



## Senior Agency Staff Group – Agenda Meeting #6

**Project:** Earthquake Ready Burnside Bridge

**Subject:** Senior Agency Staff Group Meeting #6

**Date:** Thursday, February 21, 2019

**Time:** Noon to 2:00 p.m.

**Location:** HDR - 1050 SW 6th Ave, Suite 1800, Portland; 17 Downing Conf Rm

**SASG Members:**

Mark Lear, City of Portland  
 Brian Monberg, City of Gresham  
 Chris Deffebach, Washington County  
 Malu Wilkinson, Metro  
 Shelly Haack, Prosper Portland  
 Mike Bezner, Clackamas County  
 Steve Witter, TriMet  
 Emily Cline, FHWA  
 Sam Hunaidi, ODOT  
 Amanda Kraus, Sen. Kathleen Taylor’s Office  
 Todd Juhasz, City of Beaverton  
 Dan Bower, Portland Streetcar  
 Greg Theisen, Port of Portland  
 Zoe Bluffstone, Rep. Smith Warner’s Office

**Project Team Members:**

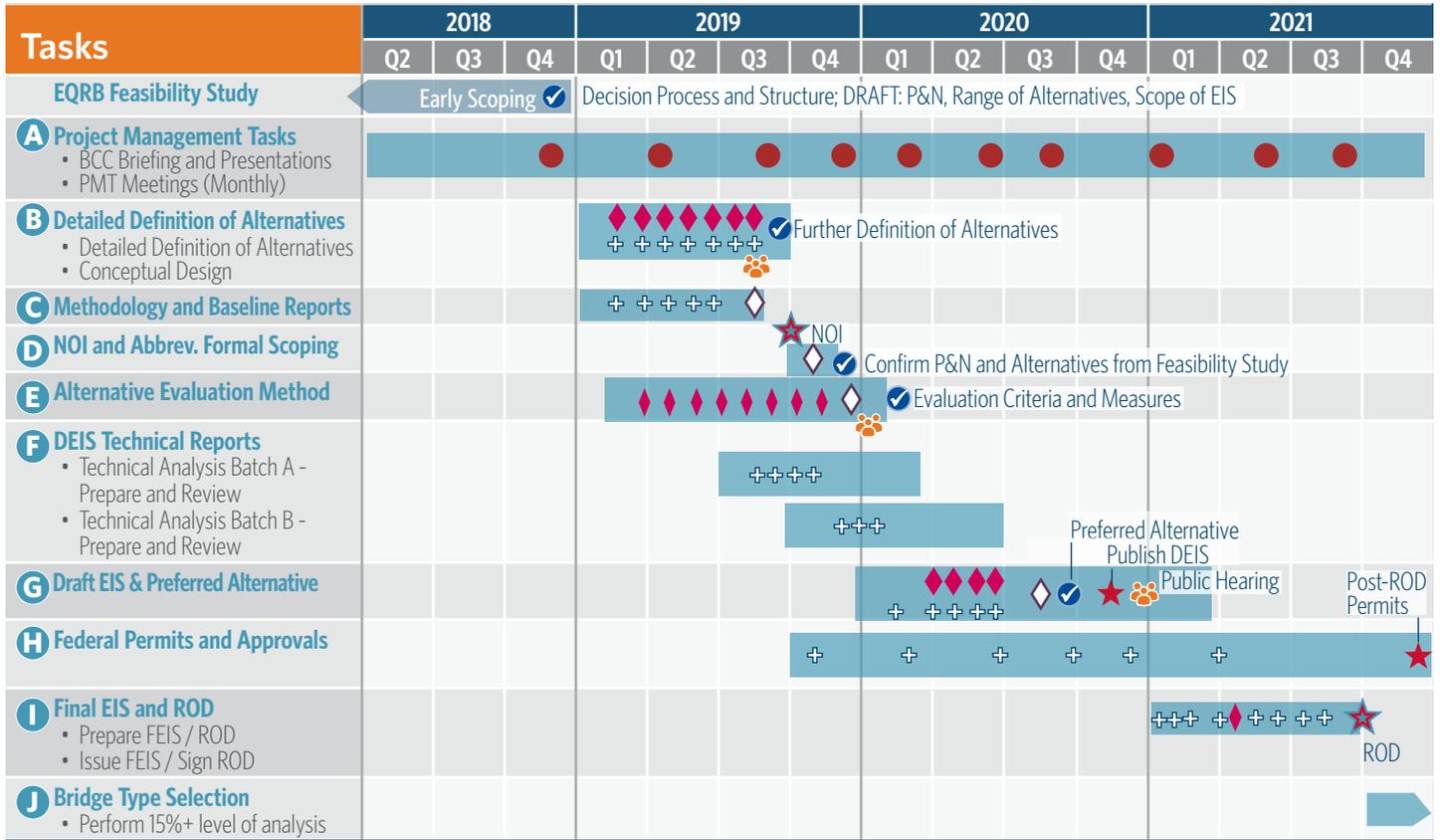
Ian Cannon, MultCo  
 Megan Neill, MultCo  
 Liz Smith Currie, MultCo  
 Chris Fick, MultCo  
 Kim Peoples, MultCo  
 Jon Henrichsen, MultCo  
 Mike Pullen, MultCo  
 Emily Miletich, MultCo  
 Joanna Valencia, MultCo  
 Jamie Waltz, MultCo  
 Jeston Black, MultCo  
 Heather Catron, HDR  
 Steve Drahota, HDR  
 Cassie Davis, HDR  
 Jeff Heilman, Parametrix  
 Laura Peña, EnviroIssues

**Agenda:**

12:00 p.m.	Welcome and Introductions	Heather Catron
12:05 p.m.	Opening Remarks	Megan Neill
12:10 p.m.	Project Update <ul style="list-style-type: none"> <li>• Timeline</li> <li>• Cooperating/Participating Agencies</li> <li>• Pre-NOI Tasks</li> <li>• Alternatives Refinement</li> <li>• Working Groups</li> </ul>	Heather Catron / Jeff Heilman / Steve Drahota
1:10 p.m.	Stakeholder Engagement <ul style="list-style-type: none"> <li>• Public Involvement Initiation Activities</li> <li>• Environmental Justice Interviews</li> <li>• Community Task Force</li> </ul>	Cassie Davis
1:30 p.m.	On-going Coordination	Heather Catron
1:45 p.m.	Upcoming Meetings and Closing Remarks	Heather Catron
2:00 p.m.	Adjourn	All



## Earthquake Ready Burnside Bridge Project Schedule: Environmental Phase



● BCC Briefings & Presentations  
 ◆ Public Outreach / Meeting  
 ◆ Community & Agency Committee Meeting  
 + Working Groups  
 ◆ Cooperating & Participating Agency Concurrence Points  
 ✓ Project Decision Points/ Policy Group Meetings  
 ★ Key Milestones

Abbreviations: BCC = Board of County Commissioners, BO = Biological Opinion, DEIS = Draft EIS, EIS = Environmental Impact Statement, ESA = Endangered Species Act, FEIS = Final EIS, MOU = Memo of Understanding, NOI = Notice of Intent, P&N = Purpose & Need, ROD = Record of Decision, TS = Type Selection

Major Activities	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
<b>Outreach</b> Public, stakeholder, committees, working groups, focus groups, etc.									
<b>Methodology Reports</b> Define discipline specific APIs, define how impacts to the technical disciplines will be evaluated and identify sources of data for describing existing and future conditions.									
<i>Batch A</i> Transportation, Displacements & Relocations, Land use & Economics, Archaeological, Historic, Wetlands & Water, Geotechnical, Hazmat Phase 1, Visual, Hydrology/Water Quality, Sustainability		W	W						
<i>Batch B</i> Air Quality/Greenhouse Gas, Energy, Wildlife/Fish/Vegetation, Noise, Section 4(f), Social & Environmental Justice, Public Services & Utilities, Climate Change, Urban Design, Cumulative Effects				W	W				
<b>Plans and Policy Assessment</b> Identify existing plans and policies that may impact discipline analysis (e.g., Vision Zero, Portland Bike Plan for 2030, etc.)									
<b>Preferred Alternatives Evaluation Framework</b> Develop the framework for selecting a preferred alternative									
<b>Initial Mitigation Concepts</b> Identify early mitigation concepts for known impacts (e.g., skate park, Saturday Market, Social Services, etc.)				F	F	F	F		
<b>No Build Definition</b> Identify planned, programmed, or anticipated projects; planning horizon year; seismic event assumptions	W	W		W					
<b>Environmental Baseline Reports</b> Describes baseline a conditions of the technical discipline (e.g., existing wetlands, historic and cultural resources, utilities, etc.)									
<b>Design Approach Memos / Criteria</b>									
<u>Bridge Seismic Retrofit</u> Update seismic retrofit design criteria, including bridge seismic performance criteria for both the bridge's open and closed positions.		F	F						
<u>Bridge Replacement</u> Update bridge replacement design criteria, including bridge seismic performance criteria		F	F						
<u>Roadway</u> Roadway deficiency information, including bicycle and pedestrian deficiencies and reported accident history on or near the Burnside Bridge and prepare facilities standard spreadsheet		W	W						
<u>Multimodal (Bike, Ped, ADA)</u> Develop methods that will be used to identify and evaluate the impacts of the alternatives to bicyclist pedestrian, and people with disabilities and develop design criteria		W	W	W					
<u>Transit</u> Develop methods that will be used to identify and evaluate the impacts of the alternatives to transit and develop streetcar/MAX LRT design criteria and clearance envelopes									
<u>Freight Rail</u> Develop methods that will be used to identify and evaluate the impacts of the alternatives to freight rail and develop freight rail design criteria and clearance envelopes									
<u>Right of Way</u> Prepare right of way approach memo									
<u>Utilities</u> Prepare utilities approach memo and initial impact analysis			W	W	W				
<u>Constructability and Cost Estimating</u> Prepare construction approach memo									
<b>Technical Analyses</b>									
<u>Geotechnical Study Refinement</u> Develop approach and criteria memo, conduct refined analysis, develop hazard mitigation recommendations			F			F			
<u>Site Surveying</u> Conduct supplemental ground survey and prepare base map									
<u>Navigation Study</u> Conduct analysis and prepare preliminary navigation study									
<u>Traffic Analyses</u> Conduct traffic analyses, including No Build, permanent, and during construction conditions									
<b>Alternatives Design Refinement and Drawings</b>									
<u>Bridge (Retrofit and Replacement)</u> Expand on the conceptual bridge and retaining wall design									
<u>Roadway Alignment</u> Develop and refine roadway alignments and cross sections concepts				W	W	W			
<u>Bike/Ped Connections</u> Develop design concepts for bicycle/pedestrian/ADA amenities, paths, and nodal points to connect to the downtown core and the east-side bridge transition for each alternative						W	W	W	

## Methodology Report/Memorandum Authors

Task	Report / Memorandum	Lead Author	ODOT/FHWA/County
5.0	Transportation Operations Active Transportation	Ryan LeProwse (PMX) Sumi Malik (HDR)	
3.2.1	Land Use	Jen Hughes (PMX)	
	Economics (will be integrated with LU)	Chris Williges (HDR) Jen Hughes (PMX)	
3.2.2	Displacements and Relocations	Josh Ahmann (PMX) Sabrina Robinson (PMX) Josh Channell (PMX)	
3.2.3	Neighborhoods and Social Environment	Josh Ahmann (PMX) Sabrina Robinson (PMX) Josh Channell (PMX)	
3.2.4	Environmental Justice and Equity	Josh Channell (PMX)	
3.2.5	Visual Resources	Jeramie Shane (Mayer Reed)	
3.2.6	Urban Design	Jeramie Shane (Mayer Reed)	
3.2.7	Parks and Recreation Resources	Jen Hughes (PMX)	
3.2.8	Archaeological and Historic Preservation	Dave Ellis (WCRA)	
3.2.9	Public Services and Utilities	Jen Hughes (PMX) Sabrina Robinson (PMX) Shane Phelps (PMX) Tina Adams (CASSO)	
3.2.10	Soils, Geology and Hazardous Materials	Rick Wadsworth (PMX) Park Piao (S&W)	
3.2.11	Air Quality	Scott Noel (HMMH)	
3.2.12	Noise and Vibration	Scott Noel (HMMH)	
3.2.13	Wetlands and Waters	Brian Bauman (HDR)	
3.2.14	Flooding and Hydraulics	Paul Fendt (PMX) Julie Brandt (PMX)	
3.2.15	Stormwater	Christine Higgins (Casso) Cory W (HDR)	
3.2.16	Vegetation, Wildlife and Aquatic Species	Brian Bauman (HDR) Bill Hall (PMX)	
3.2.17	Section 4(f) Evaluation and 6(f) Compliance	Jen Hughes (PMX)	
3.2.18	Climate Change	Josh Channell (PMX)	
	Sustainability	Janet Gonzalez (HDR) Josh Channel (PMX)	
3.2.19	Health Impact Assessment	Multnomah County	
3.2.20	Cumulative Effects	Josh Channell (PMX)	



# WORKING / FOCUS GROUP SCHEDULE



	JAN	FEB	MAR	APR	MAY	JUN	JLY	AUG	SEP	OCT	NOV	DEC	TBD
Roadway / Transit		●					●						
Multi-Modal				4/8	●	●	●	●					
Constructibility / Estimating				●	●	●		●					
Transportation		2/15	●		●		●						
Seismic		2/14		●			●						
Natural Resources			●	●				●					●
Cultural Resources				●	●			●					●
Definition of Alternatives				●				●					
Urban Design / Aesthetics / Public Safety													●
Emergency Management					●								
Social Services				●	●								
City TAC				●		●		●		●			●

WG TYPE	NAME	OBJECTIVE	WHAT / AGENDA TOPICS	WHEN	WHO
TECHNICAL	Roadway / Transit (Motorized)	To provide early technical input on motorized design standards and preferences	1. Project / WG Introduction; Roadway / transit design standards and criteria; Preliminary Geometrics	Feb-19	<ul style="list-style-type: none"> <li>City of Portland (PBOT: Teresa Boyle, Jamie Jeffrey, Ningsheng Zhou)</li> <li>Portland Streetcar (Andrew Plambeck)</li> <li>TriMet (John Griffiths)</li> <li>Multnomah County (Megan Neill)</li> <li>Consultant (Heather Catron, Steve Drahota, Steve Katko, Christina Tomaselli, Sumi Malik)</li> </ul>
			2. (If req'd): Specific motorized design details	Jul-19	
	Multi-Modal	To provide technical input on the bridge uses, typical sections, and connections to the existing multi-modal networks	1. WG Introduction; Multi-modal design criteria; Refined roadway and bike/ped geometrics	Apr-19	<ul style="list-style-type: none"> <li>City of Portland (PBOT: Teresa Boyle, Jamie Jeffrey, Ningsheng Zhou, Roger Geller, Michelle Marx, Vision Zero rep; Parks: Tate White)</li> <li>Portland Streetcar (Andrew Plambeck)</li> <li>Metro (Anthony Buczek, Alex Oreschak (alternate))</li> <li>TriMet (John Griffiths)</li> <li>ODOT (Basil Christopher)</li> <li>Multnomah County (Megan Neill, Kate McQuillan)</li> <li>Consultant (Heather Catron, Steve Drahota, Steve Katko, Adrian Witte, Christina Tomaselli, Sumi Malik)</li> </ul>
			2. Bridge width options and cross-section option; Park Accesses and Impacts	Apr-19	
			3. Refined bridge width options and cross-section options	May-19	
			4. Construction staging options and impacts	Jun-19	
			5. Alternatives Design Concepts Review	Jul-19	
			6. (If req'd): TBD	Aug-19	
	Constructability / Estimating	To provide technical input on construction approach and cost estimates	1. Project / WG Introduction; Construction Methods; Estimating Approach	Apr-19	<ul style="list-style-type: none"> <li>City of Portland (PBOT: Teresa Boyle, Cameron Glasgow)</li> <li>ODOT (Zachary Horowitz, Katie Bell)</li> <li>Multnomah County (Megan Neill, Jon Henrichsen)</li> <li>Consultant (Heather Catron, Steve Drahota, Steve Katko, Mark Libby, Jason Ruth, Brett Schneider)</li> </ul>
			2. Construction Methods and Impacts	Apr-19	
			3. Estimating Parameters	Jun-19	
			4. Estimate Review	Aug-19	
	Transportation	To provide technical input on traffic analysis and planning	1. Project / WG Introduction; Transportation Methodology Memo Feedback	Nov-18	<ul style="list-style-type: none"> <li>City of Portland (PBOT: Teresa Boyle, Jamie Jeffrey, Ningsheng Zhou, Clay Veka, Matthew Ferris-Smith, Katherine Levine)</li> <li>Metro (Anthony Buczek)</li> <li>ODOT (Katie Bell, Zachary Horowitz (alternate))</li> <li>Multnomah County (Megan Neill, Brendan Haggerty)</li> <li>Consultant (Heather Catron, Steve Drahota, Steve Katko, Sumi Malik, Christina Tomaselli, Ryan LeProwse)</li> </ul>
			2. Traffic analysis approach	Mar-19	
			3. Construction Staging	May-19	
			4. TBD	Jul-19	
	Seismic	To provide early technical input on non-motorized design standards and preferences	1. Project / WG Introduction; Seismic design criteria and analysis refinement approach review	Feb-19	<ul style="list-style-type: none"> <li>City of Portland (PBOT: Cameron Glasgow)</li> <li>ODOT (Bridge: Bruce Johnson; Region 1: Liantao Xu)</li> <li>Portland State University (Peter Dusicka, Evan Kristof)</li> <li>FHWA (Tim Rogers)</li> <li>Multnomah County (Megan Neill, Jon Henrichsen, Ian Cannon)</li> <li>Consultant (Heather Catron, Steve Drahota, Dave Korpi, Mark Libby, Yuhe Yang, Justin Doornink, Park Piao, Christina Tomaselli)</li> </ul>
2. Geotechnical hazard mitigation refinement review			Mar-19		
3. Refined seismic analysis findings review			Jul-19		

WG TYPE	NAME	OBJECTIVE	WHAT / AGENDA TOPICS	WHEN	WHO	
NEPA	Natural Resources	To collect input from natural resource regulatory agencies that will or may have permitting authority on the project, so as to integrate permitting considerations in the DEIS and alternatives design.	1. Interests and drivers	Mar-19	<ul style="list-style-type: none"> <li>NMFS (TBD)</li> <li>ACOE (TBD)</li> <li>USFW (TBD)</li> <li>DEQ (TBD)</li> <li>ODFW (TBD)</li> <li>DSL (TBD)</li> <li>ODOT (TBD)</li> <li>FHWA (TBD)</li> </ul>	<ul style="list-style-type: none"> <li>City of Portland (BES: Kaitlin Lovell, Dave Nunamaker; Parks: Tate White)</li> <li>Multnomah County (Megan Neill)</li> <li>Consultant (Heather Catron, Jeff Heilman, Brian Bauman, Bill Hall)</li> </ul>
			2. Input on IW construction methods and demolition; Stormwater approach and siting	Apr-19		
			3. Resources input for Baseline Reports	Aug-19		
			4. Every 3 months during DEIS; 1 During FEIS	TBD		
	Cultural Resources	To consolidate the coordination with and input from potential Section 106 consulting parties, as part of implementing the Section 106 process.	1. Interests and drivers; Impacted resources; Confirm review and approval process; API	2. Retrofit's historic impacts and process; Replacement bridge drivers and interests	Apr-19	<ul style="list-style-type: none"> <li>City of Portland (BDS: Art Graves; BPS: Nicholas Starin; Parks: Tate White)</li> <li>ODOT (Roy Watters, Robert Hadlow, Jeff Buckland, Tom McConnell)</li> <li>FHWA (Emily Cline, Shaneka Owens)</li> <li>SHPO (TBD)</li> <li>Multnomah County (Megan Neill, TBD)</li> <li>Consultant (Heather Catron, Jeff Heilman, David Ellis, Christina Tomaselli)</li> <li>Many other agencies are being considered for potential consulting party status. Finalizing that list requires coordination with SHPO which is anticipated in March 2019.</li> </ul>
				3. TBD	Jun-19	
				4. Every 3 months during DEIS; 1 During FEIS	Aug-19	
					TBD	

WG TYPE	NAME	OBJECTIVE	WHAT / AGENDA TOPICS	WHEN	WHO	
FOCUS	Definition of Alternatives		1. Annotated Outline feedback (incl. No build); City resource needs for 2045 network (LU, Transpo; etc)	Feb-19	<ul style="list-style-type: none"> <li>City of Portland (PBOT: Teresa Boyle, Jamie Jeffrey)</li> <li>ODOT (Doug Siu, Talia Jacobsen (alternate))</li> <li>FHWA</li> <li>Multnomah County (Megan Neill, TBD)</li> <li>Consultant (Heather Catron, Jeff Heilman, Steve Drahot, TBD)</li> </ul>	
			2. Draft Definition (incl. No build)	Apr-19		
			3. Final Definition (incl. No build)	Aug-19		
	Urban Design / Aesthetics / Public Safety			1.		<ul style="list-style-type: none"> <li>Multnomah County (Megan Neill, TBD)</li> <li>Consultant (Catron, Heilman, TBD)</li> <li>Others (TBD)</li> </ul>
				2.		
				3.		
				4.		
Emergency Management	To provide insight on EM plans, and technical needs (access, capacity, etc.)	1. Needs and drivers - access/capacity for everyday use, during construction and post-earthquake; plans and policies assessment	Mar-19	<ul style="list-style-type: none"> <li>PBEM (TBD)</li> <li>RDPO (Dennis Barrett?)</li> <li>OEM (Althea Rizzo?)</li> <li>Metro (?)</li> <li>ODOT Region 1 (Cory Hamilton, Geoff Bowyer (alternate))</li> <li>Clackamas County (Jay Wilson?)</li> <li>Washington County (John Wheeler?)</li> <li>Oregon State (Mike Harryman?)</li> <li>City of Portland (Don Russ, Teresa Boyle)</li> <li>Multnomah County (Megan Neill, Alice Busch, Chris Voss, Tina Lefebvre)</li> <li>Consultant (Heather Catron, Cassie Davis, TBD)</li> </ul>		
Social Services	To provide insight on access, housing, shelter and service needs	1. Needs and drivers - access and service needs for everyday use, during construction and post-earthquake; housing/shelter plans and projected needs post-construction; potential mitigation ideas	April/May	<ul style="list-style-type: none"> <li>Portland Rescue Mission (Timothy Desper (CTF), Eric Bauer)</li> <li>Central City Concern (Kathy Pape (CTF), Gary Cobb)</li> <li>Bridgetown Night Strike (Lesley Snider)</li> <li>A Home for Everyone (Marc Jolin)</li> <li>Ride Connection (Mike Mullins)</li> <li>Mercy Corps (Tesia Eisenberg (CTF))</li> <li>Salvation Army (Kitty Bunten, Kristi Bugge)</li> <li>JOIN (Shannon Singleton, Will Harris)</li> <li>Union Gospel Mission (Peter Kelley)</li> <li>Multnomah County (Megan Neill, TBD)</li> <li>Consultant (Heather Catron, Cassie Davis, TBD)</li> </ul>		

WG TYPE	NAME	OBJECTIVE	WHAT / AGENDA TOPICS	WHEN	WHO
OTHER	City TAC	To conduct inter-bureau coordination on the "key issues of the month"	TBD	April	<ul style="list-style-type: none"> <li>• PBOT               <ul style="list-style-type: none"> <li>- PPP Planning / Legislature (Mauricio Leclerc, Zef Wagner, Mark Lear)</li> <li>- Bridge (Cameron Glasgow)</li> <li>- Traffic (Jamie Jeffrey)</li> <li>- Bike Modal Coord (Roger Geller)</li> <li>- Ped Modal Coord (Michelle Marx)</li> <li>- Real Property (David McEldowney)</li> </ul> </li> <li>• BPS (Mark Raggatt, Nicholas Starin)</li> <li>• BDS (Art Graves)</li> <li>• BES (Dave Nunamaker, Kaitlin Lovell)</li> <li>• Water (Mike Saling)</li> <li>• Parks (Tate White)</li> <li>• Fire (Don Russ)</li> <li>• City Attorney (Ken McGair)</li> <li>• Multnomah County (Megan Neill, TBD)</li> <li>• Consultant (Heather Catron)</li> </ul>
			TBD	June	
			TBD	Aug	
			TBD	Oct	
			Frequency TBD Thereafter	TBD	

**RECOMMENDATIONS:**

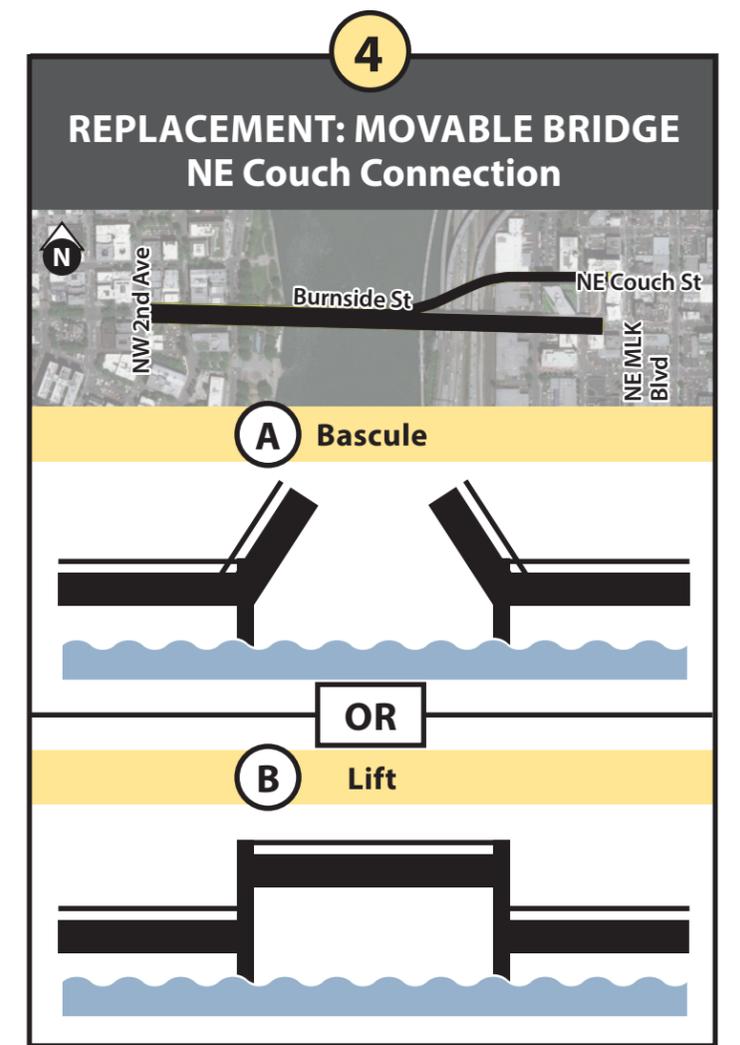
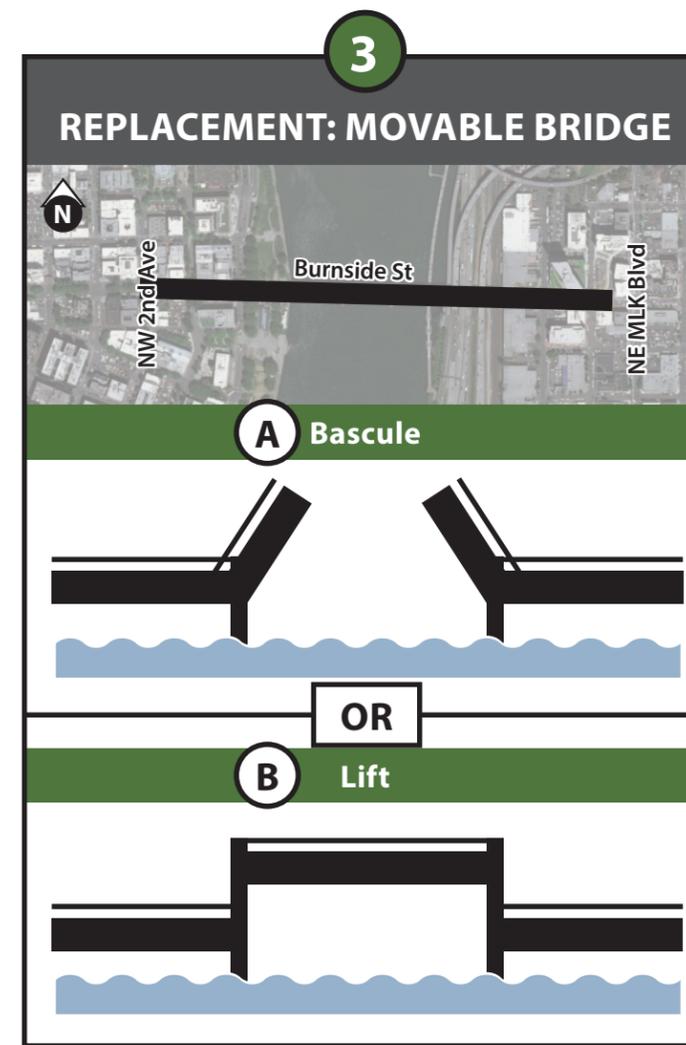
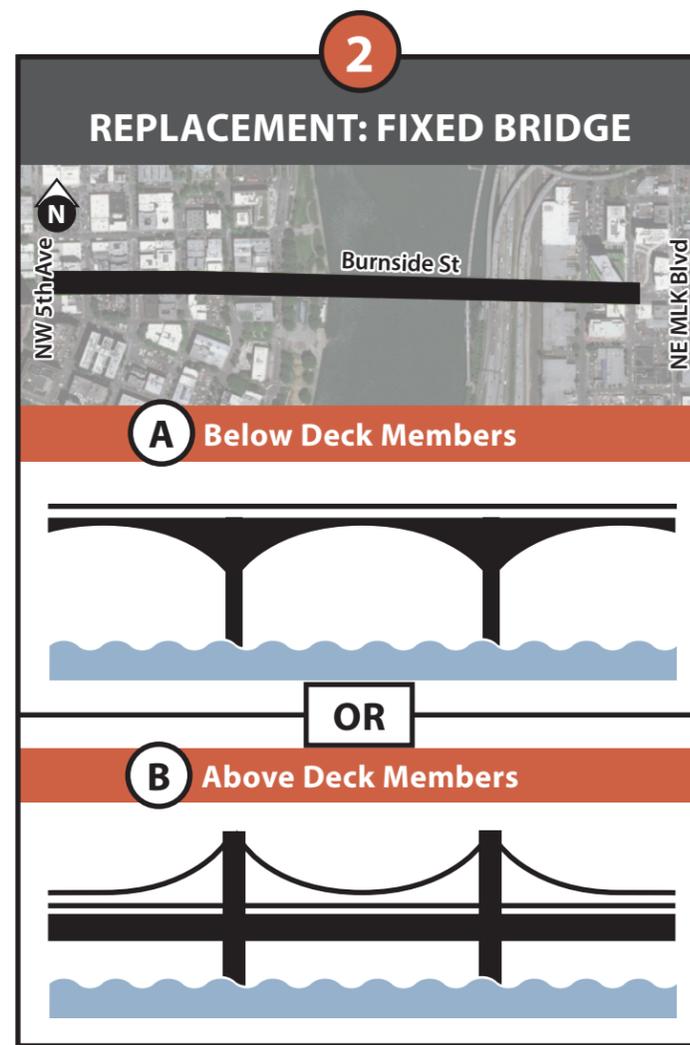
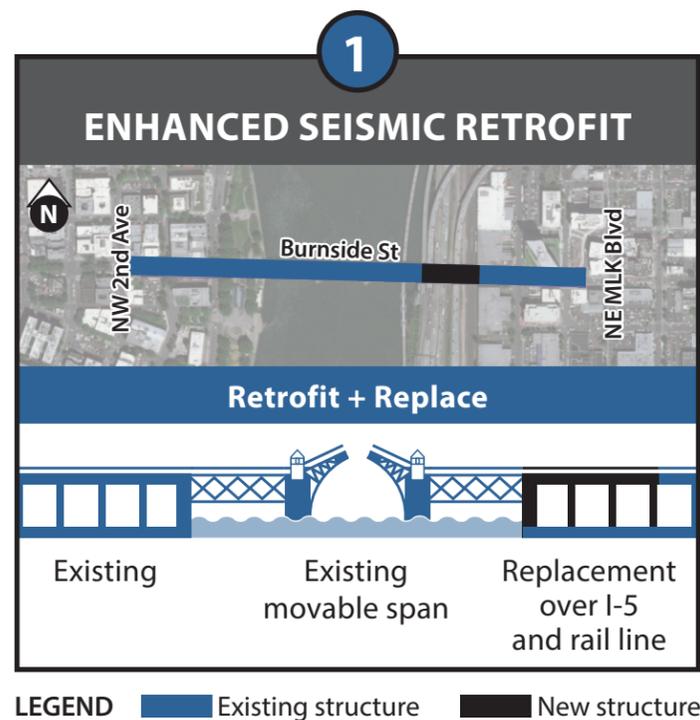
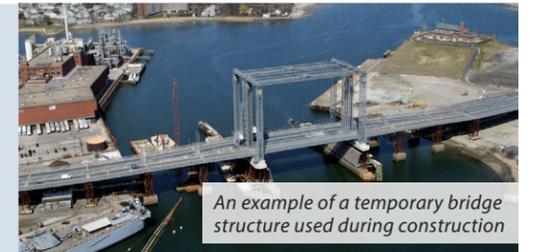
1. Working Groups are intended to support alternatives development and be comprised of discipline experts (primarily agency staff) who provide objective input on detailed work products; These groups are NOT intended to support the evaluation criteria development as that is a separate process.
2. Identifying mitigation is an objective within each WG, not an stand-alone entity.
3. Equity approach to be determined after EJ interviews are conducted.
4. Emergency Management is a PI activity, not a Focus Group; City of Portland Fire Department is represented on the City TAC.
5. Utilities coordination will be conducted separately from a technical working group.

## Alternatives under evaluation

As part of the environmental review phase of the Earthquake Ready Burnside Bridge project, four alternatives with distinct design features are being considered for further study. A no-build alternative will also be evaluated.

### TRAVEL IMPACTS DURING CONSTRUCTION

We will study the impacts of detouring to another route or keeping the crossing open for all modes with a temporary movable bridge. We'll also ask the public to weigh in and tell us what they think. A decision about whether to detour travelers will be made during the Environmental Review phase.



The information presented here, and the public and agency input received, may be adopted or incorporated by reference into a future environmental review process to meet the requirements of the federal National Environmental Policy Act.



**Earthquake Ready Burnside Bridge**  
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# Senior Agency Staff Group

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## 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 Senior Agency Staff Group (SASG) will serve as an advisory body to Multnomah County (the County) during the Environmental Review phase.

The Environmental Review process is part of the County's requirements under the *National Environmental Policy Act (NEPA)*. This major project planning phase will consider the bridge alternatives and assess their benefits and impacts. During environmental review, preliminary designs of the alternatives are prepared and a range of issues are studied, including:

- Social, cultural, built and natural environment
- Cost and ease of construction
- Ability to survive and recover after an earthquake
- Other factors as required

In this phase, an Environmental Impact Statement (EIS) will be prepared and on completion, a single solution will be chosen for an Earthquake Ready Burnside Bridge.

### ***Purpose of Charter***

This Charter and Group Protocols document (the Charter) will guide the operation of the Earthquake Ready Burnside Bridge SASG and the Charter will be endorsed at the inaugural meeting of the SASG.

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

### ***Purpose of the Senior Agency Staff Group***

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

- Considering the potential environmental impacts of the alternatives
- Providing informed insights and opinions on the impacts being evaluated
- Discussing technical insights, recommendations and suggesting measures to avoid, minimize or mitigate potential impacts
- Considering input and information from other community members, stakeholders and interested parties
- Identifying synergies with local, regional and state plans
- Developing long-term, productive partnerships that will endure throughout the entire planning, design and construction process
- Serving as a liaison to their affiliated agencies and elected officials



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- Providing insight on opportunities to keep their agencies engaged

### ***Outcomes of the Group***

During the Environmental Review phase of the project, it is envisioned that the SASG will provide recommendations on the following activities:

- Draft Purpose and Need, range of alternatives and scope of EIS
- Refinement of alternatives
- Evaluation criteria and measures to select a preferred alternative
- The selection of the preferred alternative

### ***Membership and Review***

#### Term:

The SASG is a continuation of the group formed during the Feasibility Study and will continue to serve in the same capacity through the Environmental Review phase, from approximately October 2018 through January 2021.

#### Membership:

The SASG has been assembled to represent a spectrum of agencies and elected officials with interests related and relevant to the study.

A list of the membership and represented organizations is attached to this Charter.

SASG members approve the sharing of individual member contact information within the SASG for the sole purpose of enabling communication among members between meetings. SASG members are asked to copy the Project Manager and group 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. Members will notify the facilitator or designated staff in advance if unable to attend and will provide written comments. Members attending each meeting will constitute a quorum for any determinations made at that meeting.

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. Non-attendance for three or more meetings may result in relinquish of membership from the SASG.

Should a member need to resign their membership from the group, they should do so by informing the facilitator or assigned staff in writing. Should a member be deemed to no longer represent their agency or elected official (through change in position or other circumstance) the County reserves the right to revisit the SASG membership to ensure the SASG maintains organizational representativeness.

#### SASG evaluation and review:

SASG members will be regularly asked for their feedback on the SASG meetings and materials to ensure reflection, learning and continual improvement in the process. Once a year, a more comprehensive



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evaluation process will be undertaken to review the SASG and ensure it is meeting its intended outcomes. This review may also recommend changes to the SASG membership in response to new information or information needs relevant to the project scope.

### ***SASG Operation and Process***

#### Meeting frequency and location:

Meetings will be held on a weekday and will typically be two-hours long in duration and held at a central downtown location or at the County's Multnomah Building (501 SE Hawthorne Blvd, Portland).

#### Meeting agenda and materials:

The meeting agenda will be provided to group members approximately one week prior to the meeting. From time to time, background materials maybe included with the agenda for pre-reading and meeting preparation.

Every effort to ensure meeting materials are finalized at the time of electronic distribution to SASG 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 at the commencement of the meeting. Members who prefer electronic means can opt-out of receiving printed copies.

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.

#### Meeting minutes:

Preparation of meeting summaries will be performed by Multnomah County's project team and its consultants. Meeting summaries will be distributed as draft versions no more than two-weeks after the meeting for SASG member review.

A meeting summary may be confirmed as 'final' version either in person at the next SASG meeting or electronically via email, upon edits being received and confirmed within a two-week review timeframe.

#### Meeting protocols:

Meetings will be actively 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.

The group's facilitator, SASG 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.



## Earthquake Ready Burnside Bridge

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- 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 SASG when engaged in other forums, including contacts with the news media or other stakeholders.
- Discuss any process concerns with the project team to help future meetings and activities work more effectively.
- 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:

SASG members will be asked to actively participate in 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, understanding that the results of their deliberations are strengthened when they are widely supported by the group. Votes may be taken from SASG members. Majority and minority opinions will be documented, recorded and included in any SASG recommendations.

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 Mike Pullen, County Communications Office, who may be contacted at 503-209-4111 or [mike.j.pullen@multco.us](mailto:mike.j.pullen@multco.us).

SASG members may not speak to the media on behalf of the SASG, unless consent has been provided in writing from the County and agreed to by the SASG membership.

#### 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 SASG meeting sessions to allow members to focus in the discussion.

From time to time photography or video recording may be required to capture meeting outcomes and process, however any members may choose to abstain from appearing in any photographs. Outcomes of the group process may be recorded and 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.



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### Governance structure:

The SASG 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 the Policy Group and Policy Group Co-Chairs.

### ***Roles and Responsibilities***

#### Official duties:

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

- County Transportation Director (*participation as required*)
- County Project Manager
- Project Technical Leader
- Facilitator
- Notetaker

#### Conflict of interest:

The SASG 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 SASG member should declare this conflict to the SASG members and facilitator so that these may be appropriately managed and ensure the group's future accountability, transparency and success.