

Task Force Workshop

DATE/TIME: June 12, 2014 / 11:30am – 1:30pm

LOCATION: TBD - Bend, Oregon

INVITEES: City of Bend: Nick Arnis, Robin Lewis

HDR: Stephanie Serpico

SERA: Matt Arnold

DKS: Chris Maciejewski

Task Force: Jason Adams, Marshall Greene, David Gurule, John Kelly, Brian Potwin, Joanne Richter, Stacey Stemach, Al Tozer, Garrett Wales, Nicole Weathers

Bring your own lunch

TIME	AGENDA ITEM	Facilitator
11:30 – 11:35	Welcome	Serpico
11:35 – 11:45	Review Roles and Responsibilities of the Task Force <ul style="list-style-type: none"> The Task Force is an advisory committee providing best recommendations to City staff, Council, general public, and the design team. It is important for Task Force Members to support the process that was used to develop the final product. 	Arnold
11:45 – 12:00	Traffic Analysis Results <ul style="list-style-type: none"> 2 vs. 3 lane Draft intersection results at Harmon/Galveston/Columbia 	Maciejewski
12:00 – 1:20	Review Cross Section Concept <ul style="list-style-type: none"> Concepts A – G Street cross section, plan view and characteristics Discuss pros and cons of each one Screen against criteria 	Arnold
1:20 – 1:30	Next steps: <ul style="list-style-type: none"> Review action items and decisions Next Task Force Meeting <ul style="list-style-type: none"> Review intersection screening criteria and goals/objectives 	Serpico

Open Action Items

Date	Action	Responsible	Comments
01/30/14	Check to see if bicycle data was collected and separated in east/west direction.	Chris	Provide information if available.
12/05/13 01/30/14	Set up a public work session	Stephanie	To occur after the next task force workshop

Task Force Workshop

Decisions:

Date	Decision
12/05/13	Al Tozer was nominated as Chair.
12/05/13	Tom Atkins was appointed to the Task Force. Keep the Task Force at 11 members.
12/05/13	On upcoming agendas, list the members of the Task Force who cannot.
12/05/13	Voting structure – see charter for process.
01/30/14	Work sessions will be held at night for 2 ½ to 3 hours.

Completed Action Items:

Date	Action	Responsible	Comments/Date
01/30/14	Update vision/goals and evaluation criteria with comments	Steph/Matt	Emailed to task force 02/06/14
12/05/13	Set up SharePoint site for project	Stephanie	Completed 12/18/14
12/05/13	Develop a schedule with a tentative construction date.	Steph/Nick	Completed 01/27/14
12/05/13	Distribute goals/objectives/evaluation criteria	Stephanie	Completed 01/27/14
12/05/13	Set up cross section workshop in January	Stephanie	Held 01/27/14
11/06/13	Contact Marshall about his interest in joining the task force.	Jason	Marshall has accepted to join – 11/6/13
11/06/13	Contact John and Brian about interest in joining task force.	Nick	Brian and John confirmed 11/7/13
11/06/13	Set up next Task Force meeting	Stephanie	Held 12/05/2013
11/06/13	Send out scope of work for project and draft schedule	Stephanie	Completed 11/7/13