



Multnomah County is creating an earthquake ready downtown river crossing.

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March 11, 2019

# Community Task Force

## Charter and Group Protocols

### PREAMBLE

Multnomah County is conducting a project to provide our community with a reliable Willamette River crossing on the Burnside regional lifeline route after a major earthquake. A Community Task Force (CTF) will serve as an advisory body to Multnomah County (the County) during the environmental review phase.

The environmental review process is part of the County's requirements under the *National Environmental Policy Act*. This major project planning phase will consider the bridge alternatives and assess their benefits and impacts. During environmental review designs of the alternatives are prepared and a range of issues are studied, including the:

- Social, cultural, built and natural environment
- Cost and ease of construction
- Ability to survive and recover after an earthquake
- Other factors as required

In this phase an Environmental Impact Statement (EIS) will be prepared and on completion, a single solution will be chosen for an Earthquake Ready Burnside Bridge.

### PURPOSE OF CHARTER

This Charter and Group Protocols document (the Charter) will guide the operation of the Earthquake Ready Burnside Bridge Community Task Force (the CTF) and the Charter will be endorsed at the first meeting in 2019 of the CTF.

This charter is intended to provide a clear definition of the CTF and the roles and responsibilities of the CTF members, the group facilitator, County staff, the consultant team and any invited guests. It also identifies the way in which the CTF will operate, including decision-making processes, meeting conduct and communication. Once agreed upon by the CTF, the Charter will guide the work and conduct of the CTF in an open and transparent way.

### PURPOSE OF THE COMMUNITY TASK FORCE

The purpose of the CTF is to serve as an advisory body to the County by:

- Considering the potential environmental impacts of the alternatives
- Providing informed insights and opinions on the impacts being evaluated
- Discussing technical recommendations and suggesting measures to avoid, minimize or mitigate potential impacts



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- Representing the interests, needs and opinions of community, business organizations and groups
- Considering input and information from other community members, stakeholders and interested parties

## OUTCOMES OF THE GROUP

During the environmental phase of the project, it is envisioned that the CTF will provide recommendations on the following activities:

- Draft Purpose and Need, range of alternatives and scope of EIS
- Refinement of alternatives
- Evaluation criteria and measures to select a preferred alternative
- The selection of the preferred alternative

## MEMBERSHIP AND REVIEW

### TERM:

The CTF is effective from October 2018 and will continue through to an estimated completion date of the group in January 2021.

### MEMBERSHIP:

The CTF membership is comprised of members who have expressed their desire to participate through an *Expression of Interest* process. CTF members were selected through the expression of interest process, with the aim of achieving:

- Representation of an organization, group, interest or affiliation
- Connection to the project, study area or communities of interest as they relate to the bridge
- Diversity of membership to reflect the community's demographics (including age, gender, ethnicity/race and geography)

The CTF is not a statistically valid or representative sample of the County population. Instead, the CTF endeavors to bring together a range of interests and needs. CTF discussion will be supported by numerous opportunities to gather input from specific groups, populations, representative bodies and advocacy organizations.

A list of the membership and represented organizations is attached to this Charter. Outside of the CTF, members' personal contact information is considered private information and should not be disclosed to the public unless group permission has been provided to do so. To contact a CTF member please email: [burnsidebridge@multco.us](mailto:burnsidebridge@multco.us) and your correspondence will be provided to the CTF member.

CTF members will be asked to approve the sharing of individual member contact information with fellow CTF members for the sole purpose of enabling communication among members. Members are asked to CC the facilitator for record keeping purposes.



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### MEMBER PARTICIPATION:

Meetings will be scheduled in advance and attendance is important. Members will make their best effort to attend all meetings. Members will notify the facilitator or designated staff in advance if unable to attend and can provide written comments or vote prior to the meeting. Alternates are not allowed to participate in the discussion but are welcome to observe CTF meetings. Non-attendance for three or more meetings may result in relinquishing membership on the CTF.

Should a member need to resign their membership from the group, they should do so by informing the nominated CTF Co-Leaders and CTF facilitator in writing. At this time the County may decide to fill the vacancy by way of expression of interest or other mechanism.

Should a member be deemed to no longer represent their organization (through change in position or other circumstance) the County reserves the right to revisit the CTF membership to ensure the CTF maintains organizational representativeness.

### CTF EVALUATION AND REVIEW:

CTF members will be regularly asked for their feedback on the CTF meetings and materials to ensure reflection, learning and continual improvement in the process. Once a year, a more comprehensive evaluation process will be undertaken to review the CTF and ensure it is meeting its intended outcomes. This review may also recommend changes to the CTF membership in response to new information or information needs relevant to the project scope.

## CTF OPERATION AND PROCESS

### MEETING FREQUENCY AND LOCATION:

Meetings will be held on a weekday evening as needed throughout the project and will typically be two-hours long in duration. Meetings will be hosted on the east or west side of the river, in a central location convenient to transit. Food will be provided 30 minutes prior to the start of the meeting. Meetings will typically be between 6:00pm-8:00pm unless determined otherwise ahead of the meeting. Depending on the agenda, from time-to-time a longer meeting or additional meetings may be required.

### MEETING AGENDA AND MATERIALS:

The meeting agenda will be provided to group members approximately one week prior to the meeting. From time to time, background materials may be included with the agenda for pre-reading and meeting preparation. Occasionally, subject matter experts or guest speakers may be asked to present to the group.

Every effort will be made to ensure meeting materials are finalized at the time of electronic distribution to CTF members. However there may be instances where updated versions of materials or additional materials are provided during the meeting.

A printed version of materials will be provided to members at the commencement of the meeting. Members who prefer electronic means can opt-out of receiving printed copies. Meeting materials will be posted on the County website prior to the CTF meeting.



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The facilitator and supporting staff will be available at and between meetings to address questions, concerns and ideas. The facilitator and staff will respond to all member inquiries in a timely manner. The facilitator may contact CTF members between meetings to address any potential areas of concern or conflict that may arise during the CTF process.

### MEETING MINUTES:

Preparation of meeting summaries will be performed by Multnomah County's project team and its consultants. Meeting summaries will be distributed as draft versions no more than two-weeks after the meeting for CTF member review.

Meeting summaries will be made publicly available via the Multnomah County website upon being deemed 'final' by the CTF members. A meeting summary may be confirmed as 'final' version either in person at the next CTF meeting or electronically via email, upon edits being received and confirmed within a two-week review timeframe.

### MEETING PROTOCOLS:

Meetings will be actively facilitated to ensure that discussions are consistent with the Charter and to ensure that discussion, feedback and recommendations are advanced from the group in a timely manner.

From time to time, the CTF may ask for two participants to act as Co-Ambassadors, and serve as representatives to represent the CTF at other meetings or act as a liaison to other groups or organizations. Ambassador roles will be rotational and different Ambassadors may be appointed depending on the subject matter.

The facilitator will be a 'content neutral' party who ensures that all CTF members have an equal opportunity to participate. The group's facilitator, CTF Members, project team members, consultants and invited guests agree to follow the meeting ground rules, including:

- Be curious and willing to learn and contribute.
- Ask questions of each other to gain clarity and understanding.
- Express yourself in terms of your preferences, interests, and outcomes you wish to achieve.
- Listen respectfully, support each other and try to understand the needs and interests of others.
- Respect timelines by being concise and brief with comments and questions.
- Focus on the agreed scope of the discussion.
- Attend all meetings in a timely manner.
- Respect the role of the facilitator to guide the group process.
- Seek common ground.

Members agree to give the facilitator permission to keep the group on track and table discussions as needed to keep the group moving.

## DECISION MAKING





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### **WORKING TOWARDS CONSENSUS:**

CTF members will be asked to actively participate in consensus building processes. All members are encouraged to challenge themselves and each other to think creatively and to approach the project with an open mind. While it is important to identify problems, it is even more important to seek thoughtful solutions that advance the conversation.

The group will endeavor to work towards consensus and at key milestones, votes may be taken from CTF members. Majority and minority opinions will be documented, recorded and included in any CTF recommendations.

Disagreement and differences of opinion should be acknowledged, explored, understood and appreciated. Should conflict arise, it should be addressed with the guidance of the facilitator. Should the conflict remain unresolved, assistance of an independent mediator may be engaged. Any inappropriate conduct may result in permanent expulsion from the group.

### **FORMAL SPOKESPERSON:**

The media spokesperson for this project is Mike Pullen, County Communications Office, who may be contacted at 503-209-4111 or [mike.j.pullen@multco.us](mailto:mike.j.pullen@multco.us).

CTF members may not speak to the media *on behalf of the CTF*, unless consent has been provided in writing from the County and agreed to by the CTF membership.

### **PHOTOGRAPHY, RECORDING AND SOCIAL MEDIA:**

Members are asked to silence mobile phones and electronic devices and refrain from live recording, personal live streaming or other use of social media during the CTF meeting sessions to allow members to focus on the discussion.

From time to time photography or video recording may be required to capture meeting outcomes and process, however any members may choose to abstain from appearing in any photographs. Outcomes of the group process may be recorded and utilized on various media and social media channels for marketing and reporting purposes. The group will be informed of and invited to participate in such promotional activities undertaken by the project team. Media and news organizations may be present to film or record at CTF meetings.

### **GOVERNANCE STRUCTURE:**

The CTF has no formal delegated powers of authority to make decisions, represent Multnomah County or commit to the expenditure of any funds. Instead the group will serve as an advisory body to the project's Policy Group and Policy Group Co-Chairs.



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## ROLES AND RESPONSIBILITIES

### OFFICIAL DUTIES:

To ensure the success of the group, the following roles have been identified:

- County Transportation Director (*participation as required*)
- County Project Manager
- Project Technical Leader
- Facilitator
- Notetaker
- CTF Co-Ambassadors (*nominated by the group as required*)

### CONFLICT OF INTEREST:

CTF members will be given training about the Oregon Ethics law and about the County's Rule 3-30. CTF members are required to publicly disclose any potential Conflicts of Interest (COI's), and meeting notes will reflect who speakers are when points of view are stated.

Members who have a conflict that is problematic to the topic of discussion, are allowed to sit on the CTF, but will be considered "non-voting" members of the CTF for the matter that involves their conflict. Non-voting members of the CTF will not take part in any votes, but may be asked to provide their opinion, insight or expertise in the development of minority or majority statements.

The CTF members are asked to proactively manage any conflict of interest. Should any apparent, potential or perceived conflict of interest in matters that may be considered by the group arise during the process, the CTF member should declare this conflict to the CTF members and facilitator so that these may be appropriately managed and ensure the group's future accountability, transparency and success. For more information see Appendix A.



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**APPENDIX A: GUIDE FOR MANAGING CONFLICTS OF INTEREST**

A Potential Conflict Is...	An Actual Conflict Is...
<p>Any action or any decision or recommendation the effect of which could be to the private pecuniary benefit or detriment of the person or the person’s relative, or a business with which the person or the person’s relative is associated</p>	<p>Any action or any decision or recommendation the effect of which would be to the private pecuniary benefit or detriment of the person or the person’s relative or any business with which the person or a relative of the person is associated</p>
In a Potential Conflict: Announce and Participate	In an Actual Conflict: Announce and Abstain
<ul style="list-style-type: none"> <li>• Announce publicly the nature of the potential conflict before any action is taken               <ul style="list-style-type: none"> <li>○ Must be specific - “I have a potential conflict because...”</li> <li>○ Must announce at each meeting where the issue arises</li> </ul> </li> <li>• Can participate in discussion or debate on the issue</li> <li>• Can vote on the issue</li> </ul>	<ul style="list-style-type: none"> <li>• Announce publicly the nature of the actual conflict before any action is taken               <ul style="list-style-type: none"> <li>○ Must be specific - “I have an actual conflict because...”</li> <li>○ Must announce at each meeting where the issue arises</li> </ul> </li> <li>• Cannot participate as a public official in any discussion or debate on the issue</li> <li>• Cannot vote on the issue               <ul style="list-style-type: none"> <li>○ Unless all members are present and the number of members who must refrain due to actual conflicts make it impossible to take action [must announce and cannot participate in discussion]</li> </ul> </li> </ul>



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## APPENDIX B: COMMUNITY TASK FORCE MEMBERS AND CHARTER ACKNOWLEDGEMENT

Task Force Member	Signature
Art Graves, Multnomah County Bike and Pedestrian Citizen Advisory Committee	
Cameron Hunt, Portland Spirit	
Dan Lenzen, Old Town Community Association	
Ed Wortman, Community Member	
Frederick Cooper, Laurelhurst Neighborhood Emergency Team	
Gabe Rahe, Burnside Skate Park	
Howie Bierbaum, Portland Saturday Market	
Jacqueline Tate, Community Member	
Paul Leitman, Oregon Walks	
Kathy Pape, Central City Concern	
Kevin Anderson, American Medical Response	
Marie Dodds, AAA of Oregon	
Matt Hoffman, Disability Rights Oregon	
Neil Jensen, Gresham Area Chamber of Commerce	
Rina Eleanor Jimmerson, Central Eastside Industrial Council	
Sharon Wood Wortman, Community Member	
Stella Funk-Butler, Powell Valley Neighborhood Association	
Susan Lindsay, Buckman Community Association	
Tesia Eisenberg, Mercy Corps	
Timothy Desper, Portland Rescue Mission	
William Burgel, Portland Freight Advisory Committee	