

NOTES

**Oregon Local Program Committee Meeting
September 23, 2011
1201 Court Street NE, Room 306
Salem, OR 97301**

In Attendance:

John Vial, Jackson County
Brian Vincent, Multnomah County
Mike Bezner, Clackamas County
Gary Stockhoff, Washington County
Kyle Chisek, City of Portland, Transportation
Chuck Knoll, Linn County
Craig Honeyman, League of Oregon Cities
Darel Capps, ODOT
Bert Hartman, ODOT
Mike Starnes, ODOT
Carol Olsen, ODOT
Pat Fisher, ODOT
Matt Novak, ODOT
Geri Mikkola– ODOT
Beth Vargas Duncan, ODOT
Julie Redden, ODOT

Darel Capps welcomed everyone and asked for comments on the notes from the last meeting and for agenda revisions. No changes were made to the notes from the last meeting.

Federal-Aid Project Guidelines and Working Agreement – Amendment Status

Beth Vargas Duncan provided an update on amendment number 2 to the Federal-aid Project Guidelines and Working Agreement. The Association of Oregon Counties and League of Oregon Cities legal counsels have reviewed the draft and provided comments. The amendment is in the signature process and will be executed before the end of the month. The amendment extends the agreement for one year and updated program information. More detail was added to the section on Certification Section. A copy of the executed amendment is attached as Attachment A.

Overview of New Active Transportation Section

Darel Capps, Active Transportation Section Manager, provided an overview of the new Active Transportation Section and its role in ODOT. Darel said the organizational change complements ODOT's efforts to become a more multimodal department, to "right-size" the agency, and to strategically utilize shrinking state and federal funding.

The vision behind the change is to integrate programs and funding sources to better support the selection and delivery of projects, find efficiencies and leverage resources. The new section will be located within the Transportation Development Branch at 555 13th Street NE, Salem, OR 97301.

The Active Transportation Section has three units:

- 1) Program and Funding Services (Steve Leep, Manager) ;
- 2) Statewide Programs (Darel Capps, interim manager) and
- 3) Economic & Financial Analysis (Dave Kavanaugh, Manager)

The Statewide Programs Unit will perform program development and management functions. The Statewide Programs Unit includes the following programs: Transportation Enhancement, ConnectOregon, Flex Funds, Bicycle/Pedestrian, Scenic Byways, and Sustainability. (Staff members who provided technical support have been moved to Technical Services.) Steve Leep's group will continue to obligate federal funds.

ODOT's goal is to finalize the original intent of decentralization and have Regions take responsibility for local program design and project delivery. The delivery of the state and local programs are now to be on equal footing and performance measures will be put in place to ensure that happens. If local agencies have an issue, their first contact will be with the Local Agency Liaison, who will act as advocate and facilitator. If local agencies don't think things are going well, they will need to follow the chain of command to the Local Agency Liaison's supervisor, and up to the Region Manager and eventually Paul Mather, if needed.

The Oregon Local Program Committee will continue to be actively involved in broad policy issues. Two OLPC members, Jon Oshel and Craig Honeyman, also sit on ODOT's Local Project Delivery Team, an internal ODOT team, to provide input on local agency project delivery issues.

Pat Fisher indicated that one of the goals of the Oregon Transportation Commission as well as ODOT executive management was to make the application process more simplified as well as competitive. In the future, projects may be considered for multiple sources of funding. ODOT will be looking for overlaps to see if funds can be utilized more efficiently. The Director wants projects that can solve more than one problem at once. Once a new process is developed it will be presented to the OTC.

PROGRAM MANAGEMENT

Beth Vargas Duncan distributed a copy of the newly approved ODOT Local Program Roles & Responsibilities For Non-certified Projects. Beth indicated that 25 percent of the STIP funding and 30 percent of projects are local program. The document clarifies expectations and performance goals of the Regions, Branches, Sections, and units that

provide technical support for the Local Program. If you have any questions about the document, contact Beth. (See Exhibit B).

Funding Program Management Guidelines

Pat Fisher and Carol Olsen provided an overview of some new procedures in the application and project selection processes that relate to the project development guidelines. The Statewide Programs Unit has received direction to implement funding programs in a coordinated and consistent way, to be more strategic in programs, and to find ways to fully obligate each program's funds each year.

Carol and Pat explained that with the expected decline in state and federal funds, ODOT won't have enough money to juggle projects in the future as we have done in the past. Once a project is selected, it needs to keep moving. From application through project selection projects will be scrutinized more closely to see if they are feasible. Each of the programs has been told to come up with program management guidelines that include progress reporting process and a change management process. Target dates will be set in place on project agreements to help both ODOT and the local agencies determine when projects are experiencing difficulties that may lead to delays. The committee received a handout that summarized the upcoming changes in application/selection requirements and inter-agency agreements. Time prohibited a complete presentation on this item and Pat and Carol will be back next month to finish their presentation. (See Exhibits C and D)