



Clackamas
County
Coordinating
Committee

Promoting partnership among the County, its Cities and Special Districts

**CLACKAMAS COUNTY COORDINATING COMMITTEE (C4)
Agenda**

**Thursday, January 05, 2017
6:45 PM – 8:30 PM**

Development Service Building
Main Floor Auditorium, Room 115
150 Beaver Creek Road, Oregon City, OR 97045

6:45 p.m. Pledge of Allegiance

Welcome & Introductions

Commissioner Paul Savas & Mayor Brian Hodson, Co-Chairs

Housekeeping

- Approval of December 01, 2016 C4 Minutes
- C4 Appointments by Cities and County due by February 20, 2016

Page 02

6:50 p.m. Final Approval of Technical Changes to C4 Bylaws

- Track Changes of “technical fixes” to C4 Bylaws
- Existing C4 Bylaws

Page 04

Page 09

7:10 p.m. What is the role and future of C4?

- Facilitated by Clackamas County Resolution Services
- Precursor to fuller discussion about C4 Bylaws “Policy Recommendations”

8:10 p.m. Next Steps for C4 Bylaws Discussion

- Updated list of “Policy Recommendations” to C4 Bylaws

Page 13

8:30 p.m. Adjourn

Overview of Submitted Recommendations to C4 Bylaws

Trent Wilson indicated that back in September he had asked for recommendations and feedback on the C4 Bylaws and the original timeline had discussion occurring at the November meeting. Due to the Regional Flexible Fund Allocation (RFFA) process, this discussion was delayed. Included in the packet are recommendations for Technical and Policy level changes as well as feedback letters from Oregon City, Wilsonville and Commissioner Savas which were reviewed with the committee.

C4 Members acknowledged the large work load ahead, and Terry Gibson proposed postponing the discussion until the retreat, when members would have more time to vet the proposals. C4 members agreed to move forward with the evening's agenda and to reassess given the progress made.

Discussion of Technical Recommendations to C4 Bylaws

Each recommendation was reviewed and suggestions noted.

- Format for Membership – break out into Rural versus metro or use asterisks to flag or add a column for UBG and Non UBG. Add Portland and Gresham and remove Damascus
- Voting members – Notify the Secretary of C4 when membership changes and define who the secretary is and who appoints. *When voting each jurisdiction gets one vote – approved.*
- Executive CommitteeAt or before the March meeting. Include language, at a minimum and/or any city has the right to change representation and/or at the desire of each individual city.
- Management Advisory Subcommittee – move to policy recommendations
- Technical Advisory Subcommittees -consist of a representative of each of the agencies. Depending on the topic, voting limited to 1 vote per jurisdiction.
- Definitions -cities within or any portion thereof.

Terry Gibson motioned staff to make the suggested changes and forward to members of C4 to take back to their jurisdictions for 30 day notice. Seconded by Markley Drake and approved.

Discussion of Policy Recommendations to C4 Bylaws

To be held at a future meeting. Include in policy recommendation the number of BCC members and decisions on 6a and b.

Next Steps for C4 Bylaws Discussion

Discussion held regarding when to hold a meeting for Policy Recommendations. C4 members agreed that a doodle poll should be taken to survey everyone's availability and that a longer, set aside meeting would be ideal for moving the discussion forward. Pending agreement of the doodle poll, C4 members general spoke in consensus that the ensuing meetings could be used to tackle the issues in piecemeal until fully resolved.

Meeting adjourned at 8:42 p.m.

DRAFT CLACKAMAS COUNTY COORDINATING COMMITTEE BY-LAWS DRAFT

The RED notations in this document reflect the “technical fix” recommendations in an “accepted form” as discussed by C4 Members at the December 1, 2016 meeting.

1. PURPOSE

The Clackamas County Coordinating Committee (C-4) was founded by the County to promote a partnership between the County, its Cities, Special Districts, Hamlets, Villages and Community Planning Organizations (CPOs).

C-4’s primary functions are to:

- Enhance coordination and cooperation between the jurisdictions
- Establish unified positions on land use and transportation plans
- Provide a forum for issues of mutual benefit and interest
- Promote unified positions in discussions at the state and regional levels

2. MEMBERSHIP POLICY BODY

Committee membership shall consist of representatives from the following jurisdictions, communities, and districts:

Voting Body		Members	Votes
<i>* = Urban Jurisdiction</i>			
County	Board of County Commissioners	2	2
Cities	Barlow	1	1
	Canby	1	1
	Estacada	1	1
	Gladstone*	1	1
	Happy Valley*	1	1
	Johnson City*	1	1
	Lake Oswego*	1	1
	Milwaukie*	1	1
	Molalla	1	1
	Oregon City*	1	1
	Portland*	1	1
	Rivergrove*	1	1
	Sandy	1	1
	Tualatin*	1	1
	West Linn*	1	1
	Wilsonville*	1	1
Communities	CPOs*	1	1
	Hamlets	1	1
	Villages	1	1
Districts	Fire*	1	1
	Sanitary*	1	1
	Water*	1	1
Total		24	24

Non-Voting Body		Members
Regional	Metro*	1
	Clackamas Citizen from MPAC	1
Transit	Rural	1
	Urban*	1
Other	Port of Portland*	1
Total		5

At a minimum, Clackamas County Board of Commissioners will select its two (2) elected representatives in February of odd-numbered years and notify the Secretary of C-4 by letter signed by the Chair or a designee appointed by the Chair.

At a minimum, the cities shall provide the names of their elected C-4 representatives and alternates by letter signed by the Mayor or their designee in February of each odd-numbered year to the Secretary of C-4.

The special districts/authorities representatives shall be designated by agreement among districts/authorities represented. The Hamlet and Village representatives shall be designated by agreement among the County’s Hamlets and Villages, represented. The process for designating the representatives shall be established by agreement among each of the groups of Districts/Authorities, Hamlets, and Villages. Each of these entities shall submit the names of their elected C-4 representative and alternate to the Secretary of C-4 by letter signed by the Chairs of the Boards represented in February of every even-numbered year.

The CPO representative and alternate shall be determined in a process that is guided by the County and includes the opportunity for input of each of the County's recognized CPOs and the County's Committee for Citizen Involvement (CCI). That selection process shall be completed by February of each even-numbered year and the name of the representative and alternate shall be submitted to the C-4 Secretary.

Each jurisdiction with a voting membership shall have one (1) vote, with the exception of the County which has two (2) votes. The cities, special districts, and Clackamas County representatives to JPACT and MPAC are encouraged but not required to have their representative as a voting member or alternate on C-4.

The Metro Council shall provide the name of their C-4 representative and alternate by letter signed by the Metro President or his/her designee in February of each odd-numbered year.

The representatives from the Port of Portland, the transit agencies, and the Clackamas Citizen from MPAC are not elected officials, and their membership is determined by appointment from their respective organizations.

3. EXECUTIVE COMMITTEE

The Executive Committee shall be comprised of a representative of: (a) the board of county commissioners, (b) an urban city, (c) a rural city, (d) water and sewer districts, (e) fire districts, and f) Hamlets, Villages and CPOs. This committee shall set the agendas for meetings of C-4 and to make recommendations to the C-4 body on action items as appropriate. C-4 Metro Jurisdiction cities and Rural Cities shall elect their respective Executive Committee representatives annually at the **March** C-4 Regular meeting. Special Districts shall annually determine their own Executive Committee representative selection process and shall submit the name of the appointment by a letter signed by the chairs of the special district boards to the Secretary of C-4 at or before the **March** C-4 meeting.

4. OFFICERS

The co-chairs of the Executive Committee will also serve as the co-chairs of C-4 and shall be elected annually at their **March** meeting by members of the Executive Committee from among its members. The County member will co-chair the Executive Committee and C-4. The secretary of the Executive Committee and C-4 shall be a county staff member designated by the Board of County Commissioners.

5. PROCEDURES

A. Meetings

Meetings will be held monthly on a day to be determined by C-4 or called as needed by the co-chairs or by a vote of C-4. The secretary is responsible for notifying members of the meeting time and place and for preparing the agenda.

B. Quorum

A quorum of C-4 shall consist of a majority of the participating jurisdictions' voting members.

C. Voting

Votes in C-4 shall carry by a simple majority of those present, provided that no action shall be taken unless a quorum is present. **Only members or their designated alternate shall have voting rights.**

D. Alternates

A designated alternate will sit in the absence of a member and shall have full voting rights. Alternates will be appointed by the member jurisdiction.

E. Records

All C-4 actions shall be documented in the form of minutes, memoranda and special reports. The secretary will be responsible for such documentation and distribution of such minutes, memoranda and reports.

F. Rules

Meetings shall be conducted in accordance with Roberts' Rules newly revised.

G. Agenda Items

Before presentation to C-4 for action, agenda items shall be sent to the member jurisdictions and to all fire districts, water districts/authorities and sanitary sewer districts/authorities for discussion by the governing body. Compliance with this requirement may be waived where circumstances warrant faster action by a majority vote of C-4.

6. ADVISORY SUBCOMMITTEES:

A. Metro Subcommittee

C-4 members who are within the Metro jurisdiction shall be a subcommittee of C-4 named Metro subcommittee. This subcommittee shall at a minimum be the body which nominates and elects cities' representatives to: Joint Policy Advisory Committee on Transportation (JPACT); Metro Policy Advisory Committee (MPAC) and associated technical committees: Transportation Policy Advisory Committee (TPAC); and Metro Technical Advisory Committee (MTAC) respectively. These nominations and elections shall occur in November of each even numbered year in accordance with Metro Charter requirements.

B. Rural Cities Subcommittee

C-4 members who are outside of the Metro jurisdiction shall be a subcommittee of C-4 named Rural Cities subcommittee. This subcommittee shall at a minimum develop positions relative to transportation issues and related funding for presentations to the ODOT Region 1 **Area Commission on Transportation (R1ACT)**. The Rural Cities subcommittee shall also consider coordination with the County, State, and other jurisdictions as appropriate, on land use, planning, or other issues that may uniquely affect these cities located outside of the Metro boundaries.

C. Management Advisory Subcommittee

The administrator of each city, district, authority and county shall serve as a Management Advisory Subcommittee. This subcommittee will provide overview and advice to C-4 and support the work of the Technical Subcommittees. The subcommittee shall also have the responsibility, as directed by C-4, of constituting any ad hoc subcommittees or other groups established for information and advice on specific issues. The Management Advisory Subcommittee shall meet as needed.

D. Technical Advisory Subcommittees

C-4 shall be informed and advised by the following standing Technical Advisory Committees, as well as other ad hoc subcommittees established and chartered at the direction of the co-chairs for information and advice on specific issues, plans or projects of interest to C-4.

1. **Clackamas Transportation Advisory Committee (CTAC)**

The membership of **CTAC** shall consist of staff representatives of all agencies on the policy body and is to review transportation plans, projects, and funding issues, and make recommendations to C-4. **CTAC** shall operate under the same

procedures as the policy body, and will meet as needed to be determined by committee members. Member cities will have only one vote when votes are required.

2. Land Use Advisory Subcommittee

The membership of this subcommittee shall consist of the planning directors or the staff persons with lead planning responsibility for all agencies on the policy body. The subcommittee is to focus on land use issues and transportation issues that may have an impact on land use. The subcommittee shall operate under the same procedures as the policy body, and will meet as needed to be determined by subcommittee members or when scheduled by the chairman or by a vote of the subcommittee.

7. DEFINITIONS

Urban cities are those incorporated cities located, **either fully or partially**, within Clackamas County **and also located** within Metro's Urban Growth Boundary.

Rural Cities are those incorporated cities **located within** Clackamas County **and also** located outside Metro's Urban Growth Boundary.

The Hamlets of Clackamas County include: Beavercreek, Molalla Prairie, Mulino and Stafford; and one Village: the Villages at Mt Hood (collectively Brightwood, Rhododendron, Welches, Wemme and Zig Zag).

Community Planning Organizations (CPOs) are officially recognized by the County and statutorily defined public bodies that consist of citizen volunteers who represent their neighborhoods on issues of importance to local communities and make decisions and recommendations to the County.

8. AMENDMENTS

These by-laws may be amended from time to time by a majority of the members of C-4, provided that all voting members of C-4 and all fire districts, water districts/authorities and sanitary sewer districts/authorities have been sent copies of the proposed amendments thirty (30) days prior to the meeting where action on the rules is scheduled.

Adopted on September 26, 2001
Amended on March 3, 2005
Amended on February 5, 2009
Amended on January 7, 2010
Amended on November 3, 2011
Amended on April 4, 2013
Amended on December 5, 2013

CLACKAMAS COUNTY COORDINATING COMMITTEE BY-LAWS

1. PURPOSE

The Clackamas County Coordinating Committee (C-4) was founded by the County to promote a partnership between the County, its Cities, Special Districts, Hamlets, Villages and Community Planning Organizations (CPOs).

C-4's primary functions are to:

- Enhance coordination and cooperation between the jurisdictions
- Establish unified positions on land use and transportation plans
- Provide a forum for issues of mutual benefit and interest
- Promote unified positions in discussions at the state and regional levels

2. MEMBERSHIP POLICY BODY

The voting membership shall consist of one (1) elected representative and an elected alternate appointed by the City Council of the Metro Jurisdiction Cities of: Damascus, Gladstone, Happy Valley, Johnson City, Lake Oswego, Milwaukie, Oregon City, Rivergrove, Tualatin, West Linn and Wilsonville; and the non-Metro/Rural Cities of: Barlow, Canby, Estacada, Molalla and Sandy. The Clackamas County Board of Commissioners shall be represented by two (2) voting members. The voting membership shall also include one (1) elected representative of fire districts, one (1) elected representative of water districts/authorities, one (1) elected representative of sanitary sewer districts/authorities, one (1) representative of Villages, one (1) representative of Hamlets and one (1) representative of CPOs. A Metro councilor, one (1) representative from the Port of Portland, one (1) representative from a rural transit agency and one (1) representative from an urban transit agency are included as non-voting members. The representatives of the Port of Portland and the transit agencies do not have to be elected officials to serve in this non-voting capacity.

The cities shall provide the names of their elected C-4 representatives and alternates by letter signed by the Mayor or his/her designee in December of each even numbered year to the Secretary of C-4.

The special districts/authorities representatives shall be designated by agreement among districts/authorities represented. The Hamlet and Village representatives shall be designated by agreement among the County's Hamlets and Villages, represented. The process for designating the representatives shall be established by agreement among each of the groups of Districts/Authorities, Hamlets, and Villages. Each of these entities shall submit the names of their elected C-4 representative and alternate to the Secretary of C-4 by letter signed by the Chairs of the Boards represented in December of every odd-numbered year.

The CPO representative and alternate shall be determined in a process that is guided by the County and includes the opportunity for input of each of the County's recognized CPOs and the County's Committee for Citizen Involvement (CCI). That selection process shall be completed by December of each odd-numbered year and the name of the representative and alternate shall be submitted to the C-4 Secretary in January of the following year.

Each jurisdiction with a voting membership shall have one vote, with the exception of the County which has two (2) votes. The cities, special districts, and Clackamas County representatives to JPACT and MPAC will be on the policy body but shall not have an additional vote.

3. EXECUTIVE COMMITTEE

The Executive Committee shall be comprised of a representative of: (a) the board of county commissioners, (b) an urban city, (c) a rural city, (d) water and sewer districts, (e) fire districts, and f) Hamlets, Villages and CPOs. This committee shall set the agendas for meetings of C-4 and to make recommendations to the C-4 body on action items as appropriate. C-4 Metro Jurisdiction cities and Rural Cities shall elect their respective Executive Committee representatives annually at the January C-4 Regular meeting. Special Districts shall annually determine their own Executive Committee representative selection process and shall submit the name of the appointment by a letter signed by the chairs of the special district boards to the Secretary of C-4 at or before the January C-4 meeting.

4. OFFICERS

The co-chairs of the Executive Committee will also serve as the co-chairs of C-4 and shall be elected annually at their February meeting by members of the Executive Committee from among its members. The County member will co-chair the Executive Committee and C-4. The secretary of the Executive Committee and C-4 shall be a county staff member designated by the Board of County Commissioners.

5. PROCEDURES

A. Meetings

Meetings will be held monthly on a day to be determined by C-4 or called as needed by the co-chairs or by a vote of C-4. The secretary is responsible for notifying members of the meeting time and place and for preparing the agenda.

B. Quorum

A quorum of C-4 shall consist of a majority of the participating jurisdictions' voting members.

C. Voting

Votes in C-4 shall carry by a simple majority of those present, provided that no action shall be taken unless a quorum is present.

D. Alternates

A designated alternate will sit in the absence of a member and shall have full voting rights. Alternates will be appointed by the member jurisdiction.

E. Records

All C-4 actions shall be documented in the form of minutes, memoranda and special reports. The secretary will be responsible for such documentation and distribution of such minutes, memoranda and reports.

F. Rules
Meetings shall be conducted in accordance with Roberts' Rules newly revised.

G. Agenda Items
Before presentation to C-4 for action, agenda items shall be sent to the member jurisdictions and to all fire districts, water districts/authorities and sanitary sewer districts/authorities for discussion by the governing body. Compliance with this requirement may be waived where circumstances warrant faster action by a majority vote of C-4.

6. ADVISORY SUBCOMMITTEES:

A. Metro Subcommittee
C-4 members who are within the Metro jurisdiction shall be a subcommittee of C-4 named Metro subcommittee. This subcommittee shall at a minimum be the body which nominates and elects cities' representatives to: Joint Policy Advisory Committee on Transportation (JPACT); Metro Policy Advisory Committee (MPAC) and associated technical committees: Transportation Policy Advisory Committee (TPAC); and Metro Technical Advisory Committee (MTAC) respectively. These nominations and elections shall occur in November of each even numbered year in accordance with Metro Charter requirements.

B. Rural Cities Subcommittee
C-4 members who are outside of the Metro jurisdiction shall be a subcommittee of C-4 named Rural Cities subcommittee. This subcommittee shall at a minimum develop positions relative to transportation issues and related funding for presentations to ODOT Region 1. The Rural Cities subcommittee shall also consider coordination with the County, State, and other jurisdictions as appropriate, on land use, planning, or other issues that may uniquely affect these cities located outside of the Metro boundaries.

C. Management Advisory Subcommittee
The administrator of each city, district, authority and county shall serve as a Management Advisory Subcommittee. This subcommittee will provide overview and advice to C-4 and support the work of the Technical Subcommittees. The subcommittee shall also have the responsibility, as directed by C-4, of constituting any ad hoc subcommittees or other groups established for information and advice on specific issues. The Management Advisory Subcommittee shall meet as needed.

D. Technical Advisory Subcommittees
C-4 shall be informed and advised by the following standing Technical Advisory Committees, as well as other ad hoc subcommittees established and chartered at the direction of the co-chairs for information and advice on specific issues, plans or projects of interest to C-4.

1. Transportation Advisory Subcommittee

The membership of the Transportation Advisory Subcommittee shall consist of staff representatives of all agencies on the policy body and is to review transportation plans, projects, and funding issues, and make recommendations to C-4. The Transportation Advisory Subcommittee shall operate under the same procedures as the policy body, and will meet as needed to be determined by subcommittee members.

2. Land Use Advisory Subcommittee

The membership of this subcommittee shall consist of the planning directors or the staff persons with lead planning responsibility for all agencies on the policy body. The subcommittee is to focus on land use issues and transportation issues that may have an impact on land use. The subcommittee shall operate under the same procedures as the policy body, and will meet as needed to be determined by subcommittee members or when scheduled by the chairman or by a vote of the subcommittee.

7. DEFINITIONS

Urban cities are those incorporated cities within Clackamas County that are within Metro's Urban Growth Boundary.

Rural Cities are those incorporated cities located outside the Metro's Urban Growth Boundary.

The Hamlets of Clackamas County include: Beaver Creek, Molalla Prairie, Mulino and Stafford; and one Village: the Villages at Mt Hood (collectively Brightwood, Rhododendron, Welches, Wemme and Zig Zag).

Community Planning Organizations (CPOs) are officially recognized by the County and statutorily defined public bodies that consist of citizen volunteers who represent their neighborhoods on issues of importance to local communities and make decisions and recommendations to the County.

8. AMENDMENTS

These by-laws may be amended from time to time by a majority of the members of C-4, provided that all voting members of C-4 and all fire districts, water districts/authorities and sanitary sewer districts/authorities have been sent copies of the proposed amendments thirty (30) days prior to the meeting where action on the rules is scheduled.

Adopted on September 26, 2001

Amended on March 3, 2005

Amended on February 5, 2009

Amended on January 7, 2010

Amended on November 3, 2011

Amended on April 4, 2013

Amended on December 5, 2013

Clackamas County Coordinating Committee (C4)

Updated for Jan 5, 2017: Recommendations for updating the C4 Bylaws

Process to date:

Sept – Oct: Submit feedback and recommendations to C4 Executive Committee or Staff

December: C4 discusses proposed technical recommendations, recommends polling for availability of when C4 members can have the remainder of the discussion

January: Proposed adoption of technical changes to bylaws, continued discussion on C4 bylaws

Policy Recommendations (by subject):

Membership Questions

- Staff recommendation for C4 to consider the Clackamas Citizen from MPAC as a non-voting member.
 - This position has had honorary status for several years, including a seat at the members table, but has not been memorialized in the bylaws.
 - **Found in: Section 2**
 - **Submitted by: County Staff**

- Clarify that special districts are included in the C4 Metro Subcommittee
 - Clarify if they want to be involved
 - **Found in: Section 6, Subsection A**
 - **Submitted by: Commissioner Savas**

Agenda Setting Questions

- Create agenda and notification transparency
 - Identify a cutoff for when agenda items are recommended
 - **Found in: Section 5, Subsection G**
 - **Submitted by: Combination of C4 discussion, members recommendations and County Staff seeking clarity**

- Clarify how C4 members and [C4 Metro] Subcommittee members are able to “contribute to” the creation of monthly agendas
 - **Found in: Section 5, Subsection G**
 - **Submitted by: Mayor Knapp**

- Clarify that voting, whether at C4 or any subcommittee (pending on whether or not subcommittees vote), be noticed in the agenda
 - If notice will be required in bylaws, clarity is needed to address how far in advance notice is required
 - **Found in: Section 5, Subsection C**
 - **Submitted by: Commissioner Savas**

Executive Committee Questions

- Enable C4 members to elect a new chair and vice-chair each February from amongst the C4 voting members. County staff to continue as the support for C4
 - Propose there to be no requirements for a County Commissioner be a co-chair
 - ***Found in: Section 4***
 - ***Submitted by: Mayor Gamba***

C4 Metro Subcommittee Questions

- Clarify the purpose of the C4 Metro Subcommittee within the bylaws
 - They currently have an “at a minimum” scope
 - Should the new scope clarify the “Pre-MPAC/JPACT meeting” role?
 - ***Found in: Section 6, Subsection A***
 - ***Submitted by: Discussion at August C4 meeting and C4 Metro Subcommittee meetings post August discussion***
- Enable the C4 Metro Subcommittee members to decide on who serves as co-chair
 - ***Found in: Could occur in Section 3; Section 5, Subsection A; or Section 6, Subsection A***
 - ***Submitted by: Mark Ottenad on behalf of Mayor Knapp***
- Clarify the decision making protocol for C4 subcommittees
 - How should subcommittees reach decisions?
 - Current practice for decision making in subcommittees is a “consensus model”
 - Would be ideal to make this consistent protocol across all potential subcommittees (staff recommendation)
 - ***Found in: Could occur in Section 5 as a new subsection or in Section 6, Subsection A***
 - ***Submitted by: C4 Discussion in August, County Staff seeking clarity***

Additional Recommendation from the December 1, 2016 meeting

- Clarifying use of Robert’s Rules of Order as method for conducting business/setting agendas
 - ***Found in: Section 5, Subsection F***
 - ***Submitted by Wilsonville Memo distributed at December 1, 2016 C4 meeting***