

OR 22/Cordon Road Interchange Study

Advisory Committee Charter

Revised based on January 27, 2009 Advisory Committee meeting discussion

For a collaborative process to proceed smoothly, it is helpful for those involved to agree at the outset on the purpose of the partnership and on the procedures and principles by which the group will conduct its interactions and decision making.

This chartering document is designed to guide the Advisory Committee in their work in completing the OR 22/Cordon Road interchange study. It describes the Advisory Committee's expectations, outlines roles and responsibilities, and establishes communication and decision-making procedures.

Project Summary

The City of Salem and Marion County are interested in a new interchange at OR 22 and Cordon Road, near the City's southeastern boundary. A new interchange is included in the Transportation System Plans (TSPs) for both jurisdictions and is included in the Regional Transportation Systems Plan for the Salem-Keizer Area Transportation Study (SKATS). ODOT concluded as part of the OR 22 Expressway Management Plan (EMP) that a new interchange at this location is not justified based on state highway operational needs through the 2030 planning horizon. The Cordon Road study seeks to develop a purpose and need for transportation improvements at OR 22 and Cordon Road based on combined City, County, and State transportation system and other non-state highway operational needs. The results of the Cordon Road study will be incorporated into the OR 22 EMP.

1. Participation

The Advisory Committee consists of representatives of the following agencies and jurisdictions:

- City of Salem
- Marion County
- Oregon Department of Transportation (ODOT)
- Oregon Economic and Community Development Department
- SEDCOR
- Salem Area Chamber of Commerce

Additional agencies and jurisdictions may be included in Advisory Committee activities when and if it becomes appropriate. Advisory Committee members will agree to any additional partners according to the decision protocols below.

2. Advisory Committee Goals

Goals

In response to the question “what would success on this project look like,” the AC members offered the following statements:

- Act on Marion County goal for more than 10 years that this project is the top priority for economic development
- Strongly make the case that an interchange is needed and gets on lists for funding – move project forward
- Enable Cordon Road to be a north-south beltway in the long-term (new interchange would facilitate this)
- Assure that the process we invest our time on has value – that is, that the further development of facts and anecdotal information envisioned in this project results in evidentiary findings to advance the interchange project
- Solution should be whatever moves the most traffic safely at the least cost
- Solution should make the system work better – e.g., relieves congestion and improves safety at adjacent interchanges

3. Advisory Committee Milestones

The Advisory Committee is expected to meet to review project progress and make recommendations at the following milestones:

- Meeting #1: Review stakeholder input – key issues (April 2009)
- Meeting #2: Review/recommend list of issues to be studied (June 2009)
- Meeting #3: Review/recommend technical analysis and Needs and Opportunities statement (September 2009)
- Meeting #4: Review/recommend interchange/local system options (December 2009)

4. Roles and Responsibilities

Roles

Advisory Committee members:

- Mayor Janet Taylor, City of Salem
- Councilor Dan Clem, City of Salem
- Commissioner Sam Brentano, Marion County
- Erik Havig, Oregon Department of Transportation
- Tom Fox, Oregon Economic and Community Development Department (OECDD)
- Ray Burstedt, SEDCOR
- Mike McLaren, Salem Area Chamber of Commerce

The work of the Advisory Committee will be supported by a Project Management Team, which includes the following individuals:

- Julie Warncke, City of Salem
- Kim Moore, City of Salem
- Cindy Schmitt, Marion County
- Karen Odenthal, Marion County
- Dan Fricke, ODOT
- Mike Jaffe, SKATS (optional/as needed)

Key staff from the CH2M HILL consultant team are:

- Tim Burkhardt
- Sumi Malik
- Bill Love

Responsibilities

Advisory Committee members will:

- Make an effort to attend meetings of the Advisory Committee.
- Review information provided by PMT before meetings.
- Express concerns, issues and perspectives clearly, honestly and early in the process.
- Listen with the intent of understanding.
- Expect and respect differences of opinion, but seek common ground.
- Speak about the project to the media and stakeholders in ways that are supportive of the group process.

5. Decision making

Advisory Committee decision making process

- The Advisory Committee's recommendations will consider input from the public and recommendations from the Project Management Team.
- Advisory Committee members will proactively inform and seek guidance from the Councils and Commissions they represent in order to ensure that the recommendations of the Advisory Committee are acceptable to the decision-making bodies that must adopt or act upon those decisions.
- Advisory Committee recommendations will be made by consensus – consensus means all members agree that the decision is the most acceptable for the partners as a whole, although an individual member may have a preference for another alternative.
- Advisory Committee members understand and acknowledge that the individual organizations they represent retain whatever final decision-making authority is provided under law with respect to this project.
- One member each from the City of Salem, Marion County, and ODOT must be present for the Advisory Committee to make recommendations.

Dispute resolution

If consensus cannot readily be reached:

- The Advisory Committee may outline specific questions and return the issue to the Project Management Team for further study.
- Additional Advisory Committee meetings may be held to resolve issues where consensus cannot readily be reached

Project decision making structure

The OR 22/ Cordon Road Interchange study includes the following committees:

- **Project Management Team (PMT):** A committee of staff from City of Salem, Marion County, and ODOT (with SKATS as optional participant) that will meet throughout the project. *The PMT will make recommendations to the Advisory Committee and ask for their concurrence at key milestones.*
- **Advisory Committee (AC):** A committee of elected officials from the City of Salem and Marion County and senior staff from ODOT, OECDD, SEDCOR, and the Salem Area Chamber of Commerce that will meet at key milestones. The AC will review PMT recommendations at key milestones, with the goal of reaching concurrence with the PMT on the ultimate question of an interchange.

6. Meeting guidelines

- Time for public comment will be reserved at the beginning of each meeting (if needed). Individuals will be asked to limit their comments to three minutes.
- The project management team will provide all comments from the public to committee members.
- Advisory Committee meetings will be advertised and materials will be available on ODOT's web site.
- Materials will be emailed to members in advance of meetings.