



CEDAR MILL CREEK FLOOD REMEDIATION COLLABORATIVE

COMMITTEE STRUCTURE

Project Team

Description: The Project Team serves as a forum for the coordination and integration of project activities, negotiating solutions to problems that may arise during the course of the project. The Project Team reviews reports developed by project advisory committees and formulates consensus recommendations for the project's lead implementing agencies. Project Team meetings are open to project participants and advisors, interested parties, and the public.

Leadership: The Project Team is led by two Co-Conveners, designated by the Governor. Washington County Chair Andy Duyck and community leader Jerry Jones are the designated Co-Conveners of the Cedar Mill Creek Flood Remediation Collaborative. Meetings are facilitated by the Oregon Solutions project manager or designee.

Membership: The Project Team membership is comprised of representatives from the organizations that have an interest and/or expertise in a watershed-wide remediation approach to Cedar Mill Creek flooding. As part of the Project Team, these organizations will work to reach a signed Declaration of Cooperation to support such an approach through policy, operations, and/or resources (as appropriate). Each member organization will designate a lead representative to speak for their entity, but may have other supporting representatives who bring necessary expertise or perspectives to achieve the project's goals. Members are expected to assist in the development and adoption of a project Declaration of Cooperation identifying specific contributions and commitments by each represented organization. Once the project is organized, subsequent Project Team membership is managed by the Steering Committee.

Frequency: The Project Team meets at critical milestones and decision-points in the life of the project, approximately every six to eight weeks depending on the pace of progress and need to address risks, obstacles, and opportunities. Project Team meetings are one to three hours in length depending on the complexity and size of the meeting agenda.

Steering Committee

Description: The Steering Committee provides leadership and direction to the project, deliberating administrative issues including meeting agendas, project budgets and expenditures, professional service contracts, performance management and membership of the Project Team. The Steering Committee performs the following specific tasks:

- Form project committees and work groups as needed.
- Clarify responsibilities and objectives for project committees and work groups.
- Frame policy issues for decision-making by the Project Team.
- Recommend administrative actions by project management and staff.
- Reconcile issues or conflicts between Project Team members, project advisory committees and/or project staff.
- Deliver information and recommendations to the Project Team regarding the project's direction, goals, scope, finances and work products.

Leadership: The Steering Committee is led by the project Co-Conveners. Meetings are facilitated by the Oregon Solutions project manager or designee.

Membership: The Steering Committee membership includes the Co-Conveners and the Project Team representatives of agencies that have watershed-wide service and regulatory responsibilities and that provide project funding (Washington County and Clean Water Services).

Frequency: The Steering Committee meets for one to two hours, as needed by the Co-Conveners and Oregon Solutions project manager, to provide direction and support for the project. At a minimum, the Steering Committee will meet at least once before each Project Team meeting.

Technical Advisory Committee(s)

Description: At least one Technical Advisory Committee (TAC) will provide advice and support to the Project Team by reviewing, evaluating, and making recommendations regarding key elements of a watershed-wide flood remediation approach including:

- Identification and prioritization of flood mitigation opportunities.
- Identification of support and resources for watershed system improvements.
- Sequencing for implementation of system improvements.
- Coordination of storm water management approach.
- Coordination of permitting approach.

Given the complexity and diversity of technical issues to address, it is possible more than one TAC will be needed. The TAC reviews project work products before they are transmitted to the Steering Committee and subsequently to the Project Team.

Leadership: TAC meetings are organized by the Chair (or Co-Chairs) and facilitated by the Oregon Solutions project manager or designee. The initial TAC will be Co-Chaired by representatives from Clean Water Services and Washington County.

Membership: Membership of the TAC(s) will be recommended by the Chair (or Co-Chairs) and the Oregon Solutions project manager, with approval by the Steering Committee, to ensure the needed expertise is at the table. In addition, participation by any Project Team member organizations will be encouraged and welcomed.

Frequency: TAC meetings will be held as needed and recommended by the Chair (or Co-Chairs).