



MINUTES

- MEETING:** Regular Meeting
- TIME:** Wednesday, October 16th, 6:00 p.m.
- PLACE:** 9th Floor, Visibility Center, Tacoma Municipal Building
747 Market Street, Tacoma, WA 98402
- PRESENT:** Michael Hutchinson, Judi Hyman, Yoshi Kumara, Justin Leighton, Jane Ann Moore, Jacki Skaught, Andrew Strobel, John Thurlow, Kristina Walker, Gary Hoffmann
- ABSENT:** None

City Clerk led the swearing in of new Transportation Commission member Gary Hofmann at 5:55 p.m.

1. CALL TO ORDER

Jane Moore called the meeting to order at 6:00 p.m.

2. ROLL CALL

All members were present. Gary Hoffmann introduced himself and stated that he owns a trucking company near the Port of Tacoma.

3. APPROVAL OF MINUTES

Meeting minutes from the September 18, 2013 meeting were reviewed. Minor edits and spelling errors were noted and the minutes were approved.

4. BUSINESS ITEMS

a. Welcome

Council Member Ryan Mello thanked the Transportation Commission for their service and stated he looked forward to the interaction between Infrastructure Planning & Sustainability (IPS) Committee and the Transportation Commission. Mr. Mello also discussed about how important Proposition 1 is for the community.



b. Proposition 1 – Kurtis Kingsolver

Kurtis discussed Proposition 1 facts & information. Handouts included a Prop 1 Facts & Information brochure and a Prop 1 Key Facts information sheet.

Prop 1 would provide \$10-11M for maintaining and upgrading existing roads. Prop 1 has been in discussion stage for quite some time. 1968 was the last measure passed for roads. The City needs a sustainable funding source for roads. The current fuel tax is declining revenue and is a declining funding source. The City does not have the ability to do a street utility tax.

Questions:

Michael Hutchinson: How does Prop 1 generate the 300 family-wage jobs?

Kurtis Kingsolver Answer: The figure is calculated using an algorithm based on Federal formula.

Mike Gent added the supporters of Prop 1 are conducting public surveys and are using a transparency approach in doing the public information campaign. His group has held 9 different meetings and one will be held on Thursday night, October 17, 2013. Mike invited Transportation Commission to attend.

Andrew Strobel: Will there be any monitoring of Prop 1 to see if we get the jobs the supporters are projecting?

Kurtis Kingsolver Answer: The City Public Works Department will provide updates on the progress of project completion and those completed projects will get removed from the project list.

No other questions.

c. Open Public Meetings Act – Martha Lantz, Deputy City Attorney

Martha gave a PowerPoint presentation to the commissioners that explained their role as commissioners.

The City Code of Ethics, Open Public Meetings Act, and Public Records Act were provided as handouts.

Martha also provided the following meeting definitions:

Public Meetings – all actions need to be taken openly.

- All meetings are public.
- Quorum is needed.
- Actions = official business (considerations, etc.)

Closed Sessions – allowed to confer with legal counsel.

Meeting Requirements – minutes taken, public notice, publish agenda, topics limited to published agenda.

Meeting Tips: email exchanges, blogs, forums, and social media.

Avoid side conversations on email ... “reply to all”. Meetings can be conducted by phone if a method for public participation is provided.

Question Jane Ann Moore: Is a Quorum is needed for the meeting to be public?

Martha Lantz Answer: Yes. If less than quorum = not violating Public Meetings Act. Coalition for Active Transportation was brought up as an example. Five (5) is a quorum.

Martha continued her presentation.

Violation of Public Meetings Act laws

- A knowing violation = \$100 fine
- Commission actions are null and void
- Bad press and public distrust

Public Records

- Applies to commission and individual members.
- Creates a duty to retain, search and produce public records.

Record was defined. Public right to records – anyone can request and inspect.

Retain Records

- Retain if required
- Manage records

Search and Produce Records

- If required
- Let city staff know if you receive a communication that could be a records request

Question Kristina Walker: Can anyone ask for records?

Martha Lantz Answer: Yes, someone at city can respond = records manager.

Records Tips were given to the TC

When meeting as a Transportation Commission member = public record.

Public records violations were also discussed.

Code of Ethics

Not part of State law but in city code. The Code of Ethics was reviewed. The Code has a list of prohibited conducts.

Question Justin Leighton: Is there a dollar amount?

Martha Lantz Answer: No

Financial contracts of interest = members of Transportation Commission entering into contracts with city. Ethics violations were explained; resources were provided to the TC.

Question Judi Hyman: Does the City get records requests often?

Martha Lantz Answer: Not much.

Question Justin Leighton: Disclosure Question: As a Pierce Transit Employee do I need to recuse myself?

Martha Lantz Answer: It depends. If there is a financial conflict it should be disclosed. It's better to be safe than sorry. Kurtis Kingsolver added that part of the reason you were selected was because of your transit knowledge background. Your expertise is needed on the TC. Overall, it is better to disclose than not. Over-disclosure is never a problem.

d. Transportation Master Plan 101 – Fehr & Peers

Kendra Breiland from Fehr & Peers gave a PowerPoint presentation on the scope of a Transportation Master Plan.

Question Justin Leighton: Is the Transportation Master Plan a GMA requirement?

Kendra Breiland Answer: No, but a Transportation Element to the Comprehensive Plan is a GMA requirement and the TMP will serve as the Transportation Element.

Kristina Walker stated that overall person through-put may be more important than vehicle or mode level of service (LOS). Ian Munce explained that LOS F mitigated is the standard in sub-area plan areas for Downtown and that there is a different approach to LOS in different areas of the city.

Justin Leighton challenged Transportation Commission to make decisions about multi-modal LOS. Areas of the city differ and so should LOS standard decisions.

Michael Hutchinson: The TC needs to first define its guiding principles and goals & objectives before making LOS policy decisions. A potential guiding principle is multi-modal LOS and LOS D for transit Downtown.

Jacki Skaught voiced concern that rail/freight mobility and water transport were not in presentation.

Kendra Breiland Answer: The presentation is just showing examples. The TMP will have a Port component.

Kristina Walker reminded the TC that we can't plan for non-city-owned facilities (WSDOT, etc.).

John Thurlow added that we can't control BNSF, but their operations are important to understand.

Justin Leighton stated that the Transportation Master Plan is a long-range visionary plan. It's a visionary document. It is important to think beyond a financially constrained plan.

Andrew Strobel added that the TMP should be a living & breathing document and not static.

Michael Hutchinson asked about the how the long-range TMP relates to the six-year plan.

Answer Josh Diekmann: The six-year plan includes projects that are generally funded and are going to construction. The TMP projects will feed into future six-year plans.

e. Draft Bylaws – Bylaws Work Group

John, Yoshi, and Justin met and put something together which is being reviewed the City attorney's office which had lots of comments. This item will be brought back to the November TC meeting.

f. Draft Work Plan – Work Plan Group

Andrew Strobel presented a draft Work Plan for review.

These additions were recommended:

- Proposition 1 updates
- Sustainability Commission Green Road Policy
- Bike/Ped Advisory joint meeting
- Parking Task Force joint meeting
- Needs a Mission Statement or Guiding Principle

The TC debated approving or not approving the Work Plan. The TC decided that they like the structure and will continue working on the Work Plan.

Justin Leighton suggested/inquired about the following:

- Get private bus and do tour of the city.
- What is integration with other committees?
- Can the City provide maps of the transportation projects and schedules?

5. OTHER BUSINESS

There was no other business.

6. STAFF REPORTS

Jennifer Kammerzell indicated that the goal is to get Agenda published one week before next meeting. She also stated that City staff are working on TC website.

Kristina Walker stated that she is meeting with PSRC regarding the Household Travel Survey that may be interesting/useful to the TMP process/analysis.

7. PUBLIC COMMENT

There were no public comments.

8. ADJOURN

The meeting was adjourned at 8:02 p.m.

Potential Next Meeting Agenda

- Guiding Principles/Mission Statement
- Container Port Element presentation
- Prairie Line Trail presentation
- By-laws
- Transportation Master Plan goals/policies example
- Mobility Master Plan presentation
- Complete Streets Ordinance presentation
- TC Work Plan