



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

November 12, 2015

The meeting was called to order at 10:00 a.m. by Co-Chair Nelson in the Edmonds City Hall Brackett Conference Room, 250 5th Avenue North, Edmonds.

TASK FORCE MEMBERS PRESENT

Michael Nelson, Co-Chair
Jim Orvis, Co-Chair
Kirk Greiner, Edmonds Resident
Cadence Clyborne, Edmonds Resident
Phil Lovell, Edmonds Resident
Rick Wagner, BNSF
Lorena Eng, WSDOT
Jodi Mitchell, Sound Transit

TASK FORCE MEMBERS ABSENT

Joy Munkers, Community Transit
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

I. Review and Approval of 10/22/15 Meeting Summary

Katie DeLeuw, EnviroIssues, confirmed the requested changes were incorporated into the postcard.

Task Force Member Mitchell moved, seconded by Task Force Member Clyborne, to approve the 10/22/15 meeting summary. Motion carried (8-0-1), Task Force Co-Chair Nelson abstaining.

II. Discussion of and Preparation for 11/18/15 Public Meeting, Including Presentation of Draft Materials

Task Force members and staff comments/suggestions regarding the meeting included:

- City has never done a mailing to 25,000 households for a public meeting before; unknown how many people will attend
- Potential some people will not like meeting format and prefer open mike with comments
- Inform of intent and avenues for input and stress no predetermined decisions have been made and there will be future public meetings to address issues
- Emphasize early in meeting how to provide input, manage expectations

- Study has four goals including emergency access
- Will hear ideas that are not feasible; intent is to get people involved
- First meeting is to listen not solve
- State funds were acquired via input from many in addition to City, cannot limit to alternatives that only address emergency access
- This format prevents long dissertations regarding one option
- Set expectations and rules for the meeting
- Council prioritized quickly and relatively inexpensively improving emergency access to the west side of the tracks. Task Force needs to discuss how to do that such as involving FD1
- Funding partners will be needed for any solution
- A “simple project” such as a flyover for emergency access would be very expensive
- Tetra Tech’s scope of work includes the goals that were listed in the legislative request
- Opportunity at the end of the meeting for open mike Q&A
- Potential for My Edmonds News to televise the meeting

Ms. DeLeuw distributed and reviewed:

- Community meeting plan – updated to reflect comments made at the last meeting
 - Meeting purpose
 - Agenda
 - Room layout
 - Stations and content
 - Presentation
 - Breakout sessions
 - Notifications
- Guide to Small Group Discussions

Ms. DeLeuw responded to questions regarding the format of the small group/breakout sessions, EnviroIssues’ ability to flex based on the number of people that attend, expectations for Task Force members, providing nametags and obtaining email addresses at sign-in, possibility of Mayor Earling providing an introduction, purpose of the proposed breakout session questions, and ability for attendees to provide handwritten comments at the community meeting. Task Force members and staff volunteered to facilitate or take notes at breakout sessions. Task Force member and staff suggestions included:

- Change “project” in the materials to “study”
- Ms. DeLeuw and Mr. Schaefer develop talking points for presentation
- Ask people in small group if one of them wants to take notes
- Provide several 11x17 aerials of the waterfront to each breakout group
- Facilitators be prepared to provide update regarding wayside horn project

Ms. DeLeuw reviewed and minor revisions were made to:

- Mockup of online open house
- Sample display boards
 - Meeting purpose/Agenda/We Want to Hear from You
 - What is the Edmonds Waterfront Access Study/Schedule/Partners
 - What Are the Current Problems with Waterfront Access?
 - What is the Study Purpose? Why is the Study Needed?
 - How Will We Study Alternatives?
 - How Will We Screen and Evaluate Alternatives? Example Evaluation Criteria

- How Can You Provide Input? How Will Your Input Be Used?
- Fact sheet
- Comment form
- Anticipated questions – updated 11/11/15

III. Review and Approval of Purpose and Need Statement

Mr. Schaefer reviewed an updated Purpose and Need Statement and invited Task Force members to send him additional input. Discussion followed regarding the intent of the Purpose and Need Statement, when to use “project” versus “study” in the Statement, and referencing the amount of time crossings are blocked by train traffic (gate down time).

IV. Next Meeting – 12/10/15? Suggested Agenda Items

Mr. Doherty described the update that will be provided to the legislature.

It was agreed the Task Force would meet on December 10, 2015 to debrief the community meeting and next steps. Ms. DeLeuw will distribute a meeting summary via email.

V. Adjourn

The meeting was adjourned at 11:34 a.m.