

**BIENNIAL REPORT OF THE
ROGUE VALLEY AREA COMMISSION ON TRANSPORTATION**

August 2013

The Rogue Valley Area Commission on Transportation (RVACT) was created in 1997 as the result of a desire by the Oregon Transportation Commission (OTC) to strengthen the state/local partnership in transportation planning, programming and development. The original bylaws were adopted for RVACT in February 1997. The bylaws were amended in July 2005 to make them consistent with the OTC's "Policy on the Formation and Operation of Area Commissions on Transportation (ACTs)". In 2012, the ACT amended the bylaws to better clarify its role and address membership (see below).

The bylaws describe RVACT's mission as follows:

The primary mission of the RVACT is to advise the Oregon Transportation Commission on state and regional policies affecting the Rogue Valley area's transportation system. In order to effectively accomplish the mission, the RVACT will do the following:

- Provide a forum for communication, learning and understanding transportation issues as they affect the Rogue Valley's economic opportunities and livability;
- Provide recommendations to the OTC regarding program funding allocations for the State Transportation Improvement Program (STIP) and special funding opportunities and programs, balancing local, regional, and statewide perspectives;
- Prioritize state transportation infrastructure and capital investments through the STIP that supports transportation plans related to the Rogue Valley area.
- Make recommendations to ODOT regarding special funding opportunities and programs;
- Communicate and coordinate regional priorities with other organizations;
- Provide documentation to the OTC of the public process and resulting recommendations forwarded by the ACT including alternatives for solutions and outcomes of decisions;

The information below describes the structure and operation of RVACT.

Geographic Boundaries

RVACT's boundaries include Jackson and Josephine Counties. These two counties, and the cities and transportation stakeholders contained therein, are joined by a reliance on highway connectivity on the I-5 corridor.

The RVACT boundary contains an area of common interest and there is no desire to change it at this time.

RVACT Membership

Membership is comprised of up to 29 voting members representing three categories of membership: Designated Members, Other Stakeholders and Ex-Officio Members. Designated members include representatives from each of the counties, incorporated cities, ODOT, both MPOs, Rogue Valley Transit District, Rogue Valley Airport and the, Central Oregon Pacific Railroad, a Class II railroad.. Other stakeholders include members representing the other alternate modes, freight, businesses and interested citizens. Ex-officio members include adjoining ACT chairs, legislators, other state agencies and other groups with an interest in transportation.

In 2013 the RVACT created an Orientation Manual for its membership.

Coordination with Adjacent ACTs and the Legislative Delegation

RVACT meetings are noticed to ex-officio members, local ACTs and legislative delegates via newspaper announcements and e-mail.

RVACT communicates and coordinates regional priorities with other organizations such as other ODOT Regions and ACTs, both MPOs, the Regional Solutions Team, Regional Partnerships and Regional Investment Boards and ODOT Advisory Committees.

Work Program

The work program is determined by the RVACT members and typically includes education on transportation funding, projects and planning issues; STIP updating; educating community stakeholders; and the recommendation of STIP projects.

Efforts and Accomplishments

- Reviewed and updated the RVACT operational bylaws.
- Reviewed the project equity resolution, outlining the funding distribution framework between Jackson and Josephine Counties. Reached agreement on removing a defined equity funding split from the ACT's decision making process.
- In response to project selection criteria approved by the OTC, revised regional criteria for scoring and selecting projects for addition to the STIP.
- Developed a regional process for ensuring adequate public input from various sectors of the community regarding projects selected for the STIP.
- Coordinated with the MPO on STIP project selection, ensuring consistency with project priorities between the RVACT and MPO for Jackson County projects.
- Reached consensus during the 2010-2013 STIP development process
- Identified reductions to the 2008-2011 STIP and identified priority projects for the OTC and Legislature to consider for the Governor's JTA.

Worked aggressively to identify funding solutions to the \$72 million Fern Valley interchange, \$13 million US 199 and the \$120 million Highway 62 projects.

- Through ODOT staffing, completed two environmental documents: an Environmental Assessment (EA) for the Fern Valley Interchange project and finished the Oregon 62 Environmental Impact Statement.
- Selected representatives to serve on the RVACT, including private representatives and those representing different modes in Jackson and Josephine Counties.
- Educated members on transportation funding, programs and processes as they related to the Rogue Valley.
- Continues to work through the 2015-2018 Enhance project selection process. The ACT should have a completed recommendation to the OTC by October 2013.

Public Involvement/Meeting Notice

Notice of RVACT meetings and meeting agendas are provided to an extensive list of organizations, elected and appointed officials, and interested individuals. The Rogue Valley Council of Governments (RVCOG) and ODOT staff the meetings. A quorum for decision-making purposes is 50% of the membership plus one member. The following describes in more detail how notice is provided.

Meeting Notice -- All meetings are advertised in advance. 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 minutes and agenda package are mailed to RVACT members/staff, and others requesting the full package, approximately one week prior to the meeting.

Meeting Location -- Meetings are held on the second Tuesday of every other month from 9:00 am to 12 pm. Meetings are rotated between locations in Jackson and Josephine Counties.

Meeting Minutes -- Minutes are prepared for each meeting. They are formally approved at the following RVACT meeting and forwarded via e-mail to be posted on the RVACT web site.

Operational Structure

RVACT meetings are presided over by a chair. The members elect co-Chairs, one each from Jackson and Josephine counties. Members set the work plan for the RVACT and make final decisions and recommendations for the RVACT to the OTC.

Technical Assistance

Efforts are made to utilize existing technical advisory groups when necessary. The Jackson/Josephine Technical Advisory Committee (JJTC) for RVACT meets on an as-needed basis as directed by the Commission.

Commission Staffing

Principal support for RVACT comes from the Rogue Valley ODOT office, RVCOG and Planning and Support Services from ODOT Region 3.

Decision-Making Process

A quorum for decision-making purposes is 50% of the membership plus one member. RVACT strives for complete consensus when making decisions by quorum. When consensus cannot be arrived at, decisions are made by a majority of members in attendance. Any member of the RVACT can call for a decision to be made by a 2/3 majority of the members present.

Bylaws and Equity Resolution

The RVACT has provided their bylaws for the OTC's review. RVACT requests continued OTC support and approval for both these documents as the basis of the RVACT's operational framework.