



COMMUNITY ADVISORY COMMITTEE- Summary Minutes

Home Builder's Association Office, 1065 River Road, Eugene, OR

March 5, 2018 6:00 PM

Present: Cameron Ewing, Ann Vaughn, Jon Belcher, Ed McMahon, Louisa de Heer, Kate Perle, Michele O'Leary, Louie Vidmar, Carl Below

Absent: Rebecca Sprinson, Rick Duncan, Luke Callahan, Terah Cleveland

Staff Present: Zach Galloway, Eric Brown, Audrey Stuart

Purpose: The CAC reconvened to finalize their Working Agreement, elect chairs/co-chairs, and discuss the next CAC and Working Group meeting on March 20, 2018.

Outcomes: Final Working Agreement, elected co-chairs

Agenda items

1. Introductions and agenda review
2. Updates on follow-up questions
 - a. Project Manager Zach Galloway provided an update on laws regarding "public bodies" as defined by the State of Oregon. It was clarified that the CAC is a public body and will conduct meetings in a manner consistent with state law (e.g., advertising, publishing meeting minutes, etc.).
3. Working Agreement review and edits. The following sections were reviewed, with decisions below:
 - a. Anticipated Time Commitments. Discussion included: participation and time commitments outside of CAC meetings, purposely leaving room for flexibility in the Working Agreement wording, and establishing a regular schedule for monthly meetings.
 - b. Meetings, Minutes, and Transparency. Decisions: removing reference to Robert's Rule of Order and replacing with informal system of 'without objection,' allocating up to 15 minutes of meeting time to public comment, hearing public comments at the beginning of meetings but leaving time at the end for follow-up comments, and add wording that encourages neighbors to contact the CAC by email as soon as an issue arises.
 - c. Decision-making Process and Process Thresholds. Decisions: a super-majority vote will be required for all actions, a super-majority is defined as 75% of all present members, alternates will not vote unless a CAC members drops out and they take over the permanent seat, a quorum of at least six members need to be present for decisions to be made, full attendance is expected for major decisions about project deliverables, and a minority report can be submitted anytime a vote is not unanimous.
 - d. External Communication. Discussion included: CAC members will go through PMT to reply to media, a CAC vote is not required before the PMT moves ahead with replying to media, and



email will be used to distribute information or materials but no decisions or deliberations will be made over email.

4. Elect co-chairs
 - a. Nominees for co-chairs: Jon Belcher, Kate Perle, Louisa de Heer and Louie Vidmar
 - b. Jon Belcher and Kate Perle were elected as co-chairs. Discussion included: value of having SCRRIPT members as initial co-chairs to maintain continuity, whether co-chairs should be the members who attend PMT meetings, and the implication of electing co-chairs with CAC members absent.
 - c. Other decisions reached: Co-chairs will be re-elected with each phase of the project, which is marked by key deliverables (i.e. Vision, Action Plan, final adoption).
5. Discussion of March 20th meeting
 - a. Discussion included: Providing greater clarity on process, recruiting Working Group members, and having a CAC member lead each Working Group.
6. Next steps
 - a. The co-chairs, now sitting as members of the Project Management Team, will collaborate in the planning of the next Working Group meeting

Public Comment

- No public comment provided

Action Items

- Project staff will email the most recent version of the Working Agreement to all CAC members, who will review and make a final decision at their next meeting.
- The newly-elected co-chairs will attend the next Project Management Team meeting.
- A CAC meeting was scheduled for March 15, 2018 at 6:00 PM to prepare for the Working Group meeting on March 20, 2018.