

SALT LAKE CITY
 TRANSPORTATION ADVISORY BOARD
 Minutes of the April 4, 2016 Meeting

Present from the Transportation Advisory Board were Andrea Olson, Cathy Liu, Chet Cannon, Daniel Page, Hal Johnson, Lamar Ewell, Robin Hutcheson, Todd Hadden and Tyler Fisher.

Absent from the Transportation Advisory Board were: Cheryl Heying, Jeff Dixon, Reid Ewing and Whitney Ward.

Also present were Kim Clark, Kevin Young and Amy Lyons.

The meeting, held at the Transportation Division Office, 349 South 200 East, Salt Lake City, Utah, was called to order at 4:16 p.m. by Chet Cannon.

Welcome and Introduction of Guests – Chet welcomed everyone and introduced Kim Clark.

Public Comment – There was no public comment.

Motion: Hal Johnson moved to approve the minutes of the February 1, 2016 meeting. Robin Hutcheson seconded the motion. The motion passed unanimously.

Motion: Hal Johnson moved to approve the minutes of the March 7, 2016 meeting. Daniel Page seconded the motion. The motion passed unanimously.

Retreat Discussion – *Kim Clark/VIA Consulting#*

What is working? / What isn't working?

Kim Clark was introduced and to develop the direction for the conversation, participants were asked to identify what they feel needs to be improved within the group and what is going well with the group. The comments were categorized with the group and are listed in two charts, *What is Going Well* and *Areas for Improvement*.

What is Going Well		
<i>Information Sharing (Presentations) from Transportation Staff</i>	<i>TAB Make-up is Diverse and Dedicated</i>	<i>Good Meeting Structure</i>
Being updated on projects	Good representation across geography and agencies (UDOT, UTA, schools, etc.	Strong leadership
Updates on specific studies / projects, UTA /	Interesting, diverse group	Meeting is well organized, schedule

SLC studies, Mountain Accord, Bike master plan, legislative updates.		sent out, and good board structure
Good dissemination of information and what role of TAB is for	TAB members dedicated to making a difference	
Great presentations from transportation staff		
Updated on plan and program, annual list of proposed improvements, & tours		
Staff presentation and project updates		
Good topics are presented		

Many of the participants commented they have gained extensive knowledge about transportation in the city. The group felt they have a strong understanding of what is underway and how issues are addressed. In addition, the members believe the diversity of the group is a benefit that should be maintained.

Areas for Improvement				
<i>Clarify Roles</i>	<i>Need Clear Direction & Top Priorities Defined by City Leadership</i>	<i>Improve Participation</i>	<i>Communicating for Represented Communities</i>	<i>Additional Information from Outside Advisors</i>
Role of TAB members	More discussion with leadership about the direction the city is going	Are all seats of TAB filled?	Not knowing how best to represent our neighborhoods / districts	More invited speakers on ongoing projects
Voting member for Police Department	Vision from new SLC leadership on Transportation Issues	TAB Committee has some attendance problems	TAB members sometimes unsure how to represent public	Outside experts (non-SLC)
Clarity of role beyond board meetings / feedback			Disconnect between TAB and community	More discussion & encouragement of multi-modal and transit (project-based)
We don't seem to have many teeth (don't vote on many things)				

Feeling we are not providing meaningful support / action for transportation				
Better understanding of the role in transportation decision-making				

The discussion focused on the areas for improvement. The feedback from the group is outlined below by the categories identified in the table.

Roles and Responsibilities

The discussion then focused on the areas of improvement. The initial item discussed was the role of the board members. A general discussion centered around this topic and the following general comments were gathered:

- Recommendations on projects and plans / link to community
- Self - directed
- Act as liaisons to the community

The conversation continued and each member was asked why they joined the board and what they saw as their role. The following is a list of comments:

- Provide Formal Recommendation
- We want to Help? / Helping Neighborhoods but not sure how it happens
- ID Trends / Future Actions / Studies
- Update Master Plan - input
- Provide Advice
- Safety Enforcement
- Bike Committee Representatives
- Provide Transit Knowledge
- UTA / Provide Larger Context
- Advising / Recommendations on Plans
- Some Community Councils put TAB members on Council - not consistent across all councils - as a Community Council member – provide more 1-way communication (report out)
- Sharing information / Collaborate

This conversation helped to define the strong knowledge base in the room and to utilize the knowledge of all individuals. The group has the ability to share from multiple perspectives including neighborhoods, council boundaries to regional and national efforts underway in transportation.

This discussion led to defining four key roles and responsibilities the group has to assist the city in direction.

Identified Roles and Responsibilities

- Share information and act as liaisons
- Provide feedback on actions underway by the Transportation Department
- Give advice on future direction / trends
- Give recommendations on plans / projects

Communication and Participation

There was significant discussion on how the roles and responsibilities are carried out and the use of clarifying the communication to ensure the group is aware of how the part they play in the decision making / direction process. Throughout the discussion, needs were identified to assist the board in running more smoothly. The needs listed at the meeting include:

- Develop and provide a board orientation to new members to improve participation
 - Attendance requirements
 - Roles and responsibilities
 - Knowledge
- Develop a Communication Plan
 - Clarify if / what information is being requested
 - What are we making a decision about when presented with information.
 - Define what recommendations should be provided.
- Calendar for a year

These needs were noted and additional input regarding the elements of a communication plan were provided. It was discussed that with a clear understanding of the roles and responsibilities along with a strong communication plan, participation may improve.

Communication Plan Elements

- Schedule major events to take place over the year.
 - As the topic was discussed, it was identified that it may be difficult to put together a calendar of events but major events that will take place will be provided to the members are able to gather relevant information from the groups they are representing.
- Define formal feedback loops regarding the actions to be taken (if needed)
 - The action to be taken may be associated with each item presented to clearly identify what is being asked by the TAB.
- Align members to councils
- Allow for a report out by each member at the beginning of each meeting to share knowledge.
- Conduct Transportation Advisory Board ordinance review and make recommendations for modifications.
- Many of the elements may be addressed by reformatting the agenda.

Outside Advisors

Based on the input from the group, it was realized that a number of members have extensive knowledge and may take on the roles of advisor in certain situations. The need for outside advisors will be handled on a case by case basis.

Direction and Priorities of the City

Based on time, this was not discussed in detail. Additional conversation will take place in future meetings regarding this topic.

The next meeting of the Board was scheduled for May 2, 2016.

The meeting was adjourned at 5:35 p.m.

A recording of this meeting will be available for one year.