

COUNCIL CREEK REGIONAL TRAIL MASTER PLAN

Committee Roles and Responsibilities

Three advisory committees will assist in developing the Council Creek Regional Trail Master Plan (Master Plan). The Project Advisory Team (PMT) will generally be the initial review body for each Master Plan task deliverable, followed by review by the Stakeholder Advisory Committee (SAC), then review in public open houses as applicable, and finally review by the Project Advisory Committee (PAC). The PAC shall consider input from the PMT, SAC, and from public open houses, and make the final advisory recommendations on the three (3) project task Plan Reports, and on the draft Master Plan that is forwarded to the jurisdictional partners that will adopt the Master Plan.

Committee Responsibilities

The members of all three project committees shall have the following responsibilities. PAC and SAC members may choose an alternate representative but are encouraged to use this representative only when unavoidable circumstances arise. Consistency in committee participation is a key factor in delivering an effective Master Plan.

- Review all meeting materials in advance and attend all meetings.
- Assist in gathering existing conditions information including environmental and land use information and stakeholder contact information.
- Provide advice on Master Plan trail alignment alternatives and other deliverables.
- Assist in public outreach, such as by identifying strategies, venues, and invitees; helping to staff such outreach events.
- Act as project liaisons to the organizations and constituencies they represent. Committee members will be asked to verbally report on their prior liaison activities at each committee meeting.

Committee Types and Membership

PAC and SAC members may choose an alternate representative but are encouraged to use this representative only when unavoidable circumstances arise. Consistency in committee participation is a key factor in delivering an effective Master Plan.

Project Management Team (PMT)

The PMT will help to ensure completion of tasks and deliverables in accordance with the Master Plan scope, schedule and budget; and provide policy and technical guidance. The PMT shall review and comment on draft Plan Reports prior to distribution to the PAC, SAC, appointed and elected officials, and the public.

Four (4) PMT meetings shall be held over the duration of the Master Plan project. PMT meetings shall be held to coincide with delivery of the draft Plan Reports associated with project Tasks 3, 4, and 5, and with delivery of the internal draft Master Plan (Task 6). In addition, the PMT shall participate in the project kick-off meeting. The project kick-off meeting and the meeting for project Task 3 shall be held jointly with the PAC as single meetings. All other PMT meetings will be held separate from the PAC and be one (1) hour in length and conducted by teleconference.

The PMT membership shall be the following entities and specific persons:

- City of Forest Grove Derek Robbins (City Project Manager)
- City of Cornelius Dick Reynolds (Collaborative Project Manager)
- Metro Lake McTighe (Collaborative Project Manager)
- ODOT Michele Thom (ODOT Project Manager)
- Parametrix Jim Rapp (Consultant Project Manager)

The City Project Manager shall facilitate the PMT meetings. Consultant shall lead meeting discussions on technical issues. Specific responsibilities of City Project Manager, with the assistance of other PMT members and the Consultant, related to the functioning of the PAC and SAC include:

- Facilitating PAC and SAC meetings to begin and end on time, stay on topic, consider all issues on the agenda, afford all members the opportunity to express their views and concerns, and to the extent possible, reach consensus on Master Plan alternatives and recommendations.
- Providing the PAC and SAC with timely meeting agendas and materials.
- Preparing and distributing PAC and SAC meeting summaries.
- Arriving early and remaining after each PAC and SAC meeting to manage meeting set-up and take-down logistics.
- Providing general Master Plan project updates and information on upcoming project activities and events notices as part of each meeting.
- Sharing agency, stakeholder, and public input; and other information that may have been received between PAC and SAC meetings.

Project Advisory Committee (PAC)

The PAC will provide technical assistance, feedback, review, and provide advisory recommendations on project task deliverables; and provide policy guidance and act as a sounding board over the course of the Master Plan project.

Four (4) PAC meetings shall be held over the duration of the Master Plan project. PAC meetings shall be held to coincide with delivery of the draft Plan Reports associated with Master Plan project tasks 3, 4, and 5, and with delivery of the external draft Master Plan (Task 6). In addition, the PAC shall participate in the project kick-off meeting. The project kick-off meeting and the meeting for project Task 3 shall be held jointly with the PAC as single meetings. All PAC meetings will be two (2) hours in length and be held at City of Forest Grove offices or at other locations convenient to PAC members, as determined by the City.

The PAC membership shall include one (1) representative from each of the following entities. PMT members shall also serve on the PAC. Each jurisdiction shall have one “vote” in arriving at PAC recommendations. The Parametrix representative shall be “non-voting”. PAC representatives for the City of Forest Grove and City of Cornelius are in addition to its member on the PMT. The cities are the local government managing agencies for the Master Plan project, and the additional PAC representation will allow its PMT representative to concentrate on project contractual and management issues.

- City of Forest Grove
- City of Banks
- City of Hillsboro

- City of Cornelius
- Washington County

Stakeholder Advisory Committee (SAC)

The SAC shall advise the PMT and PAC on constituency and community concerns and issues, assist in public outreach, review and provide comment on Master Plan alternatives and deliverables, serve as a forum to provide information and contacts that will help advance the Master Plan, and help to build community consensus on Master Plan recommendations.

Three (3) SAC meetings will be held over the duration of the Master Plan project. SAC meetings shall be held to coincide with the delivery of the draft Plan Reports associated with Master Plan Tasks 4 and 5, and with delivery of the external draft Master Plan (Task 6). All meetings will be two (2) hours in length and be held at City of Forest Grove offices or at other locations convenient to SAC members, as determined by the City. PMT and PAC member participation in SAC meetings shall be ex-officio.

The SAC membership may include but not be limited to one (1) representative from each of the following entities or interests.

- Forest Grove Recreation Commission
- Cornelius Parks Advisory Board
- Forest Grove Economic Development Commission
- Forest Grove Chamber of Commerce
- Cornelius Chamber of Commerce
- Rural Roads Operations & Maintenance Advisory Committee (RROMAC)
- Washington Transportation Association (WTA)
- Citizen Participation Organization (CPO) 15
- Salmonberry Corridor Coalition
- Friends of Yamhelas Westsider Trail Coalition
- Friends of Banks-Vernonia Trail
- Banks Chamber of Commerce
- Washington County Visitors Association
- Washington Co. Bicycle Transportation Coalition
- Tualatin Soil & Water Conservation District
- Hillsboro Chamber of Commerce
- Hillsboro Economic Development Commission
- Tualatin River Watershed Council
- Adelante Mujeres
- Forest Grove Committee for Citizen Involvement
- Verboort Citizen Advisory Board
- Oregon Farm Bureau

Committee Meeting Purpose and Schedule

The three committees will meet several times over the course of the Master Plan process. Meeting dates below are “**the business week of**” and preliminary, and may be subject to modification over the course of the Master Plan process, based on adjusting timing to coincide with key deliverables, to maximize committee participation, or to account for other variables that may arise. Committee decision-making processes, protocols, and limitations are summarized elsewhere in the Roles and Responsibilities document.

- **Kick-off Meeting (Task 1.2.1)**
 - PMT and PAC Week of October 7, 2013

Purpose: Present project history, study area, and overview; review project scope and schedule, “Committee Roles and Responsibilities” and “Project Delivery and Quality Control Plan” documents, and SAC membership.

Materials: Full ODOT-approved project scope, project mapping, draft “Roles and Responsibilities” and “Quality Control” documents.

Outcomes: Modify or accept project schedule, “Roles and Responsibilities” and Quality Control” documents, and SAC membership.

- **Public Involvement Plan, Existing Conditions Report, Trail Alignment Criteria (Task 2.1, Task 3, Task 4.1)**
 - PMT and PAC Week of January 13, 2014

Purpose: Review draft Existing Conditions Report; draft Public Involvement Plan; and draft trail alignment criteria.

Materials: Draft Existing Conditions Report and draft Public Involvement Plan.

Outcomes: Modify or accept Existing Conditions Report, Public Involvement Plan, and Trail Alignment Criteria.

- **Trail Alignment Analysis (Task 4.2)**
 - PMT Week of April 14, 2014
 - SAC Week of April 28, 2014
 - Open House Week of May 27, 2014
 - PAC Week of June 9, 2014

Purpose: Review draft Trail Alignment Report and mapping identifying up to 3 alignments in each of 7 trail segments.

Materials: Draft Trail Alignment Report and Map Atlas.

Outcomes: Modify or accept project schedule, “Roles and Responsibilities” and Quality Control” documents, and SAC membership.

- **Plan Implementation Report (Task 5)**
 - PMT Week of October 27, 2014
 - SAC Week of November 4, 2014
 - PAC Week of November 17, 2014

Purpose: Review Plan Implementation Report, which will include a “preferred” trail alignment for each segment and revised map atlas, trail design typology, cost estimates, and report on other implementation factors.

Materials: Draft Plan Implementation Report

Outcomes: Modify or accept Plan Implementation Report including selection of preferred trail alignment for each trail segment

- **Master Plan Production (Task 6)**

- PMT Week of March 23, 2015
- SAC Week of March 30, 2015
- Open House Week of April 20, 2015
- PAC Week of May 18, 2015

Purpose: Review full draft Master Plan and map atlas.

Materials: Draft Plan Implementation Report

Outcomes: Modify or accept Plan Implementation Report including selection of preferred trail alignment for each trail segment

- **Final Master Plan Submitted to City** Week of June 29, 2015
- **Jurisdictional Reviews** July – September 2015

Committee Meeting and Communication Protocols

Decision-making Processes

All three project committees will strive to reach consensus decisions on Master Plan deliverables and recommendations. The PMT’s Parametrix representative shall be “non-voting”.

- Consensus is defined as the point where all committee members agree on the best option, even if it is not each member’s personal preference.
- If consensus cannot be reached, the committees will be encouraged to narrow the possibilities by making majority/minority recommendation(s). Any committee member that still has a strongly held divergent viewpoint may ask that their position be included in the meeting record.
- While committee input is highly valued and essential to the success of the Master Plan project, all actions of the three committees are advisory. The City of Forest Grove and ODOT reserve the final decision-making authority for all Master Plan recommendations and for directing the activities of Parametrix.

Meeting Agreements

Committee members are volunteers and will have limited time to consider Master Plan findings and deliverables. In addition, the Master Plan project budget and scope is set by contract with ODOT. The ability to extend meetings, re-consider recommendations, or add or extend tasks will be highly constrained. In order to assure that committee meetings are the most productive, the following meeting agreements are suggested:

- Treat fellow committee members, project staff, and audience members, if any, with respect.
- Share the floor – let others speak once before speaking twice. Listen carefully with the intent of understanding the positions and statements of other committee members.
- Collaborate with other committee members, and project staff and consultants, in seeking to find consensus.
- Help create an atmosphere in which differences can be raised, discussed and melded into group decisions. Divergent views and opinions are expected and are to be respected.
- Be an active member of the committee. Make every effort to attend every committee meeting. The committees will not revisit information provided or decisions made in your absence.

- Represent your designated constituents, but ultimately strive to set aside personal or constituent interests in order to seek the best solutions for all stakeholders and future users of the trail.
- Focus questions and comments on the subject at hand and on the published agenda, unless committee members agree by consensus to add or remove agenda or discussion items.
- When discussing agenda items and project issues, apply your comments to the subject at hand, not to personalities or personal disagreements. Raise issues honestly, clearly and early, and share differences of opinion – silence is considered consent.
- Turn off cell phones, pagers, laptops, and other communication devices, except when using such devices will help to move forward issues associated with the agenda.
- Refrain from conducting non-project business during committee meetings. If you must take a priority call or have to conduct a necessary time-specific non-project conversation, please excuse yourself from the meeting and return as soon as possible. The committees will not revisit information provided or decisions made in your absence.
- Notify the City of Forest Grove if you are unable to attend a meeting or project event. Indicate if an alternate representative will be attending in your place.

Communications

Acting as liaisons to constituents, appointed and elected officials, the public, and other groups and stakeholders is a key responsibility of all committee members. Outside communications by committee members on the Master Plan process and findings are encouraged. However these communications need to be consistent. The following guidelines are suggested:

- Members will be expected to report at each committee meeting on their liaison activities and what they are hearing back from constituents and the public.
- Members will not engage in outside actions or discussions in a manner that misrepresents committee processes or decisions. Members are free to express their disagreement or issues with committee decisions, but should do so in the context of accurately representing the decisions and recommendations of the full committee.
- Members will refrain from trying to reverse or change committee decisions or recommendations by engaging with outside parties to unduly influence other committee members. Disagreement or dissent is legitimate but it should be expressed in the context of committee decision-making processes and recorded as a minority or individual position.
- Members can suggest agenda items by contacting the City project manager. Between committee meetings, members should also provide the City project manager with reports of any comments, issues, or concerns they are hearing from outside sources or constituents.
- Members will notify the City project manager about any news media inquiries, and refer requests for official statements or viewpoints.