



Oregon Parks and Recreation Commission

Highway Access Committee

Date: Thursday, January 25th, 2018

Time: 9:00 AM to 4:00 PM

Location: Oregon Department of Transportation
455 Airport Rd, Bldg K
Salem, OR 97301

Attending Committee Members:

Angela Kargel, Ian Caldwell, Wade Bryant, John Omlin, Barrett Brown, Lt. Craig Heuberger, Brian Worley (present at 10 AM)

Staff and Guests:

Jan Hunt, Pamela Berger, Mike Law, Jeff Trejo, Nicole Sprecher

Minutes

1. Meeting started at 9:15 am
2. Introductions
3. Public Comments
 - a. There were no public members present.
4. Travel, Expense, and Reimbursement Presentation by Ian
5. Senate Bill 344
 - a. Discussion in regards to various elements of the bill, and what is expected of the committee.
6. Election of Chairperson [ACTION]
 - a. The chair cannot make motions, but can call for a motion to be made.
 - b. Wade was interested in being chair.
 - c. Craig made a motion to elect Wade as chair, John seconded. Motion carried unanimously.
7. Election of Vice Chair [ACTION]
 - a. Barrett was willing to be vice chair.
 - b. John made a motion to elect Barrett as vice chair, Brian seconded. Motion carried unanimously.
8. Bylaws [ACTION]

- a. There was preference for a two year term for both chair and vice chair with the opportunity to re up their term for another two years.
- b. Angela had a question as to whether her and Ian could make motions even if they are non-voting members.
 - i. Staff will reference Robert's Rules of Order to resolve the question.
- c. Wade called to accept the draft bylaws. Barrett made a motion to accept the draft, John seconded. There was no further discussion, therefore the motion passed unanimously.

9. Application Process & Procedure

- a. Angela stated that the application acceptance period could be open once a year, all year, every three months. Since the process is not competitive the application cycle could just stay open.
- b. There was discussion of having prescreening questions, but the committee came to the consensus that the questions would be best served by using them as a prioritization tool.
- c. There was preference for having OPRD staff help applicants who are applying, review initial applications, and then create a report to give to the committee for their review.
- d. Scoring Process: The committee would like OPRD & ODOT staff to create a scoring guide, and then deliver that guide to the committee for review.
- e. Reporting Process: Angela was unsure as to how involved the Oregon Transportation Commission is going to be in this process. There were a couple questions as to what kind of format, and what information do the commission members need from the ATV Highway Access Committee.
 - i. Answer most likely will not be answered until the commission meeting later next month.
- f. Implementation: There was concern from some committee members about providing funding or other resources to applicants who may be struggling financially to implement their access route.
- g. Potential ATV Highway Route
 - i. Spinreel County Road
 - ii. It would be good to have some clear easy wins, it would be a good way to gain momentum, and make some 'quick wins'.

10. Considerations for Applications

- a. This is potentially a living document; there were quite a few edits to the draft document. OPRD staff will make the necessary changes and then provide that to the committee for a second review.
- b. All revisions to all documents need to be done by February 15th before the February commission meeting.
- c. Communication from Applicants: Committee members desired a need for applicants to communicate their community communication plan to

OPRD and ODOT staff prior to the implementation of their highway access route.

- i. Maybe a template can be devised.
- ii. There should be a final letter or report that is delivered to the Oregon Transportation Commission, and to the proposed community that described what happens from here, and what the next steps are. It will be a 'post approval list'.

11. Application

- a. There were a few edits that need to occur in the document. OPRD staff will make the necessary changes.

12. Signage

- a. The project is missing signage that designates specifically that this is an ATV route, and the committee needs to be consistent with naming the signs.

13. Website & Outreach

- a. Mike and Ian will work on getting information on the OPRD website.
- b. All the district managers of ODOT are aware of the committee just so there are no surprises as the committee starts moving forward.

14. Editing

- a. Nicole will edit the documents to correct any inconsistencies.

15. Media

- a. Route all reporters and inquiries to Ian and Angela, they are the official media contacts.

16. Next Steps

- a. Documents will be updated, and the committee will be updated as Ian and Angela progress through commission meetings. The first meeting will most likely occur when the first application is received.

Meeting adjourned at 3:20 PM.