

From: [Benson, Charles](#)
To: [Hoffman, Jemae](#); [Lamon, Luke](#); [Julie Underwood](#); [Kirsten Taylor](#); [Noll, Mark](#); [Crosley, Stephen](#); [Wilen, Anthony](#)
Cc: [Ambrose, Zack](#)
Subject: Executive Steering Committee Meeting 2 Outcomes/Summary, draft
Attachments: [Meeting Outcomes Summary Jan 9 2019 draft.docx](#)

Hello team,

Please review the draft meeting outcomes/summary from the Executive Steering Committee Meeting 2 attached, especially the upcoming schedule and associated tasks. I will be forwarding the first draft of the talking points for Julie's upcoming executive session with the Mercer Island City Council on February 5, 2019 in the next couple of days. Please forward any comments/revisions/additions to my attention.

Thanks!
Charles

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MEMO



January 14, 2019

TO: Project File
FROM: Charles H. Benson, III, AICP
SUBJECT: Meeting Outcomes/Summary from Executive Steering Committee 2 meeting at Mercer Island on January 9, 2019 at 11:30 AM

MEETING ATTENDEES:

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

DISCUSSION ON THE REVISED DRAFT OPERATIONAL & CONFIGURATION STUDY:

- Charles Benson (CB) led the committee through a page-by-page discussion of changes included in the revised draft study.
- Julie Underwood (JU) asked for a bit more information on DART operations; Steve Crosley (SC) provided information on DART as well as other micro-transit options **KCM** is currently piloting.
- Kirsten Taylor (KT) stated that she will provide her comments at a later date.

DISCUSSION ON THE DRAFT EXECUTIVE SUMMARY:

- Attendees discussed minor changes to the executive summary, including renaming the Settlement Agreement Configuration to the Refined Settlement Agreement Configuration and revising representation of the proposed bus stop on 80th Avenue SE. CB to carry these changes through to the main study document.
- JU stated that she will forward executive summary to Kari Sand (MI City Attorney) for her review and comment.

ROUNABOUT DESIGN:

- Minimal discussion on the roundabout design, but CB noted that the most recent design has received preliminary approval from both **KCM** and **City of MI Engineering Department** and that concept drawings are to be included as attachments to both the configuration study and executive summary.

EXECUTIVE STEERING COMMITTEE CONSENSUS AND CITY COUNCIL APPROACH:

- The Executive Steering Committee agreed with the study findings and would recommend the Optimal Service Configuration as the path forward in implementing the Settlement Agreement.

- JU stated that she will brief **MI City Council** at an executive session on February 5, 2019 and would like talking points to focus the discussion (to be included as a separate document); if needed, a study session on this project with the **MI City Council** can be held on February 26, 2019 depending on council availability.
- Luke Lamon (LL) noted that during recent informal meetings with MI Mayor Bertlin that the terms “refine and implement” garnered the most positive response.
- KT added that the talking points need to highlight benefits to Mercer Island.

UPCOMING SCHEDULE:

- Jemae Hoffman (JH) noted that the schedule identified below is based on the project team being able to obtain **ST Board** approval in April 2019.
- **February 1, 2019:** Talking points and presentation materials for **MI City Council** executive session briefing due.
- **February 1, 2019:** Finalize Operational and Configuration Study and Executive Summary.
- **February 5, 2019:** JU to brief **MI City Council** on project recommendation.
- **February 6, 2019:** Initiate contact with affected property owners and set up meetings with **ST Real Property** and **MI**.
- **February 26, 2019:** **MI City Council** study session (if necessary).
- **April 2019:** **ST** activities to obtain **ST Board** approval.