

# I-5 and I-205 Toll Projects

## Committee Charter and Operational Agreements



Updated: ~~9/4/10~~6/20

### BACKGROUND

As members of the Equity Mobility Advisory Committee, we are committed to authentic, open and equitable public engagement processes. Our intent is to challenge traditional thinking and move the Oregon Department of Transportation's (ODOT's) I-205 and I-5 Toll Projects toward more equitable processes and outcomes. We, as the Equity Mobility Advisory Committee, have volunteered for this role. We believe that ODOT can do better for populations that have been historically, and are currently, underrepresented or underserved by transportation projects. Our work is informed by the draft I-205 and I-5 Toll Projects' Equity Framework and the findings of the Value Pricing Feasibility Analysis. We seek extensive community engagement that centers historically and current underserved and underrepresented voices. The committee will explore, and then recommend, new and bold ways to address equity in the I-205 and I-5 Toll Projects within a National Environmental Policy Act context.

### OVERVIEW

This charter serves as the founding document for the Equity Mobility Advisory Committee. We developed this document collaboratively with the I-205 and I-5 Toll Projects ~~staff team~~ to guide the scope and operation of this committee. This document includes the following:

- Vision, mission and guiding principles.
- Committee purpose, approach and accountability measures.
- Operating procedures, including committee structure and operational agreements.

### VISION AND MISSION

We are a committee representing ~~the~~ Portland ~~metro area~~ and Southwest Washington, equity and mobility interests. We will collaborate with ~~project the project team~~ staff to bring voices and perspectives not traditionally or currently included in the planning processes. We will work to document how those voices improve and inform project outcomes, during the ~~National Environmental Policy Act~~ EPA process.

Our mission is to partner with ~~ODOT staff~~ the project team to implement the draft I-205 and I-5 Toll Projects' Equity Framework at each stage of project development. To do this, we gather information and data from ~~ODOT staff~~ the project team and experts with professional and lived experience. During our meetings, we ask hard questions and learn about successes and challenges. We collaborate, discuss and dialog before giving our opinions and feedback on how to move projects forward that create better outcomes for all residents in the Portland metro area, including Southwest Washington.

In addition, our mission is to meet the goals and objectives of the Oregon Transportation Commission and deliver on ODOT's commitment to meaningfully involve the public in important decisions by providing for early, open, continuous and effective public participation processes.

We ~~strive to meet the~~ will use public involvement best practices to ~~seek out~~ identify and ~~consider~~ meet the needs of communities that historically have been and currently are underrepresented and underserved by existing transportation systems. This includes people who are low-income, youth, older adults, Black, Indigenous, multi-racial, and people of color, people who may speak a language other than English, and people with disabilities, who may face challenges accessing employment and other services.

## GUIDING PRINCIPLES

As a committee, we aim to:

- Apply new, independent, ~~and~~ and creative thinking ~~using grounded in humility to create and a culture of a continuous learning and shared understanding of social justice, social determinants of health, and towards equity in tolling to~~ provide equitable outcomes and an equitable engagement process for the I-205 and I-5 Toll Projects.
- Apply a holistic approach within the transportation system that looks at other social determinants of health, including trauma caused by historic injustices.
- Foster safety in our conversations by a ~~Acknowledging~~ and centering the current inequities that exist in the transportation system and the injustices that have been committed against people from historically underrepresented and underserved communities.
- Use a trauma-informed approach perspective to crafting policy recommendations to alleviate more prevent harm, to facilitate community benefits, and to possibly address past harms.
- Be goal oriented.
- Use data and evaluation tools to measure progress.
- Practice inclusivity and equity in Equity Mobility Advisory Committee meetings, by considering access, language, meeting times and technology, among other factors.
- Consider best practices for community engagement to create inclusive, ~~comfortable and welcoming~~ comfortable, welcoming, and safe environments for all, and provide resources and strategies that are appropriate for the populations we wish to serve.
- Be open with our processes and consider ways to open our community engagement practices even further to help establish trust with the community.
- Make space for differing concerns, perspectives and opinions, even when they conflict.
- Review, improve, recognize and apply the draft I-205 and I-5 Toll Projects' Equity Framework to the decision milestones in the National Environmental Policy Act ~~EPA~~ process
- Provide written recommendations to the Oregon Transportation Commission.

## EQUITY MOBILITY ADVISORY COMMITTEE PURPOSE

The committee shall advise the Oregon Transportation Commission. Specifically, we will:

- ~~Develop~~ Promote a shared understanding of social justice, equity, and trauma-informed approach perspectives amongst all partners to support the following outcomes: health, affordability, and access to opportunity for the Portland Metro area, including Southwest Washington.
- Provide input and support ODOT during the technical and environmental review process. Ensure milestone decisions and project developments are grounded in the draft toll projects' equity framework, including the development and refinement of performance measures and the evaluation of alternatives for the I-205 and I-5 Toll Projects.
- Provide input on mobility and equity strategies as the I-205 and I-5 Toll Projects are going through the environmental review process, including:
  - Availability of transit and other transportation options.
  - Transportation needs of, and benefits for, people of color and people with low-incomes, limited English proficiency or disabilities that live near, or travel through, the project area.
  - Better understanding of neighborhood benefits and impacts for the communities near the tolled facilities (e.g., changes to cut-through traffic, pedestrian and bicycle options, transit access).
- Develop an equitable engagement plan that will result in ongoing input and participation from communities that have been historically and are currently underrepresented in transportation planning.
- Support the implementation of the equitable engagement plan by hosting or cohosting meetings, events and/or other activities as determined by the engagement plan.

## COMMITTEE APPROACH

Our approach to this work will allow all members to fully participate regardless of their level of knowledge of the topic under consideration. We engage in interactive meetings with ~~ODOT~~ and the project staff team to gain facts, data and an understanding of the projects under development. We advise and give input informally and directly to ~~ODOT staff~~ the project team during our committee meetings through our dialog and discussion.

We will strive for consensus when possible, while recognizing that consensus may not always be achievable with the understanding that consensus advice is more powerful to decision-makers. We will use written recommendations or memorandums to the Oregon Transportation Commission that describe the range of our committee's perspectives and considerations when we want to convey formal advice to decision-makers and record it for the community's use.

## COMMITTEE ACCOUNTABILITY

We will hold ourselves accountable. For that, we will:

- Value lived and professional experiences equally to shape committee discussions and dialogs.
- Prepare for, attend and actively participate in committee meetings.
- Apply lessons and learnings gained through previous committee meetings to current work.
- Assess the quantity, quality and effects of our work annually.

## WORK PLAN

~~ODOT staff~~ The project team will guide us in delivering a work plan that meets the needs of the community and ODOT. Emergent community priorities, the adopted schedule for the I-205 and I-5 Toll Projects environmental review processes will inform the work plan. The facilitator and project ~~team~~ staff will work collaboratively with the committee to adjust the plan as needed.

## GENERAL OPERATING PROCEDURES

### Meetings

We will hold meetings monthly, or as needed, for the approximately two years. Meetings will be scheduled at a time and place that is convenient to most members and the community. ODOT will ensure that meetings are open to the public and accessible to all. ODOT will provide needed accommodations under the Americans with Disabilities Act or Civil Rights Title VI when requested.

### Agreements

We agree to hold ourselves accountable to:

- Listen, believe, and reflect. We will avoid interrupting when we disagree. Instead, we will attempt to listen until we understand.
- Accept non-closure for the moment.
- Speak our own truths with compassion.
- Value and celebrate each other's experiences.
- Come with open hearts and open minds to help us explore possibilities. We will embrace mistakes and forgiveness so that we can all take risks, learn, and do better.
- Make space, then take space; be concise. Everyone should have the space and opportunity to share their ideas.
- Bring our best thinking into the room.
- Attack the problem, not the person.
- Acknowledge, explore and address disagreement, frustration, and differences of opinion.
- Attend to impact. Good intentions can still cause harm. When someone is hurt, focus on listening and understanding the impact.

### **Communications**

Members agree that open communication is essential to all deliberations. Members will copy the facilitator on all communications from or to interest groups commenting on the Equity Mobility Advisory Committee's deliberations. ODOT will include these communications in the public record as detailed below and copy to the full committee as appropriate.

### **Requests from the Media**

Members will notify the designated ODOT staff member (Hannah Williams, Hannah.WILLIAMS@odot.state.or.us) of all requests from the media. If members do speak with the media, they will clarify that they are speaking as an individual and not speak on behalf of the project or the committee, nor characterize the points of view of other members.

### **Public Meetings and Records**

Equity Mobility Advisory Committee meetings are open to the public. ODOT will conduct meetings under the provisions of Oregon Public Meetings Law (ORS 192.610-690) and provide notice to the public regarding the dates, times and locations of all meetings.

All records of the committee, including formal documents, discussion drafts, meeting summaries and exhibits, are public records. Communications among members related to the subject matter of the committee should not be treated as confidential and may be subject to public records requests. "Communications" refers to all statements and statements made during meetings, memoranda, work projects, records, documents or materials developed to fulfill the charge, including electronic mail correspondence by and among the members. The personal private notes of individual members taken at public meetings might be considered to be public to the extent they "relate to the conduct of the public's business" (ORS 192.41 0(4)).

**We, members of the Equity Mobility Advisory Committee, and ~~ODOT staff~~ the project team will be working closely together to ensure our work is meaningful, useful and reflects our community's values to the fullest extent. We may need to adjust this charter, our guidance document, as our work matures. We commit to: revisit the charter as needed to ensure it is still guiding us to support and reflect our community's needs and interests; to be open about our work and our outcomes; and, to provide the Oregon Department of Transportation decision-makers with advice that fully reflects our committee.**