

SOUND TRANSIT EXECUTIVE COMMITTEE MEETING  
**Summary Minutes**  
**April 5, 2018**

CALL TO ORDER

The meeting was called to order at 10:40 a.m. by Chair Somers, in the Ruth Fisher Boardroom, 401 South Jackson Street, Seattle, Washington.

ROLL CALL

Chair

(P) *Dave Somers, Snohomish County Executive*

Vice Chairs

(A) *Ron Lucas, Steilacoom Mayor*

(P) *John Marchione, Redmond Mayor*

Boardmembers

(P) *Claudia Balducci, King County Councilmember*

(A) *Dow Constantine, King County Executive*

(P) *Bruce Dammeier, Pierce County Executive*

(A) *Jenny Durkan, Seattle Mayor*

(P) *Patty Rubstello, WSDOT Alternate*

(P) *Paul Roberts, Everett Councilmember*

(A) *Victoria Woodards, Tacoma Mayor*

Paige Armstrong, Board Coordinator, announced that a quorum was present after the roll call.

REPORT OF THE CHAIR

None.

CHIEF EXECUTIVE OFFICER'S REPORT

Peter Rogoff, Chief Executive Officer, provided the report.

Tour of the Northgate Link Construction

Mr. Rogoff mentioned that following the meeting, Congressman Rick Larsen would be meeting Board Chair Somers, along with Boardmembers Roberts and Baker, at the Northgate station construction site for a tour of progress. Secretary Millar would also join the tour along with the Mayor of Shoreline Will Hall and Seattle City Council member Deborah Juarez.

Operations and Maintenance Facility: East Groundbreaking

Mr. Rogoff commented on the groundbreaking event held in Bellevue on April 4, 2018, for the Link Operations and Maintenance Facility: East (OMF-E). It was the culmination of years of outreach and coordination between staff, the City Council of Bellevue, and Community Groups to show how the OMF-E fits into the vision for the Bel/Red Corridor as part of East Link Extension. Boardmember Balducci, Congressman Adam Smith and Mayor John Chelminiak attended. The OMF-E will enable Sound Transit to run 4-car trains every 10 minutes between the future Redmond Technology Station and Northgate stations.

Boardmember Balducci commented that she gives great credit to the agency and staff for their work on the Operations and Maintenance Facility: East. She mentioned the process and negotiating were long, but the outcome is innovative, and a project that will support Sound Transit's mission of expanding the rail system and the benefits it will create for the growing region.

## Tacoma Dome Link Extension – Public Involvement

Sound Transit kicked off public involvement for the Tacoma Dome Link Extension, which will run through May 3, 2018. As part of early scoping, members of the public are invited to provide input on the proposed route and stations outlined in the Sound Transit 3 (ST3) Plan and on a potential location for the Operations and Maintenance Facility in the south corridor. There will be an open house in Tacoma on April 17, 2018, followed by open houses in Federal Way on April 18, 2018, and Fife on April 24, 2018. Community members unable to attend an open house can offer project feedback through an online portal, which can be found on the Sound Transit website by clicking on “System Expansion” and then clicking on “Projects Lists.”

## Elected Leadership Group for 522 Bus Rapid Transit

The first Elected Leadership Group for the 522 Bus Rapid Transit was held on April 4, 2018. Mr. Rogoff commented on the attendance by leadership from throughout the corridor, and thanked Mayor Baker for hosting the group

## Federal Transit Administration Awarded Grant

Mr. Rogoff reported the Federal Transit Administration has awarded Sound Transit a \$1.4 million grant for bus replacement. The grant will help Sound Transit reach goals for federal participation and ensure the bus fleet is up to date and able to serve passengers effectively.

## PUBLIC COMMENT

Angela Compton  
Nicki Olivier-Helenkamp  
Alex Tsimmerman  
Anthony Bridgewater  
Jessica Ramirez  
Giulia Pasciutu

## BUSINESS ITEMS

### Minutes of the February 1, 2018 Executive Committee Meeting

**It was moved by Boardmember Marchione, seconded by Boardmember Roberts, and carried by unanimous vote that the minutes of the February 1, 2018 Executive Committee meeting be approved as presented.**

### Items for Recommendation to the Board

Resolution No. R2018-10: Adopting an Equitable Transit Oriented Development Policy to reflect ST3 and RCW 81.112.350 direction to implement a regional equitable TOD strategy during planning, design, construction and operation of the high-capacity transit system and supersedes Resolution No. R2012-24.

Board Chair Somers noted that an update to the policy is required following the passage of the ST3 plan, and the update must be completed within 18 months, which would indicate the April Board meeting.

He outlined the process for the policy review and adoption. The committee could consider an action to forward Resolution No. R2018-10 to the full Board, and will review each revision to the policy individually.

**It was moved by Boardmember Marchione and seconded by Boardmember Roberts, carried by the majority vote of all Boardmembers, with Boardmember Dammeier voting in the minority that Resolution No. R2018-10 be forward to the full Board with a do pass recommendation.**

Board Chair Somers introduced Don Billen, Acting Executive Director, Planning Environment and Project Development for a presentation on the policy. Mr. Billen noted the importance of this policy which will enable the agency to look at each Transit Oriented Development (TOD) project individually and integrate each with the local community. He noted that development staff will be embedded and co-located within project teams. Mr. Billen then introduced Brooke Belman, Director of Land Use Planning and Development and Sarah Lovell, TOD Manager who provided the report.

Ms. Belman recapped the draft policy that was presented to the full Board on March 22, 2018. The preview of the draft policy included the goals, strategies and approaches needed to allow for equitable Transit Oriented Development (ETOD) to be embedded within project delivery, allow for affordable housing priority and emphasis on partnerships, while allowing for joint or co-development opportunities. During the full Board meeting, comments were reviewed that were received and the Board gave direction to update the draft policy.

Ms. Belman reviewed proposed staff revisions to add language to the scope to include components for integrated ETOD, partnership and collaboration, inclusion and transparent engagement. Based on requests received from stakeholders, the revision also includes a definition of the term equitable TOD.

Ms. Lovell spoke to the staff proposed within the strategies section of the policy. The revisions add housing options to give more detail on mixed use housing, clarify how the agency views opportunity, and elaborates on engagement with community agencies. She mentioned that the policy strengthens language on delivery approach, partnering with a diverse group of stakeholders, displacement strategy, sustainability with green building and structures, and a commitment to avoid remnant parcel creation. Revisions to the ETOD Implementation Approach include examples of value capture, and language outlining how the development community is unique, and the developer's responsiveness to community.

Ms. Belman discussed the policy sections related to accountability and reporting. The overall policy document that guides implementation of the agency's TOD work program will not require updating for over five years, however the guidelines document that governs best practices and learning from each transaction will be updated as needed to reflect the latest in a how-to guide which includes methodology and tools. Finally, the strategic plan includes the agency's overall portfolio of property and will be used as a tool to identify the timeline for bringing projects to market and aligning resources.

Ms. Belman discussed the process timeline and mentioned the next step will be for the draft policy will go to the full Board on April 26, 2018, before the 18-month deadline is reached.

Boardmember Roberts raised concerns that without clear language surrounding partners and stakeholders, he worries that the agency will be liable for certain obligations unintentionally.

Vice Chair Marchione asked what is required by ST3 for valuation. Ms. Belman responded that in the interest of fiscal responsibility, whenever a valuation decision is facing the board, a full assessment will be brought. Additionally staff and community partners will be looking at various tools to help bring resources to the table. Ms. Lovell supported the response with a clarification that TOD is trying to make space for creative project delivery for areas outside of the Seattle where it could be difficult to get funding.

## Revision 1 – Staff Recommendation

*Accept staff recommended changes to the draft Equitable Transit Oriented Development Policy shown in tracked changes.*

Chair Somers asked if additional amendments will be accepted at the full Board. Mr. Rogoff replied yes, and asked board members to submit amendments by April 12, 2018.

Boardmember Dammeier commented that he has concerns that the language in the policy goes far beyond what is required by statute. He expressed a desire to narrow the policy instead of opening it up to new expectations going forward.

Boardmember Roberts shared his appreciation for Boardmember Dammeier's comments and the work that went into this. He shared his concerns with the vagueness of the language, and about Sound Transit being held accountable for outcomes that will be impossible to control. Mr. Rogoff noted that after the policy is established, procedures will be worked on in more detail.

Boardmember Balducci commented that as the conversation turns from the policy to implementation, it is predictable that this is where questions would arise. This agency has a specific role through building out transit, and has recently been tasked with using that role to provide property for housing where possible. Some might have concerns that housing issues are outside of this agency's scope, however, this is consistent with the city, county, and PSRC when considering what is needed to develop housing around transit. She mentioned she understands the feeling of nervousness, but believes Sound Transit should be embracing this opportunity and be a part of the solution. She stated that she feels this policy is moving the agency in the direction it needs to go.

Vice Chair Marchione asked if the Board will be weighing in on the guidelines document once completed. Ms. Belman replied that the guidelines will be administrative, but that staff will be seeking input from the Board throughout the process.

Board Chair Somers pointed out that absent these types of policies there is no agency procedure or position on this issue. Due to ST3 and the recent state statute now requiring the agency to meet certain objectives in terms of housing and property use, the agency needs to be prepared.

**It was moved by Boardmember Balducci, seconded by Vice Chair Marchione, and carried by the majority vote of all Boardmembers, with Boardmember Dammeier voting in the minority, that Revision 1 be forward to the full Board with a do pass recommendation.**

## Revision 2 – Offered by Boardmember Balducci

*Current Text:*

*2.6.3 Program performance will be measured through the agency's property offers, detailed in the guidelines and reported annually through the plan.*

*Revision:*

*2.6.3 The Board will receive an annual report on the TOD program status and performance in meeting statutory requirements.*

Boardmember Balducci highlighted that she thinks it is important that it be explicit and clear that there will be an annual report to ensure and monitor we are meeting statutory requirements.

**It was moved by Boardmember Balducci, seconded by Vice Chair Marchione, and carried by the majority vote of all Boardmembers that Revision 2 be forward to the full Board with a do pass recommendation.**

## Revision 3 – Offered by Boardmember Balducci

*Revising the eighth WHEREAS section and inserting the following:*

*WHEREAS, regional plans and policies, including those of the Puget Sound Regional Council (PSRC), encourage equitable transit communities and provide regional guidance on TOD, and Sound Transit is a signatory to PSRC's 2013 Growing Transit Communities Compact; and*

*WHEREAS, as described in the Growing Transit Communities Compact, new market-rate housing trends and subsidized housing resources are not providing sufficient housing choices in transit communities for households earning under 80 percent of area median income; and*

*WHEREAS, the combined cost burden of housing plus transportation can be substantially reduced by locating affordable housing opportunities in proximity to transit; and*

*WHEREAS, many communities that are now or may be served by high-capacity transit are home to low-income and minority households and small locally- and minority-owned businesses that are at a potentially higher risk of displacement due to a range of factors; and*

Boardmember Balducci prefaced that she acknowledges all the work done by staff and work done to collaborate with others to develop this policy. She explained that this language comes from a PSRC document, and would help to explain the "why" of Sound Transit, as a transit agency, is involved in this work. Boardmember Marchione thanked Boardmember Balducci for paraphrasing the language for the revisions.

Boardmember Dammeier commented that he struggles with the fact that Sound Transit is a transit agency, and the primary responsibility is providing transportation. Following that, the obligation is to comply with the law as changed by the legislature. He stated that he can agree there is a huge affordable housing problem, but he also has concerns about the costs and resources attached to this program. He continued that he wants to make sure service gets out to the ends of the capital program, and that he is concerned about Pierce County residents getting the same service and project delivery when he thinks about the magnitude of this policy.

**It was moved by Boardmember Balducci, seconded by Vice Chair Marchione, and carried by the majority vote of all Boardmembers, with Boardmember Dammeier voting in the minority, that Revision 3 be forward to the full Board with a do pass recommendation.**

## REPORTS TO THE COMMITTEE

### Presentation on the Office of Equal Employment Opportunity (EEO), Equity & Inclusion

Jackie Martinez-Vasquez, Director, Equal Employment Opportunity, Equity & Inclusion and Jante Robinson, Equal Employment Opportunity Program Manager provided the report. The mission of the Office of Equal Employment Opportunity (EEO), Equity & Inclusion is to achieve Sound Transit's goal of growing and sustaining a diverse workforce, inclusive culture and equitable work environment. Sound Transit has a strong commitment to the community it serves and employees. As an equal opportunity employer, the agency strives to have a workforce that reflects our diverse community.

The Office of EEO, Equity & inclusion was previously under the Human Resource Department and offers various programs and training sessions for the staff and leadership. Within the text of the previous complaint procedures, it encouraged employees to contact EEO Officer for complaints, it stated that all complaints would be evaluated fairly and equitably, identified who may conduct an investigation and also prohibited retaliation for filing a complaint. The updated complaint resolution

procedures are organized around common questions in order to ensure the agency has a complaint process that was easy and clear for employees to follow.

With the update, employees are able to contact the EEO Project Manager and/or Officer. A consultation will be scheduled once a complaint has been received. If a complaint is received, the jurisdiction is established whether it is an EEO complaint versus an Employee Relations complaint. Employee relation complaints are handled by Human Resources. EEO complaints are handled by the EEO Project Manager. The EEO Project Manager will determine a strategy and conduct a formal investigation.

Boardmember Roberts asked about mediation and fact finding processes, and if they are an outside resource. Ms. Robinson responded that there are staff within the Human Resource department that are qualified to mediate but outside sources could be contacted should a complaint call for it. Boardmember Balducci asked if there was a standards within the policy to make a determination about investigations. Ms. Robinson replied that it currently is up to the EEO Office and they work closely with Legal and the Human Resources Departments based on complaints.

### **EXECUTIVE SESSION**

None.

### **OTHER BUSINESS**

None.

### **NEXT MEETING**

Thursday, May 3, 2018  
10:30 a.m. to 12:00 p.m.  
Ruth Fisher Boardroom

### **ADJOURN**

The meeting was adjourned at 12:08 p.m.

ATTEST:

  
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Kathryn Flores  
Board Administrator

  
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John Marchione  
Executive Committee Vice Chair

APPROVED on June 7, 2018. PIA.