



Meeting Notes

(These notes are not formal meeting minutes. They are staff notes which capture the general topics and main points discussed during the meeting.)

TIME: Wednesday, January 4, 2017, 5:00 p.m.

LOCATION: Clyde Hupp Board Room, Downtown Campus, Bates Technical College,
1101 S. Yakima Ave Tacoma, WA

Members in attendance: Brendan Nelson, Kevin Grossman, Denny Faker, Joshua Jorgensen, William Towey, Lauren Walker, Hally Bert, Earl Williams, Kiara Daniels, Ashley Lipford, Lawrence White, Audra Hudson

Staff in attendance: Diane Sheesley, Carol Wolf, Ian Munce, Brian Boudet, Monica Ghosh

A. Call to Order

Carol called the meeting to order around 5:05 pm.

B. Items of Business

1. Election of Co-Chairs (possible action)

[Goal: For HEC members to elect two of their colleagues to serve as co-chairs. Co-chairs will preside over HEC for the duration of committee meetings]

William Towey, Center for Strong Families, and Brendan Nelson, Hilltop Action Coalition, both expressed interest in serving as HEC co-chairs. They each gave brief statements about their interest and qualifications:

Brendan: A Hilltop native, passionate about the issues being discussed and at the same times structured: he's committed to helping the group stick to the agenda and keeping meetings moving along. He's particularly interested in ensuring that all voices are heard in this process. He's also collaborative and works well with others.

William: He has experience chairing meetings and represents the Center for Strong Families which is located on Hilltop. His knowledge and experience are two things he brings to the role of co-chair.

No other HEC members express interest in serving as a co-chairs. The HEC Committee members unanimous agreed to elect Brendan and William to serve as co-chairs. They will assume their duties at the next meeting



2. Approval of Ground Rules (possible action)

[Goal: For HEC members have a strong understanding of and standby the ground rules. HEC members adopt the Ground Rules for the committee.]

Carol walked through each section of the ground rules. All HEC members in attendance unanimously approved the ground rules.

3. Discussion and agreement on Engineering Consultant Services for Streetscape Engineering of Access Improvements to Tacoma Link Extension interview priorities (possible action)

[Goal: HEC members provide input into the interview questions for consultants which have been selected for interviews.]

Diane provided an update of the streetscape engineering RFQ process: proposals were received in December and were reviewed and scored by a Selection Advisory Committee (SAC)—which is comprised of two city staff members and two HEC members—Hally Bert and Anthony Steele. The selection committee decided to interview all firms which submitted proposals.

The interviews, which will take place in mid-January, are scheduled to last one hour and are broken into two parts, the presentation, which is 30% of the score and a Q&A style, more traditional interview, which is 70% of the total score.

During Q&A portion of the interview, the Selection Advisory Committee is able to ask a list of pre-selected questions. Each consultant must be asked the same list of questions and the points available for the answer to each question is the same for each consultant interviewed.

Diane then asked for HEC input on interview questions. Hally said that the HEC could be most helpful and valuable in providing input on questions related to community engagement.

Below is a list of priorities which the HEC shared. City staff noted down the priorities and used them to develop the interview questions.

- *Outreach methods should ensure highest level diversity reflected in the design process. A diversity of ages, incomes, languages, and racial groups should be reached.*
- *Winning firm should have a track record of strong community engagement.*
- *It is important that the firm selected runs a good and transparent community outreach process. Their decision making should be clear to the community.*
- *They should also have ongoing communication with the community.*
- *Managing expectations from the community is an important skill for the selected firm*
- *The firm should be able to be flexible and able to meet deadlines.*

4. Project Labor Agreement (PLA) and the Links to Opportunity Project (discussion only)

5. [Goal: HEC members understand the purpose of Project Labor Agreements and how the work of the Links to Opportunity Project will contribute to the PLA.]

Mark Wheeler from Sound Transit explained that a Project Labor Agreement (PLA) is a contract between the owner of a construction project (in the case of the Link Light Rail expansion, this is Sound Transit) and a set of labor unions. It protects labor standards and working conditions while establishing protocols to resolve labor disputes without resorting to strikes or lockouts.

Sound Transit's PLA is unique because it has strong social equity goals which include workforce diversity, maximum use of local and small businesses and maximum inclusion of people of color, women, and disadvantaged businesses. The Sound Transit PLA complements the Links Project. For example, The Links Project has funds set aside to hire a consultant to identify employment barriers facing Hilltop residents and design programming to address those barriers. The Sound Transit PLA could potentially support the consultant work for Sound Transit's Link Light Rail Expansion project. This could result in more local residents working on the Link Light Rail Expansion.

**6. Presentation of Related City Initiatives (discussion only):
Hilltop Subarea Plan, *Brian Boudet, Planning and Development Services*
Economic Development, *Carol Wolf, Community and Economic Development***
[Goal: HEC members are better informed and knowledgeable about City run projects, plans, policies, and programs related to neighborhoods impacted by Link Light Rail Expansion.]

Brian talked about the Hilltop Subarea Plan: the community outreach that went into getting feedback, the geographic area and how the Links Project--the streetscape work, and the arrival of the Light Rail--are examples of how plans can set the foundation for development and lead to action and funding.

Carol talked about different catalytic development sites on Hilltop and other areas of economic opportunity.

**7. Presentation by HEC Members about related initiatives (discussion only):
Hally Bert, *Downtown On the Go*
Marty Mattes, *Bates Technical College***

[Goal: To inform and educate HEC members, City staff and other stakeholders about community driven projects, programs and initiatives which are led by organizations represented on the HEC.]

[The meeting went over the 6:30 pm adjournment time but the HEC decided to stay and listen to the HEC member presentations]

Hally talked about the mission of Downtown on the Go and how it related to the Links Project: promoting, educating about and providing lobbying assistance to getting more people downtown, encouraging walkability and transit as alternatives to cars.

Marty talked about the history of Bates College and its campuses and the upcoming remodel of its downtown campus. The Light Rail and lively streetscape would be great for the campus and connecting them to educational and job opportunities.

C. Other Business

D. Public Comments

Comments must be pertaining to items on the agenda and limited to up to three minutes per speaker.

E. Adjournment

DRAFT