



Executive Steering Committee Charter

October 26, 2020

1 Overview

The Executive Steering Committee (ESC) provides leadership for the I-5 Rose Quarter Improvement Project (Project) (Figure 1).

Its purpose is to provide high-level guidance to and advise the Oregon Transportation Commission (OTC) and the Oregon Department of Transportation (ODOT) Urban Mobility Office on decisions related to the Project’s design and construction. The ESC provides a critical opportunity for the OTC, ODOT, and state, regional, and local organizations to work cooperatively to develop a process and outcomes for the Project that respond to local community needs while also addressing critical regional and state mobility, congestion management, and safety improvement needs.

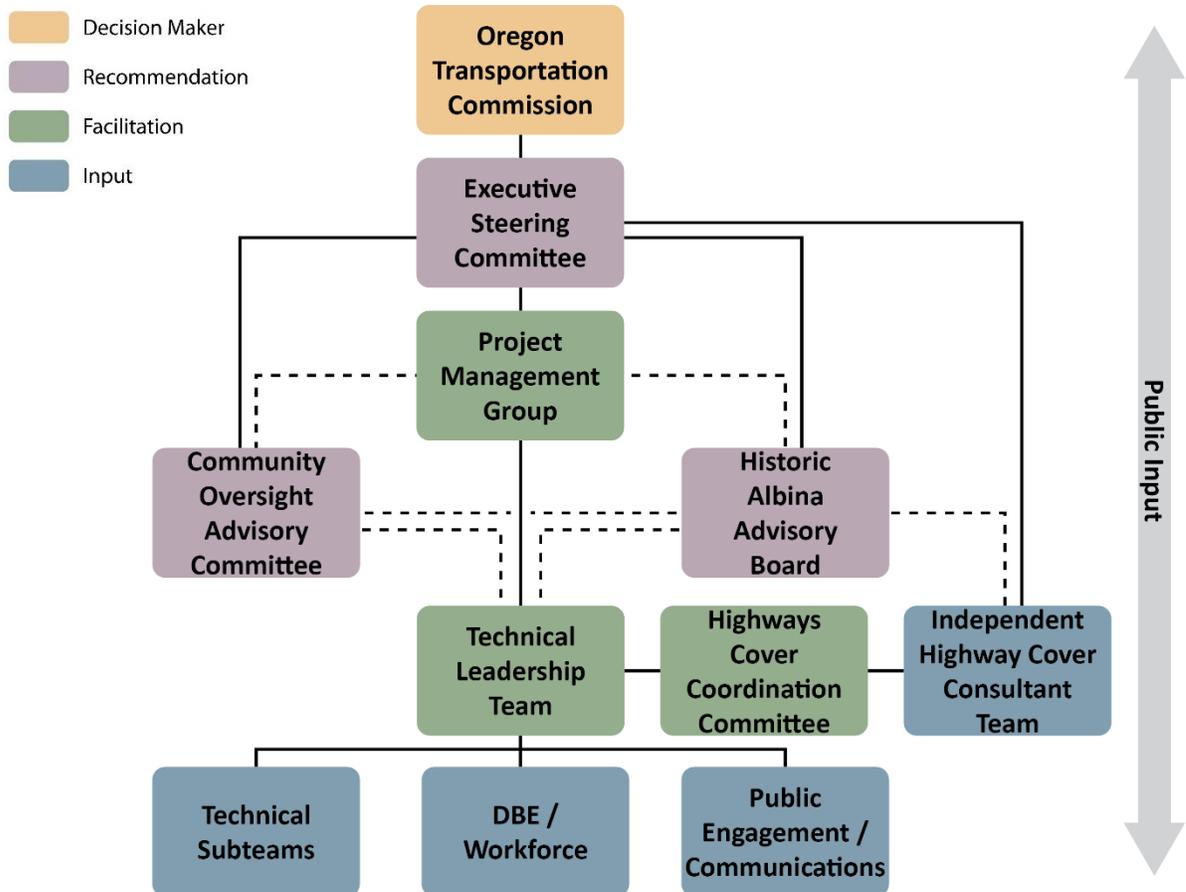


Figure 1. I-5 Rose Quarter Improvement Project Leadership and Decision Structure

2 Charge of the Executive Steering Committee

The ESC is charged with:

1. Defining the Project values and outcomes to guide the Project's design and construction.
 - a. Defining the actions and performance metrics to measure and evaluate the Project's success based on the defined values and outcomes.
2. Providing recommendations on the Project's design and community connections, including but not limited to, the size and structural capacity of the highway cover(s) to be built over I-5 to connect neighborhoods that will be forward compatible with community visions for the Albina area.
3. Directing the Independent Highway Cover Assessment consultant team in assessing the highway cover design and recommending the highway cover design scenarios to be presented to the OTC for direction and approval.
4. Provide recommendations on the Project's funding and financing plan, including the identification of funding opportunities.
5. Advise on Project opportunities for early construction work and managing multimodal mobility through staging and sequencing during construction.
6. Define a partnership agreement that outlines the process for continued collaboration and commitments to actions that build and leverage partnerships to realize greater economic and community benefits in Albina, with specific timelines that support achievement of the established values and outcomes.
7. Recommending actions for consideration by partner agencies and organizations related to implementation of regional and local land use plans and other community visions.
8. Informing, advising, and delivering recommendations for the OTC and ODOT regarding:
 - a. Project design
 - b. Progress of project delivery
 - c. Equitable engagement strategies
9. Receiving and acting on recommendations and elevated issues from the Historic Albina Advisory Board (HAAB), Community Oversight Advisory Committee (COAC), and Project Team.
10. Liaising with respective organizations.

3 Membership

The ESC comprises the identified representative from each of the following organizations:

- Governor's Office – Leah Horner, Regional Solutions Director and Jobs and Economy Policy Advisor
- Labor – Oregon Building Trades – Robert Camarillo, Executive Secretary

- Metro – President Lynn Peterson
- N/NE Community Development Initiative – Dr. Ebony Amato
- N/NE Housing Strategy – Marlon Holmes
- National Association of Minority Contractors (NAMC) – Nate McCoy, Executive Director
- Oregon Department of Transportation – Brendan Finn, Urban Mobility Office Director
- Oregon Trucking Associations – Jana Jarvis, President
- Portland Public Schools – Julia Brim-Edwards, PPS Board Member
- TriMet – Doug Kelsey, General Manager
- Williams and Russell Project – Bryson Davis

As of July 2020, the City of Portland, Multnomah County and Albina Vision Trust declined ongoing membership to the ESC.

There are no designated alternates for the ESC. If an ESC member is unable to attend a meeting, a representative from their agency's/organization's Executive Team, Board, or Chief of Staff may attend in their place with prior discussion with the ESC Chair and facilitator.

3.1 Conflict of Interest

ESC members confirm they do not have an actual or potential conflict of interest. A conflict of interest is defined as:

“Potential conflict of interest” means 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.

4 Decision-making

The ESC makes decisions regarding its recommendations, advice, and other actions it takes.

Decisions will be made by consensus whenever possible. Consensus has been reached when representatives agree they can accept the decision after every effort has been made to meet the interests of all representatives. Representatives have both the right to expect that no one will ask them to undermine their interests and the responsibility to propose solutions that will meet everyone else's interests as well as their own.

There is no requirement for the ESC to reach consensus for recommendations or advice to go forward. The facilitator will work with the ESC to identify areas of agreement and will capture individual perspectives where agreement is not reached.

OTC makes all final decisions related to the I-5 Rose Quarter Improvement Project as outlined in House Bill (HB) 2017 and may consider other sources of input prior to making final decisions.

5 Roles and Responsibilities

5.1 Members

The role of ESC members is to bring their perspectives to the table, represent their respective communities and to work collaboratively with other interests. Participants are responsible for being informed about the issues, contributing useful information to the deliberations, and serving as an accurate and objective information conduit between their networks and the ESC.

5.2 Chair

Alando Simpson, Vice Chair of the Oregon Transportation Commission is the ESC Chair. The ESC Chair will work with the facilitator to prepare the meeting agenda, and serve as the ESC spokesperson to the OTC, the media, and other external audiences.

5.3 Facilitation Team

The ESC will have the services of a consistent, neutral facilitator and notetaker (Facilitation Team) for the duration of its work.

The facilitator, Dr. Steven Holt, supports all members, maintains the integrity of the process, and provides conflict resolution as needed. Ericka Warren supports Dr. Holt on the facilitation team. The facilitator will work collaboratively with ODOT, Project partners, and the Owner's Representative Communications team to prepare process designs, meeting agendas, and pre-work materials, and with the ESC for preparing any draft and final products.

A designated notetaker (Project team staff) will prepare summary notes provided after each meeting. Meeting summaries will include key discussion points, action items, and any areas of agreement among members. The facilitator distributes the meeting summary to ESC members prior to the following meeting.

Any written communications are considered public records and may be subject to public disclosure.

5.4 Staff

Staff provide technical and other project-specific information for use in ESC deliberations. Staff do not participate in the decision-making process, except when providing requested information.

6 Operational Agreements

6.1 Principles of Agreement

The ESC will be accountable to the following seven principles.

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 & accept non-closure

6.2 Open Meetings and Public Comment

Interested individuals and the general public are invited to attend and observe ESC meetings. Meetings will have a brief public comment time, moderated by the facilitator, as part of each agenda. Meeting notification will be publicly available through www.I5rosequarter.org, ODOT GovDelivery notice, and notice to the I-5 Rose Quarter Improvement Project mailing list. The public may share comments on specific agenda items by e-mail (info@I5RoseQuarter.org), phone (503-470-3127), or during the meeting. Comments received by 11:00 a.m. the Friday 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.

6.3 Quorum

There is no quorum requirement. Those representatives present and active at each meeting have the authority and permission of the group to continue to work in the absence of others. ESC members may designate a representative to serve in their absence at a meeting (see Section 3, Membership, for designating a representative), and agree to be responsible for ensuring the representative has adequate context and understanding of the issues to constructively participate in the meeting.

6.4 Meeting Agenda

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

6.5 Meeting Dates and Location

ESC meetings will be hosted by the OTC/ODOT. Meetings will be scheduled to occur monthly on every 4th Monday through the duration of Project development, to be revisited when nearing construction. They will generally be 90 minutes. Meetings will be held virtually on Zoom or other compatible online platform in response to Governor Kate Brown's directive so social distancing measures to slow the spread of COVID-19 and reduce the risk of exposure to our communities. When safe to do so, ESC meetings will be held at meeting venues within the Project area, unless otherwise agreed to by the group. Meeting locations will be ADA accessible. ESC meetings will be publicly noticed through www.I5rosequarter.org and the Project GovDelivery email list, at least 7 days in advance of each meeting. Other notifications may include ODOT's social media platforms and news releases.

6.6 Media, Photography, and Recording

The ESC Chair shall serve as the media spokesperson. ESC members may speak individually to the media outside of meeting sessions, but shall not speak or represent themselves as speaking on behalf of the group.

ESC meetings are public meetings. Members may be video recorded, audio recorded, and/or photographed during the meeting. The facilitator will intervene if such recording or photography interrupts or interferes with the meeting.

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