

**FINAL HIGHLINE FORUM AGENDA**

**March 27, 2013 - Wednesday - 2:30 pm to 4:30 pm**

**SeaTac City Hall Council Chambers**

**Host - City of SeaTac/Theme - Transportation**

**4800 South 188<sup>th</sup> Street, SeaTac**

Directions to SeaTac City Hall from I-5 heading south - Take the S. 188th St./Orillia Road exit (#152). Stay to the left and follow the sign that reads Orillia Road (do not go to the right to S. 188th St., the off-ramp will take you past the access to the building). At the bottom of the exit, turn right. Heading west on S. 188th St., go through the lighted intersection of S. 188th St. and Military Road S. Stay in the right lane. You can access the building directly from S. 188th.

Directions to SeaTac City Hall from I-5 heading north - Take the S. 188th St. exit (#152) and stay in the two left turn lanes. At the light, turn left onto S. 188th Street. Heading west on S. 188th St., go through the lighted intersection of S. 188th St. and Military Road S. Stay in the right lane. You can access the building directly from S. 188th.

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2:30 pm	Convene Meeting/Introductions/ SeaTac Welcome	Forum Co-chairs Barry Ladenburg, SeaTac
2:32 pm	Nomination & Election of New Community Co-chair	All
2:35 pm	Public Comments	Audience
2:40 pm	State of the City	SeaTac
3:10 pm	SR 509 Extension /I-5 Improvement Project Advocacy Efforts	SeaTac/WSDOT
4:00 pm	Status of Part 150 Study	Port of Seattle
4:10 pm	Emerging Issues	All
4:30 pm	Adjourn Meeting	Forum Co-chairs



## **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.



**SR 509 Extension Coalition  
Draft 2/8/2013**

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**Purpose:**

Support a broader, stronger, louder coalition to support completion of the extension of SR 509.

**Background:**

The extension of SR 509 has been in the planning stages for many years and has unwavering support from state legislators, municipalities, the Port of Seattle, business and labor interests in the area. A lack of funding has been identified as the primary obstacle to creating the approximately \$800 million project. However, various transportation revenue packages are being considered in the 2013 Washington State Legislature that could bring much-needed financing to the project. In addition, an "optimization" study being conducted by the Washington State Department of Transportation on both SR 167 and SR 509 is expected to provide recommendations to the Washington State Legislature on phasing and funding for both projects. The draft of that study is due out in March 2013 with a final in June 2013. Therefore, a re-energized coalition for SR 509 could enjoy a long-awaited resurgence of interest in the project.

**Proposal:**

State legislators have advised that a broader group of voices to include local business owners and citizens supporting SR 509 would benefit lobbying efforts. A concerted effort to identify those supporters should commence immediately. To maintain connectivity with supporters and invite more supporters, a few simple communication and involvement mechanisms should also be put into place.

**Budget:**

Although a budget hasn't been developed, a back-of-the-napkin estimate is provided below. Key stakeholders would be asked to contribute a minimum amount, either actual or in kind, to support the involvement and communication pieces as well as offering their time to canvas for additional supporters.

**Work Plan:**

<b>Task</b>	<b>Audience</b>	<b>Method</b>	<b>Timing</b>	<b>Cost</b>
Re-establish coalition prior to session and update marketing piece	Legislators	Meeting called by Fain and Upthegrove	Done	None
Provide new marketing piece to SeaTac state delegation	Legislature	Brochure	Cities Legislative Action Conference February 14, 2013	Absorbed by SeaTac
Provide new	Legislature	Brochure	?	Absorbed by

<b>Task</b>	<b>Audience</b>	<b>Method</b>	<b>Timing</b>	<b>Cost</b>
marketing piece to other stakeholder delegations				SeaTac
Attend Chamber legislative meetings to garner more business support	Businesses	Elected officials	February 19, 2013, South Sound Chambers Legislative Coalition dinner; other?	Cost of dinner only
Canvas for new supporters in business community/add to marketing materials	Businesses	Chambers? Cities? Local economic development staff?	Beginning February 2013	None
Canvas for new supporters in broader citizenry	Citizens	Cities, Port	Beginning February 2013	None
Create website for coalition including RSS option	Legislators/All	Website	Active February 2013	? \$10,000 Briahna looking into cost; note that the Port of Tacoma hosts the 167 coalition pages
Create speakers bureau to attend events	All	Database/consistent presentation	Active February 2013	? I can put together a presentation but not sure what role Doug/Kent would want to take?
Provide information to federal delegation	Legislators	Brochure/visits	NLC conference March 2013	
Other?				

**Key Existing Stakeholders:**

Senator Joe Fain, SR 509 Executive Committee Co-chair  
Representative Dave Upthegrove, SR 509 Executive Committee Co-chair  
Senator Karen Keiser  
Representative Tina Orwall



City of Burien  
City of Des Moines  
City of Federal Way  
City of Kent  
City of Normandy Park  
City of SeaTac  
City of Tukwila  
Port of Seattle  
International Longshore & Warehouse Union (ILWU) Local 19  
Professional & Technical Employees (PTE) Local 17  
Teamsters Local 174  
Shuttle Express  
Kent Chamber of Commerce  
South Sound Chambers Legislative Coalition  
Southwest King County Chamber of Commerce  
Washington Trucking Association

**Highline Forum Request:**

The Highline Forum meets March 27, 2013, with a focus on transportation. The forum includes key elected and appointed officials from:

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

The Forum will be asked to support the efforts proposed by:

1. Contacting business and labor interests to gather endorsements for materials including any quotes from major leaders. Efforts should be coordinated through one person so there isn't double teaming. The City of SeaTac is willing to take the role of tracking who is planning to contact whom.
2. Employing their contacts with residents to provide information on the project and its importance, ask them to subscribe to the website and find citizens able/willing to represent the project to elected officials and others in their communities.
3. Providing minimal funding or in-kind support for communications efforts. Participation is anticipated for the 2013 and 2014 Washington State Legislatures.
4. Signing up to participate as speakers in the speakers' bureau and identifying opportunities for presentations.
5. Engaging in lobbying efforts for the project at the state and local level.



## **I-5/SR 509 Extension Coalition Highline Forum 3/27/2013**

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### **Purpose:**

Support a broader, stronger, louder coalition to support completion of the extension of SR 509.

### **Background:**

The extension of SR 509 has been in the planning stages for many years and has unwavering support from state legislators, municipalities, the Port of Seattle, business and labor interests in the area. A lack of funding has been identified as the primary obstacle to completing this \$1.2 billion project. However, the 2013 Washington State Legislature is discussing a potential transportation revenue package that could bring much-needed financing to the project. In addition, an "optimization" study being conducted by the Washington State Department of Transportation on both SR 167 and SR 509 is expected to provide recommendations to the Washington State Legislature on phasing for 4-lane build-outs of both projects. The draft of that study is due out in March 2013 with a final in June 2013. Therefore, a re-energized coalition for SR 509 could enjoy a long-awaited resurgence of interest in the project.

### **Proposal:**

State legislators have advised that a broader group of voices to include local business owners and citizens supporting SR 509 would benefit lobbying efforts. A concerted effort to identify those supporters should commence immediately. To maintain connectivity with supporters and invite more supporters, a few simple communication and involvement mechanisms should also be put into place. Additionally, it is likely that the 509 Coalition will want to join with a parallel SR 167 Completion Coalition on certain lobbying and messaging efforts, and will want to enlist Congressman Adam Smith (D-9<sup>th</sup> Dist.) to play a more high-profile role in assisting at the federal level.

### **Budget:**

Although a budget hasn't been developed, a back-of-the-napkin estimate is provided below. Key stakeholders would be asked to contribute a minimum amount, either actual or in kind, to support the involvement and communication pieces as well as offering their time to canvas for additional supporters.

**Work Plan:**

<b>Task</b>	<b>Audience</b>	<b>Method</b>	<b>Timing</b>	<b>Cost</b>
Re-establish coalition prior to session and update marketing piece	Legislators	Meeting called by Fain and Upthegrove	Done	None
Provide new marketing piece to South King County state delegation	Legislature	Brochure	Done at Cities Legislative Action Conference February 14, 2013	SeaTac in-kind; future printing cost unknown
Provide new marketing piece to other stakeholder delegations	Legislature	Brochure	?	Absorbed by SeaTac
Attend Chamber legislative meetings to garner more business support	Businesses	Elected officials	February 19, 2013, South Sound Chambers Legislative Coalition dinner; other?	Cost of dinner only
Canvas for new supporters in business community/add to marketing materials	Businesses	Chambers, Cities, Local economic development staff	Beginning February 2013	None
Canvas for new supporters in broader citizenry	Citizens	Cities, Port	Beginning February 2013	None
Create website for coalition	Legislators/All	Website	Active March 2013	Done; City of SeaTac in kind
Create speakers bureau to attend events	All	Database/consistent presentation	Active April 2013	? I can put together a presentation but not sure what role Doug/Kent would want to take?
Provide information to federal delegation	Legislators	Brochure/visits	NLC conference March 2013	None; SeaTac reached out to Rep. Adam Smith about SR 167/SR 509 collaboration

**Stakeholders:**

Senator Joe Fain, SR 509 Executive Committee Co-chair  
Representative Dave Upthegrove, SR 509 Executive Committee Co-chair  
Senator Karen Keiser  
Representative Tina Orwall  
Representative Linda Kochmar  
Senator Tracey Eide  
City of Burien  
City of Des Moines  
City of Federal Way  
City of Kent  
City of Normandy Park  
City of SeaTac  
City of Tukwila  
Port of Seattle  
International Longshore & Warehouse Union (ILWU) Local 19  
Professional & Technical Employees (PTE) Local 17  
Teamsters Local 174  
Kent Chamber of Commerce  
South Sound Chambers Legislative Coalition  
Southwest King County Chamber of Commerce  
Washington Trucking Association  
Colliers International  
Graham Trucking  
ProLogis  
RONTRA Freight  
Shuttle Express



(Date)

(Address)

Dear SR 509/I-5 supporter:

The State Legislature has begun a conversation about a transportation revenue package. This has kick started the first major effort to complete SR 509 in years. In the current transportation revenue proposals, the SR 509/SR 167/I-5 corridor, known collectively as the "Puget Sound Gateway Project" is in line to receive \$1 billion of funding in the House Transportation Committee's "Connecting Washington" package.

Legislators and leadership in the House and Senate need to hear your voice on the importance of the corridor for freight mobility to our ports from our warehousing districts and from our farms to our markets. The transportation revenue package still needs more support in the Legislature—and you can help.

Our key message for SR 509 is: Finish what we've started. Both 167 and 509 have sat for decades partially completed. Yet they offer huge returns on investment. Four counties along Interstate 5 support 55 percent of Washington's state population and 61 percent of its jobs—yet that vitality is threatened by congestion.

Please consider contacting your legislators and urge them to support a state transportation revenue package and funding for SR 509. You may find their email addresses online at <https://dlr.leg.wa.gov/MemberEmail/Default.aspx> or by going to [www.leg.wa.gov](http://www.leg.wa.gov) and clicking on the Legislator Information tab.

Sincerely,

(Name)

(Title)





## **HIGHLINE FORUM PART 150 BRIEFING**

**March 27, 2013**

### **Part 150 Study Schedule Going Forward:**

- **The week of April 8<sup>th</sup>** – Airmail (Sea-Tac's community newsletter) is sent out notifying the community of the impending beginning of the Part 150 public comment period and the date of the open house/public hearing
- **April 15<sup>th</sup>** – The official public comment period starts – a number of public outreach efforts (press releases, emails, newspaper ads, etc.) will be used by the Port to spread the word about the various ways the public can provide comments
- **April 15<sup>th</sup>** – The latest copies of the Part 150 document are made available at publicly accessible locations
- **May 15<sup>th</sup>** –Part 150 open house/public hearing at Cedarhurst Elementary School in Burien
- **May 30<sup>th</sup>** – Public comment period ends
- **June 25<sup>th</sup>/July 9<sup>th</sup>/July 23<sup>rd</sup>** – Port Commission briefing and approval of Part 150 Study
- **July 30<sup>th</sup>** –Final Part 150 submitted to the FAA
- **March 2014** –FAA expected to issue Record of Approval

**If requested, the Port will provide briefings to any interested city councils or other public and community organizations during the Part 150 public comment period. Contact Marco Milanese at the Port – milanese.m@portseattle.org or (206) 787-7734 to set up a briefing.**

All comments about the study need to be directed to the consulting team during the public comment period.

- **By email:** SEApartment150comments@landrum-brown.com
- **By fax:** (513) 530-2201
- **By mail:** Rob Adams, Part 150 Project Manager, Landrum & Brown, 11279 Cornell Park Dr., Cincinnati, OH 45242

