

Oak Grove – Lake Oswego Pedestrian & Bicycle Bridge Feasibility Study

Policy Committee Charter

The following is the charter for the Policy Committee that will be formed for the Oak Grove – Lake Oswego Pedestrian Bicycle Bridge Feasibility Study. This charter defines the organizational structure and decision making process for the project, the membership and responsibilities for the committee, as well as the expectations for committee participation and attendance, communications and meeting protocols.

Project Purposes:

The purpose of this project is to analyze the feasibility of a pedestrian and bicycle bridge over the Willamette River between Oak Grove and Lake Oswego by studying three issues: 1) The engineering and environmental feasibility of developing the bridge and providing connections to the existing and planned pedestrian-bicycle network; 2) The level of support for the bridge in the project area; 3) The manner in which the city, county and regional governments could work together to build and maintain a bridge.

Project Organizational Structure and Decision Making:

There will be four committees organized for this project that will be responsible for receiving community input, evaluating technical information and making recommendations:

Policy Committee (PC):

The Policy Committee will be the decision making body for this feasibility study and will make recommendations to the partner governments at key decision points in the study.

Community Advisory Committee (CAC):

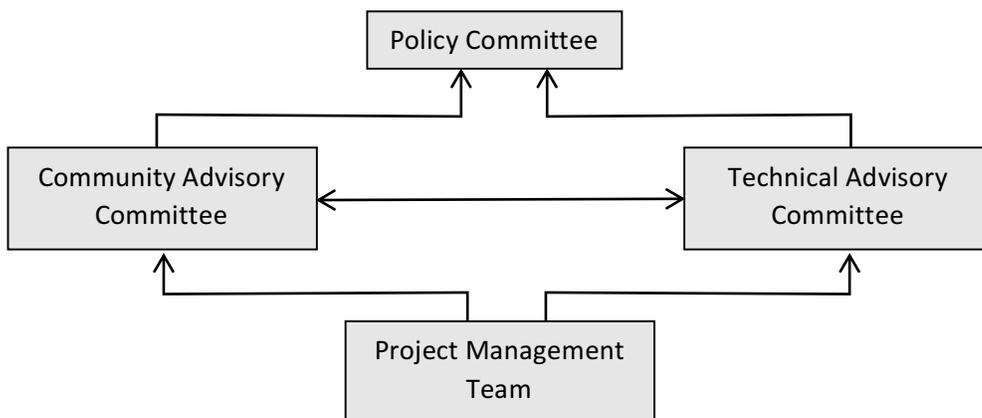
The Community Advisory Committee will be made up of study area residents and business owners, as well as representatives of community groups with an interest in the proposed bridge project. The CAC will make recommendations to the PC and the TAC on key decisions in the feasibility study identified above.

Technical Advisory Committee (TAC):

The Technical Advisory Committee will be made up of staff members from the four partner governments with expertise in planning, bike/pedestrian transportation, engineering, community engagement and parks. The TAC will make recommendations to the PC and CAC on key decisions in the feasibility study.

Project Management Team (PMT): The Project Management Team will be made up of members of Clackamas County staff and the consultant Project Manager. The PMT will be responsible for the management of the project.

The diagram below depicts the decision making structure for the project:



Policy Committee Membership and Responsibilities

Policy Committee Membership:

The Policy Committee membership will be as follows:

- Clackamas County – One County Commissioner appointed by the Board of County Commissioners
- City of Lake Oswego – One City Councilor appointed by the City Council
- City of Milwaukie – One City Councilor appointed by the City Council
- Metro – One member of the Metro Council, appointed by Metro Council

Term of Membership:

Members of the PC shall serve until the completion of the feasibility study, which is expected to require about nine months. If the bridge project is determined to be feasible by the partner governments, and if sufficient funding is available, the bridge project may move into subsequent phases for engineering design and environmental analysis. The committee structure will be evaluated at the end of the feasibility study and a determination made regarding the committee structure that is needed for the succeeding phases. Each of the four partner agency decision-making bodies will be responsible for determining their representation for subsequent phases.

Policy Committee Responsibilities:

The Policy Committee will be the decision making body for this feasibility study and will make recommendations to the partner governments on key decisions in the study, including

- Bridge Alternatives including bridge concepts, alignments, landing points, and plans for connection to the pedestrian and bicycle network;
- Bridge Conceptual Costs
- Preliminary environmental screening
- Organizational plan for the development and maintenance of the bridge
- Bridge feasibility

Policy Committee Operation Agreements:

Meeting Attendance

- All members will attend each of the Policy Committee meetings, arrive promptly, and stay for the duration of the meeting.
- Alternates or proxies will not be accepted.
- If a member of the Policy Committee must end their service, the government that member represented will be asked to appoint a replacement representative prior to the next Policy Committee meeting and will ensure that member has been fully briefed on the deliberations to date.

Meeting Schedule:

- This project will move quickly and will require close coordination between the four committees and the consultant team. To enable the project to move forward quickly and achieve close coordination, a meeting schedule for all committees, including the PC will be established at the beginning of the project and strictly followed.

Meeting Protocol

- A quorum shall consist of a majority of voting members
- Meeting agendas will be distributed in advance and include the amount of time scheduled for

each meeting topic.

- Meeting summaries will be prepared and distributed after the meeting for review.
- The meetings will begin with an opportunity for members to raise questions or comments about the summary of the last meeting.
- Discussions will be facilitated by a neutral professional.
- The facilitator will start and end meetings on time unless the group agrees to extend the meeting time.
- The facilitator will maintain an ongoing list of off-agenda topics to be addressed as time permits.
- All PC meetings shall be conducted in accordance with Oregon Public Meetings Law and are open to the public. Community members will be invited to provide comments to the PC as time allows as noted on the agenda. Written comments are always welcome by emailing Project Manager Steve Williams and will be shared with PC members. The facilitator may allow public comments or questions at other times during the meeting if time permits.

PC Actions

- PC actions will ideally be made by consensus. Consensus means no one will choose to block or prohibit the implementation of a decision.
- If consensus on a proposed decision cannot initially be achieved, the committee will explore modifications and alternatives that address the outstanding issues until consensus can be reached.
- If consensus is not reached, the PC will determine if a majority decision can be reached on a milestone and, if so, whether the action is viable without the dissenting member. If not, or in the event of a tie vote, the proposed action will be deemed to have failed for that meeting and the PC may choose to continue to seek solutions outside of the group meetings as follows:
 - The facilitator and/or project manager will hold separate meetings with each of the PC members along with their key staff to discuss the outstanding issues and potential solutions. If it appears a consensus solution is possible, the group will be reconvened in a brief meeting (such as a web meeting) to take action.
 - If it is clear, that no consensus is possible on a decision that requires consensus, three of the four partner agency representatives must agree in order for a decision to be forwarded as a recommendation of the committee, and the committee will elevate the decision by forwarding the recommendation to each of the partner agencies' decision-making bodies, and all positions will be reported and reflected fairly.
- Discussions will be described in a meeting summary and will be shared with other committees and decision makers.