

FINAL HIGHLINE FORUM AGENDA
November 20, 2013 - Wednesday - 2:30 pm to 4:30 pm
Tukwila Community Center - Meeting Room A
12424 42nd Avenue South - Tukwila

2:30 pm	Convene Meeting/Introductions/ Tukwila Welcome	<i>Forum Co-chairs & Kathy Hougardy, Tukwila</i>
2:35 pm	Public Comments	<i>Audience</i>
2:38 pm	2014 Legislative Positions Vote	<i>All</i>
2:40 pm	City Strategic Plan	<i>David Cline, Tukwila</i>
3:10 pm	Port of Seattle Update	
	<ul style="list-style-type: none">• Part 150 Study Recap• Upcoming Sea-Tac Capital Projects	<i>Stan Shepherd, POS Elizabeth Leavitt, POS</i>
3:50 pm	2014 Forum Planning - Topics & Sponsors	<i>All</i>
4:20 pm	Emerging Issues	<i>All</i>
4:30 pm	Adjourn Meeting	<i>Forum Co-chairs</i>

Milanese, Marco

From: Milanese, Marco
Sent: Monday, November 18, 2013 4:35 PM
To: Creighton, John; Rose Clark - City of Burien (rosec@burienwa.gov)
Cc: Stewart, Linda; Vowles, Laura; Craig Knutson (craigk@burienwa.gov)
Subject: Wednesday's Highline Forum -- Guidance to the Co-chairs on Two Agenda Items

Dear Commissioner Creighton and Councilmember Clark:

I wanted to bring two agenda items to your attention that you will need to manage as the co-chairs at Wednesday's Highline Forum.

2014 Legislative Positions Vote

At the September 20th joint Highline Forum-Soundside Alliance meeting, the combined membership considered a draft version of the 2014 SW King County economic development legislative positions. A copy is attached. Based on the discussion, a few minor edits were made to the positions along with the addition of an entirely new position related to port cooperation. Members of the Forum have received a revised version of the draft positions and should be prepared to vote on them on the 20th. If there is consensus on the positions, the co-chairs should call for a vote. The Soundside Alliance plans to do the same at their Executive Committee meeting also occurring on the 20th.

2014 Forum Planning – Topics & Sponsors

As stated in the Forum's Operating Procedures: *"At the November meeting, members determine the themes of the following year's meetings, the timing of when the meetings occur and which member jurisdiction or institution will serve as the meeting host(s). Every effort is made to provide an opportunity for each member jurisdiction or institution to host at least one meeting every two years."* A copy of the Operating Procedures is attached.

So, starting with timing -- we recommend going with the same meeting schedule as this year: the fourth Wednesday of March, May, September and November (unless it falls on Thanksgiving week). As mentioned in the bylaws, every member should have the opportunity to host a Forum. So, we recommend first giving the partners who didn't host a meeting in 2013 the opportunity to host one in 2014. Should there still be available slots in 2014, then the co-chairs should open up the opportunity to host to the entire membership. For themes, we recommend opening it up for ideas from the membership. Roughly half of each meeting is devoted to the theme.

In conclusion:

- Recommend the co-chairs first confirm the 2014 meeting dates
- Second, giving priority to those who didn't host in 2014, recommend the co-chairs inquire who would be interested in hosting in 2014
- Third, once hosts have been determined, recommend the co-chairs open it up to ideas for 2014 meeting themes
- Once the themes have been determined, the co-chairs should last hold a formal vote on the entire Highline Forum meeting plan for 2014

Let me know if you have any questions.



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2014 Economic Development Legislative Positions for Southwest King County

The combined memberships of the Soundside Alliance and the Highline Forum endorse five economic development legislative positions for 2014 that increase job opportunities and income for Southwest King County residents and attract quality business investment and real estate development to the area.

In order to promote local economic development, drive job growth, and protect the quality of life of our communities in unprecedented challenging economic times, the Soundside Alliance and Highline Forum strongly support:

- **Funding the extension of SR509 to I-5**, through support of a new state transportation revenue package, tolling and public-private partnerships to improve the movement of people and goods throughout Southwest King County and to and from Seattle-Tacoma International Airport. The trade sector is a major source of jobs for our community and it must be supported.
- **Restored and increased funding for infrastructure programs** that provide vital resources to local jurisdictions for job creating projects: the Community Economic Revitalization Board (CERB), the Public Works Assistance Account (PWAA), the Transportation Improvement Board (TIB), the Regional Mobility Grant Program, and the Model Toxic Control Account (MTCA).
- **Support port cooperation and collaboration** by coordinating initiatives to eliminate barriers to commercial success in Washington State and reduce unfair advantages to out-of-state competitors for cargo. The Puget Sound ports support our larger state economy, particularly middle-class jobs in the maritime, transportation, and logistics economic clusters.
- **Increased funding for enrollment capacity at community and technical colleges**, including English language learners. Community and technical colleges are providing education and training that enable business and economic growth.
- **Continue to implement court mandated K-12 funding reforms to provide adequate and equitable educational opportunities** that prepare all students for college, career and citizenship and support the unique demographic needs of Southwest King County. The long-term vitality of our state is dependent on a skilled workforce.

The combined memberships of the Soundside Alliance and the Highline Forum include the cities of Burien, Des Moines, Normandy Park, SeaTac and Tukwila, Highline Community College, the Port of Seattle and Highline Public Schools.

OPERATING PROCEDURES FOR THE HIGHLINE FORUM

Purpose

The Highline Forum provides Southwest King County municipalities and educational governing bodies and the Port of Seattle with the opportunity to share information, interact with outside speakers and other governmental organizations and work in partnership on initiatives that benefit the residents of Southwest King County.

The Highline Forum is not a formal decision-making body or an inter-local agency. Any action taken by the Forum is based on consensus. Consensus-based actions are the product of discussions among the members and a final call for adoption by the co-chairs. In the event there is opposition to an action by one or more members, the question of adoption is left to the judgment of the co-chairs.

Membership

One elected representative and one senior administrator serve on the Forum from the following jurisdictions or institutions:

- City of SeaTac
- City of Burien
- City of Des Moines
- City of Tukwila
- City of Normandy Park
- City of Federal Way
- Highline Public Schools
- Highline Community College
- Port of Seattle

Both Federal Way and Highline Community College, because of their organizational structure, have the option of having just one representative serve on the Forum. Each jurisdiction or institution also designates one elected representative alternate and one senior administrator alternate to attend and participate when either of the primary members is unable to attend.

Prior to the March meeting, each jurisdiction or institution will designate their Forum representative for the year. If there is agreement, new jurisdictions or institutions can formally be invited to become members of the Forum at any time.

Responsibilities of Participants

At the November meeting, members determine the themes of the following year's meetings, the timing of when the meetings occur and which member jurisdiction or institution will serve as the meeting host(s). Every effort is made to provide an opportunity for each member jurisdiction or institution to host at least one meeting every two years.

Forum members serving as meeting hosts take lead responsibility for facilitating the meeting. As hosts, the Forum members are expected to draft the agenda, secure any outside speakers and handle meeting logistics (securing meeting space, etc.). Forum members are solely responsible for any expenses related to the meetings they host.

The Port of Seattle will serve as the lead disseminators of all information connected to the Forum and its meetings and assist the meeting hosts with guidance on organizational logistics.

Meetings

- **Frequency**

The Forum meets four times a year. Meetings occur the fourth Wednesday of March, May, September and November. One exception – if Thanksgiving falls on the fourth week in November, the Forum meets on the third Wednesday in November. Meetings begin at 2:30 PM and conclude typically at 4:30 PM.

- **Co-Chairs**

The Forum has two co-chairs – an elected representative from the Port (Port Co-chair) and an elected representative from one of the jurisdictions or institutions (Community Co-chair). On the day of the meeting, co-chairs are tasked with facilitating the meeting: introducing speakers and topics, making sure adequate time is given to all agenda items and proposing and handling any action items.

The Port Co-chair is selected by the Port of Seattle Commission and announced prior to the March meeting. The Community Co-Chair is selected by the members of the Forum at the March meeting. If the Port Co-chair cannot attend a meeting, the Port elected representative alternate will serve as the Port Co-chair. If the Community Co-chair cannot attend a meeting, the elected representative from the Forum jurisdiction or institution hosting the meeting will serve as the Community Co-chair.

- **Agenda Structure**

Roughly half of each meeting is dedicated to the theme of the meeting with the other half divided between time reserved for the member host to provide an update on a topic of their choice, as well as time for all members to share and discuss emerging issues.

Members receive advance copies of the meeting agenda and are able to provide input and suggest changes prior to the agenda's finalization. If there is interest, some meetings can be held jointly with other governmental organizations.

- **Additional Administrative Items**

For purposes of conducting business, a majority of members present constitutes a quorum. Discussions at meetings include both elected representatives and senior administrators. However, only elected representatives are able to take part in the final decision-making process regarding a potential action.

All meetings are open to the public and noticed in the appropriate Southwest King County media outlets prior to each meeting. Time is set aside at the start of each meeting for the public to provide comments on any of the meeting's agenda items. Members of the public who wish to speak are asked to sign-up in advance and are granted up to three minutes of time.

Since the Forum is not a formal decision-making body or an inter-local agency, minutes are not kept of the meeting's proceedings.