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**From:** Benson, Charles <charles.benson@soundtransit.org>  
**Sent:** Thursday, December 13, 2018 5:54 PM  
**To:** Hoffman, Jemae; Lamon, Luke; Julie Underwood; Kirsten Taylor; Noll, Mark; Wilen, Anthony  
**Cc:** Ambrose, Zack  
**Subject:** Executive Steering Committee Meeting Outcomes/Summary, draft  
**Attachments:** Meeting Outcomes Summary\_Dec 12 2018 draft.docx

Hello team,

Please review the meeting outcomes/summary attached, especially the latter sections (Executive Steering Committee Tasks, Next Steps) as my mind was focused on comments pertaining to study revisions. I will be reaching out to team members tomorrow (Friday) per specific tasks related to moving the revised study forward. Please let me know if you have any questions.

Thanks!  
Charles

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# MEMO



December 13, 2018

TO: Project File  
FROM: Charles H. Benson, III, AICP  
SUBJECT: Meeting Outcomes/Summary from Executive Steering Committee 1 meeting at Mercer Island on December 12, 2018 at 3:00 PM

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## MEETING ATTENDEES:

**Sound Transit (ST):** Charles Benson; Jemae Hoffman; Luke Lamon  
**City of Mercer Island (MI):** Kirsten Taylor; Julie Underwood  
**King County Metro (KCM):** Mark Noll  
**David Evans and Associates, Inc. (DEA):** Anthony Wilen

## ROUNABOUT DESIGN & PROPERTY ACQUISITION/IMPACTS:

- Charles Benson (CB), as a follow-up to the Roundabout Design 2 meeting on December 4, 2018, stated that discussions with **ST Real Property** revealed that the smaller/original roundabout design at the revised location would also result in full property takes, as is the case with the larger roundabout design.
- Julie Underwood (JU) and Kirsten Taylor (KT) would like **MI City Council** to see both options overlaid onto aerial maps. Luke Lamon (LL) countered that the smaller design should be held “back pocket.”
- ST agreed to have **ST Real Property** provide details on full take determination for each design.
- JU added that **MI City Council** will need to be educated on the property acquisition procedures and where they fit in that process (e.g., they are not a part of the price negotiations).
- KT to provide additional comments from **MI** engineering staff and consultants on the roundabout design.

## COMMENTS ON THE DRAFT OPERATIONAL & CONFIGURATION STUDY:

- Attendees conducted a page-by-page review of the draft study; notable comments include the following:
  - Revise text and graphics (figures and tables) to more clearly define existing and proposed future conditions (e.g., curbside operations).
  - Rename configurations that are currently defined as “design options” to note that these configurations are not fluid and are not subject to design modifications; LL suggested the term “refinements.”
  - Include information on best practices as it relates to bus layovers and operations (**KCM** to provide).
  - Base conclusions and recommendations on scores in Table 5 (Project Goals and Objectives Evaluation), and remove Table 6 (Design Option Comparison).

- Include information on **MI** initiatives on first-mile/last-mile, sustainability, and other non-single-occupancy vehicle programs (e.g., bikeshare, rideshare, discounted ORCA cards for **MI** businesses) that promote coordinated transit opportunities.
- Attendees agreed that an Executive Summary should be drafted and circulated for review.
- JU requested that the study quantitatively illustrate how the latter two configurations are better than the Settlement Agreement configuration as a means to convince the **MI City Council** that the Settlement Agreement configuration is a non-starter as it would severely impair transit service for the City.

#### **EXECUTIVE STEERING COMMITTEE TASKS:**

- Jemae Hoffman (JH) led the discussion on potential Executive Steering Committee tasks and goals (e.g., work product/recommendations), suggesting that the group come to a consensus on preferred configuration at next meeting in early January 2019.
- JU and KT stated that it would be difficult for **MI** staff to commit to a position prior to meeting with **MI City Council**.
- Attendees discussed the potential of including the **KCM** letter (originally proposed at the Progress Meeting in September 2018), which details service options per restrictions outlined in the Settlement Agreement, as part of the recommendation package to **MI City Council**; this would require a shift in focus of this letter and this approach is still under discussion.

#### **NEXT STEPS:**

- **ST, DEA, and KCM** to collaboratively revise the study and author an executive summary and submit to Executive Steering Committee for further review as soon as possible, noting next meeting to be scheduled in early January 2019.
- **KCM and MI** to provide final comments on the proposed roundabout design.
- Once roundabout design comments are incorporated as applicable, **ST** to work with **ST Real Property** to provide details on full take determination for each roundabout design.
- **CB** to work with Amanda Keverkamp at **MI** to schedule January 2019 meetings.

#### **OTHER ITEMS:**

- **KT** asked **JH** for assistance in submitting funding requests for specific completed projects outlined in the Settlement Agreement.