 languages	No
Draft EIR Informational Workshop	In Person	Tuesday, October 25	AECOM/ARTT	Metro	No	No
Draft EIR Public Hearing	In Person	Saturday, December 10	AECOM/ARTT	Metro	No	Yes
Draft EIR Public Hearing	Virtual	Tuesday, December 13	AECOM/ARTT	Metro	No	Yes

Dry Runs

Meeting	Day/Time	Attendees
AECOM-ARTT Dry Run for 10/22 Virtual Meeting	Thursday: 2-3	Cory, Beth, Kate, Jen, Dave, David Grannis, Michael Kennedy, DJ,
AECOM-ARTT-Metro Dry Run for 10/22 Virtual Meeting	Friday: 2-3	Cory, Beth, Kate, Jen, Dave, David Grannis, DJ, Michael Kennedy (Cory not available)
Orientation for 10/25 In Person Workshop	Monday, 10/25 4-5	All meeting staff

Virtual EIR Community Information Session Overview: Saturday, October 22 (10 am – 12 pm)

Presenter Cheat Sheet

- Upload LAUS Alameda Station virtual background
- Turn off VPN, if applicable
- Use your Zoom panelist link (forthcoming in Outlook invite) to join at 9:15 am on 10/22 for AV check; confirm access to Teams chat; step away until 9:45
- Cameras off and microphones muted except when you are presenting
- Don't use Zoom for messaging and/or respond to Q&A. Use Microsoft Teams to coordinate with the team.

Meeting Roles

Team	Role
AECOM	Lead <ul style="list-style-type: none"> • Logistics, Zoom Set Up and Management, Meeting Planning and Execution • Meeting Moderation and Q&A Moderation • Present Draft EIR Key Analyses and Conclusions • PPT and Translation • Interpretation: Spanish, Cantonese, Mandarin
ARTT	<ul style="list-style-type: none"> • Present Project Description/Project Overview slides • Available to answer project-related questions
Metro	<ul style="list-style-type: none"> • Present CEQA-related slides • Available to answer CEQA-related questions

Format

Agenda	Overview/Content	Details
Welcome (5 minutes)	<ul style="list-style-type: none"> • Welcome and invite people to put name/affiliation in chat so Jessica can welcome them to the meeting 	Allow attendees approximately 5 minutes to log on – start at 10:05 AM <i>Paola to initiate closed captioning</i> <i>Paola to begin recording</i> <i>Mary to repeat two bullet points in the chat.</i>
Orientation to the Meeting/Language Accommodations/Agenda Review/Purpose of the Meeting (10 minutes)	<ul style="list-style-type: none"> • Instructions for enabling language interpretation function and accessing translated presentations • Note that the meeting is being recorded • Purpose of meeting: present Draft EIR key analyses and conclusions, provide an opportunity to answer questions from the community. Specifically, we will be answering questions on the CEQA process, the project, and the key analyses and conclusions of the Draft EIR this morning. No formal comments will be accepted during this meeting. We will review all the ways you can provide formal comments at a few points during this presentation. 	

Team Presentation (55 minutes)	<ul style="list-style-type: none"> • Metro: Overview (Cory Zelmer); 5 minutes • Metro: CEQA Process and Timeline (Cory Zelmer); 5 minutes • ARTT: Project Description (David Grannis); 20 minutes • AECOM: Draft EIR Key Analyses and Conclusion (DJ Allison); 20 minutes 	
Question & Answer Session (45 minutes)	<ul style="list-style-type: none"> • AECOM: Host + Q&A Moderator (Jessica Sisco); 45 minutes <ul style="list-style-type: none"> ◦ Repeat portions of presentation for those that joined late if no additional questions (e.g., How to Comment and CEQA timeline) 	See Logistics Details below
Wrap Up and Thank You (5 minutes)	<ul style="list-style-type: none"> • AECOM Facilitator thanks participants and reminds them of other ways to participate in the public comment period 	<p><i>Chat reminder:</i> Please submit official public comments through the following avenues:</p> <ul style="list-style-type: none"> • Upcoming public hearings [info in chat] • Email [link in chat] • Phone [info in chat] • Mail [info in chat]
Miscellaneous		
Time	10am-12pm for general public. Presenters join for AV check at 9:15. Project Team Members and Interpreters should plan on joining at 9:30 AM to confirm audio/video set-up.	Between 9:30-10 AM the panelists will be in a "Practice Session" which will place attendees in a waiting room until the Meeting starts.
Visual	Show video thumbnail of presenter (panelist) (active speaker) in corner of shared screen. Mute and turn video off when not actively speaking.	

Logistics Details

Item	Logistics	Details
Interpretation for Spanish, Mandarin, and Cantonese Translation of Questions	<ul style="list-style-type: none"> • At beginning of meeting, explain the mechanism for enabling Spanish, Cantonese, and Mandarin interpretation. Repeat prior to Q&A for those who have joined late. • Attendees will need to access the Presentations available on the Metro website in alternate languages and follow along based on speaker cues (e.g., Slide 7, etc.). • Will need a project team member in each language interpretation channel in order to enable local recording of the Spanish, Mandarin, and Cantonese interpretations • The interpreter (classified as a Panelist) will re-type the question in English using the chat function only 	

	to Panelists or repeat the question in English for the Zoom Administrator to send via the back-channel communication platform.	
ADA Services	<ul style="list-style-type: none"> • Closed-captioning 	
Back Channel Communications with Team	<ul style="list-style-type: none"> • Use of a simultaneous Microsoft Teams chat function meeting for back channel communications (AECOM, ARTT) 	

Q&A Plan

- Jessica to read questions and ask primary responders to respond.
 - Project questions: David Grannis
 - DEIR questions: David DeRosa
 - Public process questions (e.g., how to comment, upcoming meetings, etc.): Jessica Sisco
- David Grannis, David DeRosa, and Jessica Sisco to have cameras on during Q&A. Others to turn cameras on if asked by David Grannis or David D. to elaborate on a response.
- Team to identify responders to questions via Microsoft Teams Backchannel Chat.

Q&A Details

- Note to attendees: **This session is intended to allow the public to ask questions about the CEQA process, the project, and the key analyses and conclusions of the Draft EIR.** Please submit official public comments through the following avenues:
 - Upcoming public hearings [info in chat]
 - Email [link in chat]
 - Phone [info in chat]
 - Mail [info in chat]
- We have approximately 45 minutes allocated for Q&A so we may not be able to address all questions.
- Submit questions in writing through Q&A feature
- Paola and Kevin to group questions for Jessica in a google doc and note who to direct question to. Jessica to read grouped questions and ask David Grannis or David DeRosa to respond.
- Generally, David Grannis and Dave DeRosa will answer Qs. Some SMEs may be asked to answer specific detail – but identified only by David Grannis. or Dave DeRosa.
- Give some sense of the types of questions that are coming in. As a reminder, we are only answering questions on **CEQA process, the project, and the key analyses and conclusions of the Draft EIR** this morning.
- Protocol for if there are unanswered questions still at 11:55:
 - Note that we have some questions coming in and we will keep this open and answer questions until 12:30. We'd also like to encourage you to come to the in-person workshop on Tuesday from 5 to 7 – this workshop is open house style and you'll have an opportunity to ask questions of various subject matter experts.
- If we run out of questions, we still stay on until 12.

AECOM Staff Meeting Roles

Topic	Responder(s)
Moderator, Q&A Facilitator	<ul style="list-style-type: none">• Jessica Sisco
Zoom Administration (Interpretation, Closed Captioning Set Up)/Slide Sharer/English Channel Recording Q&A Facilitator Assistance	<ul style="list-style-type: none">• Paola Peña, Laura Adleman
Zoom Tech Support/Chat Support	<ul style="list-style-type: none">• Mary Nooristani
Interpretation Channel Recordings	<ul style="list-style-type: none">• Spanish: Dalis De La Mora• Cantonese: Lorena Cordova• Mandarin: Barry Molnaa
Additional AECOM Staff	<ul style="list-style-type: none">• Christy Dolan• Lauren Lockwood• Shannon Ledet• Paul Burge• Barry Molnaa• DJ Allison• David DeRosa

In-Person EIR Community Information Session Overview: Tuesday, October 25

Roles

Team	Role	Notes
AECOM	Meeting Lead <ul style="list-style-type: none">Logistics, Room Set Up, Meeting Planning and Execution	
Metro	Support <ul style="list-style-type: none">Technically Metro Meetings (AECOM responsible for logistics)Assist with staffing stations and answering questions	
ARTT	Support <ul style="list-style-type: none">Assist with staffing stations and answering questions	<ul style="list-style-type: none">ARTT booked venue, security, and securing insurance for venueAnswer questions about the projectParking reimbursement

Format: Open House

The meeting will be set up as an open house with several stations arranged around the room. Note that we may have attendees trickling in throughout the meeting. The Welcome Table will be staffed throughout the meeting so that new arrivals receive an orientation to the meeting and an agenda.

Station Logistics

Station Number	Station	Staffing	Materials	Notes
Welcome Table	Welcome Board Public Meeting Board (a bit out in the walkway)	AECOM: Kevin Borja AECOM: Paola Peña AECOM: Dalis De La Mora	<ul style="list-style-type: none"> • Sign-in Sheet • Pens • Fact Sheet • Agenda • Hand Sanitizer • Disposable Masks • Disposable Nametags • Sharpies • “Spanish”, “Cantonese”, and “Mandarin” in plastic 8.5x11” holders • Roadmap to Stations 	<p>Supervisor Solis’ office requested check-in table and/or more signage outside of room.</p> <p>Security off to side so not intimidating.</p> <p>Fully staffed for whole meeting.</p> <p>Let people know parking validation is available.</p>
1	What is Aerial Rapid Transit (1 board) Video (Subtitles: Spanish and Simplified Chinese)	Unstaffed; Maybe 1 person shifts from Welcome Table (TBD)	<ul style="list-style-type: none"> • Copies of Fact Sheets 	
2	CEQA Process and Timeline (1 board)	AECOM: Lauren Lockwood Metro:	<ul style="list-style-type: none"> • Copies of Fact Sheets 	
3	Project Description + Stations + Towers and Junctions (3 boards)	Shareefa Abdulsalam (SCJ) Dave Schapiro (LA ART) Kate Johnstone (Latham)	<ul style="list-style-type: none"> • Copies of Fact Sheets 	
4	Summary of Impacts Answer Questions on EIR (1 board)	AECOM: David DeRosa Metro: Martha/Gary/Daniel/Cory	<ul style="list-style-type: none"> • Copies of Fact Sheets 	
5	Aesthetics (2 boards)	Naseema Asif (RIOS) Shannon Ledet (AECOM)	<ul style="list-style-type: none"> • Copies of Fact Sheets 	
6	AQ GHG Energy (1 board)	Eric Lu (Ramboll)	<ul style="list-style-type: none"> • Copies of Fact Sheets 	

7	Archaeology and Historical Resources (2 boards)	Christy Dolan (AECOM) Teresa Grimes Amanda Duane (GPA)	<ul style="list-style-type: none"> • Copies of Fact Sheets 	
8	Parks and Recreation Aerial Rights Over Park Benefits of Chinatown / State Park Station (3 boards)	Mike Deiparine (SCJ) Nikki Buffa (Latham)	<ul style="list-style-type: none"> • Copies of Fact Sheets 	
9	Transportation (1 board)	Tom Gaul (Fehr & Peers)	<ul style="list-style-type: none"> • Copies of Fact Sheets 	
10	Parking (1 board)	Michael Kennedy (Fehr & Peers)	<ul style="list-style-type: none"> • Copies of Fact Sheets 	
11	Noise (1 board) Barry to help – check with George	Paul Burge (AECOM) Lauren Paull (Latham)	<ul style="list-style-type: none"> • Copies of Fact Sheets 	
n/a	POC for Difficult Attendees	David Grannis		

Refreshment: AECOM take over; waters, coffee, pastries or cookies, napkins

Materials and Equipment

Materials/Equipment	Responsible Party	Notes	Individual
8.5x11 Station Numbers and Plastic Displays	AECOM	To help direct people to various stations; no station names on signs to allow for flexibility day-of meeting	Paola
Sign-In Sheets	AECOM		Paola
Welcome Table Supplies <ul style="list-style-type: none"> • Sign-in Sheet • Pens • Fact Sheet • Roadmap • Hand Sanitizer • Disposable Masks • Disposable Nametags • Sharpies • “Spanish”, “Cantonese”, and “Mandarin” in plastic 8.5x11” holders (2 sets – welcome table; Interpretation Station) 	AECOM; except Fact Sheets Provided by ARTT		Jessica
Copies of Presentation All 4 languages	LW	Use version that is posted to Metro Website	
Name Badges		LA ART Color Scheme, no logo Blank so we can write in name and organization	Paola
Copy of DEIR	AECOM needs to print; (no appendices)	For David DeRosa's station	
Refreshments	AECOM		Barry

Parking Locations for Staff Near Union Station

Location	Address	Price	Notes
Union Station East Garage at Gateway Plaza	1 Gateway Plaza Los Angeles, CA 90012	\$8/day	Easiest for those who need ADA accessibility (per Union Station staff)
Union Station West Garage – Lot B	800 N Alameda St Los Angeles, CA 90012	\$16/day	Closest to venue, enter from Alameda St.
Union Station West Garage – Lot D	800 N Alameda St Los Angeles, CA 90012	\$16/day	Behind venue, enter from E. Cesar Chavez Ave.
El Pueblo Lot #3	853 N Alameda St Los Angeles, CA 90012	\$16.50/day	