



Date: December 30, 2016
To: Wilburton Commercial Area Citizen Advisory Committee
From: Bradley Calvert (425-452-6930, bcalvert@bellevuewa.gov)
Project Manager for Wilburton - Grand Connection Planning Initiative
Department of Planning and Community Development
Subject: January 5, 2017 Citizen Advisory Committee Meeting

We're excited to kick off the Wilburton Commercial Area Citizen Advisory Committee meetings. Enclosed you will find an agenda packet for the first meeting, January 5, 2017. We will begin at 6:00 p.m. in Room 1E-112 at Bellevue City Hall. The meeting is anticipated to last until 8:00 p.m. The meeting will be co-chaired by Jeremy Barksdale (Bellevue Planning Commission) and Lei Wu (Bellevue Transportation Commission). The City will provide coffee and tea service.

At the first meeting we will have a brief welcome to Committee members from Mayor John Stokes. We will then ask individual Advisory Committee members and staff to introduce themselves. At each meeting we will also allocate time for members of the public who wish to address the Committee.

We will then cover the Committee's operating guidelines, including the Committee's charge, meeting schedule, and other Committee protocols. Staff will summarize how the Committee will comply with the Open Public Meetings Act and Public Records Act. This is an action item for the Committee to formally approve, including setting your schedule for on-going meetings and work sessions.

Project staff will spend the second part of the meeting presenting the project context and policy framework for the Wilburton - Grand Connection planning initiative, details on the scope of work as directed by Council, public feedback received to date, and the proposed approach for analysis and formation of recommendations by the Committee.

The materials included in your January 5 packet cover Committee Bios, Draft Committee Operating Guidelines, and the Project Principles as defined by Council. We will have hard copies of all electronic packet materials for you on January 5. Materials will also be posted on the City's project web site. Please bring your copies of your Project Briefing Book, as staff will provide a high level overview of the materials. Staff will also provide three-ring binders for you to keep project-related materials over the course of our work.

Please let us know if you have any questions prior to our meeting. We look forward to kicking off this exciting planning initiative, and it will greatly benefit from your commitment and expertise.



Citizen Advisory Committee Meeting

Thursday, January 5th, 2017

6:00 - 8:00 p.m. Room 1E-112

Bellevue City Hall - 450 110th Avenue NE

Agenda

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| 6:00 p.m. | 1. Call to Order and Approval of Agenda
<i>Co-chairs Barksdale and Wu</i> |
| | 2. Welcome by Mayor
<i>Mayor John Stokes</i> |
| | 3. Committee and Staff Introductions |
| | 4. Public Comment
<i>Limit to 3 minutes per person</i> |
| 6:45 p.m. | 5. Review of Committee Charge and Operating Guidelines; Confirmation of on-going Committee meeting schedule - Action Item
<i>Co-chairs</i> |
| 7:00 p.m. | 6. Project Context and Approach
<i>Bradley Calvert and Kevin McDonald</i> |
| 7:30 p.m. | 7. Review of Scope Elements and Public Input to Date
<i>Bradley Calvert and Kevin McDonald</i> |
| 7:45 p.m. | 8. Overview of Briefing Book and Workbook Materials
<i>Bradley Calvert and Kevin McDonald</i> |
| 8:00 p.m. | 9. Adjourn |

*Agenda times
are approximate*

Project website located at <http://www.ci.bellevue.wa.us/grand-connection.htm>. For additional information, please contact the Wilburton - Grand Connection project manager: Bradley Calvert (425-452-6930, bcalvert@bellevuewa.gov). Meeting room is wheelchair accessible. American Sign Language (ASL) interpretation available upon request. Please call at least 48 hours in advance. Assistance for the hearing impaired: dial 711 (TR).

Advisory Committee Bios

The Wilburton Commercial Area Citizen Advisory Committee consists of 15 members as appointed by the Mayor and confirmed by the Bellevue City Council.

Member	Representation
Jeremy Barksdale (co-chair)	Planning Commission
Lei Wu (co-chair)	Transportation Commission
Debra Kumar	Parks & Community Services Board
Maria Lau Hui	Arts Commission
James McEachran	Human Services Commission
Chris Johnson	Bellevue Chamber of Commerce
Matt Jack	Bellevue Downtown Association
Jon Duarte	Institution Representative
Alison Washburn	Business Representative
Sarah Chong	Bellevue Resident
Glen Griswold	Resident from nearby neighborhood
Jay Hamlin	Resident from nearby neighborhood
Andrew Pardoe	Bellevue Resident
Daniel Renn	Resident from nearby neighborhood
Don Weintraub	Resident from nearby neighborhood

Jeremy Barksdale (co-chair): Planning Commission

Jeremy is a User Experience Researcher with Microsoft and also serves on the Bellevue Planning Commission. Prior to joining Microsoft three years ago, Jeremy lived in Virginia while completing a Masters in Public Administration and a PhD in Computer Science at Virginia Tech. He has previously served on the local Planning Board in his hometown of Sedalia, North Carolina as well as serving on the Board of Directors for a mediation agency. In his spare time Jeremy's interests include volunteerism, reading, traveling, hiking, and biking, in addition to singing and playing musical instruments.

Lei Wu (co-chair): Transportation Commission

Lei is a certified planner by the American Planning Association and licensed professional engineer in the State of Washington. She has been working in the transportation planning and engineering field for 19 years, and has a particular interest in the role of transportation systems as part of the evolution of land use patterns and lifestyle trends. Lei currently serves on Bellevue's Transportation Commission and was a participant in the City's and Bellevue Arts Museum's Grand Connection Visioning Charrette. She is a resident of Bellevue with her two daughters and husband. Lei studied at the University of Virginia.

Debra Kumar: Parks & Community Services Board

Debra has lived in Bellevue for over 15 years, and is an active member in her community of Somerset. She is a 2013 Bellevue Essentials alum, a program that prepares emerging community leaders with the knowledge of an understanding of the inner workings of city government. Debra has served on PTSA executive board, volunteered many hours in her local schools and with the Bellevue Schools Foundation. She currently serves on the Bellevue's Parks and Community Services Board. Her professional experience is in accounting, and she provides bookkeeping services to non-profit organizations. As an avid walker and dog lover, Debra started a dog walking service and has the pleasure of using Bellevue's beautiful parks and trails as part of her business.

Maria Lau Hui: Arts Commission

Maria is a licensed architect and LEED Accredited Professional with a broad range of experience in academic, commercial, residential, and religious building typologies. She has a strong commitment to volunteerism, sustainability, and education. Maria is a member of the National Council of Architectural Registration Boards (NCARB) and American Institute of Architects (AIA), and she serves as a mentor in the AIA Leadership Program. She currently serves on Bellevue's Art Commission and was a participant in the City's and Bellevue Arts Museum's Grand Connection visioning charrette. In the past, she has volunteered with Seattle Architectural Foundation and has reviewed proposals for Living Future unConferences. Maria studied at Columbia University and the University of Illinois.

James McEachran: Human Services Commission

James has been a citizen of Bellevue since 1983. He is in his 33rd year as the Senio Pastor at Saint Andrew's Lutheran Church. He will be completing his second term as the chair of the Human Services Commission in January of 2017. In that role he has participated in the review of the Downtown Transportation Plan and the updating of the Comprehensive Plan. He is a member of the Technical Advisory Group for the Bellevue City Council Affordable Housing Strategy. James also served on the faculty at Seattle Pacific University, teaching Comparative World Religions in the M.A. TESOL Program. The faith community he serves was the founder of Saint Andrew's Group, now known as Imagine Housing, and continues a consistent commitment to being a center of human services in Bellevue. This includes in solidarity around the core values of housing, food security, and education. The congregation is also focused on global issues such as the MaaSai Girl's school in Arusha, Tanzania and sustainable farming and education in the Bihar region of northeast India.

Chris Johnson: Bellevue Chamber of Commerce

As Director of Government Relations with the Bellevue Chamber of Commerce, Chris develops and implements the Chamber's advocacy agenda at the local, regional, and state levels. He also collaborates with members of the East King County Chambers of Commerce Legislative Coalition, to develop their public policy priorities and lobby for adoption in Olympia. Prior to joining the Bellevue Chamber, he served as Policy Director in the Washington state Attorney General's office and as Chief of Staff for King County Council District Six. He has also worked as a radio broadcast journalist at various stations in East King County and on the other side of the Cascade Mountains.

Matt Jack: Bellevue Downtown Association

Matt serves as the Policy and Community Affairs Specialist for the Bellevue Downtown Association (BDA). In this role, he is responsible for tracking policy issues related to Downtown Bellevue and keeping the BDA membership apprised of the latest information. He organizes and manages the BDA's Land Use and Livability Committee and Transportation Committee; providing committee members the resources and tools to make strongly supported policy recommendations that confidently support the BDA's vision of Downtown Bellevue as the economic and cultural heart of the Eastside. Matt has a background in digital art, web design, and creating, and regularly creates and publishes online content. Previously, Matt lived in Dallas, Texas where he worked for US Congressman Kenny Marchant as the District Communication and Outreach Manager.

Jon Duarte: Institution Representative

Jon joined Overlake Medical Center as Director of Strategic Planning in April 2014. He is responsible for organizational strategy and business development for Overlake, which includes a 349-bed hospital and an employed medical group of over 130 physicians. His duties include management of planning and business development processes for existing clinical service lines and new program, organizational partnerships, new outpatient clinic locations, and potential transactions. Additionally, Jon oversees implementation of strategic initiatives related to service line development (cardiac services and neurosciences) and digital innovation. Prior to joining Overlake, Jon worked for ECG Management Consultants in Seattle as a healthcare consultant, and at Children's Healthcare of Atlanta in strategy and project management. He holds a Bachelors of Science In Management from the Georgia Institute of Technology and a Masters of Business Administration of Health Administration from Georgia State University.

Alison Washburn: Business Representative

Alison has worked for the REI Co-op for over 20 years. In this capacity she has led teams in store locations across the country to help connect people with nature, including being an active member of the Redmond and Bellevue communities. She is the current store manager for the new Bellevue REI located at 116th Avenue NE and NE 4th Street. She is an avid outdoors-woman, and when she is not helping others find the perfect gear for their outdoor adventures, she is busy exploring the amazing trails and natural spaces that are so plentiful in the Pacific Northwest. Alison enjoys hiking, mountain biking, and paddling. She recently completed her third half-marathon.

Sarah Chong: Bellevue Resident

Sarah is a recent University of Washington graduate now working at Downtown Action to Save Housing (DASH), a non-profit affordable housing developer that helps create a healthy housing market in the greater Eastside. She is also completing the Guardianship Certificate Program to become a professional guardian in King County. At DASH, she provides special project support, manages due diligence on investor transactions, and advocates for affordable housing. Her interest in affordable housing was shaped through her education, professional background with diverse populations, and working closely with seniors and individuals with disabilities. She is a Bellevue High School graduate and has lived in Bellevue for 15 years.

Glen Griswold: Resident from nearby neighborhood

Glen is a practicing civil and structural engineer with over 35 years of experience. His projects range in location and complexity while obtaining valuable working knowledge of planning agencies and permitting. Glen has been a resident of the Wilburton neighborhood for the last 17 years and intends to remain a long term resident. His roots in the community have allowed him to develop a vested interest in the growth of the area and perceives the new East Link rail station as a great opportunity to make a great neighborhood even better.

Jay Hamlin: Resident from nearby neighborhood

Jay has been a Bellevue resident for over 30 years and is a current Wilburton neighborhood resident. Jay graduated from the University of Washington with a Bachelor in Urban Planning and holds a Program Management Certificate from the University of Denver and an Urban Design Certificate from Simon Fraser University. He has worked in forecasting and project management roles in telecommunications at Pacific Northwest Bell and U.S. West for 18 years, as a Program Manager/Director at Microsoft for 15 years, and is currently employed with Avanade, a Seattle based global software consulting company as a Group Manager in Cloud Analytics. Jay served two terms as a Bellevue Planning Commissioner from 2008 to 2015 and served as a co-chair for the Eastgate/I-90 Land Use and Transportation Citizen Advisory Committee. He currently serves on the Washington State Association Boundary Review Board for King County.

Andrew Pardoe: Bellevue Resident

Andrew has been an Eastside resident for over 20 years. He and his wife live in Surrey Downs, a short walk to the Wilburton Commercial Area. Working at both the University of Washington and Microsoft has lent him a solid perspective on life at two of the region's biggest employers. Andrew is a Principal Program Manager at Microsoft on the C++ programming language. He is a multi-modal commuter and has an understanding of all users including bus, bicycle, and automobile. He holds an M.S. in Computer Science and a B.S in Applied Mathematics from the University of Washington and a B.A. in English and Philosophy from Kent State University in Ohio. In his spare time he volunteers at the University of Washington's Yacht Club, teaching sailing to students and community members.

Daniel Renn: Resident from nearby neighborhood

Daniel is a retired electrical engineer. Prior to retiring in 2000, he worked in micro electronics as an engineer and an Engineering Manager. Daniel has been a resident of 39 years of Bellevue and the Wilburton neighborhood. He raised three children whom attended Bellevue Public Schools. He has been an active member of the community and a member of the Wilburton Hill Neighborhood Association.

Don Weintraub: Resident from nearby neighborhood

Don is a downtown Bellevue resident with a passion for vertical living. Don moved to Bellevue in 2013 from Dallas, Texas, where he spent 15 years working in real estate and mortgage banking following graduation from Southern Methodist University. Don is currently a broker with Windermere Real Estate in downtown Bellevue and also owns a real estate investment company in Texas. In his free time you can find Don at the helm of his boat along with his wife and seven year old daughter, navigating the waters of Lake Washington and the San Juan Islands. The ability to live in a safe, yet urban environment just minutes from the marina was one of the reasons Don chose to both live and work in downtown Bellevue. Grateful for an incredible group of neighborhood friends, Don makes sure to welcome new residents in a way that has become customary in downtown Bellevue.



Citizen Advisory Committee Meeting

Anticipated Meeting Schedule

Meeting Date	Topic
January 5th, 2017	Project Context
February 2nd, 2017	Existing Conditions and Opportunities
March 2nd, 2017	Development of Preliminary Land Use and Urban Design Concepts*
April 6th, 2017	Transportation Conditions and Opportunities
May 4th, 2017	Development of Transportation Strategies / Open House
June 1st, 2017	Property Owners Panel Workshop*
July 6th, 2017	Preliminary Land Use and Transportation Scenarios
August 3rd, 2017	No Meeting
September 7th, 2017	Develop Preferred Land Use and Transportation Scenarios / Open House
October 5th, 2017	Property Owners Panel Workshop*
November 2nd, 2017	Select Preferred Land Use and Transportation Scenario
December 7th, 2017	Ratify Land Use and Transportation Alternative
January 4th, 2018	Urban Design Guidelines

*Denotes Property Owners Panel Workshop



Advisory Committee Operating Guidelines

These guidelines describe the roles and procedures to be followed by the Council - appointed Wilburton Commercial Area Citizen Advisory Committee.

Membership

The Wilburton Commercial Area Citizen Advisory Committee consists of 15 members as appointed by the Mayor and confirmed by the Bellevue City Council (ADD DATE). The Committee includes representation from the Planning Commission, Transportation Commission, Parks & Community Services Board, Human Services Commission, Arts Commission, Bellevue Chamber of Commerce, Bellevue Downtown Association, businesses, institutions, and residents of Bellevue and nearby neighborhoods. Members of the Committee serve on a voluntary basis without compensation.

Advisory Committee Charge

The City Council has directed the Wilburton Commercial Area Citizen Advisory Committee to provide guidance to City staff in developing the work products needed to update the Land Use Code, Comprehensive Plan, and to establish an overall vision for the area. This work is expected to result in a set of recommendations that update the Land Use Code and Comprehensive Plan to reflect opportunities for a new urban neighborhood that capitalizes on its evolving context, while creating a memorable and unique neighborhood.

The Committee's work will be guided by the Council Principles approved by the City Council on December 7th, 2015 for this planning initiative.

In conducting this work, the Committee should recognize that a wide range of opinions, expertise and objectives exists within its membership. Committee members should respectfully consider each other's views and right to participate, and fully consider all aspects of any issue before drawing conclusions and recommendations. The Committee should also participate in broader public outreach on the project and solicit input from the general public and other community stakeholders.

The Committee will act in an advisory capacity to the City Council. Following Council receipt of the Committee work, the Planning Commission will make its official recommendations on the text of the Code amendments and vision. The City Council will ultimately approve any changes to the Land Use Code and Comprehensive Plan.

Co-Chairs

The Citizen Advisory Committee will be co-chaired by Jeremy Barksdale (Planning Commissioner) and Lei Wu (Transportation Commissioner). The co-chairs will be responsible for running Committee meetings, providing facilitation, and ensuring adherence to these operating guidelines. The co-chairs will encourage active participation by all Committee members.

Meetings

The bulk of the Citizen Advisory Committee's effort is expected to occur between January of 2017 and January of 2018. It is anticipated that the Committee will convene approximately 13 times for 2 to 2.5 hour regular meetings as well as work sessions or field tours. In some cases meetings may extend longer to ensure that all material and objectives have been covered. Meetings of the Committee should be, to the extent possible, scheduled for a recurring time and place. The preferred time of day and day of the week for on-going meetings will be determined by the Committee at their first meeting. All meetings are subject to open public meetings law. Meeting minutes will be kept and distributed to all members and posted on the project website.

Reaching Agreement

Whenever possible, the Committee will make decisions by consensus. Every effort will be made to determine the "sense of the committee" and to reach agreement by consensus. When consensus is not possible, a vote shall be taken. The majority vote of a quorum (50% or more of members) shall constitute action by the Committee; a quorum exists when a majority of the Committee's members are present. For certain decisions, the co-chairs may call for a vote on matters that the Committee through consensus, agrees can be best facilitated by a show of hands.

Attendance

Each Committee member shall commit to attend all scheduled meetings. It shall be the responsibility of members to prepare for meetings by reviewing materials distributed in advance. Agenda materials will be distributed approximately one week prior to each meeting. Consensus-based decisions and decisions based on a vote will be made by those Committee members present at the meeting. Substitutes for Committee members are not permitted.

Non - Committee Participation

Citizen Advisory Committee meetings will be advertised on the project website, City events calendar, and other venues, and will be open to attendance by the general public. At the Committee's second meeting, and at subsequent meetings, a limited amount of time will typically be available for oral public comments. Written comments may be addressed to the Committee co-chairs in care of staff.

In addition, staff will facilitate a variety of other public engagement tools to ensure that the general public and interested stakeholders have opportunities for input into the Committee process.

Communication with City Council, Boards, and Commissions

The Committee co-chairs and City staff may provide periodic updates on the progress of the project to the City Council. Committee representatives from City boards and commissions shall provide regular updates to their colleagues.

Committee Support

City staff shall manage the overall effort and will, with the assistance of consultants, provide technical and clerical support to the Committee. Any requests for information or other communication between the Committee and consultants shall be done through the staff project management team.

Council Principles

The following Council Principles are intended to provide consistent direction over the course of the project:

- 1. Grand Vision:** *Ensure that the vision for the Wilburton project area is extraordinary and fully capitalizes on the special opportunities created by the area's outstanding location and access.*
- 2. Special Niche:** *Create alternatives and explore innovations that will provide Wilburton an economic niche that complements and adds to the vitality of Bellevue and the Eastside.*
- 3. Grand Connection:** *Ensure that the vision for the Grand Connection encompasses the entire corridor from the Meydenbauer Bay waterfront to the Eastside Rail Corridor, and that it positions the corridor to serve as both a memorable and transformative public space as well as a means of non-motorized transportation.*
- 4. Neighborhood Identity:** *Develop placemaking and urban design strategies that create a strong and unique neighborhood for Wilburton.*
- 5. Emerging Opportunities:** *Address changes and opportunities that have emerged since the last major update of the land use plan for Wilburton.*
- 6. Integrated Station Area Planning:** *Integrate station area planning for the Wilburton/Hospital light rail station with the balance of the Wilburton Plan, while utilizing this station as an opportunity to establish connectivity between the two areas bisected by NE 8th Street.*
- 7. Community Benefit:** *Create community benefit and value for the surrounding neighborhoods of Downtown, BelRed, and the greater subarea of Wilburton. Benefit and value should be derived from connectivity, access to services, and improved amenities that serve all residents and businesses.*
- 8. Affordable Housing Opportunities:** *Consider opportunities for land use changes in the area to provide for affordable housing.*
- 9. Impact Mitigation:** *Ensure sensitivity to potential adverse impacts of change on nearby residential neighborhoods, and provide for a graceful transition between new development and established neighborhoods.*
- 10. Economic Vitality:** *Enhance economic vitality and advance the goals of the City's Economic Development action plan.*
- 11. Timing:** *Explore means by which key elements of the vision can be in place by the 2023 initiation of light rail service. This include pedestrian connectivity across I-405 and NE 8th Street, as well as catalyst land use elements.*
- 12. Public Engagement:** *Utilize effective public engagement strategies to involve diverse stakeholders in conversation about the project.*

Protocols

For City of Bellevue Boards, Commissions, Committees and Task Forces

The construction of the state's Open Public Meetings and Public Records Acts relies on the wording of a 1972 citizen initiative, which provides:

The people of this state do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.

The following material summarizes the responsibilities of City Council-appointed Boards, Commissions, Committees and Task Forces in compliance with these laws and in the furtherance of open government.

Meetings

- The Open Public Meetings Act applies to all standing, special or advisory boards, commissions, committees or subcommittees appointed by the City Council.
- All meetings must be open to the public, with the exception that Executive Session may be held on topics authorized by State law.
- Staff will assure that proper noticing is provided for regular or special meetings of the Board, Commission, Task Force, or Committee, as well as posting agendas, publishing meeting packet materials, and preparing minutes.
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- A meeting takes place when a quorum (a majority of the total number of Board, Commission, Committee, or Task Force members) is present and information concerning City business is received, discussed, and/or acted upon.
- No legal action may be taken by the Board, Commission, Committee or Task Force except in a public meeting. At a Special Meeting, action can be taken only on those items appearing on the posted agenda. "Action" is defined as the transaction of the official business...but is not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions.
- To avoid possible violations of the Open Public Meetings Act, staff advise that Board, Commission, Committee, or Task Force members avoid any back-and-forth exchange of information, viewpoints, positions, or other dialogue via email or conference call among a quorum of their membership about the business of their organization. Additionally, email or other types of exchanges about City business among less than a quorum which are then relayed by a participant to other members, who together would constitute a quorum should also be avoided.

Public Records

- The term "public records" applies to any paper, correspondence, form, bound volume, film, magnetic record, drawing, photograph, audio or video recording, videostream, email or other document (regardless of media) that has been created

or received by an state or local governmental agency (including Boards, Commissions, etc.) during the course of public business.

- To assess a public record's status, it is necessary to determine the message content. The following guidelines apply to records in general as well as to email correspondence.
 - Examples of emails or documents which usually ARE public records:
 - Policy and procedure directives
 - Correspondence and/or memoranda related to public business
 - Documents related to legal or audit issues
 - Messages that document City actions, decisions, operations or responsibilities
 - Messages that initiate, authorize, or complete a business transaction
 - Final reports or recommendations
 - Other messages sent or received that relate to the transaction of City business.
 - Examples of emails or documents which usually are NOT public records:
 - Individual Board/Commission member's copies of meeting notices or reminders
 - Personal messages not related to official business
 - Announcements or bulletins
 - Informal notes
 - Telephone message that do not contain information that may constitute a public record
 - Information downloaded from network sources such as web sites or bulletin boards
 - Copies of published materials
 - Duplicate copies
 - Requests for information (but not public disclosure requests)
 - Transmittal memos.
- Members of Boards, Commissions, Committees, and Task Forces may be required to produce their personal notes taken at their meetings that relate to the activities and deliberations of the organization in response to a request for inspection and copying of public records (a/k/a public disclosure request). To the extent those notes contain information that is purely personal or material that is exempt under the Public Records Act, they may not need to be provided to the requester.
- Members of Boards, Commissions, Committees, or Task Forces may also be required to produce emails or documents that relate to the activities or operations of the organization in response to a public disclosure request. Staff recommends that members of Boards, Commissions, Committees, or Task Forces establish a separate, clearly-named file within their personal email account and/or on the hard drive of their personal computer to which they file all materials relating to the organization.
- The City must provide the fullest assistance in response to public disclosure requests. The City's Public Records Officer and a representative of the City Attorney's Office will review any documents which may be exempt from disclosure and will provide the necessary explanations of the exemptions to the requester if access to particular records is denied. Courts may award monetary penalties should the City not respond promptly or fully.
- Public records are the property of the City and must be managed (preserved, stored, transferred, destroyed, etc.) according to the provisions of RCW 40.14. Staff suggests that Board, Commission, Committee and/or Task Force members copy electronic and paper records not already in possession of the City back to City staff periodically (in the case of ongoing Boards and Commissions) or upon completion of their charge (for shorter duration Committees or Task Forces).