

Oregon City-West Linn Pedestrian and Bicycle Bridge Concept Plan

Project Advisory Committee and Project Leadership Team Roles, Responsibilities and Meeting Guidelines

Overview

This document will guide the Project Leadership Team (PLT) and the Project Advisory Committee (PAC). This document includes the following:

- Project decision-making structure and committee roles
- Responsibilities of committee members
- Meeting accessibility and guidelines

Decision-Making and Committee Roles

The Oregon City Commission and West Linn City Council will review the Concept Plan for adoption, moving the project closer to implementation. Metro and Clackamas County may adopt the Concept Plan following local adoption by the two cities. The PLT and PAC will provide input to the Project Management Team (PMT) who makes recommendations to the decision makers, illustrated in the decision making graphic below.



Role of PLT:

- Advises the PMT.
- Provides a direct link to and feedback from decision making bodies and constituencies.
- Elevates equity voices and community perspectives.
- Attends and participates in PAC meetings (3 meetings).
- Attends supplemental executive PLT meetings – (Up to 3 meetings scheduled as needed).

Role of PAC:

- Advises the PMT.
- Reviews and provides input into the development of the Concept Plan (purpose and needs, evaluation criteria, etc.).
- Each member may assign an alternate. It is each member's responsibility to fully brief their alternate on relevant issues and prior discussions to meet the meeting objectives and keep the project on schedule. To ensure broad, diverse interests are represented, the PMT will identify and appoint a replacement, with the current member's input, if a member of the group can no longer serve. If a member's absence is unavoidable, please notify Sandra Hikari, Sandra.Y.HIKARI@odot.state.or.us.

Meeting Responsibilities and Expectations

PLT and PAC Members

Members of the PLT and PAC will:

- Prepare for and attend PAC meetings between January and May 2021 to ensure continuity throughout the process.
- Attend a project area walking tour.
- Confirm attendance and review materials prior to each meeting.
- Comment constructively and in good faith.
- Stay focused on the specific topics for each meeting.
- Consult with their organization, customers, or colleagues to inform them of the process and gather their input.
- Provide feedback about the process and products to the PMT so improvements can be made quickly.
- Direct communications and media inquiries about group operations or decisions to Don Hamilton, Don.HAMILTON@odot.state.or.us.
- Avoid representing the views of any other PLT or PAC member or the group as a whole to the public or the media.
- Actively seek to keep constituents, networks and community informed by sharing project information with them.

In addition, PLT members will:

- Prepare for and attend up to three (3) optional supplemental executive PLT meetings one week following each PAC meeting, following the expectations listed above. PLT members will be queried after each PAC meeting as to the need for meeting as a group.

Meeting Facilitator

The Facilitator will:

- Encourage open, candid and robust dialogue.
- Start and end the meetings and agenda items on time.
- Ensure that everyone has an opportunity to participate.
- Keep meetings moving and focused on the agenda.
- Provide time for public comment.
- Uphold meeting guidelines.

Project Management Team

The Project Management Team will:

- Provide and distribute agendas in advance that include clear meeting objectives.
- Provide discussion materials in advance so that the group has time to review the information.
- Produce PAC and PLT meeting summaries.
- Encourage all members to take part in discussions.
- Provide feedback on how PLT and PAC input is used.
- Keep a running list of Action Items from each meeting.
- Acknowledge and share member comments received between meetings.
- Share public comments received from stakeholders and the public.
- Recommend and approve a draft Concept Plan to be considered by the Cities of Oregon City and West Linn for adoption into their respective Transportation System Plans.

Meetings and Accessibility of the Public

PLT and PAC meetings are:

- Open to the public.
- Advertised on the [ODOT Meetings Calendar](#) as well as community calendars of the Cities of West Linn and Oregon City and Clackamas County.
- Noticed by email to the project stakeholder list.
- Held remotely via a call-in number or video conference.
- A minimum of five minutes during each meeting will be reserved for public comment. This amount may be extended by the Facilitator, in consultation with the group, if needed and if time allows. The length of individual comments should be limited based on the number of individuals who wish to address the group but should be no more than three minutes. Meeting notifications will include ways to comment in writing.
- The public can provide written comments to Sandra Hikari, Sandra.Y.HIKARI@odot.state.or.us before each meeting. Comments received by 1:00 p.m. the business day before the meeting and will be shared with committee members at their meeting. All written comments received will be added to the meeting record.
- ODOT will post meeting agendas and materials on the project website approximately one week in advance. Partner agencies will provide links to the project webpage.

Meeting and Participant Ground Rules

- Make space for differing concerns, perspectives and opinions, even when they conflict.
- Seek to learn and understand each other's perspective.
- Foster safety in our conversations by acknowledging and centering around:
 - the current inequities that exist in the transportation system; and
 - the injustices that have been committed against people from historically underrepresented and underserved communities.
- Encourage respectful, candid and constructive discussions.

- Be present and goal oriented.
- Provide a balance of speaking time. Share the air – let others speak once before speaking twice.
- Bring information to the table that is relevant to the conversation; the group can't address issues that aren't raised during meetings.
- PLT and PAC members agree to fully participate by sharing feedback and opinions with the Facilitator, the PMT and each other at meetings and between meetings.
- Share relevant information with the group about simultaneous projects, activities and other things you are working on.

Project Contacts

Primary Contact:

Sandra Hikari

Sandra.Y.HIKARI@odot.state.or.us

Media Contact:

Don Hamilton

Don.HAMILTON@odot.state.or.us

Attachment A: Project Leadership Team Roster

Name	Affiliation
Commissioner Paul Savas	Clackamas County Board of Commissioners
Councilor Christine Lewis	Metro Council
Rian Windsheimer, Region Manager	ODOT
Jerry Gabrielatos, City Manager	West Linn
Commissioner Denyse McGriff	Oregon City Commission

Attachment B: Project Advisory Committee

Name	Affiliation
CONFIRMED	
Ryan Webb, PE	The Confederated Tribes of Grand Ronde Community of Oregon
Gregg Kiona (primary) Jon Shellenberger (primary) Delano Saluskin (Chair)	Confederated Tribes and Bands of the Yakama Nation
Kurt Roedel	ODOT/SHPO Archaeology Liaison
Neil de Gelder	Belgravia Investments (shoreline property owner)
Nancy Kraushaar (primary) <i>Alternate: Troy Bowers</i>	Willamette Falls Heritage Foundation
Andrew Mason (Executive Director)	Willamette Falls Trust
Victoria Meinig	Downtown Oregon City Association (business)
Ashton Simpson	Oregon Walks (active transportation)
Abe Moland	Healthy and Transportation, Clackamas County (public health)
Brian Moore	Willamette Falls Downtown District
INVITED, NOT YET CONFIRMED	
Delores Pigsley (Chair)	Confederated Tribes of Siletz Indians
Kat Brigham (Chair)	Confederated Tribes of the Umatilla Indian Reservation
Raymond Tsumpti (Chair)	Confederated Tribes of the Warm Springs Reservation of Oregon
Shannon Wheeler (Chair)	Nez Perce Tribe
Sarah Jalving	ODOT/SHPO Built Environment Liaison
Carl F. Smith, CTR	U.S. Coast Guard
Benny Dean	Army Corps of Engineers
Mark Lindley Brian Faist	Portland General Electric (shoreline property owner)
Steven Quick (Interim Board President)	West Linn Chamber of Commerce (business)
Andrew Grover	Youth Villages (youth)
Tiffany Carlson	West Linn Community Center (seniors)

Meghan Matthies	
Barry Fox-Quamme (Executive Director)	Independent Living Resources (ADA)
Lucia Reynolds Javier Espinoza	Los Niños Cuentan (low income)
TBD	Community-At-Large (application process underway)
TBD	Community-At-Large (application process underway)

Attachment C: Project Management Team Roster

Name	Affiliation
Sandra Hikari, Project Manager	ODOT
Maria Sipin	ODOT
Kristen Stallman	ODOT
John Mermin	Metro
Abe Moland	Clackamas County
Scott Hoelscher	Clackamas County
Dayna Webb	City of Oregon City
Erich Lais	City of West Linn