

**Southeast Uplift Neighborhood Coalition
Board Meeting
Monday, June 1st, 2015 – 7 to 9pm
SE Uplift Fireside Conference Room
3534 SE Main St.
Portland OR 97214**

<i>Time</i>	<i>Item</i>	<i>Presenter(s)</i>	<i>Info</i>	<i>Disc</i>	<i>Action</i>
7:00 (10 min)	Welcome Introductions, approve agenda and March minutes	McCullough	X	X	X
7:10 (30 min)	Presentation on possible R2D2 move to SE Industrial area, Q&A, possible action	Commiss Fritz, R2D2 Reps, all	X	X	X
7:40 (20 min)	Continuation of discussion of “activation” of SE Uplift Land Use Committee. Consideration of policies and procedures. Q&A, possible action	Dufay, Kellett, all	X	X	X
8:00 (10 min)	Break				
8:10 (15 min)	Appoint SE Uplift rep for year-round PBOT BAC	Kellett	X	X	X
8:25 (10 min)	Treasurer’s report	Maris	X	X	
8:35 (5 min)	Report: recent Executive Committee actions	Excomm	X	X	
8:40 (5 min)	Street Repair Initiative Update	McCullough	X	X	
8:50 (10 min)	Call for Bylaws Committee members, present officer slate, plan July Board Meeting	Dufay, Colgrove, Vala, all	X	X	
9:00	Adjourn	McCullough			

Next Board Meeting: 7/6/2015
Venue TBD

MINUTES OF MEETING OF THE BOARD
SOUTHEAST UPLIFT (SEUL) NEIGHBORHOOD COALITION
Monday May 4th, 2015, 7:00PM @ 3534 SE Main Street, Portland Oregon 97214 (Fireside Room)

There was sufficient attendance to constitute a quorum. Robert McCullough called the meeting to order.

SEUL Board Members

P - Ardenwald-Johnson Creek - Marianne Colgrove
P - Brentwood-Darlington - Sara Clark
P - Brooklyn - Wendy Miller
P - Buckman - Greg Moulliet
P - Creston-Kenilworth - Tyler King
P - Eastmoreland - Robert McCullough* (President)
N - Foster-Powell - vacant
N - Hosford-Abernathy - Bill Crawford
N - Kerns - G.T. Meili
P - Laurelhurst - Don Gardner*

P - Montavilla - Peter Maris* (Treasurer)
P - Mt. Scott Arleta - Scott Vala*
P - Mt. Tabor (MTNA) - Paul Leistner
P - North Tabor - Cathy Riddell
N - Reed - James Hager
N - Richmond - Cliff Hutchinson
N - Sellwood-Moreland - Vacant
P - South Tabor - Eric Lozano
P - Sunnyside - Jeff Cole* (Secretary)
P - Woodstock - Moshe Lenske
Member, ExComm

SEUL At-large Board Members:

P - Mandy Heaton (Reed College)
P - Mary Ann Schwab
P - Michael Sonleitner
P - Ann Sanderson

SEUL Staff:

P - Anne Dufay - Executive Director
P - Bob Kellett - Land Use, Sustainability, and
Transportation Manager
A - Ashe Urban - Community Outreach Coordinator
P - Kelly Fedderson - Community Outreach
Coordinator
N - Jay Derderian - Administrative Assistant
N - Katy Asher - Community Outreach Coordinator

Guests:

Nancy Tanler- Southeast Examiner

Agenda Items:

- 1) Welcome (Gardner). Minutes for January 5th, 2015 approved unanimously.
- 2) R2D2 - Proposal by McCollough to move issue of relocation of R2D2 camp to site near OMSI to Exec Comm meet day after HAND meeting. Invite all parties - R2D2, City, etc. Motion to write letter to City that SE Uplift didn't feel process was properly followed and the two week requirement. Motion failed to carry. McCullough proposes meeting May 12th @ 7pm.
- 2) Neighborhood Reports - none due to time constraint
- 3) Discussion of "activation" of SE Uplift Land Use and Transportation Committee (LTC). Motion to create a subcommittee to create working guidelines for LUTC for future consideration by the board. Motion assed. Jeff Cole, Scott Vala, and Cathy Riddell are board volunteers, to work with Bob Kellett & Katy Asher.
- 4) Affordable Housing update - Bob Kellett powerpoint presentation.
- 5) Treasurer's Report - Peter Maris - very brief.
- 6) Street Repair Initiative - updated by McCullough - ideas for structuring the discussion.
- 7) Board Retreat - Sept. 2015 appears to be the closest workable date.
- 8) Motion to approve SE Uplift grant agreement with ONI. Passed with one abstention.
- 9) Statement by Terry Dublinski-Milton, Nominated by Robert McCullough for At-Large board position. Nomination approved.
- 10) Statement by Michael Molinaro, Nominated by Jeff Cole for At-Large board position. Nomination approved.

The meeting was adjourned upon approved motion.

_____/Secretary

SE Uplift Executive Committee Minutes
Tuesday, May 12, 2015, 7:00 PM @ SE Uplift (3534 SE Main St)

SE Uplift Executive Committee Members in Attendance: Robert McCullough, Scott Vala, Don Gardner

SE Uplift Executive Committee Members Not in Attendance: Jeff Cole, Peter Maris

Others in Attendance: Marianne Colgrove (board), Sarah Clark (board), Greg Moulliet (board), Cathy Riddell (board), Moshe Lenske (board), Mary Ann Schwabb (board), Michael Sonnleitner (board), Ann Sanderson (board), Kelly Fedderson (staff), Anne Dufay (staff), Debbie Kitchin, Bonnie Bray, Richard Boak, Linda Nettekoven, David Ashton, John Noel, Michael Wietecki, Gus Kroll, Josh Alpert (Mayor's Office), Don MacGillivray, Nancy Tannler.

- **Quorum confirmed.**
- **Briefing from Josh Alpert on Right To Dream Too (R2D2)**
 - **Background:**
 - Roughly 3 & ½ years ago, R2D2 started squatting on property at 4th and W Burnside (with property owners consent) as a protest.
 - BDS started fining both R2D2 and property owners for illegal use. This prompted them to file a lawsuit against the city.
 - Commissioner Fritz took over BDS and made a deal that would end the lawsuit, waive the fines, and find a new location for R2D2 to move to.
 - City identified a new site under the Broadway Bridge ramp in the Pearl District. Due to pressure from neighbors and developers in the area, the city instead sold the property to said developers and agreed to dedicate an additional \$846,000 from the developers to find R2D2 a different site.
 - **Criteria for New Space:**
 - Price (\$850,000)
 - Location (w/in 2 miles of central city)
 - Minimal impact on neighbors and neighborhood
 - Size
 - Zoning
 - Access to transportation
 - **Major Challenges in Finding a New Location:**
 - Zoning (rest area by right)
 - Prices increasing for land
 - Building codes make it cost prohibitive to move the camp inside (looked at an old town building)
 - **Current Property & Timeline**
 - The site being considered is located along SE 3rd Ave and Harrison St.
 - The property is on the Oregon Department of Transportation Surplus List.
 - City met with ODOT to learn about acquiring the property. Waited till they received the evaluation of the property to inform neighbors (CEID representatives & HAND representatives).
 - Didn't talk to neighbors until they knew the property was actually a viable option.
 - From their Stage 1 Environmental review, the City has determined that they will need to do a Stage 2 Environmental Review (include some air quality monitoring). This has pushed the timeline out further for purchasing the property (City Council won't vote on it until Stage 2 Enviro Review is complete).
 - Josh Indicated that Amanda Fritz might be attending SE Uplift's next board meeting.
 - **R2D2**

- Started as protest but now more of a service provider (temporary rest stop that allows people without homes to get a safe night's sleep).
 - Have an organized in-take process, rules (8 pm lights out, no alcohol or drugs, etc.)
 - The site is guarded (24 hr patrol) and they also patrol the larger neighborhood and work with clean & safe officers.
 - Current site capacity is roughly 70 people a night. New site will be around the same capacity or possibly slightly larger.
 - Service allows a safe night's sleep away from people who are using, domestic violence, etc.
- **Q & A with Josh Alpert**
 - **Question regarding whether still planning on purchasing property within "2 weeks"**
 - No. Need to wait for type 2 enviro review. Once that is cleared, they will want to create a good neighbor agreement.
 - Do want to move R2D2 to new location before end of summer and bad weather begins. There is also some urgency because they could be kicked off current site by property owner at anytime.
 - **Is the City planning 20 more camps like this one?**
 - No. Although the idea of having a few more seems to make sense. If this one is successful, they will explore more locations. The next location that might make sense would be somewhere near the Springwater Corridor.
 - **Question about whether people at current location will move to new site, particularly since most of the services are in old town.**
 - City is aware of this but is confident that people currently in the central eastside want the service and will use it.
 - **What's needed to make this successful?**
 - Buy-in from the neighborhood in the form of support, a good neighbor agreement, etc. R2D2 needs to know that the community is willing to work with them. They pride themselves on being good neighbors.
 - **Concerns raised about level of noise at proposed site, toilets, showers, etc.**
 - City agrees with noise being a potential issue. But current site also has a significant level of noise (Dante's) and finding land that is close to services has been very difficult. R2D2 is willing to make trade-offs and have indicated that noise is one they can accept.
 - City is considering installing toilets / showers. Also interested in providing day storage (both at this site and other locations in the city).
 - **Why isn't the City putting this on the west side?**
 - City has mainly focused their search for a new site on the west side. Have looked at way more sites on the west side but have not found another one that meets criteria.
 - **Concerns raised about the lack of public input on this process and the larger decision to have sanctioned camp sites in the city at all.**
 - City acknowledges that neighbors have concerns about the site coming to their neighborhood and that they are here tonight to start that conversation. Want to know what neighbors need to make this work (good neighbor agreement).
 - City did not want to come to neighbors with the site until they knew it was a viable option.
 - Regional government and service provider collaboration on homelessness (A Home for Everyone) has recommended rest areas as part of the larger solution. This group's meetings are open to the public and they have buy-in with the larger community. The group is focused on best practices and research.

- **How would people sleeping at this new location access other resources (nearest food is at SE Grand & Stark)?**
 - City expects that some people will walk to services. City is also talking to service providers about how to get more services in the area. Additionally since access to services is really an issue city-wide, the City is looking at and working on larger solutions with partners.
- **Is this actually helping solve the problem of homelessness?**
 - No, but it does provide relief (safe sleep) which is a basic human need and allows individuals to take further steps to get off the streets.
- **Given the current transitions of the R2D2 Board, what is the backup plan if the camp is established and R2D2 board at some point cannot facilitate the camp?**
 - At this point there isn't a plan B. Indicated that City has no reason at this time to think that R2D2 Board will fall apart. Also noted that R2D2 is not the only group who runs camps like this (ex: Clackamas Service Center)
- **Opinion shared that to get buy-in from neighbors, we need to see that the City is getting serious about the population of homeless individuals that are causing a lot of problems (ex: along the springwater corridor).**
 - Mayor's proposed budget hopes to put additional resources towards this need through unity center funding, high impact camp cleanups, cracking down on bike chop shops, etc.
- **Debbie Kitchin (President of Central Eastside Industrial Council)**
 - Learned about the proposed site on the last Monday of April.
 - Was told by Fritz that it would go to council in 2 weeks and that they didn't need support / approval of CEIC & neighborhood.
 - Also told by Fritz that the City needs 20 of these camps.
 - They are having a small meeting with R2D2 next week.
 - CEIC concerns:
 - That it is a city sanctioned **outdoor** camp. They wouldn't have a problem with it if it was an indoor shelter.
 - That it would set a bad precedent since the zoning doesn't actually allow for camp sites. What happens if someone else wants to put a camp in the lot next to their business?
 - Also concerned about people who come to the area for R2D2 but don't get a spot at the site.
- **Linda Nettekoven (Hosford-Abernethy Neighborhood District)**
 - Received the same information from Fritz.
 - Go to council mid-May
 - No public involvement needed
 - Could use more than one rest area given # of homeless on streets
 - HAND has not yet had a meeting to take a position on the issue.
 - So far have only received a handful of concerned emails about the site from neighbors.
 - If City does move forward with this site, would like it to be well thought out and with the necessary resources (toilets, showers, etc.)
 - Concerns that the conditions regarding homeless are already so bad in the area.
 - HAND would like to be better informed and engaged moving forward.
- **Robert McCullough**
 - Requests that we are kept informed of all meetings, updates, etc.
 - Requests an emission monitoring station similar to that installed by Reed and Eastmoreland. Robert will facilitate between Reed and the City.
 - Not ready to take a position. Will discuss at next board meeting.

To: SE Uplift Board of Directors

May 28, 2015

From: Jeff Cole, Cathy Riddell, Scott Vala, Katy Asher, & Bob Kellett

Re: Draft Land Use and Transportation Committee Guidelines

At the May board meeting, we discussed the possibility of the Land Use and Transportation Committee (LUTC) receiving Executive Authority. A small working group was formed to develop guidelines for the committee. We met twice in person and communicated via email. The document that is attached represents our work to date.

It should be noted that these are recommended guidelines and that they are **not** suggested changes to SE Uplift's by-laws. The guidelines are intended to provide structure for the LUTC and to clarify the relationship between the LUTC and the board. The guidelines are a living document that can change over time if necessary. It is our recommendation that the guidelines be finalized first before there are any changes, if needed, to the organization's bylaws.

These are draft recommendations. We welcome your suggestions and ideas. In particular, we ask that you think about the following questions in advance of the June board meeting:

- What are some examples of occasions when LUTC would need Executive Authority?
- When we say that the LUTC would 'weigh in' on an issue, what would that look like? Letters, written testimony, meeting with agency partners? Other?
- What constitutes a "time sensitive" or "emergency" issue? Is it only when the Board or Executive Committee can't act first? Is it something else?

SE Uplift Land Use and
Transportation Committee
Guidelines

DRAFT - Updated May 28, 2015

This document is meant guide the work of SE Uplift's Land Use and Transportation Committee (LUTC) and staff. It is to be used for training and setting forth policies that guide the work of the committee and the staff supporting it. For information on SE Uplift's advocacy processes, including how to bring issues of interest to the SE Uplift Board of Directors (Board), visit: <http://www.seuplift.org/advocacy/>

1. Committee Purposes

- A. Create a forum for community members and neighborhood associations to convene, research, and advocate on land use and transportation issues within the Coalition boundaries.
- B. Develop and offer issue-specific expertise to inform actions taken by the Board.
- C. Provide an avenue for information sharing, building connections and leadership skill development of volunteers within and across neighborhood associations.
- D. Facilitate issue-specific ad hoc workgroups designated by the Board.
- E. Draw people into the neighborhood system based on issue-specific concerns and keep them involved.
- F. Embody a civic engagement structure that reflects SE Uplift and Office of Neighborhood Involvement (ONI) principles and standards.
- G. This committee may be granted Executive Authority to address time-sensitive issues.

2. Committee Scope

- A. Outside of instances when the committee is exercising executive authority, its scope is primarily to act as an advisory body to the Board. The committee researches, discusses and brings forward recommendations to the Board in response to actions from external authorities including Portland Bureau of Development Services, Bureau of Planning and Sustainability, Metro, Multnomah County, TriMet, Oregon Department of Transportation & Oregon Liquor Control Commission in

regards to land use and transportation planning. In its advisory role, this committee will work to bring well-researched and persuasive recommendations detailing the pros and cons of an issue forward for board deliberation and action.

3. Executive Authority

A. The Board reserves the right to overturn any decision of LUTC.

B. LUTC will serve primarily to bring timely recommendations for action to the full Board. However, in situations where there is not time for Board or SE Uplift Executive Committee consideration on a land use or transportation issue, LUTC may exercise the authority of the Board. Examples of possible actions include but are not limited to sending letters, verbal or written testimony, making recommendations.

C. A minimum of two Board Directors must be members of the committee and present at the meeting in order for the committee to exercise executive authority.

B. A committee quorum requires at least 11 voting members present.

C. If quorum is met and 70% of the voting members approve an action, it will be considered to have executive authority.

D. In the absence of a quorum and/or a majority vote of less than 70% approves an action, the vote will be considered advisory and must be ratified by the Board before any action is taken.

E. If the committee approves an action that would require the use of SE Uplift funds, the action must also be approved by the Executive Committee before it can be taken and/or funds spent.

4. Committee Membership

A. Eligibility: Each Neighborhood Association within the coalition will be allowed one voting member on the committee.

B. Member Confirmation from Neighborhood Associations: Prior to being seated on the committee, the Neighborhood Association must designate its voting member in writing to staff and a majority vote of the committee must approve sitting the member.

C. Co-chair Representation: The co-chairs are considered the voting representative from their respective Neighborhood Associations.

D. Term: The term for committee membership is one year (July 1-June 30). The term for committee members seated at any point of the year will expire in June.

E. Removal: Any committee member may be removed from serving on the committee for any reason. A request for removal shall be presented in writing to the committee for discussion and review. With a two-thirds vote, the committee may vote to remove a committee member pending review by the Executive Committee. The Executive Committee will either vote to retain the land use and transportation committee member or remove the member from the committee.

F. Training: Committee members will receive information from staff regarding the duties of Board prior to participation so that they understand the larger context in which they have been asked to serve.

5. Committee Meetings

A. Regular Meetings: The committee should meet on a regular, monthly basis. Exceptions may apply; the decision to forego a monthly meeting must be based on committee member and staff consensus.

B. Special and Emergency Meetings: The committee can hold special meetings that do not fall on the regularly scheduled meeting dates. In such instances, the ONI standards for special and emergency meetings must be adhered to and the Board notified.

C. Quorum and Voting: In cases where the committee is not exercising executive authority, quorum shall be a majority of neighborhood association authorized representatives. A majority vote will carry the motion.

D. Records: Committee agendas and minutes are to be posted on the SE Uplift website's committee page and distributed to committee members by staff.

E. Participation: All committee meetings are open to the public, and shall be scheduled at a time and place which maximize community and member participation.

F. Agenda Development: Committee members and community members are strongly encouraged to submit any proposed action items to committee staff no less than one (1) week in advance of a committee meeting, in order to expedite

committee review and discussion. Committee co-chairs and staff will work collaboratively to develop meeting agendas.

G. Meeting Notice: Staff is responsible for providing the public with notice and a draft agenda for a given meeting at least 7 days prior to a meeting. Effort must be made to invite and include all stakeholders in a discussion before a committee votes to take an action.

H. Meeting Facilitation: At least one of the committee's co-chairs must be present at all meetings.

I. Notification of Recommendations, Decisions and Minority Opinions: All committee recommendations and decisions for public position statements must be documented in the committee's meeting minutes and presented in a timely manner to the Board. When applicable, a summary of the minority position(s) must be included in the minutes and in communication to the Board.

6. **Committee Chairs**

A. Number: The committee must have co-chairs. One of the co-chairs is to be appointed by the Board. The other co-chair is to be elected by the committee.

B. Term: The regular term for committee co-chairs is one (1) year from July 1 – June 30. If a chair is elected or appointed mid-year, their term will expire in June.

C. Elections: Elections/Re-elections of the co-chairs will be held at the committee's June meeting.

D. Vacancies: If a co-chair position is vacated mid-year, staff will alert committee members and the Board of a position opening and will announce the time and place of the upcoming election. If a committee cannot fill a vacated co-chair position from within the committee membership, the SE Uplift Board President may appoint an individual to fill the co-chair role.

F. Removal: A co-chair may only be removed from the position by a vote of the Board.

G. Responsibilities: Committee co-chairs are primarily responsible for:

- i. Working with staff to develop monthly committee meeting agendas based on input and interests of committee members, requests from public agency and organizational guest speakers, and input from Board.

- ii. Facilitating monthly committee meetings with staff support as appropriate.
- iii. Working with staff to develop facilitation strategies that encourage public input and make meetings accessible; and
- iv. Reporting (or delegating to other committee members the reporting of) committee plans, activities and action items at the monthly Board meeting.

7. Staff Roles

- A. Help committee members identify intersecting topics of interest that impact SE Uplift's 20 neighborhoods as well as the City/Region for exploration and advocacy.
- B. Agenda setting with committee Co-Chairs.
- C. Meeting preparation, including speaker recruitment, meeting notices and outreach.
- D. In-meeting support, including set-up, taking minutes and facilitation as needed.
- E. Assist committee members in drafting issue letters and statements as appropriate.
- F. Regularly track position letters that have been sent to officials or departments. See that the letters go to the Board, out to the recipients and then track and share any response.
- G. Assist subcommittee and working groups.
- H. Provide support and coordination for committee and subcommittee projects such as public workshops and forums.
- I. Conduct research on topics as prompted by committee discussions.
- J. Recruitment of new committee members as appropriate.
- K. Allocate time and resources within the scope of staff's job descriptions. Any disagreement between staff and committee members over use of staff time must be addressed to SE Uplift's Executive Director.

8. Ad-hoc Workgroups

A. Both the Board and the committee may recommend ad-hoc workgroups be established to accomplish specific tasks within a specific time period.

B. Ad-hoc workgroups are expected to adhere to committee guidelines, in an effort to promote openness, transparency and accessibility, while recognizing the need for flexibility in regards to the time-sensitive nature of the task at hand.

C. Ad-hoc workgroups will coordinate with staff on meeting coordination, location and notification. At a minimum, ad-hoc workgroups will inform staff of the time, date and location of a meeting so that the relevant information can be shared with the public in a timely manner.