



Historic Albina Advisory Board Charter

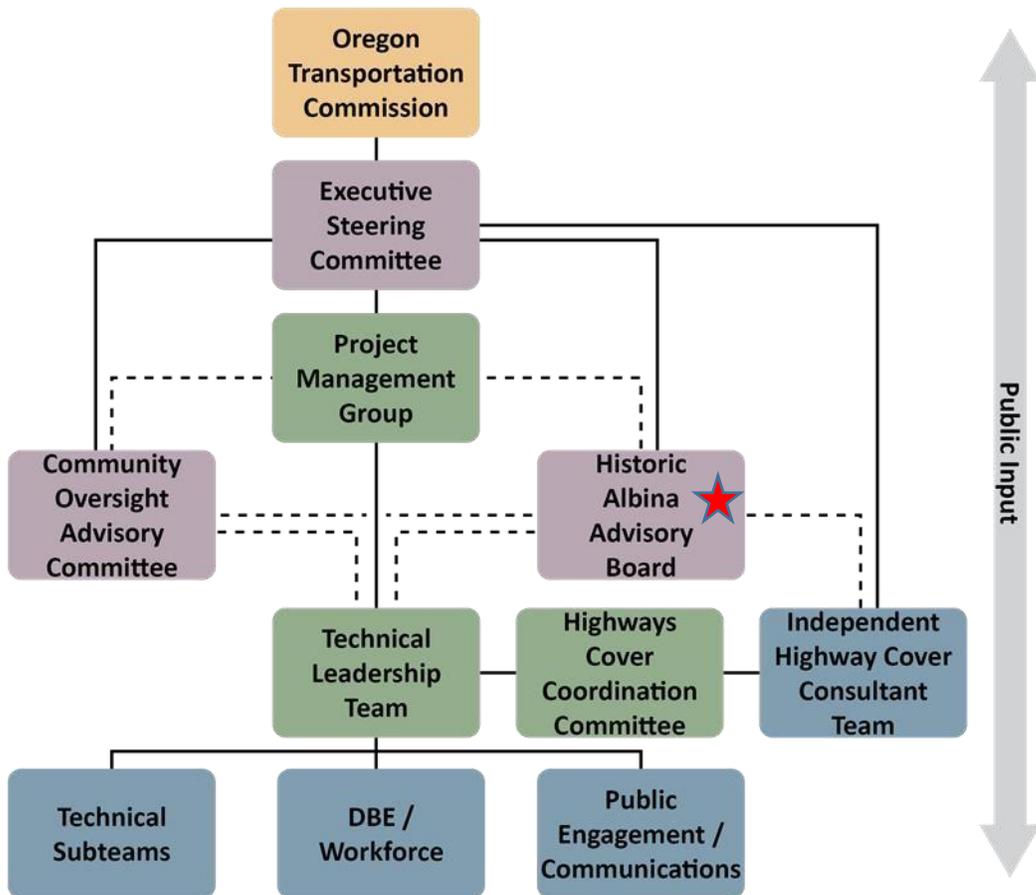
February 23, 2021

1 Overview

This charter serves as the founding document of the Historic Albina Advisory Board (HAAB or Board) for the I-5 Rose Quarter Improvement Project. The HAAB brings essential community perspectives from Black Portlanders and people with ties to historic Albina into project decision-making. In addition, members provide information to and bring feedback from the community and other committee members (see Figure 1 below for the project committee structure).

This charter guides the scope and operation of the HAAB within the leadership and decision-making structure of the project.

Figure 1: I-5 Rose Quarter Improvement Project Leadership and Decision Structure





2 Vision, Values and Principles of Agreement

The Historic Albina Advisory Board is an integral part of the advice and decision-making structure of the I-5 Rose Quarter Improvement Project. The Board represents community values and interests of the historic Albina neighborhood and works collaboratively to shape project outcomes for the maximum benefit of the project and community.

The Board is guided by the [Values Statement](#) as adopted by the Executive Steering Committee with the aim to achieve positive project outcomes for the community through the intentional application of the following values:

1. **Restorative Justice.** The aim of this value is to advance social and racial equity resulting in positive change.
2. **Community Input and Transparent Decision-Making.** The aim of this value is to have community-informed and involved decision-making through a community-connected, transparent and inclusionary process.
3. **Mobility Focus.** The aim of this value is to increase connectivity for the traveling public and local community.
4. **Climate Action and Improved Public Health.** The aim of this value is to reduce greenhouse gas emissions and meet local, regional, and statewide climate action goals.

The Board will be accountable to the following seven Principles of Agreement, which are the same as those used by the Executive Steering Committee:

1. Your voice matters
2. Speak your truth
3. Listen for understanding
4. Deal with issues not with people
5. Experience discomfort
6. Remain respectfully engaged
7. Expect and accept non-closure

3 Purpose

The purpose of the Historic Albina Advisory Board is to elevate voices in the Black community to ensure that project outcomes reflect community interests and values and that historic Albina directly benefits from the investments of this project.

The Board brings community interests and values into the project's decision-making process concerning project elements that most directly support community connections and wealth generation in the Black and historic Albina community. Areas of advice and recommendations may include the following:



- Highway cover design responsive to community economic development needs, public health and aesthetic desires
- Connections between the highway and local streets and paths to improve movements for people within and through the project area
- Input to partnership opportunities to support community wealth generation through project area re-development, including potential partnerships between ODOT and other agencies, businesses and organizations

Operationally, Board members will review project information, discuss and deliberate, and provide interest- and value-based advice and recommendations directly to the Executive Steering Committee to substantively inform its recommendations to the Oregon Transportation Commission (OTC).

4 Membership

The Historic Albina Advisory Board is composed of 13 members (10 who were appointed and 3 who applied and were selected) that include Black Portlanders and those with ties to historic Albina. Members represent themselves and their communities. Board membership is based on recommendations from the collective group of facilitators and consultants who support the project's committees. ODOT empowered these individuals, who also have deep connections with local communities of color and people with ties to historic Albina, to shape the membership of the Board. "Ties to historic Albina" include growing up in the neighborhood or having a multigenerational presence, attending school there, or working or worshipping there.

Historic Albina Advisory Board members:

- Sprinavasa Brown
- Andrew Campbell*
- Andrew Clarke
- Keith Edwards
- Sharon Gary-Smith
- Leslie Goodlow
- Estelle Love Lavespere
- Kevin Modica
- Pastor Richard Probasco
- Dr. Carlos Richard
- Carl Talton
- Serena Stoudamire-Wesley
- John Washington*

*Denotes members of the former Community Advisory Committee

Any member wishing to withdraw from the Board should do so by informing the facilitator in writing. ODOT will fill any vacancies based on the needs of the Board. ODOT will consult with its committee facilitators and consultants regarding any Board vacancies and retains the final decision regarding selection of Board members.

5 Decision-Making and Accountability

As an advisory body, the Historic Albina Advisory Board receives information, discusses and deliberates, and then makes decisions about the advice and recommendations it provides to the Executive Steering Committee (ESC), which is committed to working closely and thoughtfully with the HAAB throughout this process.

The Board will strive for consensus when possible, while recognizing that consensus may not always be achievable and with the understanding that consensus advice is more powerful to decision-makers and the community. The Board will use written recommendations or memorandums to the Executive Steering Committee that describe the range of the committee's perspectives and considerations to convey formal advice and record it for the community's use. When called upon, Board members may participate and present at ESC meetings.

There is no requirement for the Board to reach consensus for advice and recommendations to go forward to the ESC. In these instances, the facilitator will work with the group to identify areas of agreement among Board members and will capture individual perspectives where agreement is not identified.

The Historic Albina Advisory Board members hold themselves accountable to each other and the process by:

- Valuing lived and professional experiences equally to shape committee discussion and dialogue.
- Preparing for, attending and actively participating in committee meetings.
- Asking questions and requesting additional information whenever anything is unclear or needs further clarification.
- Applying lessons and learnings gained through previous lived and professional experiences to current work.
- Speaking truth to power.

6 Roles and Responsibilities

6.1 Historic Albina Advisory Board

Members of the Board will:

- Notify the facilitator in advance of any meeting they cannot attend. Alternates are not permitted.
- Read project information provided in advance of committee meetings.
- Attend meetings being prepared to discuss agenda topics and actively participate in discussions.
- Work collaboratively, actively, and respectfully with other members, other committees and the project team to find solutions.
- Between meetings, provide information to and bring back input from the community, as needed, to ensure the broader community issues, concerns, or needs are raised during meetings.



6.2 Executive Steering Committee

The ESC provides high-level guidance to and advises the OTC and the ODOT Urban Mobility Office on decisions related to the Project's design, construction and community partnerships.

In addition to its other functions, the ESC receives and acts upon advice and recommendations from the Historic Albina Advisory Board as it develops its recommendations for the OTC.

6.3 Project Management Team

The Project Management Team (PMT or project team) is responsible for successful delivery of the project in line with legislative requirements (House Bill 2017). Its members include ODOT and consultant project managers.

In addition to its other functions, the project team:

- Hosts Historic Albina Advisory Board meetings (online or in-person)
- Publicizes the meetings and solicits public comments
- Provides the agenda and meeting materials at least one week prior to each meeting
- Provides project updates at each meeting
- Documents each meeting
- Updates the project website about the Board's activities
- Provides feedback about how the Board's advice influenced project decisions.

6.4 Joint Subcommittee on the Independent Cover Assessment

The ESC and HAAB will appoint 2-3 members of each committee to serve on a Joint Subcommittee on the Independent Cover Assessment, which will strengthen ESC oversight and transparency of the ICA consultant team's work, increase ESC and HAAB engagement in the ICA work, and provide a venue for direction from the ESC and HAAB between meetings of those committees. This committee will provide a forum for members of the ESC and HAAB to engage the ICA consultant team in deeper discussion of ICA independence, process and scenarios. The ESC and HAAB facilitators will participate for coordination purposes only. The subcommittee may request other attendees to participate as needed.

ESC Role in the Independent Cover Assessment

The ESC directs the Independent Highway Cover Assessment consultant team (ICA) in assessing the highway cover design and creating the highway cover design scenario(s) to be recommended to the OTC for direction and approval.

HAAB Role in the Independent Cover Assessment

The HAAB shares community perspectives with the ICA team and the ESC to inform the development of highway cover scenarios that are responsive to community economic development needs, public health and aesthetic desires.



ICA Independence

The term, “independent,” means the ICA team is guided by the ESC (not ODOT). The ICA team proposes the ESC add the following terms to the definition by way of an ESC Charter amendment. The ICA team is objective and impartial. It advocates for a transparent and inclusive process, but it does not advocate for any stakeholder, its interests, or for a particular outcome. Being objective means the team calls “balls and strikes” as it sees them.

Highway Cover Coordinating Committee

The Highway Cover Coordinating Committee (HC3) will serve as the staff working group to support the ICA team’s independent development and refinement of the three development scenarios. It will review and provide input on the deliverables to be considered by the ESC for its recommendation to the OTC. The HC3 will provide a forum for the discussion of ICA work progress, schedule, change management, coordination with other project material and committees, and other relevant topics. It will also provide meaningful feedback to the ICA team on the cover process and how information is communicated and fits into the overall RQIP process. The HC3 will include representatives from ODOT, Metro, TriMet and PPS (and information will be made available to the City, County, and Albina Vision Trust). The ESC and HAAB facilitators, along with members of the Owner’s Rep team, will participate for coordination purposes only.

6.5 Process Facilitation

ODOT provides the services of independent third-party strategic advisors and neutral facilitators to support the committees working on this project. They are members of the project team and support all committee members, maintain the integrity of the process, and facilitate communication about the process among members and other interested parties. The facilitators work collaboratively with the team members to prepare process designs, meeting agendas, and pre-work materials, and with the Board members for preparing any draft and final products.

6.6 Work Plan

The Project team maintains a work plan for the committee that meets the needs of the project, the community and ODOT. The work plan guides agenda development and keeps the overall process on track. Requirements for project design and construction (including the independent cover assessment) as well as potential community partnership opportunities will inform the work plan. The facilitator and Project team will work collaboratively with the Board to adjust the plan as needed.

7 General Operating Procedures

7.1 Open Meetings and Public Comment

Anyone interested in this project is invited to observe meetings of the Historic Albina Advisory Board. Meetings include a brief public comment time, moderated by the facilitator, as part of each agenda. Meeting notification will be publicly available through the project website (www.i5rosequarter.org), ODOT GovDelivery notice, and notice to the I-5 Rose Quarter Improvement Project mailing list. The public may share comments by e-mail



(info@i5RoseQuarter.org), phone (503-470-3127), or during the committee meeting. Comments received by 11:00 a.m. two business days before the meeting will be shared with the committee in advance. All written and voice recorded comments received will be added into the meeting record.

7.2 Quorum

There is no quorum requirement. Those members present and active at each meeting have the authority and permission of the group to continue to work in the absence of others.

7.3 Meeting Agenda

The meeting packet (agenda and any pre-reading material) is provided to Board members one week prior to each meeting. Meeting agendas are posted to the project website one week prior to each meeting for public information. Such posting does not prevent last-minute adjustments to the agenda based on emerging information.

7.4 Meeting Dates and Location

Board meetings are hosted by the Project Management Team. Meetings will be scheduled to occur every three weeks from January through June 2021, and then monthly thereafter. They will generally be scheduled for two to three hours depending on the agenda. Meetings will be held virtually on Zoom in response to Governor Kate Brown's directive to use social distancing measures to slow the spread of COVID-19 and reduce the risk of exposure to our communities. When safe to do so, and in consultation with members, Board meetings may be held in-person at meeting venues within the project area. Meeting locations will be ADA accessible.

HAAB meetings will be publicly noticed through www.i5rosequarter.org and the project GovDelivery email list, at least seven days in advance of each meeting. Other notifications may include ODOT's social media platforms, e-alerts and news releases.

7.5 Meeting Structure

The meeting structure will depend upon the topic(s) under discussion, which are largely tied to the project's schedule and milestones. There may be instances where the Board meets jointly with the ESC and/or other project committees or work groups. Technical questions related to the topics under discussion at each meeting will be addressed as possible during the meeting, with any follow up actions noted. The Project team will provide facilitation, administrative support and project/program/policy expertise as appropriate for each meeting.

7.6 Meeting Documentation

The Project team provides a written summary of each meeting, including key discussion points, action items, and any areas of agreement among members. Any advice to be transmitted to the ESC is specifically identified in the summary. Following its preliminary review by ODOT, the facilitator distributes a draft meeting summary to Board members approximately ten business days following the meeting. Members have one week to provide comments on the draft summary, which are then declared final. The facilitator provides the final meeting summary to



Board members and then it is posted online as a public document no later than one month following the meeting.

7.7 Conflict of Interest

Board members agree to discuss and make recommendations only when they do not have an actual or potential conflict of interest. A “conflict of interest” is defined as:

Any action or any decision or recommendation by a person acting in a capacity as a public official or media representative, the effect of which could be to the private monetary benefit or detriment of the person or the person’s relative, or a business with which the person or the person’s relative is associated.

Members agree that should such a conflict of interest arise, they will immediately notify the facilitator and abstain from Board recommendations on that agenda item.

8 Communications

Open communication is essential to all Board deliberations and is encouraged through the following guidelines.

8.1 Correspondence

Members are encouraged to share opinions and ask questions during Board meetings to ensure full discussions with multiple viewpoints. Questions between meetings may be submitted to the facilitator and responses may be sent to the entire HAAB membership. Members recognize that all emails sent to ODOT related to this project are considered public records and may be made available upon an information request.

8.2 Media Requests

April deLeon Galloway, ODOT Communications Manager for this project, shall serve as the media spokesperson and provide official comments on behalf of the HAAB and project. Members will notify April (April.M.DELEON@odot.state.or.us) and the facilitator of all media requests received. Members may speak with the media directly if they wish but should clarify that they are speaking as an individual only and not on behalf of the project or committee, nor should they characterize the points of view of other members.

8.3 Photography and Recording

HAAB meetings are open to the public. Members may be video recorded, audio recorded, and/or photographed during the Board meetings. Zoom meetings are recorded and posted on the project homepage as official records of the meetings. Photographic images from Board meetings may be used by the Project team in outreach materials provided to the public. Any member with specific concerns about this should notify the facilitator.



8.4 Public Meetings and Records

ODOT will conduct Historic Albina Advisory Board meetings under the provisions of Oregon Public Meetings Law (ORS 192.610-690) and provide notice to the public regarding the dates, times and locations of all meetings.

All records of the committee, including formal documents, discussion drafts, meeting summaries and exhibits are public records. Communications among members related to the subject matter of the committee should not be treated as confidential and may be subject to public records requests. "Communications" refers to all statements and statements made during meetings, memoranda, work projects, records, documents or materials developed to fulfill the charge, including electronic mail correspondence by and among the members. The personal private notes of individual members taken at public meetings might be considered to be public to the extent they "relate to the conduct of the public's business" (ORS 192.410(4)).

This charter is considered a living document and may be adjusted further as required. Any changes to this document will be made with the full awareness and input from the Board.