

**Charter of the
Lower John Day Area Commission on Transportation (LJDACT)
Updated June 2004**

Background

The Oregon Transportation Commission encourages greater local participation in the state's transportation planning and project development process through regionally-based, advisory bodies called "area commissions on transportation." The January 5, 1999, State Community Solutions Team Memorandum of Understanding that established the Lower John Day Regional Partnership also provided for the Partnership to perform the role and function of an area commission on transportation. Approval of this proposal by the Oregon Transportation Commission established the Lower John Day Regional Partnership (LJDRP) as an Area Commission on Transportation (ACT) for the Gilliam, Sherman, Wasco, Wheeler County area of Oregon.

LJDACT Mission

TO PROVIDE A FORUM FOR:

1. the understanding of Transportation issues affecting the Lower John Day region including a portion of the Warm Springs Reservation,
2. the discussion of solutions and opportunities relating to transportation within the Region and Reservation,
3. the development of structures and partnerships between the incorporated cities, counties the state Department of Transportation and the Reservation to meet common transportation needs within the region,
4. the coordination of joint projects and planning for the regions entire transportation system across jurisdictions and including where appropriate, the Warm Springs Reservation system.

TO REVIEW:

1. the condition of the region's transportation infrastructure,
2. the process for determining capital investments,
3. project prioritization.

TO RECOMMEND:

1. priorities for state transportation infrastructure and capital investments such as the Statewide Transportation Improvement Program (STIP)
2. the development of an implementation strategy based on state and local transportation plans related to the Lower John Day region including the Reservation.

TO ADVOCATE:

1. LJDPACT region transportation issues,
2. develop required legislation,
3. for region specific transportation needs,
4. for needed changes in Administrative Rule

TO ADVISE:

1. the Oregon Transportation Commission on state and regional policies affecting the Lower John Day region's transportation system.
2. the governing bodies of the partner jurisdictions on transportation related matters
3. the Oregon Congressional Delegation on specific regional LJDPACT transportation issues.

Geographic/Economic Factors

LJDACT serves the Gilliam, Sherman, Wasco, Wheeler County and Warm Springs Reservation region of Oregon. Three Counties of the ACT, Sherman, Gilliam and Wheeler, are designated by the federal government as Frontier Rural. This region is also designated by the State of Oregon as a Regional Partnership for the Oregon Community Solutions Initiative. The Partnership is actively working to identify and address root economic development issues.

The economy of the region is interconnected by its predominantly agricultural economy and by common transportation facilities and services of highway, rail and river transport. It is also strongly linked by the 'Frontier' nature of its rural environment. There are only about 26,000 people in the LJDP region, spread across almost 7,000 square miles.

The region has the lowest per capita income in the state of Oregon. Three of its counties, Sherman, Gilliam and Wheeler are #34, 35 and 36 in per capita of Oregon's 36 counties. The region ranks equally with 5 of Appalachia's counties. This four county region is also generally coincidental with the boundaries of ODOT District 9 and within Region 4. The small population and poor economy pose a unique set of transportation problems for the LJDP/ACT.

Membership

LJDACT membership is viewed in general as those who also serve as members of the Lower John Day Regional Partnership. However, the membership of the LJDACT is specifically configured so that fourteen (14) members of the Partnership are voting members of the ACT and the remaining members are ex-officio members, as follows:

Voting Members - (14)

Local General Purpose Government - (8)

Gilliam County	(elected official)
Sherman County	(elected official)
Wasco County	(elected official)
Wheeler County	(elected official)
City in Gilliam County*	(elected official)
City in Sherman County*	(elected official)
City in Wasco County*	(elected official)
City in Wheeler County*	(elected official)

*(City determined by caucus of cities within each county for a two-year term) It is Understood that membership will be filled by Regional Partnership Participants

The Confederated Tribes of Warm Springs - (1)

Elected official or designee

Oregon Department of Transportation - (1)

Area Manager

Private Sector Representatives - (4)

(Business, industry, transportation providers, shippers, & citizens at large)

Gilliam County designee
Sherman County designee
Wasco County designee
Wheeler County designee

Ex-Officio (non-voting) Members

All other members of the Lower John Day Partnership

State Legislators

Central Oregon Area Commission on Transportation representative

Eastern Oregon member of the Oregon Transportation Commission - Mike Nelson

Regional Community Solutions Team Members

Public Works Directors and Road Supervisors from Gilliam, Sherman, Wasco, and Wheeler Counties will be included as "ex-officio" members.

All Ports within the Lower John Day Area

Selection of membership to ensure regional coordination

Since the membership of the Lower John Day Regional Partnership also serves as the LJDP/ACT membership, transportation recommendations are easily coordinated with other local and regional community development activities.

Coordination with adjacent areas and state legislators

Adjoining area commissions such as Central Oregon ACT and state legislators are on LJDP/ACT's regular mailing list and invited to attend meetings. The LJDPACT chair also meets on an annual basis with the Central Oregon ACT and South Central Oregon ACT representatives to discuss project selection and other transportation policy issues. State and federal legislative representatives occasionally attend the LJDPACT meetings.

Ongoing work program activities include emphasis on:

1. Gaining understanding of the region's transportation system and interrelationships
2. Gaining understanding of ODOT organization, processes and funding
3. Gaining understanding of city, county and Tribal processes and funding
4. Understanding results of legislative sessions related to transportation
5. Understanding the time lines and goals of legislative sessions
6. Understanding ODOT requirements re: Transportation Bills
7. Developing useful and strategic projects for each biennium
8. Developing City, County and Reservation transportation projects related to ODOT Bonding projects
9. Developing needed legislation for legislative sessions
10. Identify needed Administrative Rule changes
11. Meeting/Briefing the Oregon Transportation Commission at least every 12 months
12. Creating forums for transportation issues with area legislators
13. Processes to involve the public in LJDPACT's planning and decision-making

Operational Structure

The operating structure of LJDPACT is the operating structure of the Lower John Day Regional Partnership as established in the Partnership Memorandum of Understanding (MOU) of January 5, 1999. This means that a Chair Person will be selected from the LJDP and a Steering Committee comprised of officials of the Cities, Counties and the Confederated Tribes of Warm Springs or their designees will guide the agendas and work program of LJDPACT. All meetings of the ACT will be open to all citizens of the region and encouraged to attend. The Steering Committee is guided by "Partnership Principles" listed in the MOU. Decision-making is a consensus through a process outlined in the MOU. Subcommittee(s) may be selected as needed to work on issues.

Public Involvement/Meeting Notice

Notice of LJDPACT meetings and meeting agendas are provided to an extensive list of organizations, elected and appointed officials, and interested individuals. The following describes in more detail how notice is provided:

Meeting Notice – Gilliam County staff place an advertisement in regional newspapers approximately 10 days prior to the regular meeting. At this time, the agenda is also sent for posting on the ODOT ACT web site. The agenda always includes time for public comment, as well as opportunities for members of the legislative delegation or the OTC to provide comments, if present.

Meeting Materials - the agenda package is emailed to Commission members, ex-officio members, and others requesting such materials, no later than one week prior to the meeting.

Meeting Location - Regular meetings are held in various communities with the Lower John Day Area, but typically in Rufus. All meeting locations are ADA accessible.

Meeting Minutes - Meeting minutes are prepared for each meeting. After the minutes are approved by the LJDPACT (at the next meeting), they are posted to the ODOT ACT web site.

Technical Assistance

LJDACT selects and makes use of technical advisory committee(s) as needed. Existing technical advisory groups are used as much as possible. All Road Masters, Public Works Officials, and appropriate ODOT staff are encouraged to attend all the meetings of the ACT.

Staff Support

- Since transportation issues are an integral part of the Lower John Day Regional Partnership's work, the Partnership staff are the primary support for LJDACT.
- ODOT contributes as needed financially in amounts determined by the Region 4 Manager to LJDACT-associated Partnership staff costs, and makes available ODOT staff directly and through the Lower John Day Regional Community Solutions Team for technical support.
- The Staff of Gilliam County also act as support to the Chair.