

OD Permit System Replacement Project

County Working Group

Agenda and Minutes



Tuesday, May 16, 2023 | 11:30 a.m. – 12:30 p.m.

[Click here to join the meeting](#)

For more information about the project please visit the [Oregon OD Permit Project web page](#).

County Representatives	Attended	OD Permit Project Team Members	Attended
Ae-young Lee (Multnomah)		Sven Johnson (Salem Services Section Manager)	
Chris Harrell (Hood River)		Charlie Hutto (OD Program Coordinator)	
Jennifer Drake (Jackson)		Yvonne Wolf (OD Program Specialist)	x
Michael Johnson (Benton)	x	Danielle Hamm (CCD Project Manager)	x
Mikel Diwan (Hood River)		Don Welch (IT Project Manager)	x
Terry Hendryx (Clatsop)	x	Cheralynn Abbott (Change Mgmt Consultant/Facilitator)	x
Tiffany Netz (Douglas)		Don Crews- NTT Data	X
Torina Wilson (Deschutes)	X	William Ismay- NTTData	x
Debi Normand (Clackamas)	X		
Arini Farrell (Multnomah)	x		

Time	Topic	Action	Lead
11:30 – 11:35	5 min 01 Welcome	Informational	Cheralynn Abbott
	Objective: <ul style="list-style-type: none"> Thank working group members for their attendance. 		
11:35 – 11:50	15 min 02 Project Updates	Informational	Charlie/ Danielle
	Objectives: <ul style="list-style-type: none"> Provide an update on RFP process Recent work with internal stakeholder groups 		
11:50 – 12:10	20 min 03 Discussion: Survey Results and Next Steps	Discussion	Cheralynn/Charlie
	Objective: <ul style="list-style-type: none"> Provide a summary of the Survey Results Discuss themes and gather input on next steps 		
12:10 – 12:20	10 min 05 Discussion: Reporting Requirements	Discussion	Yvonne
	Objective: <ul style="list-style-type: none"> Share an update on how on progress towards understanding stakeholder needs and preview next steps. 		
12:20 – 12:30	10 min 05 Closing Comments and Wrap-up	Discussion	Cheralynn Abbott
	Objective: <ul style="list-style-type: none"> County Forum: June 20th Next Meeting: July 18th 		

Meeting Minutes for May 16, 2023

Discussion Notes:

Project Updates

Danielle provided an overview of recent accomplishments, Schedule, and RFP updates for the project.

- Intent to award to ProMiles
 - Kick off meeting occurred internally in April.
 - Kick off meeting with ProMiles was in early May.
 - Anticipated contract negotiations completed by mid-September
 - Legal review of the contract to be completed Mid-November
 - Notice of Execution of contract by early December.
 - All dates are subject to change based on progress with the negotiation team.
- Stage Gate 3 documents are almost completed.
- County survey is complete
- 2nd FMCSA grant application was submitted.
- Schedule
 - Target schedule has been drafted.
 - More formal schedule and firm milestones will be issued when final schedule from ProMiles is received, reviewed, and approved by the State.

Cheralynn provided updates on a few stakeholder group activity

- Future State Process – looking for ways to streamline opportunities.
- Temporary Restrictions – This group is looking at ways to evaluate eliminate duplication and manual entry and how to sync with TripCheck.
- Financial work group continues to meet to work out the finite details of how transactions will be handled and reconciled.
- Communication with Carriers- Additional reach out to carriers will start occurring in the 2nd half of this year.
- Bridge/GIS Work Group – Focusing on the work GIS is doing to establish an interface to receive weight restricted bridge data.
- Maintenance Work group – Mapping of review and approval process continues. Some permits require review by the road authority and /or bridge unit and are not able to be auto issued. Goal is to build a process that works well for district staff, bridge and counties.

County Survey Results

- 20 Counties responded.
- 10 of the 14 are 80% of the volume
- 5 of the 10 are lowest volume
- Staffing was a key component
 - Permitting is not their primary focus, consuming 25% or less of their time. So, as always, we will continue to look for ways to streamline the process for issuing permits on county roads as much as possible.
 - Weekend coverage is very limited which is not a surprise. It does impact the access to permits requiring their review and we'll have to set expectations accordingly. The same issue exists on the state side as well. Although, the auto-issuance of routing permits will be a big improvement for the carriers. More on that shortly from Charlie.
 - And also, email communication is preference for most counties and aligns with what the OD Permitting processes will be shifting towards. Although much of that communication will be done automatically through the new system.

Key findings:

- 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
- 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”)

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

Report Progress:

What we’ve done:

- Reached out to internal and external stakeholders
- Discussed internal operational needs (Commerce and Compliance/OD permitting management)
- Developed a comprehensive list of data elements (64 of them!)
- Flagged “New” requests as such

What’s Next:

- Complete stakeholder outreach
- Share needs matrix and review capabilities with ProMiles
- Validate assumptions and confirm feasibility of “new” reporting requests
- Design a set of standard reports
- Confirm scope of ad-hoc requests

Questions:

- Torina- When we do review of permit –permit that will be bigger/goes beyond scope of road, will they be the only permit that will be actually reviewed? That changes who reviews it for us. If good and clean, than front office staff review, but if it goes high and long, then it requires Engineering Dept. review, tells me who would need to review.
 - Cheralyn- all counties have existing agreements outlining what can be permitted by OD Permit Unit and those that need county review. Those that fall outside of the agreement, will be sent for county review once ODOT has completed their initial assessment. Helpful to understand the different roles within each county. Should discuss this further and expect that counties will have access to manage their account contact details. It will be important that we have more than one person on file for reviewing permits.
 - Yvonne- We will work with ProMiles on how best to connect with counties for permits requiring review and what information will be presented.
- Tornina- What is a matrix?
 - Yvonne- a report that helps identify various data points that are needed by each stakeholder group.
- Debi – Charlie and David were out to discuss TPA work today, so not a lot of questions for the small county group today.

Next Steps

- List of Data elements (report matrix) to be sent out to Counties.

OD Permit System Replacement Project County Working Group

May 16, 2023

Today's Agenda

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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

- Bridge/GIS Interface Work
- Reporting needs

Maintenance

- Future State Mapping – Permit Review Process

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.

Survey Results & Next Steps

Survey Respondents - County Representation

20 Counties
Responded

10 of 14 –
80% of the
Volume

5 of 10
Lowest
Volume

Key Findings –Staffing

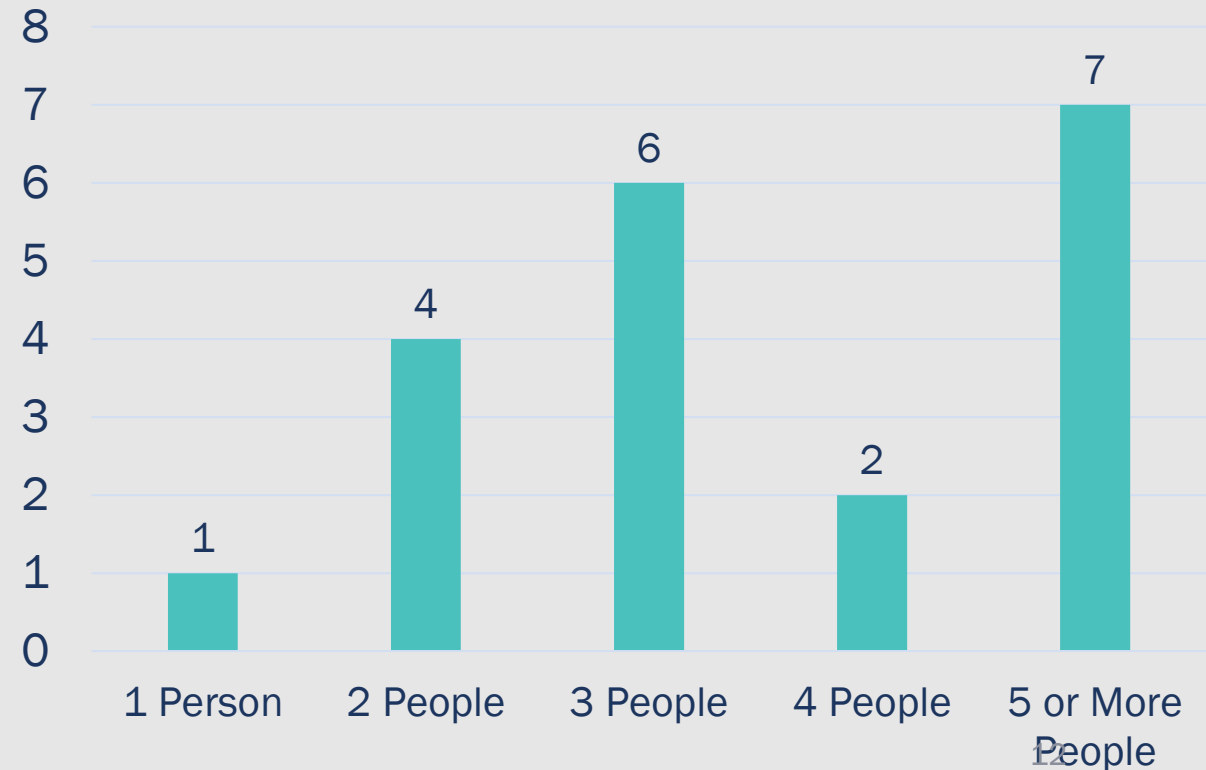
- 80% spend 25% or less of their time on Permitting
- Staffing availability decreases only slightly on Fridays
- Access to review requests from outside the office is important
- 95% have staff with 2 or more years of tenure
- Majority prefer email communications

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%)
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County Survey – Next Steps

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Reports Progress

Reporting in the New System

What we've done

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What's next

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Closing Comments/Wrap-Up

Thoughts you've had as you learn more about the project? Topics you'd like to see at future meetings?