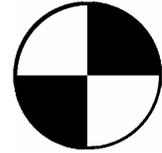




Highway Division DIRECTIVE



NUMBER HWY ORG 01-02	SUPERSEDES <i>Guidelines for the Establishment of ACTs</i> adopted by the OTC May 18, 1999, amended May 11, 2000
EFFECTIVE DATE 10/01/2003	PAGE NUMBER 1 of 5
REFERENCE	
SUBJECT Formation and Operation of the Area Commissions on Transportation (ACTs)	APPROVED SIGNATURE /s/ John Rosenberger

PURPOSE:

The purpose of this Directive is to outline processes for implementation of the "Policy on Formation and Operation of the Area Commissions on Transportation" adopted by the Oregon Transportation Commission on June 18, 2003. The policy can be found on the Internet at: <http://www.odot.state.or.us/otc/ACT.htm>.

BACKGROUND:

The policy was developed with the input of the 17-member stakeholder committee assisting the Oregon Department of Transportation (ODOT) with review of the Statewide Transportation Improvement Program (STIP) process. The committee provided an assessment of issues related to the current STIP process and developed a paper identifying problems and recommendations for process improvements, dated September 28, 2001. Several of the recommendations centered on clarification of the ACT processes.

The Policy on Formation and Operation of the ACTs reflects guidance received from the OTC, recommendations from the stakeholder committee, state and federal rules and regulations, comments received through a broad distribution of a draft document to interested parties, and elements of the original ACT Guidelines and ACT charters. The policy clarifies the purpose, process, roles and responsibilities of the ACTs. It is intended to provide statewide consistency while balancing local needs for flexibility and uniqueness.

ASSUMPTIONS:

1. The Oregon Transportation Commission has committed to providing staff assistance and financial support for administration of the ACTs in an amount sufficient to meet the expectations spelled out in the Policy on Formation and Operation of the ACTS.
2. The ODOT Region Managers have assigned an Area Manager to each ACT as well as other planning and support staff as needed.
3. The Communications Division has assigned a liaison to assist with ACT public involvement.

RATIONALE:

The OTC established the ACTs to improve communication and interaction between the OTC and local transportation stakeholders and gives significant weight to recommendations from ACTs. By increasing stakeholder commitment and understanding of transportation programs, funding and issues, the OTC expects the ACTs will:

- Broaden opportunities for advising the OTC on policy issues
- Improve project recommendations and coordination at the local level
- Broaden the Regional transportation perspective
- Increase stakeholder support for and commitment to projects
- Control project costs
- Support timely completion of projects
- Meet expectations for quality projects
- Facilitate private sector capital investments
- Maximize ODOT's capacity to deliver projects
- Improve Oregon's economy by addressing transportation challenges

This directive requires Area Managers, Region Planning Managers and Planners, the Communications Division Liaison to the ACTs, and other assigned staff as appropriate, to develop an understanding of the Policy on Formation and Operation of the ACTs and to facilitate its implementation to meet OTC expectations.

PROCESS:

The following steps will need to occur to implement the policy:

1. Become knowledgeable of the adopted policy and communicate its requirements with the ACT.
2. Assist the ACT with review of the ACT charter, operating, and financial agreements and identify areas where changes are needed to implement the policy.
3. Educate the ACT on requirements of the new policy that may differ from current ACT operating procedures.
4. Work with the ACT to prepare modifications to its charter, operating agreements, or financial agreements as needed to support the policy.
5. Support ACT compliance with the policy in its day to day operations.
6. Assist the ACT with its biennial report to the OTC. The first report after OTC adoption of the policy will show how the ACT achieves consistency with the new policy (see responsibility 7 in the Table 2 below). The ACT will provide additional reports to the OTC at least once every two years. Table 1 below identifies a reporting schedule for each ACT. If the date scheduled is inconvenient due to timing or location of the OTC meeting, the reporting time may be moved up to six months.

REPORTING SCHEDULE:

Table 1

Quarter	Calendar Year Odd or Even	ACT Location
First	Odd	Northwest ACT
Second	Odd	Cascades West ACT
Third	Odd	Rogue Valley ACT
Fourth	Odd	Lower John Day ACT
Fourth	Odd	Mid-Willamette ACT
First	Even	South West ACT
Second	Even	North East ACT
Third	Even	South East ACT
Third	Even	South Central Oregon ACT
Fourth	Even	Central Oregon ACT

ROLES AND RESPONSIBILITIES:

Table 2

Staff	Responsibility
Area Manager Region Planning Manager	1. Read and become familiar with Policy on Formation and Operation of the ACTs.
Area Manager Region Planning Manager	2. Assist ACT with review of charter, operating and financial agreements. Revise and update as necessary to address requirements of the new policy.
Area Manager Region Planning Manager	3. Assist ACT with review of ACT membership, and geography. Recommend modifications if needed.

Staff	Responsibility
Area Manager Region Planning Manager	4. Be familiar with and ensure implementation of laws, regulations and policies that apply to ACTs, including but not limited to: <ul style="list-style-type: none"> • Oregon Public Meetings Law, ORS Chapter 192.610 to 192.690, http://landru.leg.state.or.us/ors/192.html • Oregon Government Standards and Practices, ORS Chapter 244, http://landru.leg.state.or.us/ors/244.html • Oregon Transportation Plan and supporting mode plans • State corridor and facility plans • Transportation Planning Rule, OAR 660-012, http://arcweb.sos.state.or.us/rules/OARS_600/OAR_660/660_tofc.html • Local transportation system plans • Metropolitan Planning Organization regional transportation plan, as applicable • Federal transportation planning regulations • Local government plans, regulations and ordinances Project selection criteria and prioritization factors approved by the OTC, including Oregon Transportation Management System (OTMS) data, and other criteria established by the OTC
Area Manager Region Planning Manager Region Support Staff, as assigned Communications Division Liaison	5. Assist ACT with adherence to public involvement process outlined in the policy: <ul style="list-style-type: none"> • Notice • Materials • Schedule • Location • Minutes • Control of Meeting • Public Comment
Area Manager Region Planning Manager Communications Division Liaison	6. Ensure meeting support is provided in the following areas: <ul style="list-style-type: none"> • Developing agendas • Arranging for meeting location • Distributing/advertising meeting notices • Distributing materials • Website maintenance • Taking and distributing minutes

Staff	Responsibility
<p>Area Manager Region Planning Manager</p>	<p>7. Assist with biennial report to the OTC. This work includes revisions to the ACT Charter and Operating Agreements as needed to comply with the policy, and preparation of the ACT work program. The following questions will be answered as a part of the report:</p> <ul style="list-style-type: none"> • What is the rationale for the geographic boundaries of the proposed ACT? If the boundaries are being modified, why? • What are the proposed voting and ex officio membership categories and how do they ensure coordination with existing Regional public agencies? • Is the membership broadly representative of local elected officials and inclusive of other key stakeholders and interests (see policy Section IV, Subsection B, Membership)? If key representation is not included, explain the justification. • How would/does the ACT coordinate with adjacent ACTs and/or MPOs and involve state legislators? • What is the proposed work program of the ACT? • How will/does the ACT meet the minimum public involvement standards as shown in Attachment A of the policy? • Who would/does help guide the work program and agendas of the ACT? Indicate the general operational structure. • How would/does the ACT secure technical assistance on transportation issues? • What key work efforts will be/have been addressed by the ACT? • Who would/does provide support staff to the ACT? • What will be/is the decision making process used by the ACT?