

Bradford Island Community Involvement Program U.S. Army Corps of Engineers

Community Involvement Committee (CIC) Roles and Responsibilities

July 17, 2006

Introduction

The U. S. Army Corps of Engineers has initiated the formation of a Community Involvement Committee (CIC) to assist the Corps in providing public participation opportunities regarding the investigation and proposed clean-up actions at Bradford Island. The Corps is committed to developing and implementing a comprehensive community involvement program to share information and gather input from community members, users of the Columbia River, and other interested parties. In addition to community involvement meetings, the Corps will hold public meetings at selected times throughout the ongoing investigation and clean-up process at Bradford Island.

Purpose and Role of the Committee

The purpose of the CIC is to assist the Corps in the community outreach process. With assistance from the project team, the Community Involvement Committee will serve as a conduit to the community and particular interest groups they represent. Although not a decision-making body, comments and suggestions given by the CIC will be helpful to the project team in the decision-making process related to the ongoing investigation and clean-up efforts.

Committee Make-Up

The CIC is made up of members representing the general public, environmental groups, tribes, and local governments. Members expressed interest in serving on a CIC when interviewed during the Bradford Island Community Involvement Program stakeholder assessment process in March-May 2006.

A list of CIC members and contact information will be distributed at the first CIC meeting on July 17. Committee members may designate an alternate to attend meetings in their place; however, the use of alternates is discouraged unless the alternates are kept informed of the Bradford Island project and committee business on an ongoing basis. In the future, new members will be invited to join as requested by one or more existing CIC members and with the approval of the committee.

The Project Team

The project team consists of the consultant team and the U.S. Army Corps of Engineers. The consultant team includes staff members of Jones & Stokes, who will be responsible for developing the Community Involvement Plan and coordinating public involvement activities. In addition, the Oregon Department of Environmental Quality (DEQ) will work with the Corps throughout the investigation and clean-up process at Bradford Island.

Role of the Project Team

The project team will be responsible for implementing the Community Involvement Plan and coordinating the schedule for the CIC meetings. The team will develop agendas for

each meeting, notify committee members of upcoming meeting dates, develop project updates and outreach information, facilitate meetings, and respond to questions. The team will also be responsible for recording the comments of the CIC, completing meeting summaries, and distributing them to the CIC in advance of the next meeting.

Meeting Structure and Format

CIC meetings will be structured to be open and provide a comfortable environment allowing for the free flow of information between the CIC and the project team. A facilitator will be responsible for keeping the meetings on schedule and following the agenda, while ensuring that committee members have an opportunity to speak.

At the first CIC meeting on July 17, the committee members will be asked to voice their preference for the time, date and location of the next CIC meeting. Generally, the meeting time will be 6:30 – 8:00 PM, unless the committee decides otherwise.

Public Involvement/Comments at CIC Meetings

CIC meetings are designed as working sessions for committee business. The public will be welcome to attend committee meetings, but will not engage in meeting discussions. With agreement of the CIC, time can be set aside at the end of each meeting to hear comments from the public.

Ground Rules

It is the goal of the project team to establish a structure and environment that will result in positive and productive interactions between the CIC and the project team. To ensure such an environment, the following ground rules are recommended:

- The CIC is a formal venue where ideas can be discussed and information shared regarding the investigation and clean-up activities at Bradford Island. Each member is encouraged to participate.
- All members will be provided the opportunity to speak one at a time.
- Members are asked to refrain from holding side discussions.
- All CIC meetings will start on time and end on time. With committee agreement, it is possible that a meeting may end later than 8:00 PM.
- Committee members and project team members will show mutual respect.

Responsibilities

Project Team

- To provide a clear purpose and agenda for each committee meeting.
- To accurately document the committee's concerns, issues, and comments and provide committee members with background information, technical data, and responses to questions.
- To consider and incorporate, where appropriate, comments and suggestions made by committee members.

CIC

- To offer constructive feedback and comments during the meetings to help the project team understand community concerns and opinions.
- To support the CIC process and Community Involvement Plan.
- To share information from CIC meetings with other community stakeholders and interested parties by serving as a link to the greater community.