



Historic Albina Advisory Board Charter

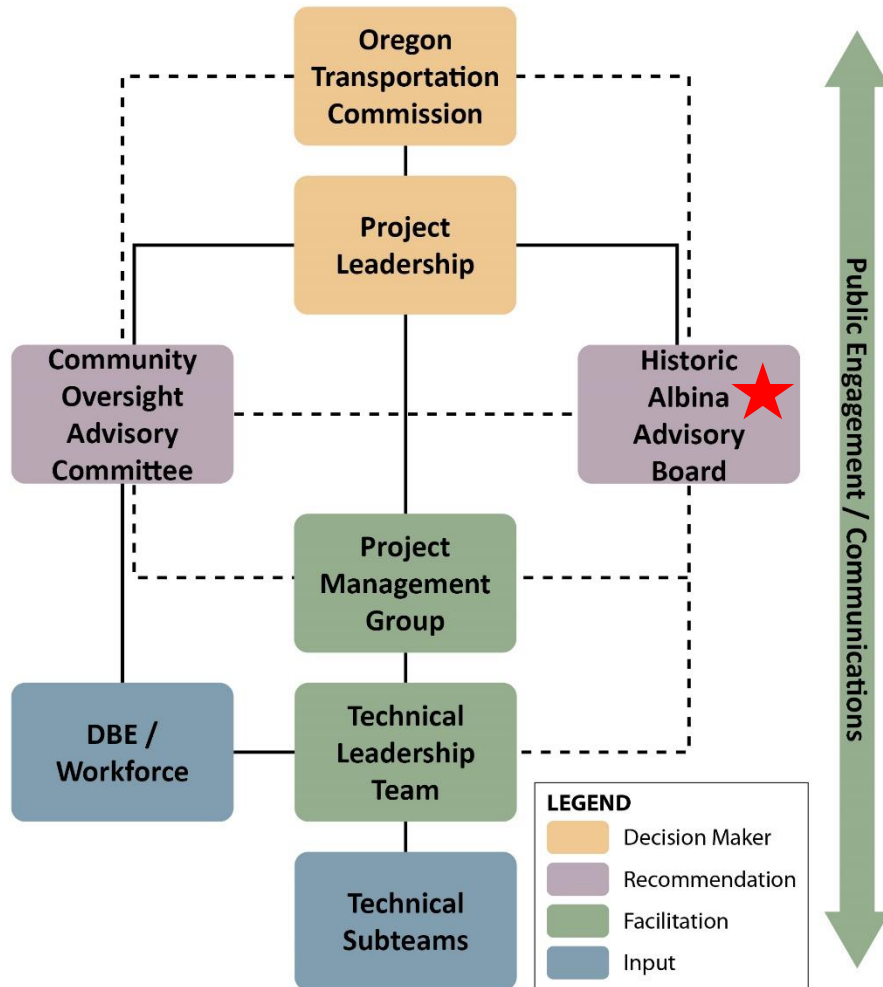
November 22, 2021

1 Overview

This updated charter serves as the foundational 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 and decision-making 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 Project [Values Statement](#) with the aim to achieve positive outcomes for the community through the intentional application of the following values:

1. **Restorative Justice.** The aim of this value is to accelerate social, racial and economic equity sustaining positive tangible change specifically for Portland's Black community.
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 is accountable to the following seven Principles of Agreement:

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. The Board will provide advice and recommendations specific to the project in the following areas:

- Recommend Transportation infrastructure design details that are responsive to community economic development needs, public health and aesthetic desires



- Recommend urban design priorities and transportation system design details for the project, including local streets, transit, and paths to improve movements for people within and through the project area.
- Adopt project performance metrics to track, measure and evaluate project success based on defined values and outcomes, including informing the Project definition of restorative justice
- Recommend ways to minimize community impacts during construction
- Advise on equitable community engagement strategies
- Advise on elevated issues from the Community Oversight Advisory Committee, and elevate relevant issues to the Community Oversight Advisory Committee
- Inform and advise on how the project connects with other community efforts that can contribute to restorative justice in the Albina community

In addition to the above items, the Board will receive regular informational briefings from ODOT about other issues including, but not limited to, the following:

- Highway cover governance and programming (process TBD by City of Portland)
- Structural design details of the highway cover
- Project funding and financing plan
- Project design and construction schedule

Operationally, Board members will review project information, discuss and deliberate, and provide interest- and value-based advice and recommendations directly to the ODOT Project Team and the Oregon Transportation Commission (OTC).

4 Membership

The Historic Albina Advisory Board members include Black and Brown Portlanders including those with ties to historic Albina. Members represent themselves and their communities. Board membership was recommended by the collective group of facilitators and consultants who support the project's committees. ODOT empowered these individuals, who themselves 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" may include growing up in the neighborhood or having a multigenerational presence, attending school there, or working or worshipping there.

Current Historic Albina Advisory Board members:

1. Dr. Ebony Amato**
2. Sprinavasa Brown
3. Andrew Campbell*
4. Andrew Clarke
5. Bryson Davis**
6. Keith Edwards



7. Sharon Gary-Smith
8. Leslie Goodlow
9. Estelle Love Lavespere
10. Kevin Modica
11. Dr. Carlos Richard
12. Carl Talton
13. John Washington*

**Denotes members of the former Community Advisory Committee*

*** Denotes members of the former Executive Steering 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

The Historic Albina Advisory Board will strive for consensus decisions 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 may use written recommendations or memorandums that describe the range of the committee's perspectives and considerations to convey formal advice and decisions. When called upon, Board members may participate and present at other Project-related meetings.

There is no requirement for the Board to reach consensus for advice and decision-making. 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:

- Schedule and attend regular one-on-one check-in meetings with the facilitator.



- 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 Project Leadership Team

The Project Leadership 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 and decisions have influenced the project.

6.3 Process Facilitation

ODOT provides the services of independent third-party strategic advisors and neutral facilitators to support the Board. 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, Board communications, and pre-work materials, and with the Board members for preparing any draft and final products.

6.4 Work Plan

The Project team maintains a work planning tool for the committee that meets the needs of the project, the community and ODOT. The tool guides agenda development and keeps the overall process on track. Requirements for project design and construction 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 Board 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 monthly on the third Tuesday starting at 4 PM. 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 COAC 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. Following its preliminary review by ODOT, the facilitator distributes a draft meeting summary to Board members, generally as part of the packet for the following 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 about one month following the meeting as a public document. The Project team also maintains a log of outstanding questions from the Board and provides responses as part of the agenda for each 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

The Communications Director for the ODOT Urban Mobility Office shall serve as the media spokesperson and provide official comments on behalf of the HAAB and project. Members will notify the facilitator of all media requests received and the facilitator will inform ODOT of the request. 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 192.41 0(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.