



SENIOR AGENCY STAFF GROUP CHARTER

SENIOR AGENCY STAFF GROUP (SASG) PURPOSE

The SASG is assembled to review the feasibility study process and provide informed feedback on the feasibility study findings. SASG members will provide their agency perspective and their individual technical insights in advising the project team through the process of narrowing a comprehensive list of Willamette River crossing concepts to a short list of feasible alternatives to be evaluated in a later National Environmental Policy Act (NEPA) phase of the project. SASG members will act as a liaison between the project and their agency by sharing project information with relevant agency staff.

MEMBER ROLE AND EXPECTATIONS

The SASG has been assembled to represent agencies with interests related and relevant to this study. The attached membership list identifies those agencies.

Meeting attendance – Members will prepare for and attend four two-hour meetings between March 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 (April 4, 2017) – Project Overview, SASG charter, agency interests, draft list of crossing concepts, project problem statement, draft pass fail and screening criteria
- Meeting 2 (July 2017) – Review screening results, initial input into evaluation criteria
- Meeting 3 (November 2017) - Draft alternatives evaluation criteria
- Meeting 4 (April 2018) – Results of alternatives evaluation

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 – Member agencies may appoint an alternate to represent them if their regular member 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 SASG will offer input and advice to the project team on technical process and share their agency's viewpoint in advising the feasibility study project team. Members will strive to understand other agency 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 SASG Communication – SASG members approve the sharing of individual member contact information within the SASG 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 SASG ground rules, provide opportunities for each SASG member to provide input, work with the SASG 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 SASG 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 views but do not speak for the SASG when engaged in other forums, including contacts with the news media or other stakeholders; and
- Discuss any process concerns with project team to help future meetings and activities work more effectively.

ACCEPTANCE OF CHARTER

This charter will be reviewed for consensus at the April 4, 2017 SASG meeting.

PROJECT TEAM CONTACTS:

Megan Neill, megan.neill@multco.us, 503-988-0437

Heather Catron, Heather.Catron@hdrinc.com, 503-318-5611