Washington Park Reservoir Improvements Project
Community Sounding Board

Purpose and Role of the Community Sounding Board

The Community Sounding Board (CSB) will provide advice to the Portland Water Bureau (PWB) on options for potential use, amenities and landscape of the area of Reservoirs #3 and #4, to be developed in conjunction with decommissioning of the reservoirs and construction of a new underground reservoir. The CSB will provide advice to the Project Team as conceptual design options are developed.

In discussing and evaluating the design options, the CSB will consider the following elements:

1. Washington Park visitors' experience, including the opinions of general park visitors
2. The needs and values of neighbors and the broader community (including visual impacts)
3. Overall function of reservoir sites (water service) and engineering constraints on designs

In conjunction with providing advice on the project, the CSB will seek comments from the public, including park users, area neighborhood associations, interest groups and individuals.

End Product from Process

The PWB Project Team will incorporate, as possible, Sounding Board advice into the conceptual plans for the aesthetic improvements to Reservoir #3 and #4. Consulting support staff will work with the CSB to provide conceptual drawings and maps of the proposed features.

CSB Membership

The CSB is comprised of members of the public, neighborhood association representatives, and Portland Parks & Recreation staff. CSB members participate on the group as volunteers who contribute their time, ideas, opinions and energy to the project. Collectively, CSB members have knowledge of their community, Washington Park and the variety of park use activities that take place. Members of the group are those individual listed on the CSB roster.

- ***Attendance:*** In the interest of maintaining continuity in discussions, CSB members commit to attending all meetings unless they are prevented from doing so by reasonable excuse. Meeting dates will be set in advance to assist members' scheduling.

- ***Alternates:*** CSB members may designate a single alternate to attend meetings on their behalf when necessary. Designated members may be present at meetings but shall voice any comments through their representative, except during the public comment period at the end of each meeting.

- ***Representation:*** The make-up of the CSB shall reflect a balance of neighborhood and citywide interests. To promote equity in the decision-making process, all CSB members will have an equal role in CSB discussion and deliberation.

While members represent particular geographic or interest areas, CSB members participate as individuals. There is no requirement that CSB members formally consult or caucus with the affiliate interests or constituencies. CSB members are encouraged to communicate with the constituent groups regarding the CSB's work, and to report concerns and questions back to the CSB.

Public Involvement
The Washington Park Reservoirs Improvements project is of interest to the general public. PWB and the CSB will make a concerted effort to encourage public participation in the planning process for the design phase of the project, including but not limited to open houses and ongoing CSB public outreach efforts.

Operating Agreements

[Members Discussed and Approved]

Meeting Guidelines

- Arrive on time and prepared.
- Share the air – only one person will speak at a time, and we will allow others to speak once before we speak twice.
- Express our own views or those of our constituents; don't speak for others at the table.
- Listen carefully, and keep an open mind.
- Respect the views and opinions of others, and refrain from personal attacks, both within and outside of meetings.
- Avoid side conversations.
- Focus questions and comments on the subject at hand and stick to the agenda.
- When discussing the past, link the past to the current discussion constructively.
- Seek to find common ground with each other and consider the needs and concerns of the local community and the larger city.
- Provide a public comment opportunity, recognizing the primary purpose of the meetings is to provide a forum for the deliberation of the group. The facilitator will assess the need for and manage the timing of a comment period, but it will not to exceed a total of ten minutes of the allotted meeting time without consent from the group. Individual comments will not exceed three minutes.
- Turn off or put cell phones on silent mode.

Providing Advice

1. When providing group advice:
    - All opinions and ideas will be gathered and considered.
    - The group may choose to make group recommendations although we are not required to do so. We will work toward consensus setting aside personal interests in order to seek the best solution for all stakeholders. (Consensus is the point at which

all members can support the decision as the most viable decision for the group whole, although it may not be an individual's personal favorite.)
    - If it is clear consensus cannot be reached, then a two-thirds majority of those present will be required for an outcome to be represented as a group recommendation. Other views will also be recorded in the meeting summaries and forwarded to decision makers (PWB).
    - If a two-thirds majority of members present cannot be reached, then there will be no group recommendation and all perspectives will be forwarded to PWB for consideration.
2. We will respect group decisions as final unless a two-thirds majority of those present reach consensus that a decision needs to be revisited.

Agency and Project Team Roles and Responsibilities

City of Portland: The Portland Water Bureau is the city agency in charge of determining the design of the Washington Parks Reservoirs Improvements Project. The PWB will provide technical and logistical support to the CSB as needed and requested, subject to budget and time constraints. CSB recommendations will be submitted to the PWB administrator for review and comment.

Consultant Team: The project consultants will provide technical briefings and data to the CSB as needed to provide for informed discussion and deliberation. Designated consultant team members will attend all CSB meetings. The consultant team will work with PWB and the facilitator to develop CSB agendas and ensure that key briefing materials needed are provided to PAC members at least one week in advance of CSB meetings. The consultants will respond to CSB request for information in a timely manner.

Facilitator: A neutral, independent facilitator (Jeanne Lawson of JLA Public Involvement) will assist CSB deliberation and decision-making. The facilitator's responsibilities are:

1. Work with and support the CSB in achieving the highest possible level of agreement regarding its recommendations.
2. Work with CSB to develop agreement on a set of operating agreements
3. Ensure members comply with their operating agreements.
4. Identify/communicate common themes, areas of disagreement, and decision points.
5. With input from the CSB, work with the project team to develop agendas.
6. Oversee preparation of meeting summaries.
7. Serve as a confidential liaison/channel for CSB concerns between meetings.

Target Meeting Schedule

The meeting schedule is designed to complete CSB meetings by the end of 2013.

July 16, 2013	CSB Meeting 1 – Overview project and discuss roles and reponsibilities of Sounding Board.
July 25, 2013	Open House (Virtual Open House July 25 – August 5)
August 6, 2013	CSB Meeting 2 - Review public feedback, draft Goals & Objectives, and learn about engineering constraints and opportunities for concepts.
August 20, 2013	CSB Meeting 3 - Review and provide feedback on draft concepts for reservoirs area.
Sept. 18, 2013	CSB Meeting 4 - Review and comment on refined draft concepts.
October 2, 2013	CSB Meeting 5 - Review and comment on refined draft concepts, provide advice on outreach for next round of Open House and Virtual Open House.
*Week of Oct. 14	Open House #2 and Virtual Open House #2, including outreach.
October 30, 2013	CSB Meeting 6 – Review feedback from public, review refinements and general construction schedule. General agreement on perfered concept.
December 11, 2013	CSB Meeting 7 (if needed) – Review refinements and further design of preferred concept.
*Week of Jan. 13	Open House #3 and Virtual Open House #3, including outreach.

*Exact meeting date during this week has not been scheduled.