

STIP Stakeholder Committee Workplan (September 2011-August 2012)

STIP Stakeholder Committee Workplan for OLCP Stage 2

This document outlines the proposed workplan for the Statewide Transportation Improvement Program (STIP) Stakeholder Committee (SSC) through Stage 2 of the Oregon Least Cost Planning (OLCP) methodology development effort. It describes the composition of the SSC, the role of the SSC in project decision-making, and general discussions and decisions to be made at each of the upcoming SSC meetings. The intent of the SSC workplan is to establish a common understanding of the work to be produced under the upcoming effort and the role of the SSC to ensure a successful outcome.

Role of the SSC in Stage 2 of the OLCP Project

Stage 2 of the OLCP project will build upon the work developed under the guidance of the SSC in Stage 1. Stage 2 will focus on, but is not limited to, developing measures or indicators and comparison and evaluation methods, arranging these in a logical framework that allows for use of the OLCP methodology in a stepwise fashion, developing an implementation and monitoring strategy, and maintaining communication with of stakeholders to develop a methodology that is supported by those who will be affected.

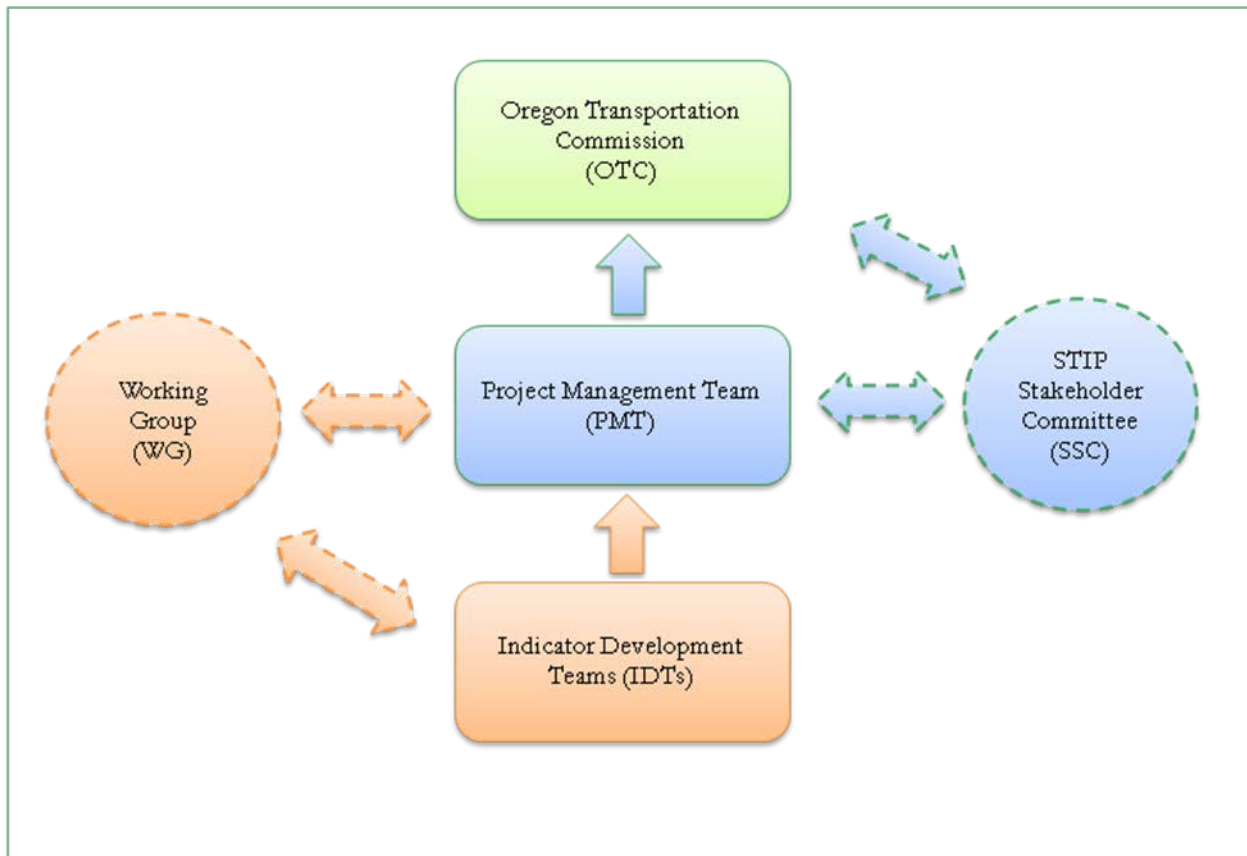
The SSC was established to provide input to ODOT and the Oregon Transportation Commission (OTC) on the development of STIP criteria and OLCP. Responsibilities of the SSC include:

- Represent their groups' perspectives during group deliberations.
- Communicate project progress with their groups.
- Review and discuss key policy issues.

The SSC provides a balanced representation of stakeholder interests, affected communities, and geographic areas as well as a communication link with those interests and groups. Members include leaders from the Federal Highway Administration (FHWA), the Department of Land Conservation and Development (DLCD), the business community, the state's economic development interests, the freight community, the environmental community, Metropolitan Planning Organization (MPO), and transit agencies.

As shown in the figure below, the SSC plays an important role in the project-decision making structure. Although not a formal decision-making body, the SSC provides strategic guidance and direction to the Project Management Team.

OLCP Stage 2 Decision-Making Structure



The SSC may choose to meet monthly in the next six months, to complete the next STIP criteria alongside OLCP Stage 2, but will not discuss OLCP at every meeting.

Related to OLCP, members of the SSC will meet at key project milestones. There are five anticipated major milestones for Stage 2; each milestone will involve at least one meeting of the SSC. The text below describes each milestone, and the table following it provides the approximate meeting date(s) for the SSC for each milestone and items of deliberation for the meetings. Following the table is a full schedule for Stage 2 of the project.

Milestone 1: Approach to Stage 2. This milestone represents an overview of the technical team's approach to Stage 2.

Milestone 2: Comparison Process. While other tasks narrow down what will be measured and evaluated for each OLCP category, this task will develop a methodology for comparing the results and balancing decisions across multiple categories as well as multiple geographies and types of data (qualitative, quantitative and monetized).

Milestone 3: Specific Indicators and Estimation Methods. This milestone represents the culmination and agreement upon specific indicators that measure the performance of the general indicators identified in Stage 1, and the method of evaluation for each indicator. These evaluation methods will represent the building blocks of the OLCP tool.

Milestone 4: Demonstration of the OLCP Tool. This milestone includes review of a beta version of the OLCP tool.

Milestone 5: Guidance Documentation and Wrap Up of Stage 2. This milestone includes documentation of the OLCP methodology and beta version tool to thoroughly describe the processes, estimation methods, and expected outcomes, and how OLCP may be used and implemented.

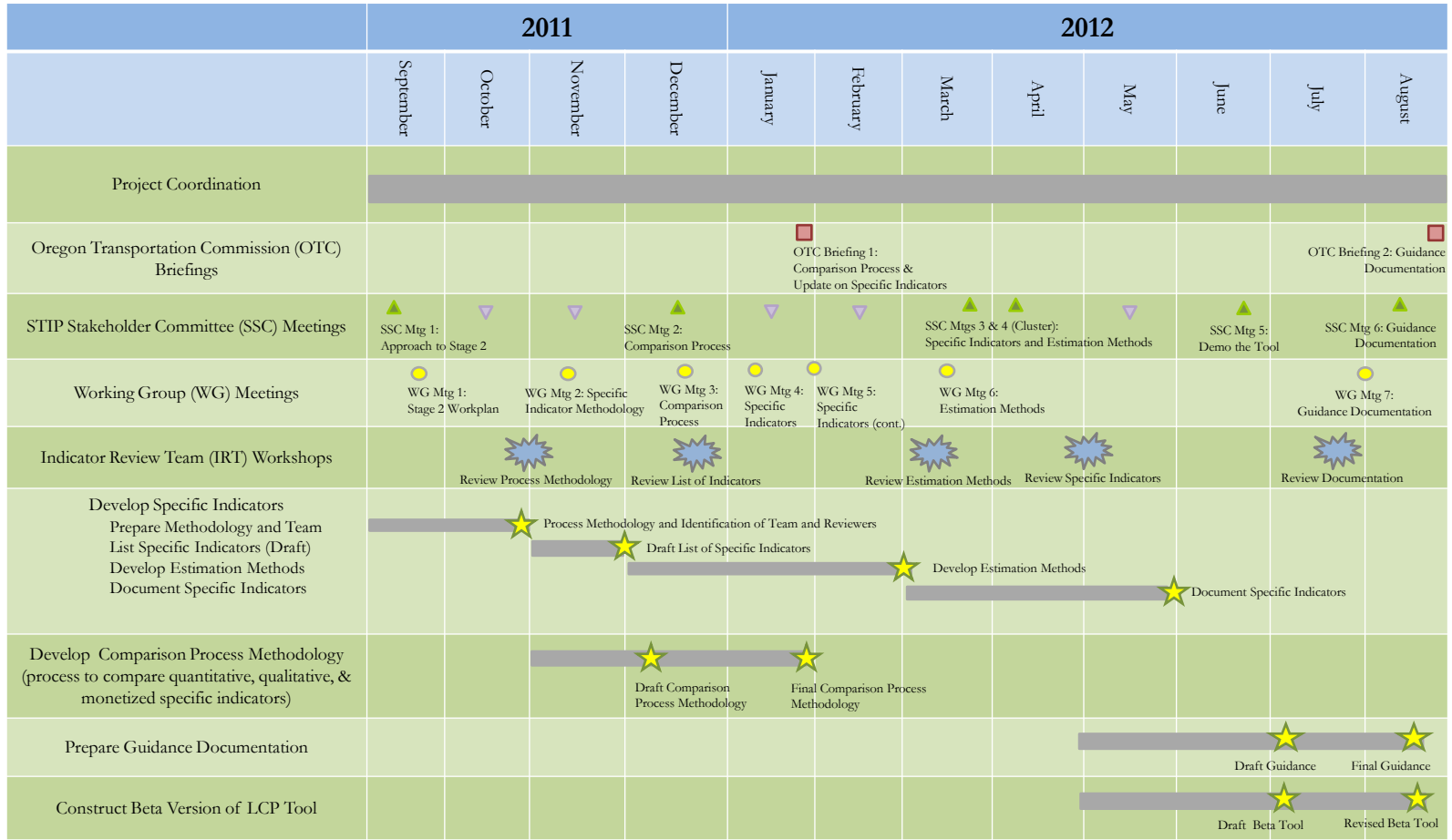
Table 1 - Meeting Milestones in Stage 2 of the OLCP Project

PROJECT MILESTONE	APPROXIMATE MEETING DATE	ITEMS OF DELIBERATION FOR THE SSC
MILESTONE 1: Approach to Stage 2	September 2011	<ul style="list-style-type: none"> • Review goals and desired outcomes of Stage 2 • Discuss specific indicator topic areas that will be focused on
MILESTONE 2: Comparison process	December 2011	<ul style="list-style-type: none"> • Proposed comparison process
MILESTONE 3: Specific indicators and estimation methods	March 2012 and April 2012 (Cluster of meetings)	<ul style="list-style-type: none"> • Estimation methods for each indicator • Guidance on measuring typically non-quantifiable items
MILESTONE 4: Demonstration of the OLCP tool	June 2012	<ul style="list-style-type: none"> • Review draft OLCP tool • Discuss and provide feedback on usability
MILESTONE 5: Guidance documentation	August 2012	<ul style="list-style-type: none"> • Review and discuss draft guidance documentation • Outlook to Stage 3* (if resources allow)

****If resources allow, OLCP Stage 3 will consist of testing the methodology and tool on a test case and learning what works well or needs improvement for continued use of OLCP. The SSC can consider at that time if it would like to meet regularly or occasionally to monitor the implementation, or if it would like periodic updates electronically with a presentation towards the end of the test.***

Oregon Least Cost Planning Timeline

Stage 2 (as of 8.25.11)



As of 8.25.11

Note: ▾ indicates possible STIP meeting.

STIP Stakeholder Committee Workplan for 2015-2018 STIP

As of: September 6, 2011

This section outlines a proposed work schedule for the Statewide Transportation Improvement Program (STIP) Stakeholder Committee (SSC) to revise the existing STIP criteria for the next STIP. It describes the general topic to be discussed at each meeting and shows when decisions will be made.

Role of the SSC in STIP Criteria Development

The SSC was established by the OTC in 2001 to advise it and ODOT on how to make improvements to the STIP development process to make this process more transparent and accountable. One of the early products of the SSC was the recommended interim criteria for the 2004-2007 STIP. The SSC assisted ODOT and the OTC to establish criteria for major programs of the STIP starting with ideas that came through the Oregon Transportation Investment Program process. The SSC has assisted ODOT and the OTC with revisions and updates to the criteria for each STIP since the 2004-2007. This helps ensure a consistent set of priorities for projects throughout the state and has created a STIP decision process for major STIP programs that allows for stakeholder understanding and participation.

Schedule for 2015-2018 STIP Criteria Development

On the next page is a possible schedule for STIP Criteria Development for the 2015-2018 STIP. The SSC will discuss options for addressing the need for criteria for the 2015-2018 STIP at its September 2011 meeting. Options include keeping the existing criteria for the new STIP, doing a minor update of the criteria to make sure references to recent developments are included, or doing a major update of the criteria document. Even a minor update can be expected to take about six months. This allows about two months for Area Commissions on Transportation (ACTs), Metropolitan Planning Organizations (MPOs), and other stakeholders and interested parties to comment on a draft before the SSC sends a recommended draft to the OTC for approval. Exactly how many meetings will be needed will likely reflect the extent of the update.

Table 2 - SSC STIP Task Calendar

STIP PROCESS	MONTH	STIP STAKEHOLDER COMMITTEE TASK	ACTION / DUE
	Sep-11	Discuss options for the 2015-2018 STIP Criteria update	
2012-2015 Criteria process begins	Oct-11	Receive and discuss presentations on possible STIP update topics	
	Nov-11	OLCP; review possible updates to STIP criteria for 2015-2018	
	Dec-11	Discuss Draft 2015-2018 STIP Criteria	
	Jan-12	OLCP; discuss revisions to draft criteria	
STIP Stakeholder Committee Decision Point	Feb-12	Discuss revisions and agree on draft criteria, send for ACT/MPO review and comment	Report to OTC
ACTs and MPOs review draft STIP criteria	Mar-12	OLCP	
ACTs and MPOs review draft STIP criteria	Apr-12	OLCP	
STIP Stakeholder Committee Decision Point	May-12	Discuss comments received on draft criteria, agree on recommended criteria , forward to OTC	
	Jun-12	OLCP	Report to OTC on STIP criteria, OTC approves 2015-2018 STIP criteria