

Triangle Improvement Task Force Charter

January 18, 2018

Purpose

This team's purpose is to advise WSF on proposals to improve service on The Triangle Route for customers and neighbors.

Charge

The task force will work collaboratively to advise WSF on issues related to service on the Fautleroy/Vashon/Southworth route and provide feedback to WSF.

Roles

Task Force members will:

- Review options that WSF presents and offer strategic advice to help WSF identify issues, constraints and additional considerations. On shorter-term tasks, the group will help WSF prioritize areas of focus and provide suggestions for WSF consideration.
- Respectfully represent their communities' interests and concerns.
- Collaboratively engage with other task force members to build consensus and identify a route perspective.
- Play a key role in building/maintaining support for WSF efforts.
- Advise WSF on community engagement tools and tactics; support public outreach efforts; and help encourage participation by their fellow ferry riders and community members.
- Support decisions made by the task force once the group arrives at a decision or recommendation.

WSF will:

- Share options and draft proposals with the task force prior to making any final decisions.
- Be transparent and upfront about all elements, constraints, and consequences of proposals, options and projects.
- Respond to questions promptly and be transparent when the requested information is not available.
- Consider and address task force input when making decisions and developing options and proposals; report back to the task force on how the group's input was considered and incorporated.

Objectives

The objectives for the task force in the 2018 calendar year are:

By spring 2018:

- Provide input on adjustments to Fautleroy vehicle processing procedures ahead of the summer 2018 season

By winter 2018:

- Advise WSF in the development of a new sailing schedule that will take effect in Spring 2019
- Provide a route perspective on elements of the 2040 Long Range Plan
- Provide feedback as WSF begins work on the Fautleroy Terminal Replacement project, especially on development of a purpose and need statement for the project

Membership

This route serves and impacts three distinct communities, which are home to diverse stakeholders with a wide range of priorities and concerns. Task force membership reflects this diversity as much as possible by including members with a range of applicable skills, experience and ideas.

Fautleroy Kathleen Stephanick
Margaret Clements
Gary Dawson, FAC

Southworth
Kym Shepherd
Tim O'Mahony, FAC

Vashon Steven Merkel
Rich Singer
Kari Ulatoski, FAC

Member resignation and dismissal

Task force members wishing to resign should inform the WSF and the task force at least two weeks in advance of their resignation. Attendance is critical to maintaining the task force's productivity. Therefore, members missing three or more consecutive meetings without good cause will be removed from the task force and replaced with a new volunteer from the appropriate community. Task force members who do not abide by the ground rules listed below will be dismissed.

Appointing replacement members

If a task force volunteer resigns or is dismissed, the remaining community representatives may select a replacement task force member from the existing applicant pool. If they cannot come to agreement on a replacement, or no replacement is found within two weeks, WSF will appoint a new volunteer from that community. If a Ferry Advisory Committee representative resigns or is dismissed, WSF will select another member from that community's FAC.

General ground rules

- Treat fellow task force members and WSF staff with respect.
- Allow one person to speak at a time.
- Speak honestly, specifically and with positive intent. Assume positive intent in others' comments and seek clarification if necessary.
- If we have a conflict with another task force member, we will speak directly with that person.

- Stay focused on the task force purpose and the topic under discussion.
- Sincerely strive to achieve consensus.
- Respect the candid nature of the group; allow others to express ideas and to formulate opinions and input through open discussion.

Communications ground rules

- Support the work of the task force and the process in all interactions; avoid communications outside of the task force that will undermine the integrity of the group including through social media channels, in comments to the media and in other public forums.
- Bring up dissenting opinions or concerns within the group.
- Communicate openly and honestly; “reply all” as much as possible so everyone is privy to information.
- Understand that, as a state agency, all written communications with WSF are subject to public disclosure.

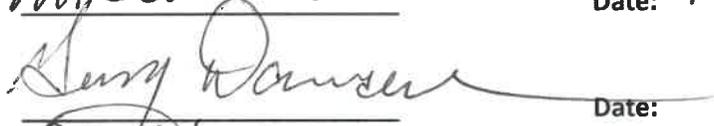
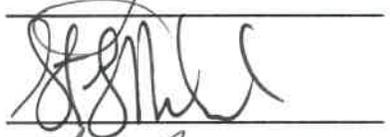
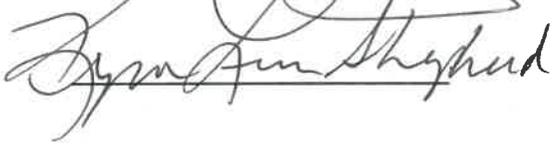
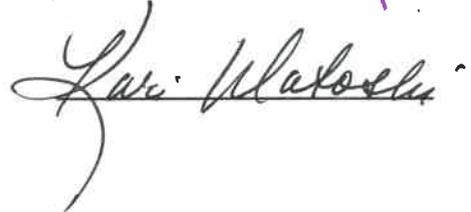
Decision-making and documentation

- Consensus decision making whenever possible; majority rules with dissenting opinions recorded when consensus is not possible.
- Every meeting will have an agenda; objectives and a clearly identified facilitator.
- Meetings will be documented and summaries will be sent for Task Force members to review after each meeting. Meeting notes will be approved by the whole group prior to posting on the website.

Public involvement

All meetings will be advertised on the website at least 24 hours in advance. The public and press may attend and observe all meetings of the task force. Members of the public wishing to comment may fill out a comment form in writing at meetings or online. Depending on available time, the meeting facilitator will allow members of the public to provide verbal comments at the end of task force meetings. All comments submitted through these channels will be included in the meeting notes.

Task force member signatures

Margaret Clements		Date: 1-18-18
Gary Dawson		Date:
Steven Merkel		Date: 1/18/18
Tim O'Mahony		Date: 1-18-18
Kym Shepherd		Date: 1-18-2018
Rich Singer	_____	Date:
Kathleen Stephanick		Date: 1/18/18
Kari Ulatoski		Date: 1/18/18