



STAKEHOLDER REPRESENTATIVE GROUP CHARTER

STAKEHOLDER REPRESENTATIVE GROUP (SRG) PURPOSE

SRG members will provide their organization's perspective 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. SRG members will act as a liaison between the project and their organizations by sharing project information with other staff in their organizations.

MEMBER ROLE AND EXPECTATIONS

The SRG has been assembled to represent stakeholders with interests related and relevant to this study. The SRG is assembled to review the feasibility study process and provide informed feedback on the feasibility study findings.

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 17, 2017) – Project Overview, SRG charter, stakeholder 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 – Members 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 SRG will offer input and advice to the project team on project elements and share their organization's viewpoint in advising the feasibility study project team. Members will strive to understand other stakeholder 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 SRG Communication – SRG members approve the sharing of individual member contact information within the SRG 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 SRG ground rules, provide opportunities for each SRG member to provide input, work with the SRG 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 SRG 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 organization's views but do not speak for the SRG 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 17, 2017 SRG meeting.

PROJECT TEAM CONTACTS:

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