SW 86th Avenue Pump Station – Citizen Advisory Committee (CAC)

Committee Purpose, Structure, Groundrules, Roles and Responsibilities, and Protocols

PURPOSE OF THE COMMITTEE

The City of Portland Bureau of Environmental Services (BES) and Clean Water Services (CWS) agreed that a CAC would be formed to:

- Inform the community, including adjacent neighbors, nearby neighborhood associations, recreational users, and others about construction impacts in advance of and during the project; and
- Engage in dialogue with stakeholders after completion of the Project regarding the operation and maintenance of the Pump Station and regarding the City's stewardship of Fanno Creek in general. Such issues as noise, odor, vibration, maintenance, landscaping, and vegetation will be considered. Communications issues such as public notification, emergency response, emergency contacts, and complaint resolution data will also be considered.

Based on this understanding, the CAC will be engaged regularly over the next years for the following:

- Provide feedback to help the project team minimize construction impacts, as possible, or resolve issues as needed
- Discuss community concerns and advise on future operations and maintenance at the site (issues may include noise, odor, vibration, landscaping, and Fanno Creek stewardship)
- Advise on improving communications related to the pump station and stewardship of the Fanno Creek Watershed
- Assist in identifying and prioritizing Community Environmental Projects to be implemented in the event of a sewage release (BES and CWS will work together to develop a list for committee review and discussion in 2013)
- Form group recommendations in spending of a set-aside for art amenity to benefit the area (discussion to begin in 2014)

COMMITTEE STRUCTURE AND ROSTER

The committee is anticipated to meet monthly until construction of the pump station is fully underway and then the group will discuss meeting frequency based on their remaining work. BES commits to working with the group for at least two years after completion of construction.

The committee consists of ten members: 1 on Bohmann Parkway adjacent to the site, 1 on SW 86th Ave, 1 on SW 87th Ave, 1 on SW 84th Ave, 1 on Cecelia Parkway, 1 representing CPO-3, 1 from the Trails Advisory Committee, 1 Fanno Creek Steward, 1 THPRD representative, and 1 Clean Water Services representative. The make-up of the committee may change over the next five years, due to schedules. The committee will be involved in any changes in representation.

MEETING GROUNDRULES (FOR DISCUSSION)

- CAC members will strive to share the available speaking time, be respectful of a range of opinions, and focus on successfully completing the agreed upon agenda. Additional topics may need to be reserved for future meetings or follow-up via email.
- Speak one at a time; allow all to engage in conversation.
- Participate in the group conversation; avoid side conversations.
- When discussing the past, link the past to the current discussion constructively.
- Be constructive and provide positive ideas or alternatives.
- Put cell phones on silent mode.
- Anything missing?

ROLES AND RESPONSIBILITIES (FOR DISCUSSION)

<u>CAC members will:</u>

- Attend meetings approximately monthly through the year until construction of the pump station is fully underway. The group will discuss frequency of the meetings each year.
- Notify Debbie Caselton if they are unable to attend a meeting
    - Does the group support allowing alternates?
    - If a member is unable to participate, how should we find a replacement?
- Review provided materials in advance of meetings.
- Actively participate in the meetings.
- Abide by the agreed upon meeting groundrules (to be agreed upon at the first meeting) in order to create a meeting environment that is supportive of the group.
- Serve as liaisons for their neighbors and organizations and report back to the committee any issues and concerns they are hearing.

<u>BES staff and other project team members will:</u>

- Strive to hold meetings at a convenient time and location for all members
- Distribute meeting materials at least three days in advance of the meeting
- Provide a facilitator for each meeting
- Develop meeting agendas that are useful to the CAC, that provide timely opportunities to discuss project issues and provide feedback, and incorporate topics that CAC members would like to further discuss. Sample agenda items are likely to include:
    - Follow-up on questions from last meeting
    - Schedule review and details on next activities
    - Public outreach update
    - Project topic for discussion
- Provide appropriate technical staff and/or consultants at each meeting to respond to agenda items; follow up as necessary with technical responses
- Follow up with timely meeting summaries
- Abide by the agreed upon meeting groundrules

Anything missing?

OTHER PROTOCOLS (FOR DISCUSSION)

Public Comments

- Meetings will be designed for group discussion. However, it will be important to allow a time for general public participation. There will be a set agenda time of up to 10 minutes for public comments from any audience members.
- Debbie Caselton will manage public outreach and will give regular updates on communications activities to the group.

Providing feedback

- The CAC will be asked for specific feedback on issues, specifically related to construction.
- The group will not be asked to vote on issues, but BES will consider all feedback heard at the meetings.
- In some cases, it may benefit the group to reach consensus – a group recommendation that all can support. This is most likely related to the allocation of the art funding. Where group agreement or consensus may be most useful, there will be discussion about the process in advance.
- The CAC will be mindful that certain technical decisions need to be made by Bureau management, the technical project team, or in consultation with Washington County or Clean Water Services before finalizing.

External Communication

- Committee members are encouraged to share their own view points outside of meetings, but will avoid characterizing the opinions of others or of the group unless there is documented consensus on a specific issue or recommendation.
- Committee members will serve as liaisons to the constituents in their various communities, i.e. they will share information with their neighbors, as appropriate, and bring concerns and issues back to the committee meetings for consideration by the group.
- The committee will advise BES on communications outside of the meetings. BES will seek input on how to improve ways to get information to the community
- Requests by the broader public should be directed to the BES Public Affairs lead Debbie Caselton at (503) 823-2831 or debbie.caselton@portlandoregon.gov

Anything missing?