

King County Bridges and Roads Task Force – Operating Protocols

Charter

King County maintains 1,500 miles of roads and over 180 bridges in unincorporated areas outside of cities. This road system supports more than 1 million trips every day—people traveling for work, school, and recreation; businesses and farmers delivering goods and services; and emergency responders reaching people who need assistance. The system also provides pathways for essential public utilities. Unincorporated-area roads are part of a larger transportation network, and people from all parts of the county, and beyond, use them; about half the trips on the high-volume roads originate in cities and other counties.

Built over many generations, County bridges and roads are in increasingly poor condition, while annexations, lower property valuations and a decline in gas tax revenue have caused a decrease in funding for maintenance and improvements. The amount of revenue available for the County road system is projected to be an average of \$90 million per year over the next 10-year period, while the annual investment necessary to maintain the current condition of the existing road system is about \$350 million per year.

The King County Executive and County Council desire the assistance of a Task Force composed of a broad range of perspectives and interests to consider these circumstances and provide the Executive and County Council with recommendations on approaches for addressing this critical deficiency. The Task Force is encouraged to consider and evaluate strategies related to funding, efficiencies, and organization, and other strategies they might discuss during their deliberations.

Since the Task Force’s effort is focused on bridges and roads that connect communities, cities, businesses, and agricultural centers, it is considering the motto of “Keeping Communities Connected” as a term for, in brief, explaining the work of the Task Force. It is hoped that this motto conveys, to those interested, a sense of the spirit that is driving this effort.

Task Force Charge

Recommend financially sustainable and equitable strategies to deliver an unincorporated road system that supports people’s transportation needs, local and regional economic development, and quality of life.

Operating Protocols

In order to create recommendations for how to most appropriately consider King County road and bridge services, the Task Force members commit to follow these operating protocols:

A. Roles and Responsibilities of Task Force Members

Task Force members will:

- Openly explore issues.
- Commit to search for opportunities and creative solutions.
- Engage their constituency, agency, or colleagues to the extent possible and seek to clearly articulate their concerns and goals regarding issues.
- Recognize the legitimacy of the concerns and goals of others.

- Enter into a dialogue that includes listening carefully, asking questions, and informing others. The atmosphere will be one of problem solving, rather than stating positions. The group should frame issues clearly and specifically and be solution-oriented.
- Indicate to the facilitator when they desire to make a comment, and be acknowledged before speaking.
- Contribute ideas and opinions as succinctly as possible, recognizing there are 21 members of the Task Force.
- Please be considerate with electronic devices.
- Recognize that this effort is a public process and thus materials and correspondence are part of the public domain.

B. Roles and Responsibilities of King County Road Services Division

King County will:

- Convene Task Force meetings.
- Approve the agenda.
- Participate in the meetings and provide support, information, data, and materials to the Task Force.
- Provide meeting support, information, data, and materials as needed by the Task Force.
- Maintain required records and make them available to the public as needed.

C. Roles and Responsibilities of Facilitator

The Facilitator will:

- Serve as impartial individuals who guide the process.
- Keep the Task Force focused on the agreed-upon tasks.
- Suggest alternative methods and procedures.
- Ensure that all members have opportunities and time to speak in meetings.
- As needed, discuss issues and approaches with members between meetings in attempting to help the group move forward in their process and tasks.
- Work with King County and the Task Force in developing agendas for each meeting and in preparing for each meeting.
- Work to assure that presentations and materials meet the needs of the Task Force members.
- Prepare meeting summaries focused on action items and a brief record of the topics discussed including key points. These draft summaries will be reviewed by the Task Force and King County for final consideration and approval by the Task Force.

D. Meeting Content

- Meetings will be task-oriented with specific agendas. Agendas will describe matters for discussion and purpose of discussions and provide such other information necessary to support informed dialogue.
- Initial meeting topics for the next session will be developed at the conclusion of each session with the intent to provide a draft agenda to Task Force members at least seven days prior to each session.
- It will be the intent to complete and send a draft meeting summary to Task Force members seven days ahead of the next meeting. Each draft meeting summary will be reviewed and accepted (with revisions if needed) at the next official Task Force meeting. Meeting summaries will be made available to the public.

E. Subcommittee/Work Groups

- Because the timeline to complete recommendations is very short, subcommittee/work groups might be necessary to develop information and draft documents for the Task Force.
- Such Subcommittee/Work Groups will follow these Operating Procedures and not make any final decisions, other than agreeing to send any products or recommendations onto the full Task Force for final recommendations.

F. Internal Communication during Process: Members are encouraged to communicate among themselves between meetings in efforts to work toward solutions.

G. Media Relations – While it is not expected for this Task Force that there will be any significant media attention, the following points are intended to guide any such inquiries if they occur.

- It is preferred that media or other public information requests will be handled by King County.
- If a Task Force member is asked to respond to the media or other public request for information, members shall inform the Task Force, County, and Facilitator, and respond within the spirit of working toward agreement.

H. Internal Decision-Making for Making Recommendations to King County: Consensus is defined as agreement of all members and will be the preferred method of determining Task Force agreement on issues. Consensus involves agreement of all members and is used with the following understanding:

Consensus: It is desired that the group will reach its conclusions and recommendations based on consensus. The group will reach consensus on an issue when it agrees upon an alternative and each participant can honestly say:

- I believe that other participants understand my point of view.
- I believe I understand other participants' points of view.
- Whether or not I prefer this alternative, I support it because it was arrived at openly and fairly and it is the best decision for us at this time.

In instances where consensus cannot be reached on any recommendation, the Task Force will report different perspectives held on the issue, the rationale behind the perspectives, and who supports each perspective. This may take the form of a majority/minority report.

(Adapted from a definition by Carl Moore, the Community Store)

- For the final recommendations and report, it is anticipated that a final decision will be made at a Task Force meeting in November 2015, at which it is hoped that all members will be present. Short of that, however, the final decision will be made with over 70% of the representatives present. If 70% are not present, or if decided by those present at the final decision meeting, phone or email polling can be used to achieve a consensus decision.
- Meeting summaries and/or reports will capture agreements and differing perspectives. All reports/summaries will be reviewed, revised as needed, and accepted by the Task Force.

I. Products: The goal of the process for the Task Force is to provide consensus recommendations to the King County Executive and County Council.

J. Scheduling and Timelines: A final recommendation from the Task Force is due to be complete by November 30, 2015, with a subsequent meeting held in January to consider and recommend any

potential legislative approaches, all of which provides limited time. It will be the intent of the Task Force members to work diligently and as needed to complete recommendations within that timeframe.

- K. Amendment of Operating Procedures:** These operating procedures may be amended by members of the Task Force at any meeting attended by a majority of members.
- L. Task Force Members and Attendance:** The table below lists the members of the Advisory Group as of August 12, 2015. If a Task Force member steps down during the process, any replacement will be selected by King County. It is expected that each Task Force member make every attempt to attend each meeting of the Task Force. No alternates are allowed to represent any member or interest.

Confirmed Task Force members:

Van Anderson	Member, King County Boundary Review Board (BRB)
John Bloomer	Firefighter/EMT, Enumclaw Fire Department
Josh Brown	Executive Director, Puget Sound Regional Council
Peter Eberle	President, Four Creeks Unincorporated Council
Senator Joe Fain	Senator, Washington State Legislature, 47 th Legislative District
Ashley Glennon	President, Fall City Community Association
Michael Gonzales	Senior Business Agent and Political Director, Teamsters 174
Bob Harrison	City Manager, City of Issaquah
George Irwin	Vice Chair, King County Agriculture Commission
Janet Keller	Owner, Keller Dairy
Duana Kolouskova	Member, Transportation Concurrency Expert Review Panel
Andra Kranzler	Community Economic Development Manager, Skyway Solutions
Mayor Matt Larson	Mayor, City of Snoqualmie
Representative Luis Moscoso	Representative, Washington State Legislature, 1 st Leg. District
Hank Lipe	Fire Chief, Vashon Island Fire & Rescue
Cecilia Mena	Representative, Professional & Technical Employees Local 17
Louise Miller	Former King County Councilmember & State Representative
Councilmember Amy Ockerlander	Councilmember, City of Duvall
Ron Paananen	Senior Area Manager, Parsons Brinckerhoff
Blake Trask	Statewide Policy Director, Washington Bikes
Bryce Yadon	State Policy Director, Futurewise