

**Meeting Minutes**  
**SSWR Taskforce Advisory Committee 1st Meeting**

**Friday, February 17, 2017**  
**5:00 to 6:00pm**

**Taskforce Members in Attendance:**

Connie Noll, Bill Brooks, Aaron Moreau-Cook, Amanda Lamer, Brian Bradish, Mark Robb, Corbin Young, Sterling Cassel, Susan Schilling, Amy Loomis

**City Facilitators in Attendance:**

Rita Hu, Steven Morikawa, Jason Torrie, Jamal Mahmoud

**Agenda Item #1 – Introduction:**

Each of the members and City facilitators present introduced themselves; indicating their names, the organization for which they work.

Mrs. Rita Hu stated that the overall goal of the taskforce committee is to develop a prioritized project list based upon the school needs. Rita also mentioned the three primary objectives of the taskforce: (1) identifying school needs; (2) determining safe school walk routes criteria and prioritization process; and (3) developing a list of prioritized project using adopted criteria and prioritization process.

**Agenda Item #2 - Vote for Chairman and Vice-Chairman:**

Mr. Aaron Moreau-Cook and Mr. Brian Bradish have agreed to serve as the SSWR committee Chairman and Vice-Chairman respectively. All of the committee members will decide if the Chairman of the committee can have a vote or only casts a deciding vote.

It was agreed that there should be no new members added to the SSWR committee after the second taskforce meeting is held.

**Agenda Item #3 - Ground Rules and Meeting Process:**

The following ground rules have been reviewed, agreed upon, and adopted by the committee.

- **Be willing to reach consensus.** Keep an open mind that there probably is an acceptable decision that everyone can support, even if some degree of compromise is required.
- **Strive to meet the stated purpose and expected outcomes of the meeting.** If you get stuck with difficult discussion, refer to the purpose and expected outcomes/objectives.
- **Respect the agenda.** A draft “next meeting agenda” will be distributed to committee members for review prior to each meeting. Make sure the agenda includes all the items that need to be discussed.
- **Listen actively to others.** Listen to understand what is being said at the meeting.

- **No one-on-one side meetings or conversations during the meeting.**
- **Manage your own input.** Be clear in thought when you have opportunity to give your opinion.
- **Do not interrupt other participants.** Be respectful to others, as you would expect the same for yourself.
- **Put your cell phone on silent mode during the meeting.**
- **Leave the meeting with a clear sense of next steps/milestones.** Refer to the key milestone(s) of each meeting listed below.

Meeting #	Key Milestone(s)
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>• Discussion of prioritization criteria &amp; process</li> <li>• Small workshop – prioritization of sidewalk &amp; repair/maintenance work</li> </ul>
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>• Small workshop – prioritization of crosswalk, safety education</li> <li>• Discussion &amp; adoption of prioritization criteria</li> </ul>
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Discussion &amp; adoption of prioritization process</li> <li>• Run some examples through the process and see how they score</li> </ul>
5 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Check in meeting on identification of SSWR needs</li> <li>• Begin to enter project into prioritization process</li> </ul>
6 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Check in meeting on identification of SSWR needs</li> <li>• Continue to enter project into prioritization process</li> </ul>
7 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Review of the preliminary draft SSWR prioritized list</li> </ul>
8 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Adoption of the final draft SSWR prioritized list</li> </ul>

- **Once consensus has been reached, support group decisions and actions.**

**Agenda Item #4 - Meeting Schedules:**

The following meeting schedules have been discussed and agreed upon by the committee.

<b>Meeting #</b>	<b>Date and Time</b>	<b>Location</b>
2nd	March 6th 2017, 6:00 – 8:00 p.m.	City Hall, Conference room #107
3rd	March 20th 2017, 6:00 – 8:00 p.m.	City Hall, Conference room #107
4th	April 3rd 2017, 6:00 – 7:30 p.m.	City Hall, Conference room #107
5th	April 17th 2017, 6:00 – 7:00 p.m.	City Hall, Conference room #107
6th	May 1st 2017, 6:00 – 7:00 p.m.	City Hall, Conference room #107
7th	May 22nd 2017, 6:00 – 7:30 p.m.	City Hall, Conference room #107
8th	June 12th 2017, 6:00 – 7:30 p.m.	City Hall, Council Chamber

**Agenda Item #5 - Review of Next Meeting Agenda:**

The attached (2<sup>nd</sup>) meeting agenda was reviewed and no changes were made at the meeting.

**Agenda Item #6 - Questions and Answers:**

Question 1 - Can the City provide the committee with the inventory maps?

Yes, we can provide the maps. *See attached inventory maps.*

Question 2 – If a committee member cannot make it to the meeting, would it be acceptable to participate in a taskforce meeting using telephone/conference call?

Yes, it would be acceptable. (Please work with Rita on this prior to the meeting.)

Question 3 – If a project is entirely on school property, can the City pay for this condition?

We'll discuss this question with our management and confirm if the City can/cannot pay for it.

Question 4 – How do the representatives present the projects to the City?

The representatives are expected to provide a map showing the locations of the proposed projects with a brief description of work that may be involved. Once the proposed projects are confirmed by the

committee, the City facilitator/Consultant will conduct a site review of the projects and develop detailed project scopes and cost estimations.

Question 5 – Is a map of new/proposed developments available?

We'll work with the Department of Community Development to generate a map of proposed developments.

Question 6 – Does this conference room have a computer so that we can Google Earth locations?

Yes, we can have computer up during the meeting.

**Other thoughts/concerns from participants**

Mr. Steven Morikawa asked the committee to think about (1) how the representatives should go back to the school and get input (2) how the committee would get consensus on each project. As an example, let's say a school submits an issue. There may be several ways to solve this issue. How does the committee get buy-off on the solution that is generated? Does the representative need to go back to the school and present the alternatives and get a buy-off?

Mr. Sterling Cassel provided concerns regarding NE 195th ST/104th Ave NE. The driveways are off-set from NE 195th ST. As such the sidewalks are confusing. Also only one car can turn out of the driveway and turn south at a time.

**Adjournment:**

Meeting adjourned at 6:00 p.m.