

CITY OF BELLEVUE
BELLEVUE TRANSPORTATION COMMISSION
MINUTES

December 9, 2021
6:30 p.m.

Bellevue City Hall
Virtual Meeting

COMMISSIONERS PRESENT: Commissioners Beason, Helland, Kurz, Rebhuhn, Stash, Ting

COMMISSIONERS ABSENT: Chair Marciante

STAFF PRESENT: Kevin McDonald, Paula Stevens, Kate Johnson, Mike Ingram, Department of Transportation

OTHERS PRESENT: Chris Breiland, Fehr & Peers

RECORDING SECRETARY: Gerry Lindsay

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:30 p.m. by Commissioner Stash who presided.

Upon the call of the roll, all Commissioners were present with the exception of Chair Marciante who was excused.

2. APPROVAL OF AGENDA

A motion to amend the agenda to discuss how to address the written correspondence received from Michele Wannamaker was made by Commissioner Ting. The motion was seconded by Commissioner Beason and the motion carried unanimously.

The agenda as amended was approved by consensus.

Commissioner Stash took a moment to thank Principal Transportation Planner Kevin McDonald and the transportation staff who all work so well with the Commission. She said the provision of information in advance of meetings is very beneficial, and the general organization of the staff is phenomenal and is appreciated.

3. ORAL AND WRITTEN COMMUNICATIONS

Mr. Matt Jack with the Bellevue Downtown Association informed the Commission that the organization intends to share input on the final MIP document after it is made available for review. The Bellevue Downtown Association's transportation committee has been tracking the work of the Commission over the past year to assemble all the components of the MIP and the members are excited about the work. There is clear need to prioritize mobility needs based on accurate data to support growth in Bellevue. He thanked the Commissioners for their time.

Ms. Michelle Wannamaker, 4045 149th Avenue SE, commented that if the reference made by Commissioner Ting was in regard to communication from her to the Commission, it has already been addressed by means of a letter from Paula Stevens.

4. COMMUNICATIONS FROM CITY COUNCIL, COMMUNITY COUNCIL, BOARDS AND COMMISSIONS, AND MEMBERS OF THE TRANSPORTATION COMMISSION – None

5. STAFF REPORTS

Mr. McDonald reminded the Commission that adoption of the policies for multimodal concurrency is on the City Council's agenda for December 13. The Commission spent most of the spring and part of the summer working on those policies. They have passed through the Planning Commission process and a study session with the Council.

Mr. McDonald noted that he and consultant Chris Breiland submitted a proposal for a speaking session at the upcoming National Conference of the American Planning Association to highlight the work done by the Commission on the Mobility Implementation Plan. The work represents a best practice and a national audience will appreciate hearing about it. Chair Marciante will be assisting in the presentation in San Diego.

Mr. McDonald said the Bellevue Downtown Association transportation committee is familiar with the Commission's work on the MIP in part because he had been invited to address the group on several occasions to provide updates. He said he would be providing another update on December 15.

Senior Transportation Planner Michael Ingram reported on the status of the 2022-2033 Transportation Facilities Plan. He noted that the Commission had recommended a proposed project list on October 28. He said he along with Chair Marciante would be presenting the list to the Council on January 3. The hope is that the Council will at that time endorse the plan, allowing the process to enter into the environmental review process.

Commissioner Stash asked if staff anticipates any questions or concerns the Council might have. Mr. Ingram said he was not aware of any projects on the list or not on the list that might be cause for concern.

Answering a question asked by Commissioner Helland, Mr. Ingram explained that the SEPA process will utilize a programmatic checklist. There will not be a separate checklist for every project. Each individual project gets its own SEPA review at the point of implementation.

6. PUBLIC HEARING – None

7. STUDY SESSION

A. Bellevue Transportation Demand Management

Program Manager Kate Johnson explained that collectively the term "transportation demand management" (TDM) refers to various actions taken to increase the use of modes other than driving alone. It generally involves transit, carpooling, vanpooling, walking, biking, teleworking, flexible work hours and compressed work weeks. TDM emphasizes the movement of people rather than vehicles and it is a major program area throughout the discipline of transportation planning and engineering nationally and internationally. In Bellevue the role of TDM is to improve system efficiency by limiting demand for single-occupant vehicles. The program builds the market for transit and non-motorized modes.

The foundation for the TDM program is housed in the Transportation Element of the Comprehensive Plan, including the share of commute trips by non drive-alone modes for 2035. For the Downtown, the target is 65 percent of workers. Citywide the target for employees coming to Bellevue worksites is 40 percent, and for people living in Bellevue the target for their commute trips is 45 percent.

Commissioner Helland asked how the targets in the Comprehensive Plan were developed. Ms. Johnson said staff worked closely with the transportation modeling group in reviewing the anticipated level of development and the necessary mode share in order to retain the intended level-of-service. The targets grew out of that work. The upcoming update of the Comprehensive Plan will involve updating the targets for the 2044 forecast year.

Ms. Johnson said the 2015-2023 TDM plan was the first plan that was comprehensive and citywide. Prior to it there were TDM plans for specific areas such as the Downtown. The TDM plan is set to be updated and renewed soon. The most recent TDM progress report is from 2019; it is available on the city's [ChoooseYourWayBellevue.org/library](https://www.bellevue.gov/library/ChoooseYourWayBellevue.org/library) website. Mr. Ingram added that the progress report is updated every other year and addresses the years that have passed.

Ms. Johnson explained that Commute Trip Reduction is a state law that was adopted in 1991 and revised in 2006. The law requires most congested areas of the state to have codes in keeping with the state law that provide a framework for employers with a hundred or more full-time employees to offer certain programs to reduce drive-alone commute trips and to measure and report progress. Implementation funding is provided by the state. The state does not dictate the programs the employers are to provide, but if the reports do not show progress being made, changes must be made to the programs. In Bellevue there are 62 worksites that fall under the CTR requirements. Collectively they have 50,000 employees. Not affected are large employers whose employees commute outside the timeframe of 6:00 a.m. to 9:00 a.m. The city assists the worksites in meeting the requirements of their programs. During Covid, telework has been encouraged, but teleworking employees are still affected by the program and counted as part of a non drive-alone commute mode.

CTR worksites are required to appoint an employee transportation coordinator to serve as point person in coordinating and promoting the CTR programs to all employees. Reporting is required biannually on the programs in place and the progress made toward implementing the programs, which range from transit passes, vanpools, carpools, biking and walking, and other subsidies and incentives. More than 50 percent of transit fare payments in King County are subsidized by employers. Program measurements are made biennially and the measurements and reports are both facilitated by the state, which also manages the data and reports back to the cities and the work sites on the results of the surveys. If an employer is not making progress, a change to the program is required. There is no penalty for failing to have a certain level of performance, but there are penalties for not taking actions, changing programs and making good faith efforts.

Data was first collected in 1993 and since that time the program results have been going in the right direction in terms of the percentage of commute trips by modes other than driving alone. Citywide there has been a 15 percent increase in the non drive-alone rate. The Downtown rate is significantly better than the other areas of the city, largely due to the availability of transit services, and the many large companies providing robust commute benefits. Statewide the CTR employers have a better non drive-alone rate than others. The non drive-alone rate in

Washington state is better than in the nation as a whole, and that is evidence that the state's CTR law is having an impact.

Commissioner Ting asked why the line for areas outside the Downtown has been trending downward. Ms. Johnson said an analysis project is under way to try to determine that. Detailed program elements have been diligently collected and compared against the survey results. In the early days of CTR the Downtown area was not as different from the non-Downtown areas as it is now and that could be part of it.

Commissioner Kurz said he noticed that the non drive-alone rates citywide, Downtown and outside the Downtown all trended downward in 2012. He said he could imagine that one reason would be the fact that Bellevue is drawing workers from farther away as more tech companies expand. Post-Covid, it might be possible to set more aggressive targets for working from home. The mandate of the law is focused on congestion and the benefits of reducing the overall demand on the network, but reducing CO2 emissions is also a benefit that could be given more emphasis going forward. Ms. Johnson said the law was drafted both to improve congestion and air quality. Bellevue ties its program to its Environmental Stewardship Plan and economic development.

Commissioner Stash asked what accounted for the improvements shown in 2010. Ms. Johnson said the shift likely was due to the economic downturn. Senior Transportation Planner Michael Ingram said there were multiple changes occurring around that time. He said 2008 was a peak year for bus ridership as well and it declined after that for reasons that are not completely clear.

Commissioner Rebhuhn asked if staff has any concerns about the accuracy of the ridership data given that it is collected by the employers and reported by them to the city. Ms. Johnson said there is a robust state survey tool and the state works with the employee transportation coordinators to conduct worksite surveys. The employee transportation coordinators are required to have a least a 50 percent response rate and they are encouraged to seek at least a 70 percent response rate. The state crunches the data and puts it into a clear report for the employers and jurisdictions to review.

Commissioner Ting encouraged the staff to work with companies to build on and leverage the lessons learned about telecommuting during Covid and to encourage the practice. The more telecommuting, the better it will be for the system. Ms. Johnson said there are consulting services from telework experts that have been available for more than ten years. King County has a program called Work Smart that also provides employers with free telework assistance.

Commissioner Helland asked if the city provides any incentives to employees. Ms. Johnson said the city does provide incentives through the overall business programs.

Turning to the Transportation Management Program for large real estate developments, Mr. Ingram said the requirements were first imposed in the early 1980s and they were related to the state's Environmental Policy Act. Large project developers are required to consider the impacts of their projects and what can be done to mitigate those impacts. Typically in transportation, the impacts to be considered relative to large buildings are traffic on the roadway network and parking, and reducing the number of trips coming to a building reduces each of those impacts. The city first codified the TMP requirements in 1987 to provide for more predictability and consistency. The code was revised in 1995 and again in 2017.

There are currently 79 buildings in Bellevue subject to the TMP conditions, of which 34 are

residential only where the only requirement is to post information about transit and rideshare options. Of the remaining 45 buildings, a subset has performance requirements to periodically measure trips and show progress in reducing trips or limiting them to a certain level. The buildings are office developments in the Downtown built starting in 1995, and citywide starting in 2017. All buildings have to implement certain measures, typically a transportation coordinator, designated carpool parking stalls, the provision of subsidies for those commuting by non drive-alone modes, and providing assistance with ride matching. The conditions are set at the time a building is developed and they never change. The buildings are largely concentrated in the Downtown, but they can also be found in Factoria, Eastgate, Overlake and East Bellevue. The buildings are largely dedicated to office uses but there are some medical and retail buildings included.

Mr. Ingram said biennial implementation reports are submitted to the city by the building managers. In terms of impact, however, evaluation is only associated with the sites where measurements are being made, which are the Downtown buildings. The Transportation Commission was involved in the 2017 update to the program. Prior to 2005, the survey data was very sporadic, but beginning in that year the city sponsored a process for doing measurements every two years. The results have been charted and a reduction in the rate of drive-alone commuting has been shown. Buildings near the center of the Downtown close to the transit center often see drive-alone figures in the 40 percent range, while buildings on the periphery of the Downtown see higher drive-alone rates. The supply of available parking is certainly a factor. Not surprisingly, CTR sites have the best performance outcomes. The TMP building sites, which do include some CTR sites, do not perform quite as well and average a ten percent higher rate of drive-alone commuting. The general population of Downtown workers has an even higher rate.

Commissioner Ting asked if parking and proximity to transit is an issue with CTR sites in addition to the TMP sites. Mr. Ingram said those factors affect all sites. Parking is the biggest factor, especially if it is free and abundant. Commissioner Ting asked if there are programs available to help companies address those two factors. Mr. Ingram said with transit the issue is often helping people understand what is available.

Ms. Johnson said ChooseYourWayBellevue is the city's travel options brand; it was implemented in 2007. The previous program, OneLessCar, was launched in the early 1990s. The website was refreshed in 2019 to provide general information about how to use the various modes. It pulls together information from the transit agencies, the information about vanpool and carpool programs, and about bike riding options. There is a blog that includes a lot of information about Covid-19. All of the information is positive about non drive-alone modes. The Choose Your Way Bellevue Rewards program allows people to log their trips and become eligible for \$25 and \$100 gift cards and merchandise. The SchoolPool program started up about five years ago and typically has two challenges per year in which schools are incentivized to participate. The students participate by filling out trip logs.

Commissioner Kurz said he has always thought that the minimum distance requirements set for school bus service work against reducing trips. He asked if the city encourages schools to encourage alternative travel modes. Ms. Johnson said that goes beyond the city's program, though the city does generally encourage walking to school, riding the school bus and carpooling. Mr. Ingram added that pre-Covid the city often heard complaints from parents about school buses being overcrowded.

Ms. Johnson said the city has engaged in general outreach to the smaller businesses that do not

fall under the CTR programs. The non-regulatory component encourages employers to receive from the city a free consultation to assess worksite conditions and to have programs recommended to them. The program is all about information, assistance and encouragement. Financial resources are available via state and federal grants, including mini-grants to effect small capital improvements at worksites, wayfinding and employer-led campaigns. The component has served to increase transit ridership. The program also provides assistance in developing daily parking management plans.

Ms. Johnson shared with the Commission a chart showing the non drive-alone rate progress. Given Bellevue's size, it is necessary to use the five-year average data in order for the results to be statistically valid. Because the Downtown is a smaller area, the numbers are not crunched as often and thus the indicators lag. For Downtown workers, the US Census data shows a baseline non drive-alone rate of 29 percent. The most recent data is 35 percent, which is an average of 2012 to 2016. The TDM plan target for 2023 is 46 percent, and the Comprehensive Plan 2035 target is 65 percent. For citywide workers, the baseline is 26 percent; the most recent data is 29 percent; the TDM plan target is 33 percent; and the Comprehensive Plan 2035 target is 40 percent. For citywide residents; the baseline is 29 percent; the most recent data is 39 percent; the TDM plan target is 40 percent; and the Comprehensive Plan 2035 target is 45 percent. Generally, things are moving in the right direction.

Mr. Ingram added that the numbers tends to be higher for Bellevue residents than for workers in Bellevue. Bellevue residents use non drive-alone modes to travel to their worksites at a higher rate than those who work in Bellevue.

Commissioner Helland asked if the targets and underlying assumptions will all be revisited as part of the next Comprehensive Plan update. Mr. Ingram allowed that they will be.

Ms. Johnson said the annual program funding includes \$102,000 in the form of a state CTR grant. The funds have typically been used for consulting services through a branch of King County Metro, though that will be passing to mostly in-house city staff beginning in 2022. Other state and federal grants contribute between \$200,000 and \$300,000 annually, some of which is used for a trip reduction services consultant through the Bellevue Downtown Association. There are also local city funds that support elements such as the ChooseYourWayBellevue website and general outreach in the community. Overall, the budget varies from \$400,000 to \$500,000, not counting ongoing city staff time.

The city was recently awarded a state regional mobility grant specifically for the TDM program. One major activity the funds will go toward is a ChooseYourWayBellevue mobile application to broaden the reach of the program. The application will make the interactive elements more usable, including trip logging and trip planning. The grant will also be used along with federal funds to help build the market for the upcoming launch of East Link service. Other transportation infrastructure items set to come online soon include Eastrail, I-405 bus rapid transit and the Grand Connection, and the work will aim to build the market for those endeavors as well.

The list of upcoming planning activities include updating the CTR Plan and program; the Bellevue TDM Plan update in 2023; and the Comprehensive Plan update, including the TDM portion of the Transportation Element and mode share targets.

B. Mobility Implementation Plan – Draft MIP Executive Summary

Mr. McDonald explained that the executive summary was drafted to demonstrate the look and layout of the design of the full MIP document. He noted that while Fehr & Peer did the layout, the Commission created all of the content. The MIP goals are fundamental to what the plan seeks to achieve. The goals are documented in the executive summary and the report via graphics and text. Fundamentally, the goals aim to improve safety, consider equity, support growth, and provide a complete transportation system to help people get where they need to go.

Mr. McDonald said the concept of the layered network embraced early on by the Commission is folded into the plan. It recognizes that there are separate plans for the various components and allows for integrating all of the mobility plans with the land use plans to see where the modes complement one another in support of the land use, and identify where there are conflicting priorities so they can be addressed.

Consultant Chris Breiland with Fehr & Peers added that the layered network approach will bolster safety, equity and support for growth at the implementation stage in a way that will provide the mobility necessary to support the land uses. It is overly ambitious for any community to try to move forward all transportation elements simultaneously, and the layered network will provide guidance and a framework.

Mr. McDonald said the performance metrics for each mode are essential to describing the overall transportation system. A previous Transportation Commission did much of the work of hammering out the performance metrics in 2016/2017 when developing the multimodal level of service document. At the time, the Commission recognized that sidewalk dimension is an important metric, as is how frequently pedestrians are given the opportunity to cross an arterial, both at intersections and midblock crossing locations. The Commission also developed the concept of Level of Traffic Stress for the bicycle system, which looks at the type of bicycle facilities relative to the speed and volume of the adjacent arterial. The Commission also identified transit travel time relative to vehicle travel time between activity centers, and bus stop amenities, as important metrics. The vehicle performance metrics are focused on the travel speed along the primary arterial corridors coupled with the traditional V/C ratio at system intersections. The Mobility Implementation Plan refreshes the list of system intersections to match the primary vehicle corridors.

As part of the 2017 work program, the Commission discussed the concept of the Performance Management Areas (PMAs). Development of the MIP included identification of six PMAs to take the place of the 14 Mobility Management Areas that have been in place for 30 years. The new PMAs recognize land use types and their intended intensities, and the availability of transportation options. The Commission's work included the identification of three types of PMAs: the high-growth urban core of Downtown, BelRed and Wilburton; the mixed use/commercial activity centers of Eastgate, Crossroads and Factoria; and the rest of the city that is largely residential though not without small commercial areas and shopping centers.

Mr. McDonald allowed that the Commission spent a lot of time developing performance targets given their importance. He said the performance targets will guide the implementation of the MIP. The targets are related to how users of the transportation system experience the system regardless of mode. Ongoing monitoring and forecasting relative to the performance targets will reveal where there are gaps in the system and where the system is meeting the targets. As designed, the performance targets will either be met or they will not be met. By definition, a performance target gap is where the target is not met. Identification of gaps will lead directly to identification of potential project investments, though without prescribing a specific project or outcome. Identified gaps will serve as an indicator of where to look for

possible solutions. Working with the community on project identification and prioritization will help whittle down the list of potential projects into project candidates that can be evaluated as part of the Transportation Facilities Plan, thus the work on the MIP will feed into the work on the TFP. The pedestrian, bicycle and transit mode performance targets are citywide and they relate to the dimensions of sidewalks, arterial crossings, bicycle level of traffic stress, transit travel time ratios and bus stops. For the vehicle modes, however, the different types of PMAs warrant different performance targets.

Mr. McDonald said the project identification and prioritization component is very important. It is likely that hundreds of places will be identified as not meeting the performance targets. Because projects cannot be moved through the system all at once, it will be necessary to work with the community to identify the highest priority projects for inclusion in the TFP.

The Council is slated to adopt policies related to multimodal concurrency on December 13. The policies represent a significant shift from the way the city has addressed transportation concurrency for several decades. The new approach incorporates a fundamental supply and demand equation, where the supply is defined by investments in all modes of transportation, not just vehicle capacity. The supply is matched against the demand for mobility created by new residential, office and retail buildings. Concurrency is achieved when the supply is greater than the demand.

Mr. Breiland said the draft MIP document is complex and involves a lot of mapping and data. Work is under way to make sure that the principles outlined in the executive summary are carried through all the pages of the document. There is a draft about ready to release to city staff for review, after which it will be shared with the Commission and the public.

Mr. McDonald said there are a couple of touch points with the Commission in early 2022 on the MIP prior to the Commission transmitting it to the Council for adoption toward the end of the first quarter.

Commissioner Ting referred to the goal focused on accommodating growth and asked what the target is for the level of growth to be accommodated. He also asked about the phrase “accommodate multimodal travel preferences.” Mr. McDonald said the amount of growth established by the 2044 growth target that will be part of the Comprehensive Plan update. He added that the phrase in question could be worded along the lines of providing mobility options for people. Mr. Breiland said the performance metrics are designed around the user focus for the particular modes. The goal is to advance the transportation system to achieve the performance targets.

Commissioner Helland asked to what degree the document will outline the specific community engagement opportunities. Mr. McDonald said the plan will not prescribe a public involvement process. It will, however, prescribe the opportunities for public involvement, which will range from online engagement to in-person open houses. The specific public engagement tools will remain the same, though one new step in the process will involve seeking feedback from the public in regard to whether or not projects should be advanced to address performance target gaps as they are identified. Commissioner Helland suggested the document should at a minimum include some references to existing public processes.

Commissioner Kurz suggested the content of the executive summary could be rearranged to better tell the story. As drafted, it feels like the plan is to be handed down as the logical next step for all the work done to date. It could be reformatted to start with the why and then move

on to the how. Mr. McDonald said he and Mr. Breiland would discuss taking that approach.

Commissioner Ting commented that the data relative to cars is obvious, but the data is much less obvious for some of the other modes. For example, it would be good to know if bus routes are overloaded or underutilized, particularly when prioritizing transit projects. Consideration should be given to putting the first dollars into those areas where usage is the highest. The thing that is missing is where the most active usage is occurring. Mr. McDonald agreed and said that was one of the reasons the summary included the land use map showing the various points of pedestrian activity. Mr. Breiland pointed out that there are new technologies coming online all the time that will help in collecting specific data relative to the various modes. In the meantime, the utilization of non-vehicle modes is correlated with the transportation and land use characteristics. When overlaid, the outcome yields an outline of where usage is the highest.

Mr. McDonald said the intent is to set up a system that involves a data-driven approach for identifying and prioritizing projects. The fact is, however, that the public involvement process can turn the analytical data on its head. The list of projects ultimately added to the TFP could be quite different from what the data suggests is needed.

Commissioner Ting suggested the document should have a clear definition of when the supply units are created. It is not clear if the units are created at the time the project is created or when the dollars are allocated to projects. Nothing is said about what happens if a project changes before completion. Mr. Breiland said that is essentially codified in the Growth Management Act. Under state law, the trigger point is when funding is allocated to a project.

8. APPROVAL OF MINUTES

A. October 14, 2021

A motion to approve the minutes as submitted was made by Commissioner Helland. The motion was seconded by Commissioner Beason and the motion carried unanimously.

B. October 28, 2021

A motion to approve the minutes as submitted was made by Commissioner Helland. The motion was seconded by Commissioner Beason.

Commissioner Helland noted that in the penultimate sentence of the third paragraph on page 10, the word “comprehending” should read “comprehensive.”

The minutes as amended were approved unanimously.

9. UNFINISHED BUSINESS – None

10. NEW BUSINESS

Mr. McDonald noted that following the Commission’s previous meeting an issue was raised about how the Commission could follow up on public comments made to the Commission and to the city. He said he contacted the City Clerk’s Office to express the interest of the Commission to look at the communications protocol between the public and the Commission, and any responsibilities individual Commissioners or the Commission as a whole might have to the correspondence. He noted that other boards and commissions have a single email address

at bellevuewa.gov. All emails addressed to a board or commission go to the inbox of the staff liaison. He said sometimes he is able to simply respond to questions asked, particularly concerning issues that will not be coming before the Commission. Issues that will be coming before the Commission are bundled and forwarded to the Commission prior to the meeting during which the items will be discussed.

With respect to responding to public comments, the City Clerk's Office confirmed that it is not the responsibility of individual Commissioners to provide a response to individual commenters. It is appropriate for Commissioners to respond as issues are raised during Commission meetings. The City Clerk's Office expressed a concern about the remote possibility of violating the Open Public Meetings Act through chain emails outside of an open public meeting and thus discourages individual Commissioners from engaging in email conversations with members of the public using their Bellevue email addresses. The City Clerk's Office offered to develop a protocol for all boards and commissions and staff liaisons to follow.

Assistant Transportation Director Paula Stevens said there is a fine line to walk between being as responsive to the public as possible while also being consistent with city policies for processing public comments. Everyone is waiting for direction and confirmation from the City Clerk's Office relative to how all the city's boards and commissions should deal with public communications.

Mr. McDonald said he was willing either to continue bundling all written correspondence and sending it to the Commissioners prior to Commission meetings, or to forward all communications as they are received.

Commissioner Ting said he would welcome receiving communication as it is received from members of the public. He asked if the Commission can comment on issues that arise during public comment even if they are not issues on the agenda. Mr. McDonald said the Commission can by a motion, second and a vote elect to add items to the agenda for discussion.

Commissioner Helland said his preference also was for the staff liaison to forward all emails to the Commissioners as they are received.

Commissioner Beason agreed. She said she would like to see all correspondence at least 24 hour prior to a meeting.

Commissioner Ting asked if the staff liaison is allowed to filter emails sent to the Commission from the public. Mr. McDonald said his practice has been not to forward to the Commission items that are not in the Commission's scope of work. Emails concerning topics not under the domain of the Commission are forwarded to the appropriate parties.

There was consensus to forward to the Commissioners as soon as possible all pertinent email.

11. ORAL AND WRITTEN COMMUNICATIONS – None

12. REVIEW OF COMMISSION CALENDAR

Mr. McDonald briefly reviewed the Commission's calendar of upcoming issues and agenda items.

13. ADJOURNMENT

Commissioner Stash adjourned the meeting at 9:02 p.m.

Secretary to the Transportation Commission

Date