

RRCs must include a Region Review Committee Report (Appendix A-6) for each project. RRCs should provide as much narrative as possible about each project to ensure subsequent review committees and the OTC sufficiently understand each project.

2.1.5 Regional Solutions Teams

Prior to Regional Review Committee work the Governor's Regional Solutions Teams (RSTs) will review applications and note where projects support regional priorities identified by Regional Solutions Advisory Committees. This review will occur with coordination assistance from ConnectOregon staff and RRC staff. ConnectOregon staff will provide RST coordinators with necessary application materials. RST coordinators must provide RRC staff with completed reviews at least one week prior to RRC review. A sample RST Review form is provided in Appendix A-7. This review must be included with RRCs staff report to the ODOT Freight Planning Unit with submission of RRC review materials.

2.2 Committee General Administration

2.2.1 Scheduling and Noticing of MRC and RRC Meetings

All meetings where ConnectOregon VI projects are discussed are public meetings and public notices will be posted on the ODOT ConnectOregon website in addition to other posting sites used by the committees. MRC and RRC staff will coordinate the posting of notices with the ODOT Freight Planning Unit.

2.2.2 Conflict of Interest Disclosure

At the start of each meeting, the MRC and RRC Chairs shall require committee members to disclose all conflicts of interest regarding any projects being discussed. A conflict of interest means the member is an applicant, or a consultant to the applicant, or is a committee or board member who has assisted the applicant, or has a financial benefit in the project. All conflict of interest disclosures will be recorded in the committee meeting minutes.

The MRC and RRC Chairs will ensure that members refrain from voting on or recommending projects or a slate of projects in which they have disclosed a conflict of interest. Committee members with conflicts of interest, except those who are excluded from discussions or debate because they are subject to ORS 244.120(2)(b) and have an actual conflict of interest, are allowed to otherwise participate in the evaluation process. Those with actual conflicts of interest per ORS 244.120(2)(b) may not participate in discussion or debate nor may they vote.

2.2.3 Applicant Presentations

MRCs and RRCs may invite presentations from applicants on an equitable basis, specifically inviting every applicant for projects under that committee's purview. All presentations from applicants are to be conducted during the public meetings.

If applicants are invited to make presentations, the applicants must be informed at the same time as the public meeting notices are posted.

New information learned by the MRCs or RRCs from applicant presentations should be documented in the Review Committee Project Reports for subsequent committees to see.

Regional Review Committees will be formed by ODOT as follows:

.. An equal number of selected ACT members from each ACT in the Region.

Region 1

OAR 731-035-0070 defines Region 1 as consisting of Clackamas, Hood River, Multnomah and Washington Counties.

The Region 1 RRC will include the Region 1 ACT as designated by ODOT.

Region 2

OAR 731-035-0070 defines Region 2 as consisting of Benton, Clatsop, Columbia, Lane, Lincoln, Linn, Marion, Polk, Tillamook and Yamhill Counties.

The Region 2 RRC will include the Northwest Oregon ACT¹ (Clatsop, Columbia, and Tillamook Counties), the Mid-Willamette Valley ACT (Marion, Polk and Yamhill Counties), the Cascades West ACT (Benton, Linn and Lincoln Counties), and Lane County ACT.

Region 3

OAR 731-035-0070 defines Region 3 as consisting of Coos, Curry, Douglas, Jackson and Josephine Counties.

The Region 3 RRC will include the South West ACT (Coos, Curry and Douglas Counties) and the Rogue Valley ACT (Jackson and Josephine Counties).

Region 4

OAR 731-035-0070 defines Region 4 as consisting of Crook, Deschutes, Gilliam, Jefferson, Klamath, Lake, Shennan, Wasco and Wheeler Counties.

The Region 4 RRC will include the Lower John Day ACT (Gilliam, Shennan, Wheeler and Wasco Counties) the Central Oregon Act (Crook, Deschutes and Jefferson Counties) and the South Central Oregon ACT (Klamath and Lake Counties).

Region 5

OAR 731-035-0070 defines Region 5 as consisting of Baker, Grant, Harney, Malheur, Morrow, Umatilla, Union and Wallowa Counties.

The Region 5 RRC will include the North East ACT (Morrow, Baker, Union, Umatilla and Wallowa Counties) and the South East ACT (Grant, Harney and Malheur Counties).

2.1.4 Timeline for Regional Review Committee Review

RRCs may begin their review, discussion and recommendation of projects when they receive the Modal Committee reports. These reports will be delivered to the RRCs by April 4, 2016. The RRCs must complete their work and submit the required documents to the *ConnectOregon* staff by May 27, 2016.

¹ The Northwest ACT will not review projects in western rural Washington county, as this County is in *ConnectOregon* Region 1, and will be reviewed by the *ConnectOregon* Region 1 RRC.

ODOT HQ CO VI Staff Guidance to ACT Chairs regarding any potential Conflict of Interest

Regarding voting members who have declared a potential or actual conflict, the choice is theirs on whether or not to vote on projects.

While note o guideline, historically committees have voted on a final slate of projects and members with potential conflicts have voted on the slate rather than individual projects where conflicts [may] exist.

