



Multnomah County is creating an earthquake-ready downtown river crossing.

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September 2023

Community Design Advisory Group 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 Design Advisory Group (CDAG) will serve as an advisory body to Multnomah County (the County) during the Design Phase.

The Design Phase includes a detailed design process where many technical experts and professionals, stakeholders and the community are engaged to inform the development of the final design plans for the new bridge. After final design plans are complete, the project can proceed into construction.

During the Design Phase, the project team will work closely with engineers, architects, contractors, agencies, regulatory bodies, and the community to ensure the new Burnside Bridge can withstand a major earthquake, be constructed within the project budget and while minimizing impacts to the community, be a lasting attribute to the Portland skyline, and provide multimodal travel for the next 100+ years.

PURPOSE OF CHARTER

This Charter and Group Protocols document (the Charter) will guide the operation of the Earthquake Ready Burnside Bridge Community Design Advisory Group. The project team will seek endorsement of this Charter from the CDAG during their first meeting on September 28, 2023.

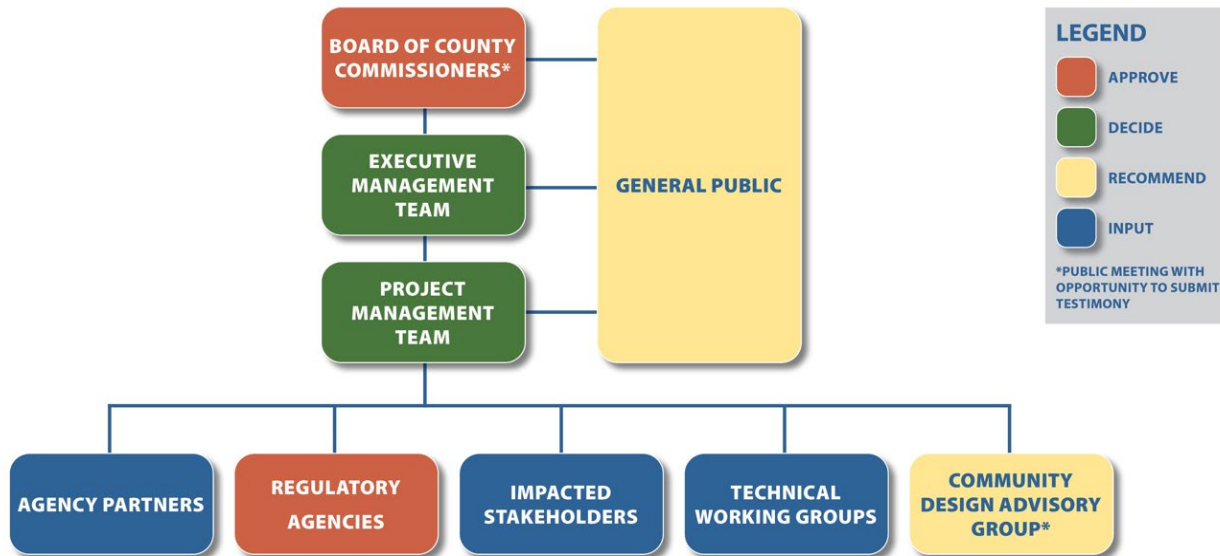
This charter is intended to provide a clear definition of the CDAG and the roles and responsibilities of the CDAG members, the group facilitator, County staff, the consultant team and any invited guests. It also identifies the way in which the CDAG will operate, including decision-making processes, meeting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

PURPOSE OF THE COMMUNITY DESIGN ADVISORY GROUP

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

- Considering bridge form and aesthetic options of the new bridge
- Reviewing and discussing technical information and tradeoffs of design options
- Providing informed insights and opinions on the design options presented
- Representing the interests, needs and opinions of the community
- Considering input and information from other community members, stakeholders and interested parties

Project Decision-Making Framework



OUTCOMES OF THE GROUP

During the Design Phase of the project, it is envisioned that the CDAG will provide recommendations on the following elements:

- Bridge form
- Aesthetic details

MEMBERSHIP AND REVIEW

TERM

The CDAG is effective during the Design Phase, currently anticipated from September 2023 through early 2025, when final recommendations are expected to be made on bridge form and aesthetics.

MEMBERSHIP

CDAG membership is a volunteer position. The group is comprised of members who have expressed their desire to participate through a recruitment process. CDAG members were selected through this 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)



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The CDAG is not a representative sample of the County population. Instead, the CDAG endeavors to bring together people who represent a range of interests. CDAG discussion will be supported by 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 (Appendix B). Outside of the CDAG, members' personal contact information is considered private information and should not be disclosed to the public. To contact a CDAG member please email: burnsidebridge@multco.us and your correspondence will be provided to the CDAG member.

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

MEMBER PARTICIPATION

Meetings will be scheduled in advance and attendance is important. Members will make their best effort to attend all meetings. The majority of meetings will be held in-person and in-person attendance is encouraged although not required. A virtual attendance option will be made available. Members will notify the facilitator or designated staff in advance if unable to attend and can provide written comments prior to the meeting. Alternates are not allowed to participate in the discussion but are welcome to observe CDAG meetings. The CDAG has the permission to proceed with their work and recommendations in the absence of others. Non-attendance for three or more meetings may result in relinquishing membership on the CDAG.

CDAG meetings will be recorded and posted to the project website. If a member has to miss a meeting, they will have the ability to review the meeting recording. If desired, a CDAG member may request a briefing from the project team to update them on the meeting and answer questions. CDAG members with a planned absence may also submit questions or comments prior to the meeting, so that their input can be shared with other members and/or addressed in the meeting."

Should a member need to resign their membership from the group, they should do so by informing the CDAG facilitator in writing. 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), or is deemed no longer a fit for the group due to violation of the Charter or misbehavior, the County reserves the right to revisit the CDAG membership to ensure the CDAG maintains organizational or community representativeness.

COVID PROTOCOLS

Multnomah County is committed to the safety of the CDAG members, staff, and public. As such, we will take a flexible approach for committee meetings. More information about the County's approach to covid



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is available at www.multco.us/novel-coronavirus-covid-19, including guidance on what to do if you are sick (this site is constantly updated with the most current CDC guidance). If members have questions, they should reach out to the facilitator Brandy Steffen at brandy.steffen@jla.us.com.

EVALUATION AND REVIEW

CDAG members will be regularly asked for their feedback on the CDAG meetings and materials to ensure reflection, learning and continual improvement in the process. CDAG members are always welcome to contact the facilitator with any questions or concerns. Once a year, a more comprehensive evaluation process will be undertaken to review the CDAG and ensure it is meeting its intended outcomes.

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, typically within three business days. The facilitator may contact CDAG members between meetings to address any potential areas of concern or conflict that may arise during the CDAG process.

MEETING FREQUENCY AND LOCATION

For the Design Phase, meetings will be held on weekday evenings approximately every month or every other month and will typically be two hours long in duration. Meetings will be hosted at the Multnomah Building (501 SE Hawthorne Blvd, Portland) in the Board Room or virtually. For in-person meetings, dinner will be provided from 5:30 p.m. - 6:00 p.m. and meetings will be between 6:00 p.m. - 8:00 p.m. Depending on the agenda, from time to time a longer meeting or additional meeting may be required.

MEETING AGENDA AND MATERIALS

The meeting agenda and meeting materials will be provided to group members approximately one week prior to the meeting via email. From time to time, background materials or homework may also be sent 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 CDAG 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 for in-person meetings. Members who prefer electronic means can opt-out of receiving printed copies. Meeting materials will be posted on the County website in advance of the meeting.

MEETING MINUTES

Preparation of meeting summaries will be performed by the project team. Meeting recordings will be posted to the project website within a week of the meeting and meeting summaries will be posted



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approximately two weeks after the meeting.

MEETING PROTOCOLS

Meetings will be 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 County may ask for two CDAG participants to act as Co-Ambassadors and serve as representatives 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 CDAG members have an equal opportunity to participate. The group's facilitator, CDAG 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

WORKING TOWARDS CONSENSUS

CDAG members will be asked to actively participate in the 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, polls may be taken from CDAG members. All input will be documented, recorded and included in any CDAG recommendations.

As a reminder, consensus is not the same as total agreement (unanimity). Instead for the purposes of the CDAG process, consensus means that roughly 75% of members agree to move forward with a recommendation/affirmative motion (the majority view proceeds over the objections of five dissenters



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out of 22 total members) and all input will be recorded and shared with the Multnomah County Board who are the final decision makers.

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 Sarah Hurwitz, Transportation Public Information Officer, who may be contacted at sarah.hurwitz@multco.us. All media inquiries should be directed to Sarah.

CDAG members may not speak to the media *on behalf of the CDAG*, unless consent has been provided in writing from the County and agreed to by the CDAG membership. Members may speak to the media representing only themselves or the organization they work for (in accordance with that organization's rules around speaking with the media).

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 CDAG meeting sessions to allow members to focus on the discussion.

CDAG meetings will be live streamed to the public and recorded. Meeting recordings will be posted to the project website following the meetings. Occasionally, photography may be used to capture and document meetings. Recordings and photography may be utilized on various media and social media channels for marketing and reporting processes. 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 CDAG meetings.

GOVERNANCE STRUCTURE

The CDAG 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 Multnomah County and the project team.

OFFICIAL DUTIES

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

- County Transportation Director (participation as required)
- County Project Manager
- Design Team Project Manager



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- Design Team Bridge Architect
- Facilitator
- Notetaker

CONFLICT OF INTEREST

CDAG members will be given training about the Oregon Ethics law and about the County's Rule 3-30. CDAG members are required to complete a conflict disclosure form and conflicts will be publicly disclosed. Additionally, meeting notes will reflect each speaker's points of view.

Members who have a conflict that is problematic to the topic of discussion, are allowed to observe the CDAG discussion, but will be considered "non-participating" members of the CDAG for the matter that involves their conflict. CDAG 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 CDAG member should declare this conflict to the CDAG 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.

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"> ● Announce publicly the nature of the potential conflict before any action is taken ● Must be specific - “I have a potential conflict because...” ● Must announce at each meeting where the issue arises ● Can participate in discussion or debate on the issue ● Can vote on the issue 	<ul style="list-style-type: none"> ● Announce publicly the nature of the actual conflict before any action is taken ● Must be specific - “I have an actual conflict because...” ● Must announce at each meeting where the issue arises ● Cannot participate in any discussion or debate on the issue ● Cannot vote on the issue ● 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]



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APPENDIX B: CDAG MEMBERS AND CHARTER ACKNOWLEDGEMENT

Task Force Member	Acknowledged
Aaron Whelton, <i>Portland State University</i>	
Anthony Jackson, <i>Community Member At-Large</i>	
Brian P. Kimura, <i>JAMO</i>	
Carol Gosset, <i>OMSI</i>	
Chris Herring, <i>Portland Winter Light Festival</i>	
Diana Gladden, <i>Portland Saturday Market</i>	
Fred Cooper, <i>Laurelhurst Neighborhood Association, Native American Youth & Family Center</i>	
Gabe Rahe, <i>Burnside Skatepark</i>	
Guenevere Millius, <i>Sunnyside NA</i>	
Ian Sieren, <i>Community Member At-Large</i>	
Jackie Tate, <i>Community Member At-Large</i>	
Jason Halstead, <i>Community Member At-Large</i>	
Neil Jensen, <i>Gresham Chamber of Commerce</i>	
Paddy Tillett, <i>Architect</i>	
Patrick Sullivan, <i>SERA</i>	
Robert Hastings, <i>Willamette Light Brigade</i>	
Sarah Lazzaro, <i>Community Member At-Large</i>	
Sharon Wood Wortman, <i>Historian</i>	
Ed Wortman, <i>Community Member At-Large</i>	
Susan Lindsay, <i>Buckman NA</i>	
Valerie Schiller, <i>MultCo Bike/Ped Citizen Advisory</i>	
Todd DeNeffe, <i>Central Eastside Industrial Council</i>	