



# ATTACHMENT A

## DRAFT Meeting Minutes

Central Oregon Area Commission on Transportation  
COACT  
September 14, 2017

Redmond Public Works Training Room  
243 E. Antler Ave., Redmond, OR

### Members:

Wayne Fording (Jefferson County), Jerry Brummer (Crook County), Karen Friend (Transit Rep), Jeff Hurd (City of Madras), Mike Folkestad (Jefferson County Stakeholder), Gary Farnsworth (ODOT), Barb Campbell (City of Bend), Lonny Macy (Confederated Tribes of Warm Springs), Patrick Hanenkrat (City of Metolius), Tony DeBone (Deschutes County), Dennis Scott (City of La Pine), Steve Uffelman (City of Prineville).

### Guests:

Chris Doty (Deschutes County), David Amiton (ODOT), Theresa Conley (ODOT), Joel McCarrol (ODOT), Scott Smith (City of Prineville), Phil Stenbeck (City of Prineville), Rick Williams (ODOT), Justin Mason (DOWL), Ryan Stephens (DOWL), Amy Pfeiffer (ODOT), Ashleigh Ludwig (Kittelsohn & Associates), Annie McVay (City of Redmond), Dana Cork (BLM), Lisa Strader (ODOT), Jack Seley (City of Prineville), Jackson Lester (COIC CET).

### Staff:

Scott Aycock and Hailey Barth (COIC)

#### 1. Call to Order and Introductions

Meeting called to order by COACT Chair Wayne Fording at 3:04pm. Introductions were made.

#### 2. Public Comments

There were no public comments. Chairman Fording announced new Agenda Item 5: Oregon Statewide Freight Plan.

#### 3. COACT Business

##### A. July 13, 2017 Meeting Minutes (ACTION)

*Wayne Fording motioned to approve the July 13, 2017 meeting minutes. Barb Campbell seconded. Minutes were approved by consensus.*

#### 4. ODOT ADA Plan

##### A. Informational Update

Lisa Strader ODOT ADA Program Manager

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Lisa Strader spoke on ODOT's new ADA Plan process to ensure agencies across the state will meet compliance requirements regarding accessible infrastructure. Lisa Strader highlighted the following regarding the ADA plan, and the lawsuit that initiated these changes:

- ODOT faced a lawsuit alleging that they did not address curb ramps when doing resurfacing projects
- It was also alleged ODOT did not construct compliant curb ramps and inaccessible pedestrian push buttons rendered curb ramps inaccessible
- In the middle of 2013, the USDOJ issued guidance indicating that ODOT was not compliant and alteration activities were not triggering curb ramps when needed
- The settlement agreement from the lawsuit specified that:
  - Changes only apply along the State Highway System
  - Inventory of all curb ramps and pedestrian signals on the State Highway System must be complete by end of Dec 2017
  - \$5 million 'quick-start' money was awarded, and the plaintiffs can provide input on locations
  - ODOT is to remediate all non-compliant curb ramps and pedestrian signals
  - Audible Pedestrian Signals must be provided upon request according to ODOT Policy
  - An Accessibility Consultant (AC) will be hired that is knowledgeable in Federal standards and national practices
  - Temporary Pedestrian Accessible Routes shall be provided through or around all work zones
  - Improvements will be made to the ADA Request and Complaint Process
  - Reporting – annual reports to plaintiff, posted on website; tracks progress on performance of agreement
  - Outreach to people with disabilities and advocacy groups around the state shall continue with the goal of improvement
  - Transportation remediation – public transportation advisory committee representation for People with Disabilities
  - Dispute Resolution Process between parties (Accessibility Consultant, Special Master, Federal Judge, Ninth Circuit)
- Local jurisdictions must now follow ODOT's standards on or along the State Highway System, and use ODOT funding
- ADA will change how ODOT does planning, project selection, design, construction, maintenance, operations, and work with local agencies
- ODOT has offered inspection training to consultants, local jurisdictions, and contractors

Jeff Hurd asked who should be contacted for the inspector training. Lisa Strader asked interested parties to contact her directly for that information.

Mike Folkestad asked Lisa Strader who the plaintiff is that she been referring to during the presentation. Lisa replied that the plaintiffs are Disability Rights Oregon (DRO) and The Association of Oregon Centers for Independent Living (AOCIL).

Tony DeBone inquired if there are other active cases currently within the court system pertaining to accessibility, or if this is the outcome of a big effort. Lisa Strader responded that this case is the conclusion of a big effort for ODOT and they do not have anything else active.

Jackson Lester asked what the plaintiff's role is regarding oversight of the settlement, and does the scope of work of improvements get developed, and how is this monitored? Lisa replied with the following:

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- The plaintiffs aren't actively involved in the settlement agreement itself, but through the Accessibility Consultant they can talk to that entity
- The Accessibility Consultant will share information with them, and ODOT is required to give them a report every year. It is a public report written because of the settlement agreement and it is required to explain what ODOT plans to build the following year. The report has to explain in detail what is planned, then explain what was actually accomplished within the following year

Mike Folkestad asked for the overall cost of this project in addition to the original number. Lisa Strader responded that ODOT honestly does not know the answer to that. She highlighted the following:

- ODOT now has new design costs that they did not have before. For example, designing every curb ramp
- Construction costs are a lot higher than they used to be because contractors are bidding on the risk. They understand that if they are found to be non-compliant, they will have to redo the work, therefore they are charging more
- To drive down the costs ODOT is:
  - piloting 3 small projects with a designer and a contractor working side by side to learn from each other
  - using a Computer Aided Drafting Program (CAD). The CAD will provide initial drawings to overlay the topography electronically. This will rid of manual drafting

Gary Farnsworth added onto Mike Folkestad's question and asked what the budget is expected to be within a shorter time frame, specifically the next 2 to 5 years. Lisa replied that the current ADA Program budget is about 42 million dollars to go through 2121, which is the dedicated funding. Because this is a statewide project, other regions can contribute to costs in a way ODOT does not know yet. For example, adding additional costs for any curb ramps they may trigger.

David Amiton commented that in addition to the technical guidance contact list that Lisa provided, the ODOT website would be another resource for asking questions. Gary Farnsworth noted that David is the regional local contact for this project, so questions can be directed to him as well.

Gary Farnsworth explained that there are very specific outreach efforts underway in many communities. A streetscape project will be administered in La Pine and along Highway 97, and also an update to the east side of the highway. ODOT is working with the City of Bend along Third Street and Greenwood (US Highway 20), and this works into some of the expectations from the settlement. This work translates into collaboration and partnerships but it can be expensive and tedious. Gary suggested a public work session if enough interest is garnered.

5. (NEW) Oregon Statewide Freight Plan Amendment
  - A. Informational UpdateRick Williams, ODOT Senior Planner

Gary introduced Rick Williams, ODOT Senior Planner, to brief the ACT on the Oregon Statewide Freight Plan Amendment. Rick stated that ODOT is looking for input from people regarding this process, and provided the group with contact information and website links to the Freight Plan itself. He encouraged the ACT to provide feedback regarding this process as it is still in the public comment period.

Rick discussed the Federal Context for State Freight Plans:

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- There are 10 Fast Act requirements for State Freight Plans, and they must be reviewed FHWA
- The Fast Act imposes a deadline of December 4, 2017 for compliance in order to obligate freight funds
- The Fast Act instituted a 5 year plan update cycle, and it gives ODOT a chance to make improvements over time
- In order to be compliant with the Fast Act, Freight Plans must meet 10 requirements:
  - Needs and issues
  - Policies, strategies and performance measures
  - Critical rural and critical urban freight corridors
  - National freight goals
  - Innovative technology & operations
  - State of good repair
  - Inventory facilities with freight mobility issues
  - Delay due to freight movement
  - Investment plan
  - State Freight Advisory Committee
- The original Oregon Statewide Freight Plan Amendment consisted of 8 chapters, and a 9<sup>th</sup> has been added relating to Federal Compliance
- The new Amendment also focuses on national goals including a national multimodal freight policy and a national highway freight program
- Performance measures are an important part of the Fast Act, and the amendment includes tracking of Federally required performance measures

Rick presented a visual depicting freight network designations. Critical rural urban freight corridors are described using blue dots, and Tony Debone asked if the blue dots are tied to traffic flow as there is less in areas with a lower population. Rick replied that the dots are known problem areas in the freight industry that could use more passing areas.

Gary noted that the blue dots are evenly spaced, which highlights the need for more passing areas. Rick responded that a lot of the dots shown are simply extensions of existing passing areas.

Barb Campbell asked for clarification if the areas of blue dots are indeed areas where the critical rural freight corridors are not working well. Rick responded that it's actually 140 some odd miles, and each dot is a discreet measured segment that we added to the list. There is a Federal designation on the interstate system for where Federal freight money can be spent; this is allowing us to compete for Federal freight money on the non-interstate system within the blue areas. The number of miles being fixed remains constant, but we have the ability to move them around.

Gary mentioned that it's a little fuzzy between a known specific need on the system and a project that benefits the system.

Mike Folkestad asked whether this means that only 145 miles can be fixed at a time in any given period, then the dots will be moved somewhere else. Rick replied that the blue dots are just segments of the 145 miles and they have the ability to use Federal freight funding that had previously only been used on the interstate system. This is a different pot of money to go after some problems. The mileage will have to be moved someplace else

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on the system. We are going after money for 145 miles, and this does not mean that all projects would be completed at once.

Rick continued to discuss freight mobility issues that are commonly encountered, and highlighted an investment plan currently in place:

- The plan is to focus on priority projects and allocate resources there
- Determine FY18-22 freight fund investments & match the cost
- Add these costs and projects to the STIP

6. Oregon Transportation Funding Package Outcomes/STIP  
A. 2018 – 2021 STIP Implications

Gary Farnsworth provided a recap of the understanding of going forward with HB 2017 and how it will reflect on the current Statewide Transportation Improvement Program (STIP) 2018-2021. The Bill included projects that would have been funded by the ConnectOregon program, which has been reinforced with sustainable funding. There will be no round this biennium for the first time in recent memory, because ConnectOregon 7 is already earmarked to projects in the bill. Upcoming projects from the bill include:

- 1 million dollars dedicated to the OR 126 McCall Road project. The roundabout has advanced and the work will be delivered within the next year.
- 3 million dollars has been dedicated to Prineville for road improvements and pedestrian safety in the city
- The US 97 at Terrebonne project was awarded 20 some million dollars and the work is beginning to kick off with a construction target of 2021.
- 50 million dollars have been dedicated to the US 97 and Cooley Rd. Project.

Gary touched on other upcoming projects that will be of interest to ACT including:

- ODOT has opportunity to build culvert replacements on US Hwy 26 down though Warm Springs all the way into Jefferson County
- US 97 to Veterans Way has been awarded an additional 1 million dollars to redesign the pavement section in this area
- There is a paving project on US Hwy 26 that is now funded to not only go through Warm Springs, but has extend to the west

Gary opened up the discussion and asked if anyone in the group is aware of how the new revenue will impact their system, specifically the funding allotted to advance improvements. Chris Doty replied that he is now able to prepare for projects that he never thought he would be able to work during his career. Chris noted the main projects in mind are Tumalo in addition to the Terrebonne and Hunnell Rd projects.

Gary clarified that the Tumalo US Hwy 20 Project's objective is intersection improvements.

Vice Chair Jerry Brummer commented that this revenue will impact Crook County for mostly maintenance purposes. A lot of money was lost on the Rural Schools road funds, so this money will help the County get back to their original budget.

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Chair Fording agreed with Jerry that this revenue will be used to fill in the Rural Schools funding, and maintenance will be a top priority for Jefferson County as well.

Scott Smith mentioned that Prineville is still working on determining where to allocate the 3 million allocated to them, but the additional revenue will be moved to meet City Council's PCI (Pavement Condition Index) goal.

Gary commented that the transit conversation will be brought back to another meeting, and Karen Friend noted that they are starting to go through a planning process for improvements to the transit system as a TGM grant was awarded.

Dennis Scott asked if any of this money can be used as "Fix It" funding to expand existing projects? Gary responded that yes, this is possible, and it will be important to talk about during the 2021-2024 update regarding what adding, leveraging, and coordinating will look like.

## B. US 97 North Corridor INFRA Grant Letter of Support

Gary discussed the 50 million dollars awarded to Bend from the legislature for the Highway 97 and Cooley area, and noted that this money needs to be tripled to effectively implement the needed solution. ODOT is working with the City of Bend and Deschutes County to look at the opportunity to go after a federal grant from the Fast Act for that funding, and a letter of support is needed from the ACT for that.

Amy Pfeiffer discussed the 50 million dollars awarded to focus on the north end of Bend and highlighted the following:

- This money was targeted for Cooley Road, but other problems exist
- By fixing Cooley Road as an interim solution, the problem will simply move down the corridor
- The issue is there is a large amount of local traffic and through traffic in this area that will keep growing
- In 2014 it was determined that a solution to this problem in N. Bend would be an INFRA Federal Grant
  - Applications for this grant are due in November 2017
  - Emphasis for the grant is on private and local funding partnerships to leverage federal funding
  - The Feds could provide up to 60% match to what we have to fund the project
  - Implementation for a project to extend the Parkway through this area to fix the overall problem is possible with the funding
  - Criteria for this grant includes proof that this supports economic viability, evidence that we are leveraging federal funding with state and local match, and innovation, performance, and accountability.

Amy discusses the benefits of the project including:

- Economic development of UGB expansion areas
- Creating another north-south route on the northern part of Bend
- Multimodal improvements, making numerous biking and pedestrian improvements to the area
- More road connectivity to local businesses in Bend
- Better routes through Bend and establishing travel time reliability, improving regional and statewide travel
- Safety improvements for US Hwy 97 and US Hwy 20

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Amy touched on partnering with the private industry on Cooley Road and US Hwy 20 because there will be private development. She explained:

- Private development dollars are being used along with City of Bend and state dollars
- ODOT is teaming up with developers and the city to come up with a partnership funding strategy for the improvements on Cooley Road and US Hwy 20
- These improvements will be explained within the INFRA Grant application
- The Hunnel Road extension funded by the county is also included in the grant application
- ODOT will be meeting with local business economic development groups for more discussions on how to leverage federal funds

Jackson Lester asked for clarification regarding the railroad. Without any signals on this new alignment, specifically Empire to Cooley Road, where will people be able to cross safely?

Amy answered that there will in fact be a grade-separated bicycle and pedestrian crossing under the highway.

Jackson questioned if this crossing will be out of the scope of the grant, and Amy answered that no, this work will be included.

Gary mentioned that there is currently nowhere to cross the railroad tracks in this area at the moment, and because people are illegally crossing the railroad tracks, there is a bigger problem to solve than what this new alignment provides. The way ODOT will address this is to build in the infrastructure to cross the highway system as part of this improvement, but there is still more work to do to deal with crossing the railroad.

Jackson commented that with the grade-separated crossing that goes nowhere unless you illegally cross the train tracks, things won't be any worse than they are now. Gary points out that ODOT is not ignoring this issue, they are setting up for the future in what could come from the community down the line.

Gary suggested that someone make a motion to ask the Executive Board to put together a letter to get to the chair for a signature regarding their requests so they can deliberate at the October 5, 2017 meeting session.

*Mike Folkestad motioned to approve the request for a letter of support, and Barb Campbell seconded.*

Tony DeBone asked if this work is the correct scope and scale for the INFRA Grant. Amy responded that this specific project is a large one because the money being asked for is greater than 25 million, but it is considered rural as the cities are not large enough yet, therefore it qualifies. Amy also stated that this is a Critical Urban Freight Route and is part of the national freight system so this project is very competitive.

Tony also asked if these dollars are scheduled into the Fast Act. Gary replied yes

*Chairman Wayne Fording asked for those in favor, and the motion carried unanimously.*

- C. ACT/Modal Chair visit to OTC Workshop, 2021-2024 STIP Update  
(for more information, see the OTC meeting video:

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<https://www.youtube.com/watch?v=J5tj83TJO88>  
Gary Farnsworth and Amy Pfeiffer, ODOT

Gary Farnsworth addressed the next topic, the Oregon Transportation Commission's annual workshop on October 19th in Silverton. The Commission is looking for input on investment needs in different areas and feedback on allocation of funds among programs in the STIP. Gary stressed the importance of considering the following questions requested by The Commission:

- How should the Commission prioritize allocation of funds across the categories of programs (Fix-It, Enhance, Safety, Non-Highway, and Local Government Programs)?
- Among state highway programs, what is the appropriate split between Fix-It, Enhance, and Safety?
- To what specific programs should the Commission target non-highway funding among public transportation, bicycle and pedestrian, and transportation options programs?

Gary then discussed how the Oregon Transportation Commission and ODOT are partnering to start the process of developing the 2021-2024 Statewide Transportation Improvement Program. Gary highlighted the following:

- The STIP is the state's transportation capital program and is a subset of the overall ODOT budget
- It includes only capital programs, including all of the federally funded programs, funding for local programs and transit, as well as state funding for projects
- It doesn't include basic highway maintenance, administrative functions, or DMV/Motor Carrier regulatory or customer service functions.

Gary noted the importance of engaging Oregonians and stakeholders within the STIP decision making process as hundreds of millions of dollars of taxpayer money is being spent. The STIP decision making process will continue with an unprecedented level of transparency, openness, and accessibility. Gary states that ODOT will include stakeholders by:

- engaging and seeking input from ACT, RSAC, and MPO policy boards at their regular meetings
- providing monthly e-mail updates to interested parties, including ACTs and MPOs
- making video of the OTC meetings and the meeting materials readily available online so people can see the discussion
- actively seeking input to the OTC including public surveys, asking the public to weigh in on STIP funding scenarios, and seeking input from ACTs regarding funding

Gary discussed the STIP Timeline and explained how it will take place in three phases stretching over three years.

- Program allocation will distribute funding among programs (Summer – Fall 2017)
- Project Selection will review STIP considerations and use advisory committees and management systems to create preliminary project lists in different programs, scope projects, then narrow projects to a final recommended list (Winter 2017 – Fall 2019)
- Public review and approval will entail the Commission putting the STIP out for a formal public comment period, then adopting a revised STIP and getting it approved by FHWA and FTA (Fall 2019 – 2020)

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Gary emphasized that the Commission wants to make a distinction between Highway and Non-Highway categories. Previously in the last two STIP cycles the Commission has focused on allocating between two major categories: Fix-It (to preserve the system) and Enhance (to expand it). In this STIP, the Commission will focus the decision making on Fix-It and Enhance within each mode. Now ODOT will look at the Highway and decide on the split in funding between Fix-It and Enhance, then look at all the needs in non-highway modes and split funding between Fix-It and Enhance within those categories.

Non-Highway Funding in 2021 – 2024 STIP:

- Public Transportation - \$43.5 Million
- State Highway Fund Bicycle and Pedestrian - \$60 Million
- Discretionary Non-Highway - \$51 Million

Discretionary Non-Highway Funding Recommended Categories (\$51 million for 2022 – 2024):

- Non-highway leverage
- Off-road trails
- Safe Routes to School education
- Transportation Options
- Americans with Disabilities Act
- Bus replacements

Gary also noted that the STIP includes a large number of local government programs that are required under federal or state law or agreement with the Association of Oregon Counties and League of Oregon Cities:

- STIP for cities and counties
- MPO's
- Local Bridge program
- CMAQ
- Transportation and Growth Management
- Immediate Opportunity Fund

Gary stated that this plan is very high level and ODOT is not giving a lot of specifics in regard to numbers; therefore it is hard to ask stakeholders for their input at this point, but he stressed the importance of their feedback. With the Non-Highway and the local programs, ODOT is presenting a robust range of categories and many of them are being reinforced by House Bill 2017. Gary stated that the group should support the approach that the Commission is taking regarding identifying the funding categories as they are.

Gary noted that the Fix – It Program versus Enhance should be a focal point for the group. The messaging heard through the Commission is that keeping our system in good repair needs to be a top priority while focusing on safety issues. The Legislature has directed the revenue provided to focus on the following Fix-It categories:

- Surfacing
- Bridges

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- Operations
- Safety

Gary touched on the County's interest in Project US Hwy 20 at Tumalo and bringing money to the table. ODOT will have difficulty finding funding pockets out of this program to bring for match. The Commission is faced with the House Bill 2017 funding package which makes it hard to take the federal and state gas tax allocations and do a switch. The message has continuously been that Fix – It is the emphasis, so saying that we received this money from the legislature for Fit-It, but were going to start moving our money to the Enhance side will set a bad tone. Gary states that ODOT and the ACT need to think creatively about what is meant to keep the system in good repair and where there are places we want to enhance the system. Gary asked us to consider how we can leverage and collaborate.

Wayne Fording asked if Gary means that the group should be careful on their messaging, and enquired how messaging should be presented to the Commission regarding other issues that may arise. Gary replied that the Immediate Opportunity Fund (IOF) is an example of Enhance type funding that is popular.

Wayne also asked if there is a way to use safety dollars, for instance in the Tumalo Project, where enhancements are needed especially pertaining to safety crossings in dangerous areas. Gary replied that there is potential and an opening in the Safety Program for those types of projects and we should follow the All Roads Program model to prioritize additional revenue to focus on safety. Gary stated there needs to be a discussion at the October 5<sup>th</sup> COACT Executive Committee about the balance between getting a bang for your buck versus allowing some leveraging in partnering about safety.

Joel McCarrol commented that you have to identify the locations that are the worst, and then we will get solutions.

Jeff Hurd inquired about the threshold between Fix-It and Enhance within the new ADA rules. Gary responded that if ODOT has to make a change to the highway cross-section with any kind of funding source, we are required to bring any affected ADA ramp into compliance. Anything there might be interest in bringing into compliance within a project area (e.g., that might not be affected by a change to the highway cross-section), beyond what is required, specialized or targeted funds would need to be found. .

Chris Doty asked how much money is available annually for the safety component. Joel McCarrol replied that it is 10 million dollars statewide, and historically 10%-20% will be given to Central Oregon.

Gary noted that the first time the Commission called the modal advisory committees and ACT chairs together in Kaiser back before the 2015 session, the message heard was, "Fix-It is our priority, but please leave us avenues to respond to growth and economic development related issues." Gary suggests that we continue to provide a message by using safety, IOF, and other program areas to give room for margins of responsiveness.

7. Federal Lands Access Programs (FLAP)
  - A. Project updates and coordination

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Della Mosier and David Amiton, ODOT

Gary noted that FLAP projects should stay on the radar and offered help to those working in this area and partnering with Federal agencies.

Jackson Lester stated that COIC is considering a transit FLAP proposal:

- During the last FLAP process COIC received money for vehicles, planning, and operations.
- The money for vehicles and operations focused on service in the winter up the Cascade Lakes Highway.
- Funding was delayed on operations so that it could be used this winter and the following.
- Service will be increased during the Mt. Bachelor season between Bend, Mt. Bachelor, and Cascade Lakes Highway.
- COIC is now focusing the planning dollars on the following corridors to look at existing conditions and potential transit service: Cascade Lakes Highway, Bend and Tumalo Falls along Skyliners, and between Sisters and the Hoodoo Ski Area
- COIC is also considering how and when the following corridors could use this service at a less specific level: Sisters to Three Creeks Snow Park, Warm Springs to Government Camp and Mt. Hood Meadows)

Although out of the scope of FLAP, Jackson also touched on the need for transportation between Redmond, Terrebonne, and Smith Rock State Park as these are heavily trafficked areas.

## 8. Eclipse Event Debrief

A) Informational update and discussion

Chris Doty, Deschutes County Roads Director; All

Chris Doty mentioned the great deal of planning put into the Eclipse Event, and he opened up the conversation to invite others to discuss how things went.

Jeff Hurd described that from his perspective the event went off without a hitch due to extensive preplanning that began years ago. The emergency route was a critical aspect to the success of the event, and overall everything ran smoothly. Jeff highlighted the following:

- Traffic was expected on the Thursday and Friday before the eclipse, and it did not arrive until Sunday and Monday
- All jurisdictions worked together to support the estimated 100 thousand extra people in the area
- The only complaints were not enough portable potties and people upset with traffic
- There was an 8 hour traffic jam as guests from Solartown, Solarport, and the Eclipse Festival (50k people) all tried to get on Highway 26 at the same time
- Having the emergency services route was a must
- ODOT's marketing was helpful, as was the call in number for traffic information

Joel McCarrol discussed the temporary cameras installed to view traffic and the popularity they gained on tripcheck.com. Joel noted that nobody expected the high volume of traffic coming from California as this was the most popular area of influx from guests.

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Scott Smith discussed the small issue encountered on Thursday stemming from the Symbiosis Gathering in Prineville. Highway 26 was effectively shut down and a 90 mile detour was opened to help handle the 37 miles of stopped cars (18,000 vehicles on the road). Complications arose as drivers camped on the side of the road.

### 9. ADJOURN

**Chair Wayne Fording adjourned the meeting at 5:09pm**

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## **Statewide Transportation Improvement Fund Frequently Asked Questions**

**Published August 17, 2017**

This document answers questions about the Statewide Transportation Improvement Fund (STIF) and the programs being developed to implement it under House Bill (HB) 2017. It will be periodically updated to address ongoing questions received by ODOT.

### **STIF Overview**

#### **What is the Statewide Transportation Improvement Fund?**

Section 122 of HB 2017, passed into law in 2017, establishes a new dedicated source of funding for expanding public transportation service in Oregon.

#### **What is the funding source for STIF?**

Revenue will be generated from a payroll tax of one-tenth of one percent on wages paid to employees in Oregon. Proceeds from the payroll tax will be deposited into the STIF.

#### **When does funding become available?**

The Department of Revenue will begin collecting revenues on or after July 1, 2018. ODOT will execute the first grant agreements for the 90 percent formula allocation by January 1, 2019 and for the five percent discretionary and four percent intercity discretionary funds by July 1, 2019.

#### **How will STIF funding be distributed?**

The funds will be distributed as follows:

- Ninety percent by formula to qualified entities;
- Five percent to public transportation service providers based on a competitive grant program adopted by Oregon Transportation Commission (OTC) rule;
- Four percent to public transportation service providers to improve public transportation between two or more communities based on a competitive grant program adopted by OTC rule; and
- One percent to ODOT to establish a statewide public transportation technical resource center to assist public transportation providers in rural areas with training, planning, and information technology.

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Many of the STIF distribution details will be determined over the next year during the rule-making process.

### **What is the definition of a qualified entity?**

Qualified entities include mass transit districts, transportation districts, counties without a mass transit district or transportation district, and federally-recognized Indian tribes.

### **Are qualified entities the same as Special Transportation Fund agencies?**

Yes, the definition refers to the same list of agencies.

### **What is the definition of a public transportation service provider?**

Public transportation service providers are qualified entities, cities, counties, special districts, intergovernmental entities or any other political subdivisions or municipal or public corporations that provide public transportation services.

## **Formula Funds**

### **What is the formula for allocating the 90 percent formula funds to qualified entities?**

Under HB 2017, each qualified entity will receive a proportionate share of the tax paid within the public transportation provider's service area, with a minimum annual amount of at least \$100,000. If there is more than one mass transit district or transportation district in a single county, the moneys will be distributed to the larger district. The larger district will be responsible for distributing the moneys to the smaller entities following the decision-making processes established by HB 2017 and program rules that will be adopted by the OTC in the next 9 to 15 months.

### **What are the eligibility requirements for receiving the 90 percent formula funds?**

Qualified entities are eligible to receive a portion of the 90 percent distribution, if they prepare a plan for improving service that has been approved by a local advisory committee. The plan must be reviewed and approved by the OTC.

### **What are the requirements for forming an advisory committee in order for a qualified entity to receive 90 percent formula funds?**

Qualified entities must form an advisory committee to review and determine which projects to fund and include in the entities' plan. Additional advisory committee requirements such as composition, decision criteria, and committee process for reviewing proposed projects will be developed by OTC rule.

### **What must be included in the public transportation plan in order for a qualified entity to receive 90 percent formula funds?**

At a minimum, each plan must specify for each proposed project the amount of moneys from the percentage distribution that would be allocated to fund one or more of the following:

- Increased service frequency and expansion of bus routes in communities with a high percentage of low-income households;
- Procurement of buses powered by natural gas or electricity for use in areas with populations of 200,000 or more;
- Reduced fares in communities with a high percentage of low-income households;

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- Improved frequency and reliability of service connections inside and outside of the qualified entities service area; and
- Coordination between public transportation service providers to reduce fragmentation of services.

The plan is required to be approved by a local advisory committee and if the qualified entity received funding the previous fiscal year, the amount of that funding that was used for the purposes identified in the bullets above.

### **Can my STF advisory committee serve as my STIF 90 percent formula advisory committee?**

Unknown at this time. The requirements for committee composition will be developed by OTC rule.

### **What are the reporting requirements for qualified entities receiving 90 percent formula funds?**

At a minimum, qualified entities will be required to provide a summary of any plans and project proposals approved by an advisory committee and describe how the previous year's distribution was allocated to projects for the purposes just described.

Qualified entities that receive a proportionate share of the 90 percent distribution will also be required to submit the following documentation to ODOT 30 days prior to the end of each fiscal year:

- a report detailing actions taken to mitigate impacts of the new payroll tax on low-income passengers,
- an adopted annual budget for the upcoming fiscal year, and
- the results of any audits.

## **STIF Eligibility and Match**

### **Can transit services be provided to seniors and individuals with disabilities using STIF?**

Yes, there is nothing in HB 2017 that precludes enhancing public transportation services to seniors and individuals with disabilities using STIF. The upcoming rule-making process will clarify planning requirements, local decision-making processes, and decision-making criteria.

### **Will a local match be required for any of the STIF programs?**

HB 2017 is silent on local match requirements.

## **Contact and Questions**

### **Who should I contact if I have questions about the STIF?**

Send your questions to Karyn Criswell, ODOT STIF implementation project manager via email at [karyn.c.criswell@odot.state.or.us](mailto:karyn.c.criswell@odot.state.or.us).



Scott Aycock <scotta@coic.org>

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## FW: 2021-2024 STIP monthly update - November 2017

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Scott Aycock <scotta@coic.org>  
To: Scott Aycock <ScottA@coic.org>

Wed, Nov 1, 2017 at 9:18 AM

# 2021-2024 STIP

## OTC considers STIP funding scenarios and input from advisory committees heading



Representatives of Area Commissions on Transportation, Metropolitan Planning Organizations and other advisory committees provided input on Statewide Transportation Improvement Program funding priorities to the Oregon Transportation Commission at this year's annual workshop in October.

At the commission's request, ODOT presented three detailed funding scenarios for consideration and showed how House Bill 2017, the legislative transportation funding package, directs specific funding to various categories of programs. The two major categories are Fix-It (which funds bridges, pavement preservation, culverts, and other projects that preserve the transportation system) and Enhance Highway (which funds projects that expand highway capacity).

"House Bill 2017 was built on the assumption that ODOT would keep the current Fix-It funding level the same," said Paul Mather, ODOT Highway Division Administrator. "The bill directs funding to specific Enhance projects and puts the remainder of funding into defined Fix-It programs. It also directs additional funding into specific Safety and Non-Highway programs."

Although funding levels are set for Safety, Local and Non-Highway programs, the commission can choose how to target funds among different modes and types of projects within these categories.

## ATTACHMENT C

The three scenarios differ by how much federal funding goes toward the Fix-It program versus the Enhance Highway program. Funding levels for Non-Highway, Safety and Local programs are the same in each scenario.

- **Scenario 1** keeps the Enhance Highway program at the same funding level as the 2018-2021 STIP (\$124 million). When HB 2017 projects are factored in, more money goes into Enhance Highway than Fix-It. This scenario lowers the amount of Fix-It funding than assumed under HB 2017.
- **Scenario 2** provides the same amount of federal highway funding for Fix-It programs as the commission allocated in the 2018-2021 STIP, which leaves \$24 million for Enhance Highway. In this scenario, more funding goes toward Fix-It than Enhance.
- **Scenario 3** eliminates federal funding for the Enhance program, so ACTs and ODOT would have no additional funding for Enhance projects.

After receiving feedback from the advisory committees, the commission took Scenario 3 off the table. As a result, some funding will be available to address congestion and highway modernization needs, and the ACTs can remain engaged in project selection.

ODOT staff recommended distributing the Enhance Highway money to ODOT regions and using the funds as a leverage opportunity for the ACTs to add Enhance features to Fix It projects.

ODOT also recommended giving the ACTs the opportunity to add safety and non-highway features to Fix-It projects, which would give ACTs additional opportunities to recommend priority projects.

Advisory committee representatives in attendance weighed in on the funding allocation. The majority supported making Fix-It and Safety the priorities. Also high on the list were ensuring freight movement on main arterials and providing economic development opportunities.

Other comments focused on seismic resiliency, funding flexibility, and enhanced public transit services. The ACTs voiced support for ODOT's proposal to keep the ACTs engaged in project selection by providing funding they can use to add elements to Fix-It projects.

The commissioners thanked the advisory committees for their input and asked ODOT to provide more details on Scenarios 1 and 2 at the November meeting, when the commission will provide its direction on the final scenario.

To provide your input, please visit ODOT's online [open house](#) on the [STIP website](#). Responses from the open house will inform the commission's direction in November.

For more information, see the [memo](#) to the Commission on STIP funding scenarios, view the [presentation](#), or watch the [video](#).



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Scott Aycock &lt;scotta@coic.org&gt;

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## FW: ODOT transparency in decision-making communications plan

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**Scott Aycock** <scotta@coic.org>  
To: Scott Aycock <ScottA@coic.org>

Wed, Nov 1, 2017 at 9:22 AM

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**From:** BROUWER Travis  
**Sent:** Monday, October 30, 2017 8:02 AM  
**To:** 'dhunt@co.lincoln.or.us'; 'wayne.fording@co.jefferson.or.us'; 'sid.leiken@co.lane.or.us'; 'ken.woods@cravenwoodsins.com'; 'gthompson@co.sherman.or.us'; 'mcclure@union-county.org'; 'henry.heimuller@co.columbia.or.us'; 'royr@rascpas.com'; 'mike@montero-associates.com'; 'gmilliman@brookings.or.us'; 'bwinters@co.lake.or.us'; 'sgrasty@co.harney.or.us'  
**Cc:** FULLER Thomas \* ODOT  
**Subject:** ODOT transparency in decision-making communications plan

As part of the recent management review of ODOT by McKinsey, the Department of Administrative Services (DAS) directed ODOT to develop a communications plan that “articulates how ODOT will close the loop with external stakeholders regarding decision making and project prioritization.” For full text of this recommendation, see the text of item 5 on page 2 of the [DAS letter](#).

ODOT presented the draft of this communications plan to the Commission at their October meeting, and the Commission asked that we solicit input from the Area Commissions on Transportation before bringing them the final plan at their November meeting to meet the December 1 deadline to submit to DAS.

In order to do this, we are turning to the ACT chairs for your expertise in this area. Given the limited time before the Commission must submit the plan to DAS, we ask that you provide any comments on the attached draft by close of business on Thursday, November 9. We ask that you weigh in on both the strategies included in the plan and specific communications tactics that would help engage stakeholders and provide greater transparency in decision-making.

Please respond with comments to me and Tom Fuller, ODOT’s Communications Manager, at [thomas.fuller@odot.state.or.us](mailto:thomas.fuller@odot.state.or.us). We appreciate any input you can provide that will strengthen ODOT’s communications with key stakeholders.

**Travis Brouwer** | Assistant Director

**Oregon Department of Transportation**

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**COMMUNICATIONS PLAN – TRANSPARENCY IN DECISION-MAKING**

**BACKGROUND**

In 2016, at the direction of Governor Kate Brown, the Department of Administrative Services (DAS) commissioned a review of the management of Oregon Department of Transportation (ODOT). The purpose was to inform transportation discussions during the 2017 Session of the Oregon Legislature. DAS contracted with McKinsey and Company, a world-class global management consulting firm, to perform the review.

While McKinsey’s review gave ODOT very high marks for agency communications functions, and overall high marks for stakeholder engagement, it included a number of key findings related to how the public and stakeholders experience the department’s decision-making processes:

- “Transparency is the area where ODOT can most improve its engagement with ACTs. . . . 29 percent of ACT survey respondents do not think ODOT’s decision-making is transparent and accessible. . . . Members of ACTs want to better understand ODOT decision-making, especially in terms of final decisions and the level of decision making.” (p. 53)
- “[C]omments and interviews [of advisory committee members] revealed lingering confusion about how high-level decisions are made by the department and the commission. . . . ODOT can more clearly articulate its decision-making by regularly sharing decision reasoning and outcomes in communications to committee chairs.” (p. 58)
- “Public stakeholders find ODOT’s decision-making process more opaque than other groups do. . . . ODOT can continue to make decision criteria more transparent in communications. ODOT can explain its criteria for decisions, discuss scoring against those criteria for any options, and explain why alternative options were rejected.” (p. 60)
- “[S]takeholders report that ODOT does not consistently include representative voices from low-income communities or communities of color. To more consistently include input from the latter, ODOT can build standards for how to engage these populations in its public involvement process template”. (p. 59)

**ODOT Stakeholder Engagement Performance Snapshot**

Recreated from McKinsey Management Assessment, p. 55

	<b>ACTS</b>	<b>Advisory Committees</b>	<b>Public Stakeholders</b>	<b>Legislators</b>
<b>Relevance</b>	Green	Green	Yellow	Green
<b>Opportunity</b>	Green	Green	Green	Green
<b>Responsiveness</b>	Green	Green	Yellow	Green
<b>Transparency</b>	Yellow	Yellow	Red	Yellow
<b>Coordination</b>	Green	Green	Green	Green

**DAS Recommendations**

Based on the McKinsey report, DAS recommended ODOT, in consultation with the Oregon Transportation Commission (OTC), develop a communication plan articulating how ODOT will close the loop with external public stakeholders regarding decision making and project prioritization:

- ODOT should build upon its strong engagement efforts to better communicate decisions.
- The communication plan should outline how input is solicited, how that input is used in the decision-making process, and how resulting decisions are communicated back to stakeholders.
- In the plan, special emphasis should be given to low income communities and communities of color.
- The communication plan should be delivered to the OTC and the Governor by December 1, 2017.

DAS articulated the desired outcome of this work as increased transparency surrounding the prioritization of projects and stakeholder influence in agency decision making.

**HB 2017: Keep Oregon Moving**

Keep Oregon Moving (HB 2017) is an historic investment in Oregon's transportation system that will produce \$5.3 billion in total revenue over 10 years, including both highway and non-highway funding.

HB 2017 requires greater transparency and accountability from ODOT and the OTC regarding program funding, project selection, and construction. For example, the legislation requires ODOT to develop a transparency website that provides information about the benefits of projects, as well as their status and whether the agency delivers them on time and on budget. This Communication Plan is designed to align with key features of HB 2017 implementation and meet legislative expectations about agency transparency and accountability.

## GOALS

Our overall goals are to:

- Improve the effectiveness of agency programs and projects and to
- Improve agency engagement, transparency, and accountability.

We will accomplish these goals by increasing the engagement with those affected by agency decisions around funding allocation, project prioritization and major policy decisions, both potential and approved. This helps to ensure these audiences feel that their concerns are heard, considered and responded to in agency decision-making processes, even if the outcome is not what the audience had hoped for as a final result.

ODOT will improve stakeholder engagement and communications across all phases of program and project development.

- **Funding:** Improve communication and engagement with the public and stakeholders when we're deciding what programs and projects to *fund*, including the constraints and context of the funding source
- **Selection:** Build upon the strong engagement efforts recognized in the agency's regular project funding program, the Statewide Transportation Improvement Program (STIP) to ensure continual communication during project *selection*.
- **Project Development:** Increase outreach to affected communities to ensure greater engagement in project development.
- **Delivery:** Provide clear and accessible communication to the public about the process and impacts of approved projects while the projects are being *built*.

## STRATEGIES

### Transparency

Most key agency decisions that affect the public are made by ODOT's governing body, so it is critical OTC decision-making be consistently transparent, accessible, and open.

- **Transparency:** OTC deliberations and decision-making must be conducted transparently in open public meetings and presented in a way that helps the public understand the decision-making process.
- **Accessibility:** Information relevant to the OTC's decision-making must be readily available to the public through a variety of means using digital tools.
- **Openness:** The OTC will invite the public and stakeholders to provide feedback on all major decisions.

### TACTICS

- [Live-streaming](#) video of OTC meetings and posting this video online. Rather than having to attend a meeting on a particular day, the public can access it whenever and wherever they want, including links to video from specific agenda items for quick access.
- A [website](#) that clearly presents data relevant to OTC decision-making.
- An online [form](#) for public comment to the OTC.

ODOT will continue to seek opportunities to increase transparency, accessibility, and openness of OTC decision-making processes.

### Meaningful Input

With HB 2017, ODOT and the OTC will be making major decisions about creating programs and selecting projects that will affect stakeholders and the public. Consistent with the OTC's public involvement policy, we will provide meaningful opportunities for input in major agency decisions.

This includes:

- Program funding and project selection, including the STIP and ConnectOregon.
- Planning, including statewide policy and modal plans.
- Policy and program development, such as developing rules for new programs created by HB 2017 or undertaking new initiatives such as value pricing in the Portland metro region.
- Operational decisions with a significant impact on the public, including changing speed limits, modifying transit or train schedules, implementing new ways of doing business with DMV and

### TACTICS

ODOT will use relevant tools to provide easily accessible and timely opportunities for public input and stakeholder engagement in decision-making, including input from:

- Area Commissions on Transportation (ACTs) and advisory committees.
- Rulemaking advisory committees on development of Oregon Administrative Rules that affect major programs and agency processes.
- Policy advisory committees to guide planning and policy efforts.
- Public and online open houses and informational forums.

In these cases, ODOT will seek to supplement *in-person meetings* with more accessible *online tools* that allow for the public to receive information and provide comment at a time of their choosing. ODOT will seek to ensure that information about public input opportunities is *broadly distributed* using channels such as the media, e-mail lists, and other opportunities.

### Provide Feedback

While the McKinsey management review gave ODOT high marks for engaging stakeholders in decision-making, public stakeholders faulted the agency for clarity about the processes by which input was used in decision-making and in communicating why decisions were made.

To address this gap, ODOT will supplement stakeholder input processes with improved communication methods for agency recommendations and decisions, including how stakeholder input is solicited and used in the decision-making process. For all of the major areas of decision-making listed in the item above on meaningful opportunities for public input, ODOT staff will be expected to loop back to clearly explain the final decision, including how public input was used in the process and the reasons the decision was made.

### TACTICS

For major agency decisions project leaders will:

- Record meaningful feedback from open houses, emails, online forms, and conversations
- Sort by area of focus in the decision

- Note the result (if the input did not result in a change or modification explain why).
- Make the results publically available and specifically send them to those who have indicated they would like to receive feedback on the outcome.

### ACT & MPO Input

STIP development involves allocating more than \$1 billion among statewide programs and selecting hundreds of transportation projects. ODOT involves Area Commissions on Transportation (ACTs), modal advisory committees, and Metropolitan Advisory Committees (MPOs) throughout this process.

The McKinsey review highlighted opportunities to better communicate with and solicit input from key stakeholders throughout this process. Based on this input, ODOT developed a tactical communications plan that lays out specific plans for improving communication (see [Appendix A](#)). While the STIP process has always been formally transparent, the agency will increase the level of information provided to the public and stakeholders, make that information more accessible, and create a more open process that will allow the public to provide feedback throughout.

### TACTICS

The STIP Tactical Communication Plan covers all three phases of the STIP process.

- **Allocating funding among programs:** In this phase, ODOT will provide information to the public about the funding allocation decision process and solicit a deeper level of engagement and input from the public and stakeholders.
- **Project selection:** Beginning in 2018, ODOT will engage stakeholders in selection of projects in some STIP categories. For those categories where project selection is driven by data and engineering judgment (primarily those within the Fix-It categories), ODOT will educate stakeholders about selection processes and open up what many see as a “black box” of decision-making.
- **Public review and OTC approval:** In the final stage, ODOT will create and deploy statewide tools to ensure the public receives information about the STIP and has easily-accessible opportunities for input. Traditionally, ODOT relied heavily on public open houses that require showing up at a specific time and location. Going forward, we will rely more heavily on digital tools, allowing people to receive information and provide input at a time and place of their own choosing.

ODOT has already begun to implement this plan and is adjusting its communication tactics as it learns more and receives feedback.

### Improve Public Engagement

This Communication Plan builds upon a public engagement overview recently completed by the agency. ODOT has a reputation for providing high quality community engagement. Our public and our stakeholders demand it. Public engagement is critical to gain common understanding with communities and our stakeholders in our decision-making, and we need to support them in understanding how they can best share their opinions and concerns.

Public engagement is an essential ingredient to all of ODOT's work in planning, project delivery, policy development, operations, and maintenance. Even the least controversial efforts can benefit from public engagement, because decisions are typically supportable when our efforts are transparent and thoughtful around our customers and partners. Good public engagement means listening and responding in an effective way.

#### TACTICS

ODOT has initiated processes to improve quantity and quality of its public engagement:

- Evaluated the current state of public engagement at ODOT;
- Created an agency Public Engagement Coordinator position;
- Creating a community of interest for all public information officers, Public Affairs, and Community Affairs where staff can share ideas and provide support;
- Creating a toolbox with an extensive set of resources designed to provide support for better public engagement efforts;
- Creating learning and sharing opportunities so staff in areas under-served by community affairs staff can benefit from areas with a stronger presence; and
- Creating a set of best-practices to provide for standardization where appropriate.

### Improve the Availability of Project Information

ODOT undertakes hundreds of transportation projects that affect the traveling public and local communities. Oregonians deserve the opportunity to easily access information about the status of those projects, and to understand the impacts upon their lives both during construction and after completion.

#### TACTICS

- ODOT's new [website](#) deployed in June 2017 has greatly improved the transparency of information about projects, making it easier to find projects through an interactive GIS [map](#). It includes [web pages](#) that provide clear and standardized information about projects in a mobile-first environment.
- ODOT has begun producing communications products which are easier for the general public to understand, including more [video products](#) that explain programs and processes, and a special [website](#) devoted to communicating

stories of how agency programs benefit communities, businesses and individuals.

### Engage Underserved Communities

ODOT touches every community across the state, including low-income communities and communities of color. The OTC's public involvement process specifically provides direction to "seek out and consider the needs of those populations traditionally underserved by existing transportation systems, such as low-income and minority populations, who may face challenges accessing employment and other services." However, the McKinsey review found "stakeholders report that ODOT does not consistently include representative voices from low-income communities or communities of color." To consistently include more input, ODOT will build standards for how to engage these populations in its public involvement process template.

ODOT will undertake an initiative specific to bringing low-income communities and communities of color into the decision-making process, focused on the selection and development of projects that benefit those communities. ODOT's work will build on successful efforts in our Region 1 office to engage multiple racial and ethnic minority communities in projects, such as the US 26 Powell Boulevard project. The department will develop statewide tools that can be adapted for use depending on the specific low-income and minority groups that live within an area affected by a project.

### TACTICS

Specific areas of focus will be:

- Ensure diverse membership, including representatives of low-income communities and communities of color, on policy and rulemaking advisory bodies to ensure these voices are heard in the policy and program development process.
- Conduct research into the ways communities of color and the economically disadvantaged receive and process information, so communications efforts can be tailored for that audience group using effective communication channels;
- Identify and engage influencers within these communities to enable improvement;
- Use alternative languages as needed;
- Commit to regular outreach to these communities in the form of public meetings that are accessible and understandable to these demographics; and
- Show examples of how stakeholder/public input was used in the final version.

### MEASURING RESULTS

ODOT will use a variety of quantitative and qualitative measures to assess our results and provide input to adjust tactics, including:

- Surveys of customers (including specific comments) to measure the engagement level and satisfaction with engagement and transparency/accountability efforts;

- Social media engagement and sentiment measures;
- Website use metrics, including page views, dwell time and bounce rate; and
- An after-action review of the success of the STIP communications effort.

## APPENDIX A

### **2021-2024 STIP Tactical Communications Plan**

In response to the McKinsey Report, DAS recommendations, and a legislative accountability group, ODOT will use the communication tools at its disposal to advance the goals of unprecedented *transparency*, *openness to input*, and *accessibility* for the 2021-2024 STIP Update decision-making process.

- We will pinpoint ways to effectively communicate how projects are identified and selected into the STIP through the major update process.
- We will improve the way we raise awareness with our stakeholders and the public about the benefits of transportation projects, and demonstrate that we are listening to public input, allowing us in turn to gain awareness from them about benefits and impacts.
- We will show how the agency will solicit input, use that input in the decision-making process, and communicate decisions back to the public.

This plan will operate across all three key phases of the major STIP update process. These elements will be tied to the agency's accountability and performance web page and project information reporting to provide a continuum. Project selection in the transportation funding package also will be included.

#### **2021-2024 STIP Target Audiences**

- Transportation stakeholders, including MPOs, ACTs, elected officials, and OTC
- General public, with special emphasis given to low income communities and communities of color
- ODOT employees

#### **2021-2024 STIP Objectives/Goals**

- **Openness:** Discussions will remain open to the public, and the public and stakeholders will be invited to actively participate and provide feedback on how to spend transportation investments with public funding.
- **Transparency:** The right amount of information will be provided and clearly presented, so the public understands the decision-making process.
- **Accessibility:** Information will be made available and taken to the public through a variety of means, including the web and streaming video, so that people can readily and conveniently access it, and have a variety of ways to participate.

- **Tell our story:** Raise awareness and better explain benefits and impacts of transportation projects using OregonDOT.org and “Project in a Box.” Special emphasis will be given to low income communities and communities of color.
- **Enhanced Public Engagement:** Provide a more meaningful exchange of ideas between ODOT and the public we serve, which will also support Transparency Goals and Objectives. We will listen with an attentive ear to the citizens of Oregon to understand their ideas, suggestions, concerns, and what they want in their transportation system.

DRAFT

**2021-2024 STIP Tactics: Engagement and Awareness**

**Phase 1:** Public outreach and funding allocations — During the OTC process of allocating funding among programs, ODOT will provide regular updates through the means listed below. The agency will strive to increase outreach and engagement efforts.

- **Timeline:** July–November 2017
- **Audience:** MPOs, ACTs, League of Oregon Cities (LOC), Association of Oregon Counties (AOC), cities, counties, elected officials, general public, low income communities and communities of color.
- **Tactics:**
  - ✓ Perform regular website updates. This will include the formal “ODOT STIP” website as well as the new [www.oregondot.org](http://www.oregondot.org) features website.
  - ✓ Create stakeholder email list(s) for regular updates on the process.
  - ✓ Post video of OTC meetings on website so the public can see the decision-making process.
  - ✓ Create infographics to make the process clear to the public.
  - ✓ Create videos as a tool for explaining topics and engaging the public.
  - ✓ Integrate Prezi on program website.
  - ✓ Send out surveys to gauge public support for various investments.
  - ✓ Reach out to low income persons and communities of color via print/broadcast media to ensure that they are engaged during the funding allocation/project selection phases.
  - ✓ Engage ACTs and MPO policy boards for input and provided regular updates through region staff.
  - ✓ Develop talking points and key messages for ODOT speakers to use in meetings and presentations.
  - ✓ Develop Frequently Asked Questions to be used as a handout and made available online.

**Phase 2: Project Selection** — Starting in 2018, information will be provided on the agency’s website. This information will include project timelines, project milestones, project selection criteria, status, and opportunities to apply for funding.

- **Timeline:** August–November 2017
- **Audience:** MPOs, ACTs, LOC, AOC, cities, counties, elected officials, general public, low income communities and communities of color.
- **Tactics:**
  - ✓

**Phase 3: Public review and approval of draft 2021-2024 STIP** — ODOT implements it’s new public outreach methodology at the region level..

- **Timeline:** The plan for this process and tools that will be used will need to be completed before the draft STIP is approved by the OTC.
- **Audience:** MPOs, ACTs, LOC, AOC, cities, counties, elected officials, general public, low income communities and communities of color.
- **Tactics:**
  - ✓ ODOT will develop consistent statewide tools and a framework for all regions to use.

- ✓ Regions will use the new tools and public outreach framework for public outreach after the draft STIP is released.
- ✓ Public outreach will include a statewide website that shows all proposed projects and allows for the public to submit comments electronically.

### **2021-2024 STIP Tactics: Coordinate with Other Efforts**

**Funding Package Project Selection** — Initial HB 2017 project selection will occur at the same time as the 2021-2024 STIP funding allocation. The two processes will be aligned as much as possible.

- **Timeline:** July–December 2017
- **Audience:** MPOs, ACTs, LOC, AOC, cities, counties, elected officials, general public, low income communities and communities of color.
- **Tactics:**
  - ✓ ODOT will approach this project selection using the principles of transparency, openness and accessibility.
  - ✓ Project selection will include a public comment process including (1) presentation of all proposed projects to ACTs and MPOs; and (2) posting all proposed projects on a map to encourage public comment.
  - ✓ **Create statewide project information website**
    - ODOT’s new project information website will include a GIS map of projects across the state that will link to the individual project pages.
    - Projects will be loaded on the GIS map and project website after OTC approval; for 2021-2024 STIP projects, this will occur after final approval.
  - ✓ **Create statewide accountability and performance website**
    - To improve transparency and accountability, the accountability and performance website will include:
      - A dashboard detailing if each project is on time and on budget.
      - ODOT’s key performance measures.
      - Local funding and performance.
      - Public transportation funding and performance.
      - Information on projects will be included in the on-time/on-budget dashboard after they are officially approved; for STIP projects, this will take place after the final approval of the 2021-2024 STIP.

### **2021-2024 STIP Measuring Results**

- Number of website views and video views.
- Number of opened emails.
- Sentiment of comments received.
- Sentiment of feedback from MPOs and ACTs.