



MEMORANDUM

Date: February 11, 2015

Project #: 18054.0

To: Project Advisory Committee

Project: Sherman County Transportation System Plan (TSP)

Subject: Meeting Schedule, Deliverables Summary, and Roles/Responsibilities

The purpose of this memorandum is to provide you with an overview of the Sherman County Transportation System Plan (TSP) project process, including the anticipated deliverables and meetings, and roles and responsibilities of the project team that you have been invited to participate in. By participating in the TSP update process, you will have the opportunity to influence the future of the County's transportation system by providing your input about important County issues and future transportation alternatives identified during the update process.

The project will result in an update of the Sherman County TSP. This undertaking will include a combination of:

- technical analysis to be provided by the consultant team¹;
- project oversight by county staff and the Oregon Department of Transportation (ODOT) Contract Project Manager (PM);
- guidance from the Technical Advisory Committee (TAC) and Project Advisory Committee (PAC); and,
- interaction with the public through various forums.

The Draft TSP is scheduled to be complete in August 2015 with the adoption process extending through September 2015.

PROJECT OVERVIEW

Sherman County last updated its TSP in 2003. This project will review the 2003 TSP, prepare a complete update to the County TSP, and take it through the adoption process. The updated TSP will support the County's implementation of its Comprehensive Plan by developing a transportation system for all modes that will support planned residential, commercial, and industrial growth. The updated TSP will also provide an updated priority project list with project costs and a funding plan. The updated TSP must be in compliance with Statewide Planning Goal 12, the Transportation

¹ Kittelson & Associates, Inc. (KAI); Tenneson Engineering Corporation (TEC)

Planning Rule (TPR), and the Oregon Highway Plan. The planning horizon is 2035 to provide consistency with other regional planning efforts.

OVERVIEW OF DELIVERABLES & MEETINGS

The project process includes producing a series of technical memorandums, which set the foundation for the draft TSP. The initial technical memorandums provide the building blocks for the project covering topics such as goals and objectives, existing policies, and existing transportation system conditions. The technical documents and analysis progress to evaluating and documenting future conditions as well as developing alternatives to serve projected population and employment. These technical memorandums will be prepared in coordination with the joint TAC/PAC meetings and public open houses. These interactions will help guide the development of the plan, build consensus, and support adoption by Sherman County and the cities. The general chronology of activities is summarized below.

- **Methodology Memorandum**
- **Technical Memorandum #1 – Existing Plans, Policies, and Funding Review**
- **Technical Memorandum #2 – Goals, Objectives and Evaluation Criteria**
- **Technical Memorandum #3 – Existing and Future Conditions Analysis**
 - TAC/PAC Meeting #1 (Moro)
- **Technical Memorandum #4 – Alternatives Analysis**
 - TAC/PAC Meeting #2 (Moro)
 - Public Presentation #1
 - Virtual Open House #1
- **Technical Memorandum #5 – Preferred and Cost-Constrained Alternatives**
- **Draft TSP, Implementing Ordinances and Findings**
 - TAC/PAC Meeting #3 (Moro)
 - Public Presentation #2
 - Virtual Open House #2
- **Revised Draft TSP, Implementing Ordinances and Findings**
 - Sherman County Planning Commission Hearing
 - Joint City Councils and Sherman County Board of Commissioners Hearing
- **Final Updated Sherman County TSP**

MEETING SCHEDULE

A proposed meeting schedule is summarized in Table 1. For each meeting, the date and time, key deliverables to be discussed, and the consultant team members who will be in attendance is listed. The schedule of joint TAC/PAC meetings will be finalized based on input at the TAC/PAC Meeting #1. TAC and PAC members are asked to notify the City and the consultant team of potential conflicts based on the proposed schedule.

Table 1 Sherman County TSP Meeting Schedule

Meeting	Date, Time, & Location	Deliverables
TAC/PAC #1	March 18, 2015, 10:00 a.m. – 12:00 p.m. Moro, Oregon	<ul style="list-style-type: none"> • Project Website • Draft Technical Memo #1 • Draft Technical Memo #2 • Draft Technical Memo #3
TAC/PAC #2	May 6, 2015, 3:00 – 5:00 p.m. Moro, Oregon	<ul style="list-style-type: none"> • Draft Technical Memo #4
Public Presentation #1	May 6, 2015, 6:00 – 7:00 p.m. Moro, Oregon	<ul style="list-style-type: none"> • Virtual Open House
TAC/PAC #3	August 5, 2015, 3:00 – 5:00 p.m. Moro, Oregon	<ul style="list-style-type: none"> • Draft Technical Memo #5 • Draft TSP, Implementing Ordinances and Findings
Sherman County Planning Commission Hearing	August 2015 Time TBD County Courthouse	<ul style="list-style-type: none"> • Final TSP, Implementing Ordinances, and Findings
Joint City Councils and Sherman County Board of Commissioners Hearing	August Time TBD County Courthouse	<ul style="list-style-type: none"> • Final TSP, Implementing Ordinances, and Findings

PROJECT WEBSITE

KAI has developed a public website that provides access to a project meeting schedule, draft and final technical memorandums, the draft and final TSP, and will provide a forum for gathering public input on the project. Throughout the course of the project, we will have two Virtual Open Houses, which will coincide with the Public Presentations. These Virtual Open Houses will be accessed via this website.

<http://shermancountytsp.com>

ROLES & RESPONSIBILITIES

In order to accomplish a Draft Updated TSP by September 2015, adherence to the schedule will be important. We have identified a review process for the technical memorandums and draft TSP reports, commencing approximately two weeks prior to each TAC/PAC meeting. This approach has been developed to provide sufficient opportunity for committee members to review future draft reports prior to the meetings, within the bounds of the contract timeline.

The technical memorandum and draft TSP chapters review process is summarized in Table 2:

Table 2 Proposed TSP Report Review Process

Approximate Week in Month	Mon	Tues	Wed	Thu	Fri
1	Consultant provides draft document to County and ODOT PM			County and ODOT PM provide comments on the draft document to Consultant	
2			Consultant provides draft document to TAC and PAC		
3			Joint TAC/PAC Meetings Consultant provides overview of draft reports and leads discussion on key issues and decisions		
4		TAC and PAC written comments due to County			County provides written summary of TAC and PAC comments to Consultant Team
5			Consultant Team delivers Final Technical Memorandum or Draft TSP		

An outline of responsibilities for each project team member is provided below to clarify the expected contributions from each member:

County and ODOT Project Managers

- Attend joint TAC/PAC meetings
- Complete initial review of draft materials
- Provide summary of TAC and PAC comments (County Responsibility)
- Attend Public Workshops
- Help facilitate Public Workshops (County Responsibility)

TAC & PAC Members

- Attend joint TAC/PAC meetings
- Review draft reports prior to joint TAC/PAC meetings
- Provide written comments to the County by Tuesday following the meeting
- Attendance at Public Workshops (optional)

Consultant Team

- Attend joint TAC/PAC meetings
- Provide draft reports to the County and ODOT PMs and the TAC and PAC with adequate time for review
- Consult with ODOT on technical analysis methodology
- Attend and facilitate Public Workshops
- Provide final reports, incorporating summarized comments from the TAC, PAC and input from the Public Workshops

We look forward to discussing this memorandum at our first meeting on March 18, 2015. If you have any questions in advance of our meeting regarding the proposed project sequence, meeting schedule, deliverable review schedule or committee roles and responsibilities described above, please do not hesitate to contact any of the following members of the consultant team:

- Marc Butorac, the consultant team project manager at 503-288-5230 or by email mbutorac@kittelson.com;
- Casey Bergh, the consultant team deputy project manager, at 541-312-8300 or by email at cbergh@kittelson.com; or
- Ashleigh Griffin, the consultant team lead analyst, at 541-312-8300 or by email at agriffin@kittelson.com.

Alternatively, you may contact the Sherman County project manager, Georgia Macnab at 541-565-3601 or by email at georgiamac@embarqmail.com, or the ODOT project manager, Michael Duncan at 541-388-6046 or by email at Michael.W.Duncan@odot.state.or.us.