

OD Permit System Replacement Project

Advisory Committee (ODPAC)

Agenda and Minutes



Friday, May 19, 2023 | 10 to 11:30 a.m.

Agenda and Meeting Materials are available on our [Oregon OD Permit Project web page](#)

Time		Topic		Action	Lead
10:00-10:10	10 min	01	Welcome and Introductions	Discussion	Jen Gray-O'Connor
		<p>NOTES: Present: Sven Johnson, Charlie Hutto, Jen Gay O'Connor, Melanie Thizy (Note taker), Robert Russell, Mark Gibson, Aaron Clodfelter, Danielle Hamm, Don Welch, Sarah Caylor, Brandon Crews, Jason Cole, Donny Callahan, Brian Worley</p>			
10:10-10:40	30 min	02	Project Updates	Informational	Sven Johnson
		<p>NOTES:</p> <p>Sven shared project updates:</p> <ul style="list-style-type: none"> • Intent to Award – issued in March to ProMiles • Stage Gate 3 documents - for State CIO approval in progress • County Survey (more below) • 2nd FMCSA grant application submitted <p>Current Focus</p> <ul style="list-style-type: none"> • Future State Processes: financials, temporary restrictions, permit reviews • Stakeholder Engagement: continue to provide updates, discuss concerns and understand their needs • Communications: increasing awareness is primary goal in 2023 <p>Sven shared updates from some of our internal stakeholder groups:</p> <p>Bridge/GIS</p> <ul style="list-style-type: none"> • Bridge/GIS Interface Work • Reporting needs <p>Maintenance</p> <ul style="list-style-type: none"> • Future State Mapping - Permit Review Process <p>RFP - Negotiations & Final Contract Progress</p> <ul style="list-style-type: none"> • Internal negotiation kick-off meeting occurred on April 5th • Kick off with ProMiles occurred on May 8th <p>Upcoming dates:</p> <ul style="list-style-type: none"> • Negotiations Complete/Final Contract - 9/20/2023 • DOJ/EIS Review - 11/22/2023 • Notice of Execution - 12/5/2023 <p>Targeted Milestones</p> <ul style="list-style-type: none"> • April 2023: Intent to Award • July 2023: Notice to Proceed 			

Time		Topic	Action	Lead
		<ul style="list-style-type: none"> Oct 2023: System Design March 2024: Data/Systems Integration May 2024: Testing Aug 2024: Pilot Nov 2024: Training Q1 2025: Go Live <p>All dates are subject to negotiation timelines and agreed upon implementation schedule with ProMiles.</p>		
10:40-11:00	20 min	03	Vehicle Envelope	Discussion Charlie Hutto
		<p>NOTES:</p> <p>Automated Routing – A National Movement</p> <ul style="list-style-type: none"> Oregon is one of the last states to adopt automated routing Nevada, Wyoming and Washington launching new systems this year Benchmarking validated the capabilities of products on the market Majority of states report having anywhere from 75 – 90% of their permits being auto-issued <p>Our Goals</p> <ul style="list-style-type: none"> Establish an initial vehicle envelope for auto-issuance Plan for robust testing and a pilot period Auto-Issue permits within the initial vehicle envelope Adjust vehicle envelope over time as confidence grows <p>VEHICLE ENVELOPE PARAMETERS</p> <p>Overall length</p> <ul style="list-style-type: none"> 120’ on Map 7 Green and Brown Routes 65’ on Map 7 Purple and Black Routes 110’ for Mobile / Modular Units <p>Trailer length</p> <p>Truck Tractor / Semitrailer Combinations:</p> <ul style="list-style-type: none"> 53’ fixed or in float position. 62’ stretch, expanded, special use, flip axles, flip neck, pinned booster. Heavy Haul Combinations: 65’ for all types. Modular Units – 80’ <p>Width</p> <p>Non-Divisible Loads:</p> <ul style="list-style-type: none"> 14’ on Route Map 9 Black Routes. 12’ on Route Map 2 Purple Routes (that are also not Route Map 9 Black Routes). Mobile / Modular Units: 14’ base + 12” eave on Route Map 6 Black Routes. <p>Height</p> <p>15’0” on all highways</p> <p>Analysis (based on 1 week during busy period – 3rd week of July 2020)</p> <ul style="list-style-type: none"> 1377 Single Trip Permits 		

Time	Topic	Action	Lead		
	<ul style="list-style-type: none"> Based on proposed vehicle envelope: 607 (44.1%) would be auto issued <p>Other Notes</p> <ul style="list-style-type: none"> Assumes existing agreements with the counties remain in place Does not represent 44% of the workload of the Unit - these are board to boarder type of permits. Superloads have been increasing, take more time and are outside of this vehicle envelope (8.47% increase in 2022 compared to 2021) 421 (30.6%) would have required a county review/approval based on current agreements <p>Discussion:</p> <p>Comments: Integration of county roads will be critical. Shouldn't we try to auto-issue as many single trip permits as we can? Even those that include county roads?</p> <p>Sven: ODOT will continue to evaluate the vehicle envelope over time. This is where we are comfortable starting for now. Also, the counties as the road authority own the decision making for their roads in terms of what the state can issue without their involvement.</p>				
11:00-11:20	20 min	04	County and Third-Party Agent Updates	Discussion	Sven Johnson
	<p>NOTES:</p> <p>County Partnerships are a Priority</p> <p>Our Commitment:</p> <ul style="list-style-type: none"> Frequent communication Active outreach & engagement Ability to provide input Transparency along the way <p>Survey issued in April 2023 to better understand county needs, staffing and key contacts for this project - Next All County Forum: June 20</p> <p>Survey Respondents - County Representation</p> <ul style="list-style-type: none"> 20 Counties Responded 10 of 14 – 80% of the Volume 5 of 10 Lowest Volume Still reaching out to County that have not responded yet <p>Key Findings</p> <p>Staffing</p> <p>Wanted a better understanding of the staffing needs and expectations</p> <ul style="list-style-type: none"> 80% spend 25% or less of their time on Permitting Staffing availability decreases only slightly on Fridays Access to review requests from outside the office is important 95% have staff with 2 or more years of tenure Majority prefer email communications <p>Anticipated Needs</p> <p>More user needs that anticipated</p> <ul style="list-style-type: none"> 75% anticipate needing 3 or more staff members to have access (see chart) 				

Time	Topic	Action	Lead		
	<ul style="list-style-type: none"> • Majority do not/or don't know if they have “Half Streets” • 30% review or approve STPs for roads that are shared with or in other jurisdictions <p>Other</p> <p>Quality and accessibility of the data</p> <ul style="list-style-type: none"> • Only one participant indicated their agency’s level of knowledge regarding ODOT Processes as “High,” with the next most common response being “Medium.” • Most participants (75%) Agree or Strongly Agree that they understand their county’s current blanket agreement with ODOT. • Geographic Information Systems (GIS) or Excel most common format for data (85%) • Majority rated the quality and completeness of road and bridge data for permitting as a “4” or “5” (on a scale with 1 as “low” and 5 as “high”) <p>County Survey – Next Steps</p> <p>Survey was just the first step. Will be moving quickly once ProMiles is onboard.</p> <ul style="list-style-type: none"> • Gather information form counties that have not yet responded • Follow up discussions with counties and ProMiles regarding: <ul style="list-style-type: none"> ○ Secondary, gravel surfaced roads ○ Temporary restrictions ○ Seasonal weight restrictions ○ Shared jurisdictions • Service Level Agreements • Backup personnel for permit reviews <p>TPA Site Visits - Our Objectives</p> <ul style="list-style-type: none"> • Learn more about your customers and the support that you provide them in getting/renewing their permits • Understand any nuances about your processes and staffing approach • Identify keys to success in setting you up in the new system <p>David Babb and Charlie Hutto visited all 5 Third Party agents this past week. The conversations were very productive and they will pull together the key themes to share at a future meeting.</p>				
11:20-11:30	10 min	05	Closing Comments and Wrap-up	Discussion	Jen Gray-O’Connor
	<p>NOTES:</p> <p>Follow-up (from Past Requests)</p> <p>Keep you informed regarding:</p> <ul style="list-style-type: none"> • County Road Permitting – continue to engage them as your heard earlier in this meeting and have shared the preliminary results from the Survey. • Uniform Requirements (ex: Pilot Cars) – a topic with our Maintenance Working Group • Testing- TBD in conjunction with ProMiles • Invoicing for monitored Moves – a topic with our Maintenance Working Group and Sponsors – goal is to improve the billing of these charges to address customer feedback. 				

Time	Topic	Action	Lead
	<ul style="list-style-type: none"> Temporary Restrictions – a topic with the Temporary Restriction team. When more information is available, we will share it with this group. <p>Comments: effective communication and safety is an ongoing concern. It should be an item to add to the “running list” of advisory committee topics.</p> <p>Discussion: PAC Input</p> <p>What areas of the work ahead would you like to see included as a topic at a future meeting?</p> <ul style="list-style-type: none"> Regarding the bar chart – 44% is less than some of the other States. How do we get closer to other states and get a higher number. Response: It is important to note this is a starting point. Some states implemented automated routing systems 15 years ago and have expanded the reliance on the auto-issuance features over time. In addition, those figures likely include Annual Permits in addition to Single Trip Permits (our 44% is Single Trip Permits only). ProMiles System: Be sure solicit input from the vendor on how best to utilize the system and ask questions about how other states have used their system as well. 		

Over Dimension Permit System Replacement Project Advisory Committee (PAC) Meeting

May 2023

Today's Agenda

Time		Topic		Action	Lead
10:00-10:10	10 min	01	Welcome and Grounding	Discussion	Jen Gray-O'Connor
		Objective: <ul style="list-style-type: none"> Welcome committee and staff members and review the committee purpose. 			
10:10-10:40	30 min	02	Project Updates	Informational	Sven Johnson
		Objective: <ul style="list-style-type: none"> Share progress on the RFP process and other project updates. Discuss work that's been done with stakeholder groups. 			
10:40-11:00	20 min	04	County and Third-Party Agent Updates	Discussion	Sven Johnson
		Objective: <ul style="list-style-type: none"> Discuss engagement with Counties and recent survey highlights. Share upcoming activities with Counties and Third-Party Agents. 			
11:00 – 11:20	20 min	03	Vehicle Envelope	Discussion	Charlie Hutto
		Objective: <ul style="list-style-type: none"> Discuss the expected parameters that will be used for auto-issued permits. 			
11:20-11:30	10 min	05	Closing Comments and Wrap-up	Discussion	Jen Gray-O'Connor
		Objective: <ul style="list-style-type: none"> Answer questions and review any action items. 			

Project Updates

Recent Accomplishments

- ✓ Intent to Award
- ✓ Stage Gate 3 documents - for State CIO approval in progress
- ✓ County Survey
- ✓ 2nd FMCSA grant application submitted



Current Focus

Future State Processes

financials, temporary restrictions, permit reviews

Stakeholder Engagement

continue to provide updates, discuss concerns and understand their needs

Communications
increasing awareness is
primary goal in 2023

Recent Internal Stakeholder Discussions

Bridge/GIS

RFP - Negotiations & Final Contract Progress

- Internal negotiation kick off meeting occurred on April 5th
- Kick off with ProMiles occurred on May 8th

Upcoming dates:

Negotiations Complete/Final Contract
9/20/2023

DOJ/EIS Review
11/22/2023

Notice of Execution– 12/5/2023

Targeted Milestones



**All dates are subject to negotiation timelines and agreed upon implementation schedule with ProMiles.

External Stakeholder Group Updates

Survey Respondents - County Representation

20 Counties
Responded

10 of 14 –
80% of the
Volume

5 of 10
Lowest
Volume

Key Findings –Staffing

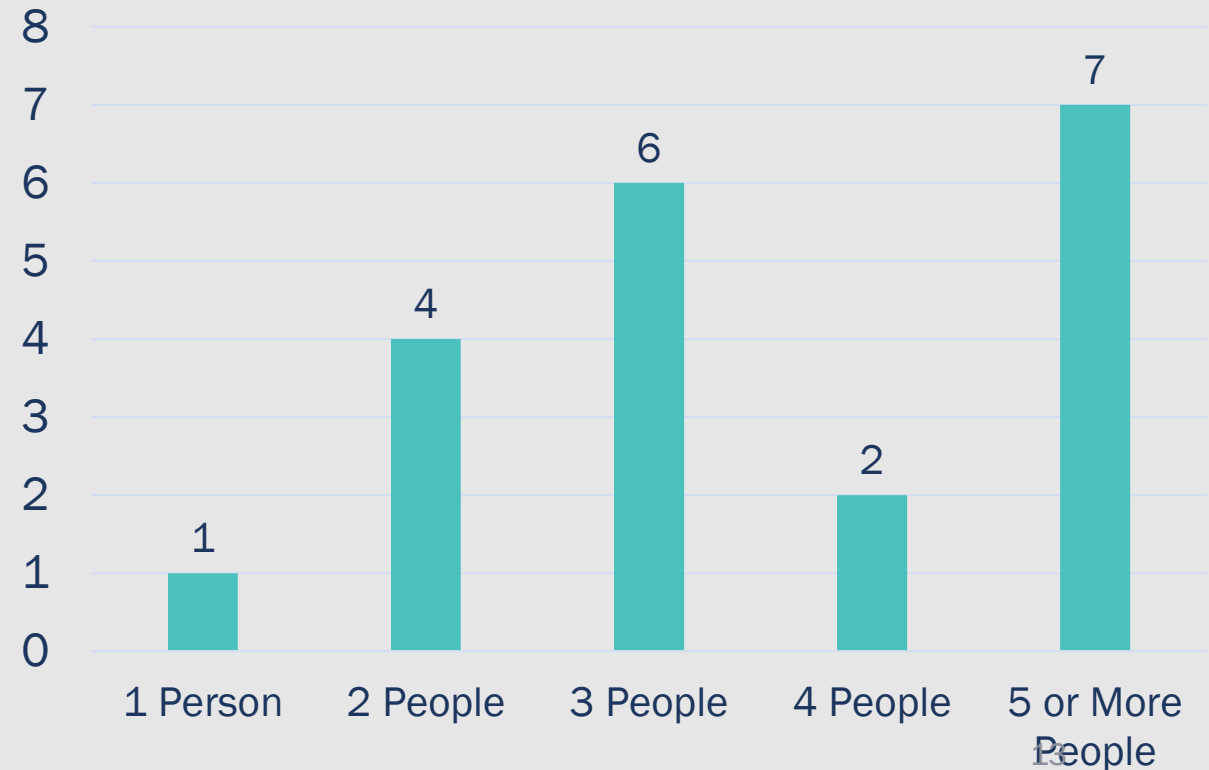
- 80% spend 25% or less of their time on Permitting
- Staffing availability decreases only slightly on Fridays
- Access to review requests from outside the office is important
- 95% have staff with 2 or more years of tenure
- Majority prefer email communications

Key Findings – Anticipated Needs

- 75% anticipate needing 3 or more staff members to have access (see chart)
- Majority do not/or don't know if they have “Half Streets”
- 30% review or approve STPs for roads that are shared with or in other jurisdictions



How many staff members do you anticipate needing access to the new OD Permit System?



Key Findings – Other

- Only one participant indicated their agency’s level of knowledge regarding ODOT Processes as “High,” with the next most common response being “Medium.”
- Most participants (75%) Agree or Strongly Agree that they understand their county’s current blanket agreement with ODOT.
- Geographic Information Systems (GIS) or Excel most common format for data (85%)
- Majority rated the quality and completeness of road and bridge data for permitting as a “4” or “5” (on a scale with 1 as “low” and 5 as “high”)

County Survey – Next Steps

- Gather information from counties that have not yet responded
- Follow up discussions with counties and ProMiles regarding:
 - Secondary, gravel surfaced roads
 - Temporary restrictions
 - Seasonal weight restrictions
 - Shared jurisdictions
- Service Level Agreements
- Backup personnel for permit reviews

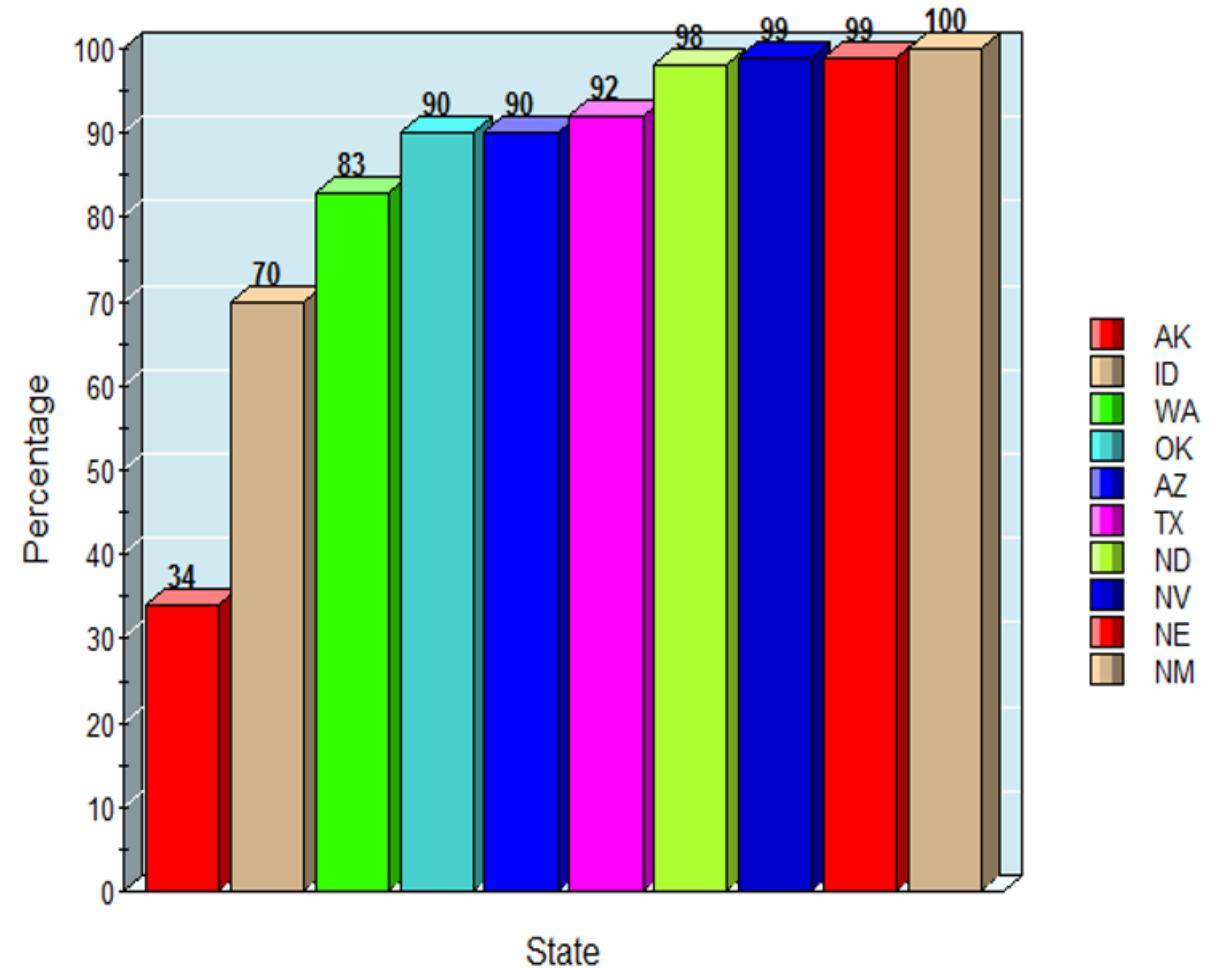
TPA Site Visits - Our Objectives

- Learn more about your customers and the support that you provide them in getting/renewing their permits
- Understand any nuances about your processes and staffing approach
- Identify keys to success in setting you up in the new system

Vehicle Envelope

Automated Routing – A National Movement

- Oregon is one of the last states to adopt automated routing
 - Nevada, Wyoming and Washington launching new systems this year
- Benchmarking validated the capabilities of products on the market
- Majority of states report having anywhere from 75 – 90% of their permits being auto-issued



OUR GOALS

- Establish an initial vehicle envelope for auto-issuance
- Plan for robust testing and a pilot period
- Auto-Issue permits within the initial vehicle envelope
- Adjust vehicle envelope over time as confidence grows

VEHICLE ENVELOPE PARAMETERS

OVERALL LENGTH

ANALYSIS (based on 1 week during busy period)

- 1377 Single Trip Permits
- Based on proposed vehicle envelope: 607 (44.1%) would be auto-issued.

Other Notes:

- Assumes existing agreements with the counties remain in place
- Does not represent 44% of the workload of the Unit
- Superloads have been increasing, take more time and are outside of this vehicle envelope (8.47% increase in 2022 compared to 2021)
- 421 (30.6%) would have required a county review/approval based on current agreements

Closing Discussion

Follow-up (Past Requests)

- Keep you informed regarding:
 - County Road Permitting
 - Uniform Requirements (ex: Pilot Cars)
 - Testing]
 - Invoicing for monitored Moves
 - Temporary Restrictions

Discussion: PAC Input

What areas of the work ahead would you like to see included as a topic at a future meeting?

OD Permit System Replacement Webpage

Project
Timeline

Anticipated
Benefits

Stakeholder
Group Info



SCAN ME



Thank You!
