



POLICY GROUP CHARTER

POLICY GROUP PURPOSE

The Policy Group is an agency and elected official partnership assembled to review feasibility study findings. Policy Group members will provide their agency's or constituent's perspectives in advising the project team through development of alternatives and evaluation criteria. Members will be invaluable in reviewing the feasibility study process and results to align with their jurisdiction's mission, identifying linkages with regional plans, and developing long-term, productive partnerships that will endure throughout the entire planning, design and construction process.

MEMBER ROLE AND EXPECTATIONS

The Policy Group has been assembled to represent a spectrum of agencies and elected officials with interests related and relevant to this study.

Meeting attendance – Members will prepare for and attend three two-hour meetings between May 2017 and March 2018. Members attending each meeting will constitute a quorum for any determinations made at that meeting. The anticipated schedule and meeting topics:

- Meeting 1 (May 2, 2017) – Policy Group charter, project overview, draft crossing concepts, project problem statement, draft pass fail and screening criteria, and summary of outreach efforts.
- Meeting 2 (August 2017) – Review screening results and summary of outreach efforts.
- Meeting 3 (April 2018) – Review results of alternatives evaluation and summary of outreach efforts.

Preparation – Meetings will be scheduled in advance to maximize the opportunity for members to attend. The project team will work to make meeting agendas and initial materials available for member review prior to each meeting. Members should be prepared to engage in the feasibility study process by openly sharing their perspectives, needs, and issues.

Alternates – Members may appoint an alternate to represent them if they cannot attend a meeting. The member will work with the alternate to provide any background and help the alternate be prepared to be a productive committee member. Progress made at any meeting which the regular member does not attend will not be revisited unless the whole group deems it necessary.

Feedback – The Policy Group will offer input and advice to the project team on the findings during the feasibility study. Members will strive to understand other member needs in reaching high levels of group agreement on their advice to the project team, understanding that the results of their deliberations are strengthened when they are widely supported by the group.



Inter-Meeting Policy Group Communication – Policy Group members approve the sharing of individual member contact information within the Policy Group for the sole purpose of enabling communication among members between meetings. Inter-meeting communications will be sent to project team contacts below.

FACILITATION

A facilitator will help plan and moderate meetings. The facilitator will enforce Policy Group ground rules, provide opportunities for each Policy Group member to provide input, work with the Policy Group to reach agreement and manage meeting time.

MEETING GROUND RULES

The facilitator will help ensure that meetings are productive. If time becomes an issue, it may be necessary to conduct a time check part-way through the agenda to determine if any topics need a follow-up meeting or whether members are willing to stay longer to complete a discussion. Meeting summaries will serve as documentation and will be provided to the Policy Group with the opportunity for comments and corrections.

Members agree to abide by the following:

- Treat each other, staff and guests with respect;
- Listen carefully, seeking to understand each other;
- Raise issues honestly, clearly and early in the process;
- Focus on the subject at hand and help the group stick to the agenda;
- Share the air by allowing others to finish completely before speaking oneself and pausing to let others speak once before speaking again oneself;
- Minimize distractions during meetings by putting cell phones on silent mode and avoiding side conversation;
- After an absence, read materials from the missed meeting and contact the project team with questions or for a more in-depth briefing;
- Represent their agency or constituent views but do not speak for the Policy Group when engaged in other forums, including contacts with the news media or other stakeholders; and
- Discuss any process concerns with the project team to help future meetings and activities work more effectively.

ACCEPTANCE OF CHARTER

This charter will be reviewed for consensus at the May 2, 2017 Policy Group meeting.

PROJECT TEAM CONTACTS:

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