

# **CHARTER OF THE LOWER JOHN DAY AREA COMMISSION ON TRANSPORTATION LJDACT**

UPDATED **DRAFT MARCH 2017**

## **Background**

The jurisdictions and stakeholders representing Gilliam, Sherman, Wasco and Wheeler County and the Confederated Tribes of Warm Springs Reservation and the respective Cities of Arlington, Condon, Lonerock, Fossil, Grass Valley, Moro, Rufus, Wasco, Antelope, Dufur, Maupin, Mosier, Shaniko, The Dalles, Fossil, Mitchell, Spray have been granted a Charter by the Oregon Transportation Commission (OTC), establishing the Lower John Day Area Commission on Transportation (LJDACT) as of April 20, 2000.

## **Lower John Day ACT Purpose**

- To provide a forum for the discussion, understanding, support, and coordination of transportation needs, issues, and opportunities affecting the Lower John Day area including the Warm Springs Reservation.
- To review the process and provide input for determining transportation infrastructure, capital investments and project prioritization in and affecting the Lower John Day area.
- To advocate Lower John Day area and Warm Springs Reservation transportation issues to neighboring areas, area legislators and other interested organizations.
- To advise the Oregon Transportation Commission on state and regional policies affecting the Lower John Day area's transportation systems.

## **Geographic Coverage**

LJDACT serves the Gilliam, Sherman, Wasco, Wheeler County and Warm Springs Reservation area of Oregon. These four counties, along with the cities, Confederated Tribes of Warm Springs and other stakeholders in the area, make up a community of interest dealing with similar transportation issues. The region is interconnected by its predominantly agricultural economy and by common transportation facilities and services of highway, rail and river transport. There are approximately 31,000 people in the LJD area, spread across almost 7,000 square miles. This four county area is also generally coincidental with the boundaries of ODOT's Maintenance & Operations District 9 within Region 4. The small population and rural setting pose a unique set of transportation issues for the LJDACT.

## **Operating Philosophy**

LJDACT meetings for all membership will be scheduled every three months on average, as the primary means to achieve the above stated purpose. Additional meetings will be scheduled to address emerging needs and priorities among the membership, ODOT Region 4, or OTC. All meetings and functions will comply with the requirements of the Oregon Public Meetings Law, ORS 192.610 to 192.690, and every attempt will be made to involve the broadest spectrum of area transportation stakeholders.

## **Membership & Roles**

The voting membership of the LJDACT will consist of a member and alternate representing each of the following:

### ***Voting Members - (16)***

#### **Local General Purpose Government - (8)**

Gilliam County	(elected official or designee)
Sherman County	(elected official or designee)
Wasco County	(elected official or designee)
Wheeler County	(elected official or designee)
City in Gilliam County*	(elected official or designee)
City in Sherman County*	(elected official or designee)
City in Wasco County*	(elected official or designee)
City in Wheeler County*	(elected official or designee)

\*City designee determined by representative county for a two-year term, where designee's can include elected official, staff, business, industry, transportation providers, shippers, or citizen at large.

#### **The Confederated Tribes of Warm Springs - (1)**

Elected official or designee

#### **Oregon Department of Transportation - (1)**

Area Manager or designee

#### **Modal Representatives - (6)\*\***

Aviation Mode representative

Marine Mode representative

Bicycle & Pedestrian Mode representative

Rail Mode representative

Transit Mode representative

Transportation Options representative

\*\*Modal Representatives may include Councils of Government or Ports

**Ex-Officio Representation (non-voting) Members**<sup>\*\*\*</sup>

State Legislators

Central Oregon Area Commission on Transportation (COACT) representative

Eastern Oregon member of the Oregon Transportation Commission

North Central Regional Solutions Advisory Committee Members

North Central Regional Solutions Team Members

Mid-Columbia Council of Governments (MCCOG)

All Ports within the Lower John Day Area

Federal Lands Agency Representatives

**\*\*Unless any are currently represented on the voting membership list**

**Quorum**

At least 50% attendance of voting members will constitute a quorum. Any vacant or unfilled voting member positions will not be counted towards determining the quorum.

**Decision Making**

**The Lower John Day LJD**ACT will use a consensus decision-making process and will foster a collaborative approach to problem solving. Consensus means that all members agree to support the decision. Members may choose not to block the consensus even though they do not agree with a decision. Members are encouraged to voice and have recorded all viewpoints. Once a consensus decision has been reached, all members agree to support that decision.

Sufficient time will be provided for members to seek advice from constituents, agencies, or other experts, when desired, before a decision is adopted. All members present at the meeting are included in the consensus process. Any member may abstain from the consensus and may request to be acknowledged as abstaining in any publication of the consensus. Abstaining is a choice not to block or to support the decision.

If any member feels the need to stand in the way of consensus on a decision, he/she will explain his or her concerns with the proposed decision to the group, and the group will make every attempt to understand the concern and the underlying interests. The group may decide to designate the issue to a working group for further exploration, development or recommendation for the full group.

If the majority is unable to reach consensus with any of the approaches above, and if a majority of the group feels it is important to reach a decision on the issue in controversy, the group will vote and record the majority and minority views. It is the intent of the LJD ACT to use the voting system infrequently so as not to turn the work of the LJD ACT into one of gathering votes rather than working collaboratively to find solutions.

## **Officers**

~~Every two years a~~ Chair and Vice Chair shall be nominated, at any time, among the 4 County representatives, and endorsed by the voting membership. The Chair will work with support staff to prepare LJDACT meeting agendas, and shall preside at all meetings that he / she attends to and shall be responsible for helping the group adhere to operating guidelines. The Chairperson will conduct all meetings in a productive manner, respectful of the need for all interests and concerns to be raised. The Vice Chair shall assume duties of the Chair in his or her absence, and ODOT Area Manager or designee shall assume the duties of the Chair in the absence both the Chair and Vice Chair.

## **Staff Support**

Staff support will be provided by ODOT and/or staff from one of the four Counties, in any manner acceptable to LJDACT, ODOT, and the currently designate County. ODOT contributes as needed financially in amounts determined by the Region 4 Manager to LJDACT for associated County staff costs, and makes available ODOT staff directly for technical support.

## **Technical Assistance**

LJDACT may select and make use of technical advisory committee(s) as needed. Existing technical advisory groups are used as much as possible. All Road Masters, Public Works Officials, and appropriate ODOT staff are encouraged to attend all the meetings of the ACT.

## **Public Outreach/Notice**

All LJDACT meetings will be open to public attendance and any member of the public may attend any meeting. The public is encouraged to participate at the appropriate time on the meeting agenda.

Notice of LJDACT meetings and meeting agendas are provided to an extensive list of organizations, elected and appointed officials, and interested individuals. The following describes in more detail how notice is provided.

*Meeting Notice* – LJDACT staff place an advertisement in regional newspapers approximately 10 days prior to the regular meeting. The meeting announcement and agenda are also posted on the web site(s) (ODOT ACT website & LJDACT website). 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 agenda package is e-mailed to Commission members, ex-officio members, and others requesting such materials, no later than one

week prior to the meeting.

*Meeting Location* - Regular meetings are held in various communities with the Lower John Day Area, typically in Rufus. All locations are ADA accessible.

*Meeting Minutes* - Meeting minutes are prepared for each meeting. After the minutes are approved by the LJDACT (at the next meeting), they are posted to the website(s).

## **Coordination with adjacent areas and state legislators**

Adjoining area commissions such as COACT and state legislators are on LJDACT's regular mailing list and invited to attend meetings. The LJDACT Chair also generally meets on an annual basis with the COACT and South Central Oregon ACT (SCOACT) representatives to discuss project selection and other transportation policy issues. State and federal legislative representatives occasionally attend the LJDACT meetings.