
Meeting Agenda

Gladstone Transportation System Plan (TSP) Update

Technical Advisory Meeting (TAC) Meeting #1

October 20, 2016 – 2:00 p.m. to 4:00 p.m.

Gladstone City Hall – 525 Portland Ave, Gladstone, OR 97027

Meeting Organizer: Matt Bell, Consultant Project Manager

Invited Meeting Attendees: Jim Whynot and Jacque Betz, City of Gladstone; Jeff Jolley, Gladstone Police; Mike Funk, Gladstone Fire Department; Bob Stewart, Gladstone School District; Pat Sisul, City of Gladstone On-call Engineer; Vanessa Vissar, TriMet; Chris Myers, Metro; Karen Buehrig, Clackamas County; Laura Terway, Oregon City; Gail Curtis, Oregon Department of Transportation; Matt Bell and Molly McCormick, Kittelson & Associates, Inc; Darci Rudzinski, Angelo Planning Group

Meeting Purpose: The purpose of Technical Advisory Committee (TAC) Meeting #1 is to introduce TAC members to the project, review and receive feedback on draft Tech Memos 1 through 4, and to outline the project's next steps.

Agenda:

1. Introductions (Matt – 5 minutes)
2. Project Overview (Matt – 20 minutes)
 - a. Project Schedule
 - b. Meetings/Milestones
 - c. Major Tasks/Deliverables
 - d. Project Overview Memo
3. Tech Memo #1: Policy Framework and Code Review (Matt/Darci – 15 minutes)
 - a. Should any other documents be reviewed or considered for the TSP update?
 - b. Do you have any questions, comments, or concerns about the content?
4. Tech Memo #2: Project Goals and Objectives and Evaluation Criteria (Matt – 20 minutes)
 - a. Are the goals, objectives, and evaluation criteria relevant to the overall project?

- b. How well do the goals align with your vision for the TSP update?
 - c. Do you think the objectives will help meet the goals?
 - d. Do you have any questions, comments, or concerns about the evaluation criteria?
5. Tech Memo #3: TSP Financial Forecast (Matt/Molly – 15 minutes)
 - a. How well does the forecast align with your understanding of available funds?
 - b. Should any additional information be included or considered in the forecast?
 - c. Do you have any questions, comments, or concerns about the content?
6. Tech Memo #4: TSP Methodology and Assumptions (Matt/Molly – 15 minutes)
 - a. Did we miss anything or need to further clarify?
 - b. Is there anything that we should add or take away?
 - c. Do you have any questions, comments, or concerns about the content?
7. Draft Project Flyer (Matt/Molly – 10 minutes)
8. General Discussion (All – 15 minutes)
9. Next Steps (Matt – 5 minutes)