

Tillamook County Salmonberry Trail EPA Brownfields Assessment Grant Public Involvement Plan

Prepared for

Tillamook County
801 Ivy Avenue, Suite B
Tillamook, Oregon 97141

Tillamook County



Land of Cheese, Trees and Ocean Breeze

Prepared by

Parametrix
700 NE Multnomah, Suite 1000
Portland, OR 97232-4110
T. 503.233.2400 T. 360.694.5020 F. 1.855.542.6353
www.parametrix.com

Parametrix
ENGINEERING . PLANNING . ENVIRONMENTAL SCIENCES

TABLE OF CONTENTS

1. PROJECT BACKGROUND	1
2. OUTREACH GOALS AND OBJECTIVES.....	1
3. PUBLIC INVOLVEMENT PLAN PURPOSE.....	2
3.1 TARGET AUDIENCES.....	2
4. ADVISORY GROUPS AND RESPONSIBILITIES	2
4.1 PROJECT MANAGEMENT TEAM (PMT)	3
4.2 COMMUNITY ENGAGEMENT TEAM (CET).....	3
4.3 COMMUNITY ADVISORY COMMITTEE (CAC)	4
5. KEY OUTREACH DELIVERABLES AND RESPONSIBILITIES.....	4
5.1 CONSULTANT	4
5.2 PMT/CET.....	6
6. OUTREACH MILESTONES AND BUDGET.....	7
7. MEASUREMENT AND EVALUATION	7

ATTACHMENTS

Attachment A: Organizational Chart: Salmonberry Trail EPA Brownfields Assessment Project

This page intentionally left blank.

1. PROJECT BACKGROUND

The Salmonberry Corridor is being planned for an almost 90-mile long regional trail connecting the Oregon Coast at Tillamook to the Tualatin Valley west of Portland. The Port of Tillamook Bay (POTB), Tillamook County, Oregon Parks and Recreation, other state and local government entities, and active transportation, health, and economic development advocates have partnered to build support for a cross-regional trail. The trail will follow the route of the former Pacific Railway and Navigation Company rail line which opened in 1911. This line extends from the Tillamook Airfield south of the City of Tillamook along the coastline to the town of Wheeler and then turns inland across the Coast Range to the vicinity of the City of Banks.

The primarily 100-foot wide rail corridor is currently owned by POTB. Rail tracks, the rail bed, bridges, and tunnels though the Coast Range were heavily damaged by two major flood events in the 2000's. POTB subsequently made the determination to abandon rail service above the community of Enright. Rail service is now limited to the Oregon Coast Scenic Railroad which runs between the Tillamook Airfield and Enright (approximately 50 miles).

The Salmonberry Trail has a high level of local and state-wide support. A feasibility study and a concept plan were commissioned and have been completed. As a next step in trail implementation, the jurisdictional partners, with Tillamook County in the lead, secured a U.S. EPA Brownfields Assessment grant to study the approximate 62-miles of corridor within Tillamook County. The brownfields assessment project will identify and assess adverse environmental conditions resulting from over 100 years of rail use and other nearby uses, and develop recommendations for priority cleanup locations and approaches.

This Public Involvement Plan (PIP) has been prepared as part of the U.S. EPA requirements for engagement of the public through community outreach efforts. The public involvement and outreach components to be implemented for the Salmonberry Brownfields project are summarized in the following sections. Some outreach will be supported or delivered by the project consultant, other components will be delivered by the jurisdictional partners or other community groups. It should be noted that this PIP has been structured to be general in nature, such that some flexibility has been built into the outreach tasks to allow for changing project needs.

2. OUTREACH GOALS AND OBJECTIVES

Community outreach on the Salmonberry Corridor Brownfields Assessment will:

- Directly engage residents, property owners, businesses, transportation and health advocates, area non-profits, other stakeholders, and the general public in the process of identifying and assessing specific sites or conditions that may merit further investigation and/or cleanup.
- Identify outreach activities and tools that will add value to the project and genuinely engage all sectors of the community in an open and transparent process.
- Identify and implement strategies to ensure meaningful participation of communities experiencing health inequities and traditionally underrepresented in public processes.

- Provide stakeholders with accurate, up-to-date information on the brownfields assessment process and expected outcomes, as well as how and when to provide input leading to project decisions.
- Provide the community with opportunities to get their questions answered and to provide feedback on assessment processes and outcomes.
- Build trust in the brownfields assessment process by engaging community members early and often, ensuring support for the brownfields assessment project and ultimately the Salmonberry Trail project.
- Ensure effective coordination and communication between the public and stakeholders and the brownfields assessment project partners (see Section 4.0 for a list of project partners).
- Set the stage for funding and development of future phases of both brownfields cleanup and trail planning and construction.

3. PUBLIC INVOLVEMENT PLAN PURPOSE

This Public Involvement Plan (PIP) serves as a guide for community outreach activities throughout the brownfields assessment process. The PIP is a framework helping to assure that overall project goals and objectives are met, that project information is shared with all parties and interests, and that community input is incorporated into the process.

3.1 Target Audiences

The PIP will be implemented with the following audiences in mind:

- Individuals and private, public, and non-profit entities with specific advocacy, location, property, or jurisdictional interests in the Salmonberry Trail and the brownfields assessment project.
- The general public that will engage in the brownfield assessment project or broader trail development issues for less specific reasons or motivation, or that may simply need information and updates on project progress and findings.

4. ADVISORY GROUPS AND RESPONSIBILITIES

Project interactions with the general public, and targeted outreach to specific groups and interests, will be guided by the PIP and implemented by the Project Management Team (PMT). The PMT will be assisted in delivering community outreach by a Community Engagement Team (CET), Community Advisory Committee (CAC), and the project Consultant. Other agencies, groups and individuals may be engaged and requested to assist in outreach.

A variety of agencies and interests are engaged in the planning and development of the Salmonberry Trail. Many of these interests are formally represented in the effort toward the Salmonberry Trail brownfields assessment. These project partners include:

- Tillamook County
- Oregon Department of Environmental Quality (DEQ)
- Port of Tillamook Bay (POTB)
- Oregon Parks and Recreation
- Business Oregon
- Oregon Health Authority
- U.S. Environmental Protection Agency (EPA)

Membership on the brownfields assessment project's PMT and CET is drawn from these project partners. The project Consultant (Parametrix) serves ex-officio on the PMT and CET. There is also a technical advisory group drawn from the project partners that may advise the PMT and CET on community outreach and involvement, as needed and requested. The CAC is made up of volunteer community members and interests. The specific technical team and overall project team members and project organization is shown on an organization chart in Attachment A.

4.1 Project Management Team (PMT)

The PMT will guide the overall brownfields assessment project. PMT responsibilities include guiding the technical and scientific activities involved in conducting the brownfields assessment, and overseeing community outreach activities. The PMT shall meet monthly via teleconference, and may meet in-person as needed and agreed to by the members.

PMT members include:

- Marlene Putman, Tillamook County Health and Human Services. Ms. Putman will serve as the overall Project Principal.
- Annette Pampush, Tillamook County Environmental Health Manager
- Jennifer Purcell, Oregon DEQ Regional Solutions Team
- Chris Chiola, Tillamook County Environmental Program Manager

Ex-officio member:

- Rick Wadsworth, Parametrix Brownfields Assessment Project Manager

4.2 Community Engagement Team (CET)

The CET will guide and manage the community involvement aspect of the brownfields assessment project. The CET will advise on, and in some cases coordinate, activities engaging the broadest range of the general public and stakeholders. The CET will meet as needed and agreed to by the members.

CET members include:

- Annette Pampush (CET Chair), Tillamook County Environmental Health Manager
- Jennifer Purcell, Oregon DEQ Regional Solutions Team
- Karen Bishop, Oregon Health Authority

- Kari Christensen, Oregon Health Authority
- Local representative (or two)

CET technical advisors:

- Rocky Houston, Oregon Parks and Recreation
- Michele Bradley, Port of Tillamook Bay
- CAC Liaison (To Be Determined)

Ex-officio members:

- Jim Rapp, Parametrix Public Involvement Lead
- Josh Ahmann, Parametrix GIS/IT Lead

4.3 Community Advisory Committee (CAC)

CAC membership will be drawn from a range of community interests, including but not limited to transportation and trail advocates, health and natural resource advocates, agriculture, property owners, businesses, non-profit and service organizations, tourism interests, and the general public. The CAC will meet up to 12 times over the course of the brownfields assessment project. The CAC shall:

- Advise the PMT and CET on community concerns and issues.
- Ensure that community concerns and perspectives are reflected in the brownfield assessment options and alternatives, including the inventory and prioritization criteria.
- Solicit the advice of community members and organizations in determining and delivering the most effective means of outreach.
- Serve as liaisons to the larger community.
- Participate in delivering community outreach activities
- Build general public and stakeholder understanding of project goals and objectives, and ensure public and stakeholder feedback is reflected in project recommendations.

5. KEY OUTREACH DELIVERABLES AND RESPONSIBILITIES

A successful brownfields assessment will reflect the interests and desires of the local community, and build support for future phases of the Salmonberry Trail. A variety of strategies will be used to keep interested parties informed and to invite participation at key milestones. The roles of different project team members and stakeholders in achieving outreach deliverables follow:

5.1 Consultant

Consultant (Parametrix) will be responsible for:

- Drafting and finalizing the PIP (this document). Developing and maintaining an internal project website (via SharePoint), which will serve as the repository for internal project information and data that can be accessed by the PMT and technical advisors.

- Coordinating with and assisting Tillamook County to provide a website location (via a separate page or link on Tillamook County’s webpage or other location, as appropriate) as a public platform for community outreach. Parametrix will assist in providing materials to be put on the website as they are produced throughout the project. Parametrix will develop and host an interactive WebMap (linked from webpage above), which will be used to expand the reach and convenience of public communications and input. Project partners are also encouraged to provide links on organizational websites to the project website.
- Designing and facilitating in consultation with the PMT/CET up to four public meetings or similar forums to share project information and receive feedback. Consultant shall:
 - Produce meeting materials, including meeting agendas.
 - Provide overall meeting facilitation and technical presentations.
 - Collect and summarize meeting records, including meeting notes, submitted questionnaires or comment forms, or other inputs from any other techniques used.
- Drafting and finalizing project fact sheets, and other hard copy materials for public meetings and other forums, with input from the CET/PMT. These materials will provide basic outlines of project processes and outcomes and other related information.
- Drafting and finalizing the Agency for Toxic and Disease Registry (ATSDR) Brownfields/Land Reuse Action Model report.
- Facilitating and/or participating in CAC meetings, as deemed necessary by the PMT or CET.
- Advising on outreach strategies to be delivered by the CET, CAC, or by community members.
- Maintaining a role in ensuring the underrepresented populations are represented in the process
- Providing alternatives to web-based outreach with PMT/CET input, including:
 - Hard copy materials - Consultants will draft, and the CMT/PMT will provide input on, hard copy materials. Hard copy materials may be distributed through project and agency mailing lists; and by posting or placement at local businesses, government offices, services agencies, community centers, etc.
 - Presentations - Project presentations (or displays) at government meetings, or other project or community events, and community centers and other gathering places can be an effective means for providing information and education on the project, and gathering input. Presentations will be made at formal project public meetings and will be considered for other events and venues such as business association meetings, schools events, senior centers, or other opportunities.
 - Stakeholder Interviews - Focused interviews can be an effective way to ascertain the views of individual stakeholders or an association of stakeholders (such as a non-profit or business organization board of directors). These may be coordinated through the CET and CAC.
 - Collaborative Meetings - Project outreach will be coordinated and integrated to the extent possible with other public outreach activities occurring in Tillamook County during the project period. This could include co-presentations at regular and special meetings on the Salmonberry Trail, including the upcoming Salmonberry Corridor Code project

meetings and Salmonberry Trail Coalition meetings. The PMT/CET will consider additional opportunities to collaborate with other sectors including health, transportation, comprehensive planning, and economic development.

5.2 PMT/CET

The PMT and CET will be responsible for:

- Reviewing and approving Consultant-produced materials and reports.
- Maintaining and updating the CAC mailing list, and distributing project materials and announcements to the list (either electronically or sending as a hard copy).
- Using Email addresses available through the project mailing list to send updates at project milestones. Other communication networks may be used as appropriate, especially lists and networks developed as part of the prior and ongoing Salmonberry Trail planning processes.
- Updating the Salmonberry Trail blog developed and maintained by the Oregon Parks and Recreation with links to brownfields assessment information.
- Providing all public notices of project meetings and project reports.
- Reviewing, approving and making all meeting and report materials publically available. However, as part of the Consultant (Parametrix) tasks, multiple hard copies of reports (generally up to 5 copies) will be produced for distribution to the PMT/CET.
- Providing for project meeting venues and logistics, including public notices, direct notification of stakeholders as appropriate, meeting set-up and tear down, support staff for activities such as registration, meeting equipment and furniture, and refreshments.
- Providing alternatives to web-based outreach (This can include interacting with local media and news outlets, including creating and distributing press releases, briefing media reporters, and providing copies of public notices, project reports and other project materials).
- Proactively working with local media to describe the project, explain its timeline, highlight opportunities for involvement, discuss relevant issues and frame intended outcomes. Submit articles, event listings, and public notices to community newspapers, service club newsletters, agency newsletters, and other media outlets, as appropriate.
- Engaging underrepresented populations. Specific strategies to engage underrepresented populations may include the following considerations:
 - **Language** – Identify communities that do not speak English as their first language, and encourage their participation as members of the CET/CAC to ensure approaches are culturally and linguistically relevant. Outreach to individuals and groups with limited English proficiency (LEP) should be guided by local government LEP plans.
 - **Location** - While most of the county's population is concentrated on the coast between Nehalem Bay and Tillamook Bay, there are outlying residents and communities at other coastal locations, inland, and in the Coast Range. The PMT/CET will consider meeting locations outside of the County's core population area.

- **Time of day** – The time and dates of public meetings and other engagement activities will be determined through community input, and will avoid conflicting with other important community events.
- **Childcare** – Participation in public processes is often hindered for those with children, especially for single parent and low-income families. The project team will provide childcare options– as well as food – at public meetings and gatherings. Removing this as a barrier will help families be able to participate, who may be otherwise unable to attend.
- **Physical Impairment** - Meeting venues and project communications will be provided consistent with Americans with Disabilities Act (ADA) standards. This should include identifying barriers to participation resulting from physical motor impairments and those resulting from cognitive, sight, hearing and similar impairments.
- **Mobility** – Apart from physical impairments, the lack of transportation system alternatives to private motorized vehicles may impair project access. The project team will consider the availability of public transportation or on-call shuttle services, and bicycle and pedestrian facilities, in selecting meeting locations or other venues where project information will be distributed.

6. OUTREACH MILESTONES AND BUDGET

Community outreach and engagement will be ongoing throughout the brownfields assessment process. Overall community outreach budget presently allocated to the consultant is approximately \$14,000. Therefore, in-kind and cooperative outreach initiated by the jurisdictional partners will be essential to effectively engaging all parties in the brownfields assessment project.

Key outreach milestones and timeframes are summarized below. See the overall project schedule, which includes outreach elements, for additional details.

- | | |
|---|-----------------------|
| ➤ Establish CET | April 2015 |
| ➤ Establish CAC | May/June 2015 |
| ➤ Adopt PIP | June 2015 |
| ➤ Project Interactive Website Launched | May/June 2015 |
| ➤ Project Public Meeting and Fact Sheet | July 2015 (tentative) |
| ➤ Produce ATSDR Report | March 2016 |
| ➤ Project Public Meeting and Fact Sheet | July 2016 (tentative) |

7. MEASUREMENT AND EVALUATION

Successful community outreach will include tracking opportunities for local residents and traditionally underrepresented community members to engage in decision-making processes. The consultant will draft and the CET/PMT will finalize the plan to track and measure the progress made towards community identified goals in the Action Model Plan.

ATTACHMENT A

ORGANIZATIONAL CHART

**Tillamook County Salmonberry Trail
EPA Brownfields Assessment Grant**

Organizational Chart: Salmonberry Trail EPA Brownfields Assessment Project

