

Community Advisory Group Charter

Revised:3/24/14

Purpose

The main purposes of the Community Advisory Group are to:

- Learn about PSE's proposed route segments, PSE's route analysis work to date, and the complexity of identifying the route segments, and to work with PSE to combine segments to develop a Community Advisory Group-recommended route to inform PSE as PSE selects a final route.
- Collaborate with PSE to decide on a community values-based evaluation process that will be used by the Community Advisory Group to consider PSE's various route segments, combine into possible route options, and narrow route options down to a Community Advisory Group-recommended route.
- Provide a forum for the community to give meaningful input on route segments and route options.
- Help PSE better understand community/property owner values as PSE selects the preferred route that balances the needs of their customers, the local community, property owners and PSE.

The Community Advisory Group will:

- Develop an understanding of the Energize Eastside project and project need.
- Report back to the people/groups they represent on project details, gather feedback from the interests they represent and provide ongoing communications between PSE and the group they represent throughout the process.
- Provide advice, as community representatives, on ways to address community concerns.
- Participate in geographic Community Advisory Group Sub-Area Committee meetings to determine recommended route segments.
- Work collaboratively, creatively and constructively to help determine community/property owner values and engage in a process to evaluate route segments and select a recommended route option.
- Partner with PSE to combine route segments into one Community Advisory Group recommended route.

Community Advisory Group Sub-Area Committees

- Sub-Area Committees will consist of Community Advisory Group members and their residential association alternates from each of the geographic sub-areas (North – Kirkland, Redmond and North Bellevue; Central – Bellevue; and South – Newcastle and Renton), as well as a representative from each potentially affected neighborhood association that does not have a member or residential association alternate on the advisory group. Additional community representatives will be invited as needed to ensure comprehensive discussion of issues.
- Community Advisory Group members are expected to attend the Sub-Area Committee meetings for their geographic sub-area. In order to participate in the Sub-Area Committees, members should attend the first two advisory group meetings to ensure they have an understanding of the project.
- Residential association alternates are required to attend the Sub-Area Committees to ensure balanced representation from neighborhoods. Alternates representing other interests are recommended to attend, but it is not required.
- The purpose of the Sub-Area Committees is to have an interest-based conversation on route segments and preferred sub-area options. The outcome of the Sub-Area Committee meetings will

be to develop sub-area segment combination recommendations for the full Community Advisory Group discussion.

PSE staff will:

- Provide information on the area's growth, the need for the project and the factors involved in developing route segments.
- Provide draft materials to Community Advisory Group members one week before meetings.
- Provide technical experts to provide a greater understanding of the topics at hand and inform Community Advisory Group dialogue.
- Consult with the Community Advisory Group, listen carefully and consider advisory group input prior to making final decisions on key technical issues, and explain all decisions made.
- Listen and take into consideration recommendations from the advisory group with regards to providing data and requests for analysis and research to support advisory group deliberations.

Norms for individual work as members of the Community Advisory Group

- We acknowledge our group's diversity and value different points of view. We will respect each other's opinions and will operate in consistently constructive ways.
- We will make every effort to attend meetings, to participate actively, to read and be prepared to discuss information and issues, and to be available for work between formal meetings.
- We will keep an open mind and come to meetings with interests, not entrenched positions. We will share our interests and objectives with all Community Advisory Group members. We will openly explain and discuss the reasons behind our statements, questions and actions.
- We will be responsible for representing the interests and concerns of the community we represent at the table. We will consult with our constituencies on a regular basis concerning the discussions and preferences of the Community Advisory Group.
- We will listen carefully to the views expressed by others, avoid interruptions, and seek ways to reconcile others' views with our own. We will represent information accurately and appropriately.
- We will adhere to the ground rules and respect the procedural guidance and procedural recommendations of the facilitator.

Norms for our work together

Use of time

- We will respect each other's time by being on time. Meetings will begin and end on time, unless otherwise agreed to by the Community Advisory Group members.
- When making our comments, we will consider the time needed for others to share their perspectives.

Recommending a route

- Community Advisory Group members will strive to collectively make reasonable requests and suggestions through a cooperative and collaborative discussion process with PSE. PSE will inform the Community Advisory Group of any areas of flexibility in the route recommendation development process.
- In discussions, suggestions may not represent unanimity. The facilitator is responsible for seeking and probing for group preferences. It is the responsibility of each stakeholder group member to voice dissent if s/he cannot live with any particular suggestion.
- Any recommendations from the Community Advisory Group and sub-area committees will be considered by PSE. PSE will evaluate requirements and constraints, and select a preferred route. PSE is the final decision maker regarding selecting a preferred route.
- If PSE chooses not to move forward with the recommended route as PSE's preferred route for permitting, PSE will explain the reason for its decision.

Facilitator

- We give the facilitator permission to keep the group on track and “table” discussions to keep the group moving.
- We expect the facilitator to help the Community Advisory Group accomplish our purpose in a completely neutral, balanced and fair manner.
- We want the facilitator to:
 - Develop draft meeting agendas.
 - Manage Community Advisory Group meetings and discussions.
 - Consult with Community Advisory Group members between meetings about how to manage the process and address issues of concern.
 - Prepare meeting summaries.

Role of alternates

- Each Community Advisory Group member may have one alternate who will be available to stand in for Community Advisory Group members who are unable to attend meetings. Alternates are encouraged to attend all meetings but will not be asked to participate unless called upon.
- Alternates can participate in the Sub-Area Committee meetings if they have attended both of the initial Community Advisory Group meetings.
- Community Advisory Group members are expected to update alternates between meetings so they can replace members on a moment’s notice.

Role of residential association alternates

- Each Community Advisory Group member representing a residential organization may have an appointed residential association alternate that represents a different neighborhood within their city. Residential association alternates are intended to help balance representation from neighborhoods along the route segments.
- Residential association alternates can ask Community Advisory Group members to yield their seat to ask a question or make a comment during Community Advisory Group meetings.
- Residential association alternates serve as members of their geographic Sub-Area Committee and are expected to attend Sub-Area Committee meetings.

Proposed meeting ground rules

- Start / end on time
- Silence cell phones
- Come prepared
- Listen respectfully
- Speak from interests, not positions
- Participate in the process

Norms for our work with others outside the Community Advisory Group

External communications

- All Community Advisory Group meetings shall be open to the public.
- The public will be given the opportunity to comment during each Community Advisory Group meeting. Those wishing to provide public comment to the advisory group will be strongly encouraged to direct their comments towards the issues and topics of focus on the advisory group’s agenda.

- We will avoid characterizing the views or opinions of other Community Advisory Group members outside of any advisory group meeting or activity.
- We will accurately describe Community Advisory Group preferences that are conveyed to PSE.
- Community Advisory Group meetings will be announced on the Energize Eastside website, and meeting announcements with date, time and location, will be provided to local blogs and other media outlets for distribution to the broader community.
- Community Advisory Group meeting products, such as agendas, summaries, and PowerPoint presentations will be posted at pse.com/energizeeastside and will be available to advisory group members for distribution to their constituents. Note: Community Advisory Group member names and affiliations will be included in these materials and will be listed on the project website.