Meeting Location: Veterans of Foreign Wars Post 3063, Ballard – 2812 NW Market Street, Seattle, WA
Meeting Time/Date: May 25, 2017, 3:00 – 5:00 p.m.

Meeting Purpose:
- Welcome new members
- Achieve understanding of brief history of Missing Link and current status of project
- Revisit and revise charter, workplan and meeting time/dates
- Prepare for DAC corridor walking tour in mid-June

Agenda

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<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Description and Desired Outcomes</th>
<th>Lead</th>
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| 3:00 – 3:15 p.m. | Introductions            | • Introductions, including new Design Advisory Committee (DAC) members and Seattle Department of Transportation (SDOT) and consultant team members  
• Expectations for the meeting & the DAC  
• Update on procuring Expert Design Advisor  
• Review May 4 DAC meeting summary  
*Desired Outcome*: Approve meeting summary | Penny Mabie, Facilitator, EnviroIssues  
Louisa Galassini, Project Manager, Seattle Department of Transportation |
| 3:15 – 3:30 p.m. | Finalize DAC Membership  | • Review proposed membership and any remaining vacancies  
• Discuss individuals to fill vacant seats as needed  
*Desired Outcome*: Finalize allocation of seats/interests for DAC; identify potential individuals/organizations for all vacant seats | Penny Mabie |
| 3:30 – 4:00 p.m. | Project Overview         | • SDOT presents project overview, including project purpose, need, past processes, project status, future steps, and proposed schedule  
• DAC questions  
*Desired Outcome*: All DAC members understand project background, agreements and future goals | Mark Mazzola, Environmental Manager  
Louisa Galassini |
| 4:00 – 4:20 p.m. | Review DAC Charter       | • Review revised draft charter  
• Identify desired changes / additions  
• Discuss revision and proposed edits  
*Desired Outcome*: DAC reaches conceptual agreement on changes to charter to inform final charter | Penny Mabie |
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<th>Time</th>
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<th>Facilitator(s)</th>
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<td>4:20 – 4:35 p.m.</td>
<td>DAC Work Plan</td>
<td>Discuss revised DAC work plan and alignment with revised project milestones, Discuss proposed meeting dates and times</td>
<td>Penny Mabie</td>
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<td><strong>Desired Outcome:</strong> Reach conceptual agreement on DAC workplan, meeting dates and times to inform final workplan</td>
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<td>4:35 – 4:50 p.m.</td>
<td>DAC Corridor Walking Tour</td>
<td>Discuss time/date, potential logistics of tour, Identify ideal spots to have conversations with potentially impacted business/tenant/residents</td>
<td>Penny Mabie, Louisa Galassini</td>
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<td><strong>Desired Outcome:</strong> SDOT/EnvirolIssues have guidance for planning of DAC tour and who to involve from along the alignment</td>
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<td>4:50 – 5:00 p.m.</td>
<td>Wrap Up</td>
<td>Review action items and commitments, Next steps</td>
<td>Penny Mabie</td>
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<td><strong>Desired Outcome:</strong> All leave with a clear understanding of upcoming activities and commitments</td>
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**Draft Meeting ground rules**
- Meetings start and end on time.
- Silence electronics.
- Ask questions of each other to gain clarity and understanding.
- Express yourself in terms of your personal preferences, interests, and outcomes you wish to achieve.
- Listen respectfully, and try sincerely to understand the needs and interests of others.
- Come with curiosity and willingness to listen, learn and contribute.