



**MAYOR'S ADVISORY TASK FORCE ON
AT-GRADE RAIL CROSSINGS ALTERNATIVES ANALYSIS
Edmonds City Hall Brackett Conference Room (Third Floor)**

October 22, 2015

The meeting was called to order at 10:02 a.m. in the Edmonds City Hall Brackett Conference Room, 250 5th Avenue North, Edmonds.

TASK FORCE MEMBERS PRESENT

Kirk Greiner, Edmonds Resident
Cadence Clyborne, Edmonds Resident
Phil Lovell, Edmonds Resident
Joy Munkers, Community Transit
Rick Wagner, BNSF
Lorena Eng, WSDOT
Jodi Mitchell, Sound Transit

TASK FORCE MEMBERS ABSENT

Michael Nelson, City Council (Co-Chair)
Jim Orvis, Port of Edmonds (Co-Chair)
Lynne Griffith, WSDOT – Ferries Division

CITY STAFF PRESENT

Patrick Doherty, Econ. Dev & Comm. Serv. Dir.
Phil Williams, Public Works Director
Rob English, City Engineer
Bertrand Hauss, Transportation Engineer
Jeannie Dines, Recorder

CONSULTANTS PRESENT

Rick Schaefer, Tetra Tech
Katie DeLeuw, EnviroIssues

OTHER GUESTS PRESENT

Ian Sterling, WSDOT
Kristiana Johnson, Councilmember

Presentation of Tetra Tech Contract to City Council

Public Works Director Phil Williams reported on the presentation of the contract to the City Council. Council comments included concern with the public participation and interest in a direct mail piece due to the number of citizens without computers and populations for whom English is a second language. The Council unanimously approved the contract. No decision was made regarding a direct mail piece.

Discussion followed regarding the successful Marina Beach Master Plan public outreach, meeting the Council's expectations regarding public outreach/involvement, acknowledgement that despite public outreach there will always be citizens who are unaware of the issue, importance of controlling the message and timely communication, including and listening to the public, involving the public early to establish a track record of involvement, audiences the outreach intends to reach, the Council's willingness to use a portion of the City Council budget for a direct mail piece, when to send out a direct mail piece and what information to include.

I. Review and Approval of 10/8/15 Meeting Summary

The 10/8/15 meeting summary was approved without objection.

II. Discussion of and Preparation for Upcoming Public Meeting

Katie DeLeuw, EnviroIssues, distributed a meeting plan, advising the Doodle Poll determined November 18 was the best date. Following a brief discussion regarding conflicts with the Planning Board and Economic Development Commission meetings scheduled that night, November 18 was confirmed as the date for the community meeting. Ms. DeLeuw distributed and reviewed the meeting plan:

- Purpose of the open house
 - Project background
 - Purpose and need
 - Identified issues/concerns
 - Alternatives analysis process and schedule
 - Constraints and evaluation criteria
 - Outreach opportunities throughout the process
- Agenda
 - 6:00 – 8:00 pm Sign-in, open house format
 - 6:30 – 6:50 pm Presentation
 - 7:00 – 7:40 pm Breakout sessions; small group discussions and report out
 - 7:40 – 8:00 pm Questions and discussion in open house format
 - 8:00 pm Adjourn
- Stations and content
 1. Welcome and sign in
 - Participants sign-in
 - Explain meeting agenda and stations
 2. Project overview
 - Explain project background and work to-date
 - Show existing conditions and affected environments
 - Review purpose and need, what problems are we trying to solve
 3. Alternatives analysis
 - Describe process
 - Show schedule and opportunities for output
 - Define range of evaluation criteria
 4. Provide your input
 - Provide comment forms and laptops for those that prefer written comments
 - Explain other methods for providing input at this time: break-out sessions, flip charts, roll-plots, etc.
 - Reiterate future opportunities for participation

Task force member and staff suggestions related to the community meeting included:

- Structure public comment around possibilities to avoid a free-for-all
- Add a 10 minute period at the end for attendees to offer individual comment
- Inform attendees that this is not the only opportunity or way to express opinions or make comment
- Describe what future open houses will address
- Translate fact sheet into other languages (Google Translate)

- Publish meeting announcements in foreign language newspapers
- Provide an opportunity at sign-in for attendees to provide email
- Post meeting notices on ferries, grocery stores, stores on Hwy 99
- Have two leaders at each breakout session, a facilitator and a note taker
- Include a map on back of comment form so commenter can specify a location
- Do a City press release regarding the community meeting

Ms. DeLeuw provided an overview of the breakout sessions and proposed questions, notification methods, and key dates. She distributed a draft of the postcard announcing the November 18 community meeting and task force members and staff suggested minor amendments. Ms. DeLeuw will distribute the postcard to task force members prior to printing. Following discussion, it was agreed to mail the postcard citywide (25,000 households at a cost of approximately \$6,500). Discussion followed regarding including notice of meetings and/or information on utility bills.

Mr. Doherty reported a City webpage has been developed to provide information regarding this project. He and Mr. Williams expressed a preference for the consultant team to establish a separate website with a link to the City's webpage.

Ms. DeLeuw distributed a draft Effected Environment display that illustrates the existing environment and task force members suggested several amendments.

Councilmember Johnson suggested a direct mailing instead of the postcard in order to inform the public how they can be involved, describe the project and timeline, etc. Suggestions by task force member and the consultant included:

- Add to postcard there will be many other opportunities for input
- Periodic articles in the media regarding progress and upcoming meetings
- Have the Task Force issue periodic updates for publication in the media
- Put key questions on project website with an opportunity to provide input

Mr. Schaefer distributed a draft Purpose and Need Statement. He offered to send it out electronically and requested members provide input.

Task Force Member Wagner will provide an estimate of 2015 daily train counts.

III. Next Meeting -11/12/15? Suggested Agenda Items

The next meeting will be November 12, 2015.

Task Force Member Munkers reported she will be out of town the two weeks prior to open house but will attend the open house.

IV. Adjourn

The meeting was adjourned at 11:38 a.m.