

**SR 520
Multi-Modal Corridor Planning Study
I-405 to Avondale Road Stakeholders' Charter**

A Stakeholders group has been formed to serve as an advisory role and sounding board for the “SR 520 Multi-Modal Corridor Planning Study.” The stakeholders group will be comprised of a designated representative from each of the following participating agencies, companies or jurisdictions:

City of Bellevue	Rick Logwood	rlogwood@bellevuewa.gov	
City of Kirkland	Ray Steiger	rsteiger@kirklandwa.gov	
City of Sammamish	Jeff Brauns	jbrauns@ci.sammamish.wa.us	
City of Redmond	Don Cairns	dcairns@redmond.gov	
Group Health, Inc.	Bill Biggs	biggs.w@ghc.org	
Microsoft	Jim Stanton	jstanton@microsoft.com	
Wright-Runstad	Greg Johnson	gjohnson@wrightrunstad.com	
King County Metro	Candida Lorenzana	candida.lorenzana@kingcounty.gov	
Puget Sound Regional Council	Ben Brackett	bbrackett@psrc.org	
Sound Transit	Andrea Tull	andrea.tull@soundtransit.org	
WSDOT – Capital Planning and Development	Faris Al-Memar	almemaf@wsdot.wa.gov	360-705-7956
WSDOT – NW Region	Rick Roberts	roberri@wsdot.wa.gov	206-440-4352
WSDOT – SR 520 Office	Daniel Babuca	babucad@wsdot.wa.gov	425-998-5259
WSDOT – Strategic Planning and Programming	Cliff Hall	hallcli@wsdot.wa.gov	360-705-7993
WSDOT – Tolling Office	Rob Fellows	fellowr@wsdot.wa.gov	206-464-1257
WSDOT – Urban Planning Office	Richard Warren	warrenr@wsdot.wa.gov	206-464-1283

Stakeholders' Operating Guidelines

Roles and Responsibilities:

Stakeholders agree to:

- Serve as an advisory role to WSDOT in review of technical analysis and development and selection of study improvement recommendations.
- Maintain a focus on recommendations that benefit the entire corridor.
- Identify the appropriate channels for communication within their organizations.
- Provide specific local expertise when requested, including identifying emerging local issues.
- Brief local decision-makers.

WSDOT agrees to:

- Complete all necessary documentation to support recommendations.
- Provide technical expertise when requested.
- Manage logistics for meetings.
- Actively engage the stakeholders in carrying out the corridor study.

WSDOT and Stakeholders agree to:

- Share information openly and promptly.
- Articulate concerns as early as possible.
- Remain flexible, open-minded, and actively participate in meetings.
- Respect each other's time and commitment.
- Provide comments to materials by agreed upon deadlines.

Communication

Between meetings:

- E-mail: WSDOT copied on all correspondence; full team copied when appropriate.
- WSDOT will maintain and update a project website.
- Meetings are only called when necessary.

At meetings:

- At least one representative from each of the Stakeholder partners will be present.

- Informed alternates are acceptable and encouraged if the designated Stakeholder partner cannot attend.
- Meetings end with clear understanding of expectations and assignments for next steps. These will be documented in the meeting notes for each meeting.
- Decisions are documented at the close of every meeting and distributed to stakeholders via the meeting notes.

Decision Making

- Stakeholders will strive to reach agreement by consensus at a level that can be characterized as partners being willing to accept the proposed action.
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- Minority opinions will be reflected in the final report on recommendations.
- Stakeholders will avoid spending an inordinate amount of time working toward consensus on any issue at the expense of reaching consensus on other issues.
- Stakeholders agree not to revisit decisions once they have been made.

Conflict Resolution

When an issue arises that cannot be easily resolved, the partners agree to:

- Determine if the issue should be resolved within the group or be taken to higher levels.
- Ensure the appropriate decision makers are at the table to resolve the issue.