

**Meeting Notes**  
**Oregon Local Program Committee**  
**Friday, August 27, 2010**  
**8:00 a.m. to 10:00 a.m.**  
**1201 Court St NE, room 306**  
**Salem, OR 97301**

**In Attendance:**

**Jon Oshel, OLPC Chair, Association of Oregon Counties**  
**Emily Lawton, Federal Highway Administration (FHWA)**  
**John Dorst, City of Gresham**  
**Chuck Knoll, Linn County**  
**Cindy Schmitt, Marion County**  
**Gary Stockhoff, Washington County**  
**Brian Vincent, Multnomah County**  
**Jennifer Willer, City of Eugene**  
**Matt Novak, ODOT**  
**Bob Pappe, ODOT**  
**Marty Andersen, ODOT**  
**Sam Johnston, ODOT**  
**Julie Redden, ODOT**  
**Jill Pearson, ODOT**  
**Michael Starnes, ODOT**  
**Beth Vargas-Duncan, ODOT**  
**Greg Current, ODOT**

**Welcome, Introductions and Call for NOA's**

After brief introductions, Chair Jon Oshel asked for comments on the meeting notes from June 25, 2010 and for agenda revisions. No exceptions were noted and no new agenda items were brought forth for consideration.

**Stewardship Plan Impact on Agency Projects**

Jon Oshel introduced the purpose and concept of the latest version of the Oregon Department of Transportation Federal-Aid Highway Program Stewardship and Oversight Agreement (Exhibit A). The plan formalizes the roles and responsibilities of FHWA and the Oregon Department of Transportation (ODOT) in administering the Federal-Aid Highway Program. Emily Lawton (FHWA) provided a brief summary and highlights from the plan noting the purpose of the agreement has not really changed from the latest version. Four (4) notable changes focus on:

- Oversight screening criteria has changed from formula based to risk based. The hope is to assist in balancing work load. Emily indicated that as many as fifteen (15) projects could receive full oversight annually.
- Performance measures will be utilized to evaluate the health of the Federal-Aid program.
- Conflict resolution has been more formalized to work out issues at the lowest possible level.

- Activities are more refined in this agreement and a mechanism is in place to review and update this agreement annually.

Based upon Emily's review, the committee had discussion on the following items:

- When thinking about "risk based", local agencies asked Emily what risks are being implied? (Emily indicated the Federal Highway Oversight Committee is still defining the risks.)
- Local agencies were concerned about an increased number of "after the fact" project reviews because this process can often severely impact a local department's budget. FHWA is sensitive to this issue and encourages local agencies to bring up any issues to the Local Government Section and FHWA.
- Marty noted that the Local Government Section continues to align itself with the appropriate ODOT leadership teams so it can engage in local agency project delivery and risk related discussions.

### **Pavement Preservation Project Guidelines Subcommittee Update**

Sam Johnston presented information from the Pavement Preservation Project Guidelines Subcommittee. The draft document (Exhibit B), provided an overview, safety considerations, and pavement preservation criteria. Sam briefly reviewed new additions to the document since the committee's last meeting. The majority of these changes were associated with items under the "Pavement Preservation Criteria" heading.

- Item #1: Clarified pavement history and design documentation requirements.
- Item #2: Added, "Refer to the ODOT Pavement Design Guide for minimum testing frequencies and additional information." This will help address questions as to how often these tests should be conducted.
- Item #5: Added information regarding scrub seals to the pavement preservation surfacing options. This information was obtained from the City of Medford's website. The subcommittee will need to review ODOT specifications to see how they fit in.
- Item #6: The goal of a pavement design life of eight years minimum was discussed. The OLPC committee approved this minimum and noted that it does not preclude an agency from adopting a longer design life.
- Item #7: Added a five year minimum for chip, slurry, cape, and fog seals on pavement preservation projects. It was noted that verifying the design life for a fog seal is not practical. The subcommittee will follow up on this issue.
- Item #8: Language related to WMAC will be added to this guideline. Bob Pappé noted that ODOT has developed a specification for WMAC.
- Item #12: Under the, "Work Items required in addition to paving where applicable," implemented an additional bullet point to say, "Replacement of striping and delineation where warranted."
- Item #16: "Dig outs or base treatment on approximately 5% of pavement is allowed" was an ARRA stipulation. Added, "Dig outs for utility work do not apply to the ~5% number." A discussion regarding the optimum percentage of dig outs ensued and resulted in the following action item:

**ACTION ITEM:** Send Sam any thoughts and supporting information related to the optimum percentage of dig outs that should be allowed on a local agency pavement preservation project.

- Item #17: Clarification of ADA (Americans with Disabilities Act) requirements was added.
- Sam noted that, to codify local agency pavement preservation project parameters, the next subcommittee effort is to review and modify ODOT paving specifications.

### **Local-Local Fund Exchange**

Marty Andersen mentioned this subject came about as the result of the ARRA Exchange agreement. The METRO to Local Agency Exchange agreement was utilized in developing the ARRA Exchange agreement. Rather than create something new, Marty stipulated there is a fund exchange program via the State of Oregon (Exhibit C). Chair Oshel agreed to send Marty a copy of the METRO to Local Agency Exchange agreement to help aid in developing this new criteria. The main idea is to create a uniform and straight forward approach.

### **Training Plan**

In a review of the 2010-2011 LGS In-Depth Federal Aid Project Delivery Training document (Exhibit D), Marty outlined the tentative training schedule for six sessions. The LGS is also at work developing program management guidelines.

There will be a Local Government Section Annual Planning Conference taking place at the Hood River Inn, May 19-20, 2011. There are tentative items slated for each day. A communication was sent out to save the dates but could be resent if need be. Prior to solidifying a schedule for both days, draft content items will be developed and then input will be asked from regional local liaisons as to what items make sense for both days. Time will be built in for success stories and discussion after each topic.

A need for training both the local agencies and field liaisons has been identified. A Certification Training Academy has been developed. The frequency will be twice a month with half day sessions, 9:30am to 2:30pm with lunch provided. Phase one will be training the local liaisons. This will be required training.

The committee suggested an additional training item be added on how to focus on obtaining a consultant; determining their scope of work and price negotiation.

### **Non-Certified Master Agreement Status**

Julie Redden summarized the status of the latest round of attorney comments for consideration. Local agency attorneys and the Oregon Department of Justice are still reviewing agreement indemnification language. The Non-Certified Master Agreement will be finalized after indemnification language is approved.

### **ARRA Status**

To date ODOT has delivered \$140 million of ARRA funds to local agency projects. Steve Leep has the list of where the ARRA funds have gone. At this point in time, the objective is to get any remaining funds utilized efficiently to meet identified needs. OLPC supported this action.

## **OLPC Goals**

Chair Oshel lead the committee through an exercise designed to develop a list of topics it would like to work on. This list will be specific for the whole group.

- Program Management Guidelines (LGS)
- Summarize the role and responsibilities of Regional Local Legal Agency Liaisons (LAL) as it relates to certification/non-certification. (LGS)
- Environmental Processes
- Performance Measure Review
- Environmental Programmatic
- Archeological/Oregon State Historical Preservation Office (SHPO)
- Practical Design
- Tracking Obligation Rates
- Consultant Scope (OLPC)
- Consultant Contracts (OLPC)

**Meeting adjourned.**

## **Follow Up Items**

- Jon Oshel will send Marty a copy of the METRO to Local Agency Exchange agreement.

## **Materials**

Exhibit A – “Oregon Department of Transportation Federal-Aid Highway Program Stewardship and Oversight Agreement”

Exhibit B – “Pavement Preservation Project Guidelines Subcommittee”

Exhibit C – “State Fund Exchange”

Exhibit D – “2010-2011 LGS In-Depth Federal Aid Project Delivery Training”