

DRAFT Charter

OREGON LOCAL PROGRAM COMMITTEE

“LOCAL AGENCIES, ODOT AND FHWA WORKING TOGETHER TO IMPROVE OREGON’S TRANSPORTATION SYSTEM”

MISSION

The Oregon Local Program Committee (OLPC) is established as a partnership between Counties, Cities, Oregon Department of Transportation (ODOT), Federal Highway Administration (FHWA) and the Metropolitan Planning Organization’s Consortium (MPO). The mission of OLPC is to monitor and improve the effectiveness of Oregon’s Local Federal Aid Program and other local street and road programs and projects administered through ODOT. OLPC does this by providing program, policy and process guidance, direction and support to the ODOT Local Program.

GOALS

1. To monitor the Local Federal Aid Program, other state and local programs, and improve project delivery quality, timeliness, and cost effectiveness.
2. To ensure City, County and MPO input into the policies, procedures and requirements governing project delivery within the Local Federal Aid Program and other state local partnerships.
3. To provide an inclusive forum for the resolution of issues regarding local programs.
4. To provide input into the Local Agency Guidelines Manual and other key ODOT documents that define the ODOT Local Program.
5. To provide an inclusive forum to share "lessons learned" from completed ODOT sponsored local agency projects to improve future project delivery.
6. To provide a conduit for all Oregon Local Agencies to propose ideas, concepts and improvements for Oregon’s Local Federal Aid Program and other local street and road programs and projects administered through ODOT.
7. To provide a forum for interacting with Federal and State regulatory agencies and engage in meaningful conversation related to regulatory streamlining and other process improvements.
8. To provide education to local governments on the various elements of administering transportation projects utilizing federal and state funding.

EXPECTED BENEFITS

1. Improved project delivery of Local Federal Aid and other street and road projects.
2. Minimize project costs and maximize public funds.

3. Increased clarity in communication regarding Local Programs between Cities, Counties, ODOT, FHWA and MPOs.
4. Faster resolution of issues arising out of the program.
5. An improved relationship, sense of trust and accountability between ODOT, local agencies and FHWA.
6. Timely implementation of process improvements.

AUTHORITY

The focus of OLPC is on analysis of program requirements, policy development, and the development of processes/procedures to enhance local project delivery. OLPC makes recommendations to:

- Highway Division Administrator;
- ODOT Director's Office;
- FHWA Division Administrator; and
- Other local and state partnerships dealing with policy and performance of local streets and roads.

SCOPE OF ACTIVITIES

1. Monitor program performance;
2. Make recommendations for local program change;
3. Research issues involving delivery of local projects; and
4. Develop and critique documents, policies, and practices related to local programs.

MEMBERSHIP

AOC, LOC, ODOT, FHWA and MPO are member organizations of OLPC. Each member organization is responsible for selecting and appointing its members and an alternate member to OLPC. The number of representatives for each member organization is as follows:

- Three (3) County representatives, and one (1) alternate selected by the Association of Oregon Counties (AOC).
- Three (3) City representatives and one (1) alternate, selected by the League of Cities (LOC).
- Three (3) ODOT representatives and one (1) alternate, selected by ODOT,
- One (1) FHWA representative and one (1) alternate, selected by FHWA,
- One (1) MPO representative, and one (1) alternate, selected by the Oregon MPO Consortium.

Members will endeavor to attend all meetings. Appointed alternates are encouraged to attend meetings for the sake of continuity. Each member organization will notify OLPC Chair in writing of any changes in appointed membership.

Member organizations may send a substitute when appointed members are unavailable to attend a meeting.

LEADERSHIP

The Chair shall be a local agency representative and be selected annually by OLPC. The Vice-Chair shall be a local agency representative and be selected annually by OLPC. The Chair and Vice-Chair may or may not be one of the eleven appointed local agency representatives. Elections will be held at the first meeting of each calendar year.

The duties of the Chair are:

1. Preside over the meetings;
2. Review and comment on the agenda for meetings;
3. Appoint members to subcommittee's and task force; and
4. Represent OLPC (or delegate representation) for presentations to other groups, as needed.

The duties of the Vice-Chair are:

Perform all Chair duties when Chair is not available.

OPERATING PRINCIPLES/GUIDELINES:

Decision Making Methodology

The goal for OLPC decision-making will be to attain consensus. OLPC will, however, determine the collective course of action by majority vote of the members present if the chairman determines that consensus cannot be reached. Consensus means unanimity in supporting a proposal or recommendation. It does not necessarily mean perfect agreement with every detail of a proposal or recommendation. OLPC recognizes that there are times when disagreement may prevent a consensus decision on an important matter. In these cases, the differing views of OLPC members will be included in the recommendations forwarded to the appropriate decision making authority.

When voting, each OLPC representative appointed by its member organization has one vote. An appointed alternate can only vote in the absence of one of its member organization's appointed members. OLPC requires a quorum when voting on issues. A quorum consists of the following: 1) a majority of OLPC's eleven appointed members, and 2) one appointed member each from ODOT, City and County must be a part of the present majority.

An individual who is sent to OLPC as a substitute in the absence of an appointed member, but who is not a member organization's appointed alternate, cannot vote on OLPC issues.

Meeting Frequency

Meetings will be every other month, unless otherwise agreed to by OLPC. Members will, however, hold time on their calendar each month in the event OLPC needs to meet on important issues.

Agenda/note-taking/minutes distribution

ODOT will supply OLPC staff directly or by contract to:

- Provide communication and forward recommendations as required;
- Circulate meeting notices and agendas; and
- Keep and circulate minutes.

Subcommittees

Major issues may be addressed through subcommittees with additional members drawn from outside OLPC.

Draft 1-28-11