

Cascades West Area Commission on Transportation
Thursday, July 23, 2015
5:00-7:00 p.m.

Meeting held at
OCWCOG Offices
203 N. Main
Toledo

Videoconference at
Cascades West Center
1400 Queen Ave. SE
Albany

AGENDA

1. **5:00 Welcome and Introductions**
2. **5:05 Approve Minutes from 5/28/2015 meeting (Attachment 1)**
ACTION: Approval of minutes
3. **5:10 Public Comment**
This time is reserved for members of the public to comment on issues related to the CWACT's activities.
4. **5:15 ODOT Transportation Safety Action Plan (Attachment 2)** Nancy Murphy
ODOT's Transportation Safety Division and Transportation Development Division are working together to update the 2011 Oregon Transportation Safety Action Plan. The plan lays out a set of actions for a safer travel environment. The document also serves as Oregon's federally required Strategic Highway Safety Plan.
ACTION: Discussion
5. **5:40 Update on 2018-2021 ODOT STIP (Attachment 3)** Amy Ramsdell
Update on the discussions of the Oregon Transportation Commission and ODOT staff regarding the 2018-2021 Statewide Transportation Improvement Program.
ACTION: Discussion
6. **5:55 Update on Port of Newport** Kevin Greenwood
Presentation by the Port of Newport on recent, current and planned projects and programs
ACTION: Discussion

- 7. 6:10 Update on Port of Toledo** Bud Shoemake
*Presentation by the Port of Toledo on recent, current
and planned projects and programs*
ACTION: Discussion
- 8. 6:25 Update on state and federal legislation**
*Brief update on Oregon's 2015 Legislative Session and
on Congressional action regarding highway and transit
programs*
ACTION: Discussion
- 9. 6:35 Area Manager's Report** Amy Ramsdell
Construction Update
Other Items
- 10. 6:55 Other Business**
- 11. 7:00 Adjourn**

The Cascades West COG facilities are accessible to persons with disabilities. If you will need any special accommodations to attend the meeting contact Emma Chavez at least 24 hours prior to the meeting. She can be reached at 541-967-8551 (TTY/TTD 711)

MINUTES

**Cascades West Area Commission on Transportation
Oregon Cascades West Council of Governments, Albany
May 28, 2015**

Members Present: Roger Nyquist, Linn County; Loel Trulove, City of Tangent; Bob Elliot, City of Lebanon; Doris Johnston, Private Sector; Janet Steele, Linn County Private Sector; Zachariah Baker, City of Corvallis; Annabelle Jaramillo, Benton County; Bruce Hobbs, Sweet Home; Dick Olsen, City of Albany; Doug Hunt, Lincoln County; Bill Bain, Lincoln County Private Sector; and Amy Ramsdell, ODOT Region 2.

Alternates Present: Ron Irish, City of Albany; Valerie Grigg Devis, ODOT Region 2; Mary Steckel, City of Corvallis; Robert Emmons, City of Lebanon; Josh Wheeler, Benton County; and Pamela Barlow-Lind, Confederated Tribes of Siletz Indians;

Via video conference from Toledo: Robert Gambino, City of Depoe Bay; Dean Sawyer, City of Newport; Cody Gray, Lincoln County Private Sector; and Lee Ritzman, City of Toledo.

Guests: Nick Batz, Office of Congressman DeFazio; Leah Craft, ODOT Government Relations; Sheila Lyons, ODOT Bike & Pedestrian Program; and Joe Graybill, City of Sweet Home;

Staff Present: Charlie Mitchell, OCWCOG; Mark Volmert, OCWCOG; Emma Chavez, OCWCOG; and Mary Kay Fitzmorris, OCWCOG.

I. Meeting called to order at 5:00 p.m. by the Chair Roger Nyquist.

Members and guests introduced themselves.

II. Minutes from the March 26, 2015 meeting

ACTION: The meeting minutes from March 26, 2015 were approved by consensus.

III. Public Comment

There were no public comments.

IV. Update on Federal and State Legislation and Funding

Federal: Nick Batz, District Director for Congressman Peter DeFazio, discussed with members the re-authorization of MAP-21 (the current omnibus federal surface transportation bill) and the Highway Trust Fund, which includes federal funds for state and local roads and public transit.

As discussed at prior CWACT meetings, the federal government is currently spending about \$50 billion a year on surface transportation (about \$40 billion for highways and about \$10 billion for public transit) and the current revenue is about \$35 billion a year. Carry-forward and general funds have been used to fill the revenue gap but these resources will be depleted this summer. If

additional resources are not approved by Congress and the President, federal funding for highways and transit in Oregon will decrease by an estimated 30%.

Last week Congress extended, to July 31, the federal omnibus transportation bill (MAP-21) which expires on May 31. It is unlikely this short extension will provide sufficient time for Congress to approve a new bill and find the resources to fund it. Another extension, with short term funding of \$10 billion to fill the revenue/expenditure gap through December 31, 2015, will most likely be needed.

At this time there is a lack of Congressional agreement on how to fund highways and transit. Some key Senators have indicated their support of an increase in the federal fuel tax (which was last increased in 1993). House leaders have indicated their opposition to an increase in the fuel tax. The discussion in the House has primarily focused on changes in federal tax law; a concept that has also been supported by the White House. In particular, there is a proposal to decrease the federal tax rate on U.S. corporations doing business in foreign countries. That would, according to advocates, result in a “repatriation” of enormous profits held overseas by U. S. corporations and an increase of federal tax revenue which could be used for transportation.

Congressman DeFazio, as the Ranking Minority Member of the House Transportation and Infrastructure Committee, has asked for a joint meeting with the Ways and Means Committee to discuss transportation funding options.

Batz also reported that last week Congressman DeFazio, together with 19 Democrats on the Committee, introduced H.R. 2410 the Administration’s GROW AMERICA Act. Batz said it is a long-term surface transportation reauthorization bill that provides robust funding and sustainable solutions to our nation’s infrastructure crisis. Democrats offered the six-year, \$478 billion bill as a “framework to provide Congress with robust investment targets”.

State: Leah Craft, Manager of ODOT’s Government Relations Section, provided an update on transportation-related legislation and budget items. Members received a legislative update handout. Craft also reviewed the changes in the past 24 hours and answered questions. The budget request includes \$58.6 million for Connect Oregon 6, \$10.4 million for passenger rail service and funds to enable ODOT to accept debit/credit cards for some transactions.

ODOT has requested funds for the first phase of a DMV Service Transformation Program (a \$90 million project over the next 10 years). Craft indicated the current DMV computer system is very old and needs to be upgraded. One concept is to take money “off the top” of State Highway Funds which would decrease allocations to cities and counties. ODOT hopes to identify a revenue stream to offset the cost of the system in the event that there is no transportation funding package.

Janet Steele and others expressed their concern with the State of Oregon’s track record with new computer systems. Craft was questioned about a guarantee that the project cost would not exceed \$90 million. Craft indicated the project would be rolled out in increments and would be managed by the State’s Chief Information Office rather than by ODOT. ODOT is also looking into an external, private sector advisory committee to ensure the project is kept on the right track.

Craft reported there are some on-going discussions about a potential transportation funding package. But, with about five weeks remaining in the regular legislative session, there is limited

time for legislators to develop specific elements of a package as well as address the well-publicized lower carbon fuel issue.

Roger Nyquist asked how ODOT and the Governor's office develop a transportation legislative strategy. He noted, as an example, the proposal to fund the Connect Oregon program and passenger rail service rather increase funding for the All Roads Transportation Safety (ARTS) program.

Craft indicated state agencies present recommendations to the Governor's Office and discussions are held regarding the draft concepts. Nyquist and Craft noted the challenge, with the recent change of Governors, in obtaining clear and timely direction during the current legislative session.

V. Update on 2018-2021 ODOT STIP

ODOT Area Manager Amy Ramsdell provided background information regarding the development of the 2018-2021 STIP.

She reminded members that essentially all revenue from the state fuel tax and vehicle fees is dedicated to basic maintenance and to debt service (three Oregon Transportation Initiative Acts and the 2009 Jobs and Transportation Act which provided funds for numerous highway projects throughout the state). STIP resources are limited to federal funds.

The STIP includes two categories: "Fix It" and "Enhance" with separate but parallel processes.

"Fix-It" projects are activities that fix or repair the transportation system. The "Fix-It" project selection process is similar to prior STIPs. They are developed mainly by ODOT project managers with needs identified through an assessment of technical data, a benefit cost analysis and the ability to leverage resources. ODOT shares its proposed "Fix-It" projects with local partners on an informational basis.

"Enhance" projects are activities that enhance, expand or improve the transportation system. Project proposals are developed in partnership with local partners and stakeholders and the process begins at the local level.

At the February Oregon Transportation Commission (OTC) meeting the Chairs of the twelve Area Commissions on Transportation discussed the STIP and provided the OTC with a clear message regarding the priority of STIP funding: "Maintain what we currently have", noting the importance of funding the "Fix-It" program.

The OTC is reviewing the STIP funding/allocation item with ODOT staff in a three step manner:

- At its April meeting the OTC reviewed STIP revenue funding scenarios and general concepts about the allocation of funds to different programs. With less fuel sold, primarily due to more efficient engines, the OTC agreed with ODOT staff's recommendation to assume a 10% reduction in federal funding for the 2018-2021 STIP.

The OTC discussed allocation options and directed ODOT staff to come back with funding scenarios based on the assumption that 87.5% would be allocated to the “Fix-It” program and 12.5% to the “Enhance program”. The 2015-2018 STIP split is about 75%/25%. Under this assumption, about \$106 million would be allocated over the three year STIP funding cycle to the “Enhance” program. But it is important to note that approximately \$57 million of this must be spent on non-highway projects (including bicycle, pedestrian, transit and transportation options) to meet federal and state requirements.

The OTC directed ODOT staff to come back with funding scenarios which provide options for allocations between various investment priorities.

- At its May meeting the OTC approved, in concept, a combination of non-highway “Enhance” and OTC Discretionary funding.
 - \$27 million for non-highway “Fix-It” projects. These investments could include bus purchases, ADA ramps and non-highway leverage opportunities.
 - \$30 million for a non-highway “Enhance” program to fund bicycle, pedestrian, transit, transportation options and other non-highway “Enhance” projects. Note: this program and the \$27 million for non-highway “Fix-It” projects total \$57 million—the amount required to be allocated by federal and state law on non-highway projects.
 - \$49 million for an OTC Discretionary program. Investments could include intelligent transportation systems, projects to address freight bottlenecks and adding (leveraging) elements to highway “Fix-It” projects or non-highway projects.
- ODOT staff will now develop suggestions about a revised STIP selection process and discuss options with the OTC in June or July.

VI. ODOT Draft List of 2018-2021 “Fix-It” Projects

Amy Ramsdell distributed a draft list of 2018-2021 “Fix-It” projects in the CWAFT area, totaling \$53 million which represents about 150% of available funds.

The draft list includes 3 pavement preservation projects, 4 operations projects (landslide repairs, signal replacement and drainage replacement), 7 bridge projects (painting and repairs), 1 culvert replacement project and upgrades of ADA curb ramps at numerous locations throughout the CWAFT area.

It is important to note that ODOT has changed its approach to “Fix-It” decisions and the final project decisions will be made on a statewide basis rather than on the previous regional basis.

A draft list of All Roads Transportation Safety (ARTS) “Hot Spots” projects was distributed. “Hot Spots” are specific segments of roadways or intersections with a higher than normal fatal

and serious injury crash occurrence. The list totals 300% of the funding available. A draft list of ARTS “Systemic” projects was also distributed. “Systemic” projects are low-cost measures that reduce the occurrence of crashes over a wider segment of roadway. For example, rumble strips on the shoulder of the road. The list totals 150% of the funding available. The ARTS program is part of the “Fix-It” program.

The 2017-2021 draft lists can be viewed at:

http://www.oregon.gov/ODOT/HWY/TRAFFIC-ROADWAY/Pages/ARTS_R2.aspx

VII. Oregon Bicycle and Pedestrian Plan

Sheila Lyons, ODOT Bicycle/Pedestrian Program Manager, discussed the development of the Oregon Bicycle and Pedestrian Plan that will replace the current 1995 plan. The plan will provide a vision for biking and walking in Oregon and provide a policy framework to guide decision making and investment strategies within the context of the transportation system as a whole. Lyons noted that the plan is a policy document and not a specific facility plan.

The vision of the plan is structured around nine goal areas: safety, health, connectivity, sustainability, mobility, strategic investment, community vitality, equity and coordination/collaboration.

There is a broad stakeholder engagement effort and the plan is being developed with the assistance of a 16 member Policy Advisory Committee. The draft plan will be completed in the Fall of 2015.

To sign up for email updates or to find other information visit the plan’s website at:

<http://www.oregon.gov/ODOT/TD/TP/pages/bikepedplan.aspx>

VIII. Transportation Options (Transportation Demand Management and Cascades West RideLine

Phil Warnock, from Cascades West Council of Government’s Community and Economic Development Department, provided an update on the transportation options program. It is a long-standing partnership between COG, ODOT Region 2 (including funding), ODOT Public Transit Division and the City of Corvallis’ transportation options program.

Cascades West Rideshare/Drive Less Connect, an easy-to-use online ride-matching tool, has been very successful in providing realistic, cost-effective transportation options for residents in our area. A recent public outreach effort added 400 new members to the ride-matching program in the region.

Valley VanPool, a part of Cascades West Rideshare, also promotes more than 50 commuter vanpools in the region.

In the past year COG has helped develop Safe Routes to School plans in Lincoln City, Newport and Sweet Home. With completed plans, the communities are eligible to pursue federal funds to implement the recommendations which promote safe bicycle and pedestrian options for students.

Warnock also provided an update on the Cascades RideLine which brokers non-emergent medical transportation to Medicaid clients who have no other way to get to their medical services. It is part of a statewide transportation brokerage system, established about 10 years ago, as a partnership of state and local agencies to increase access to health services.

The number of eligible people in the CWACT area has increased dramatically from about 35,000 in 2013 to 66,000 today. 60,000 are members of the Inter-Community Health Network (Coordinated Care Organization division of Samaritan Health Services) and almost 6,000 are Oregon Health Plan members.

RideLine contracts with 23 local providers, most of which are small local firms. The average number of trips has increased from about 3,800 a month a decade ago to about 12,000 a month. This includes eligible clients who use a cost-effective option of mileage reimbursement when they can drive their own car (or have a family member or friend drive) to medical appointments.

RideLine continues to work in partnership with Inter-Community Health Network and others to ensure that reasonable access to health care is provided in a coordinated and cost-effective manner.

IX. Area Manager's Report

Amy Ramsdell discussed the Road Usage Charge Program (OreGO). The 2013 Legislative Assembly established a road usage charge system for transportation funding and authorized ODOT to establish a mileage collection system, on a voluntary basis, for 5,000 cars and light trucks beginning July 1, 2015. The program will assess a charge of 1.5 cents per mile and issue a gas tax credit as warranted. Information is available at: www.OREGO.org

Ramsdell reminded members that Transportation and Growth Management applications are due by June 12.

Ramsdell reported on construction projects:

- The US101 project in Lincoln City is ahead of schedule and under budget. A 24 hour time lapse YouTube video was produced for a recent part of the construction effort.
- The I-5 project that installed 35 miles of median cable barrier has been completed.
- Construction has started on the OR34/US20 South Bypass-Riverside Drive project in Corvallis/west Linn County. The project includes improvements on Third Street, a multi-use path on the north side of OR34 between Peoria Road and Riverside Drive and development of dual right turn lanes from the northbound South Bypass to eastbound OR 34.
- The US20 Pioneer Mountain-Eddyville project is scheduled to be open to traffic at the end of 2016.

X. Other Business

There was no other business.

XI. Adjourn

Meeting adjourned at 6:46 pm.

Next meeting July 23, 2015 in Toledo with video conference option in Albany

ATTACHMENT 2

MEMO

DATE: July 15, 2015
TO: Members, Cascades West Area Commission on Transportation
FROM: Mark Volmert, Transportation Planner
RE: ODOT Transportation Safety Action Plan
ACTION: Discussion

The ODOT Transportation Safety Division and Transportation Development Division are working together to update the Oregon Transportation Safety Action Plan. The Plan is one of several statewide transportation mode and topic plans that further define and implement the Oregon Transportation Plan's goals, policies, strategies, and key initiatives.

The existing [Transportation Safety Action Plan](#) was adopted in 2011 and focuses primarily on implementing actions. In addition to meeting the State of Oregon's needs, the Plan serves as Oregon's Strategic Highway Safety Plan (SHSP) as required by federal law. Current federal law (MAP-21 approved in 2012) requires that SHSPs be updated every five years and includes additional requirements for inclusion of Highway Safety Improvement Program planning elements.

Oregon's transportation safety programs rely on relationships among ODOT's Transportation Safety Division and numerous other ODOT, state, tribal, regional and local government interests. For more general information, visit the [Transportation Safety Action Plan website](#).



DATE: July 2, 2015

TO: Oregon Transportation Commission

[Original signature on file]

FROM: Matthew L. Garrett
Director

SUBJECT: Agenda D – 2018-2021 STIP Funding Allocation Recommendation

Requested Action:

Request approval of the funding allocations for the 2018-2021 Statewide Transportation Improvement Program (STIP).

Background:

Beginning in February, 2015, the Oregon Transportation Commission (OTC) engaged in discussions on potential funding scenarios for the 2018-2021 STIP. In the first discussion, the Commission discussed nine scenarios with the range based on whether to assume flat federal funding or a 10 or 20 percent federal reduction with different percentages that might go to Fix-It and Enhance. Both the OTC and the Area Commission on Transportation (ACT) chairs who participated in the February discussion recognized the priority of maintaining and preserving the existing system. The majority of the ACT chairs also recognized that with less Enhance funding, streamlining the project selection process should also be considered.

The OTC then spent additional commission meetings discussing the remaining alternatives. One of the key decisions was whether to dedicate all funding beyond the required non-highway set asides (which is anticipated to be \$57 million for 2019-2021) to Fix-It, or allocate approximately 12 percent of the funds to Enhance, or approximately \$106 million over three years.

April OTC Meeting

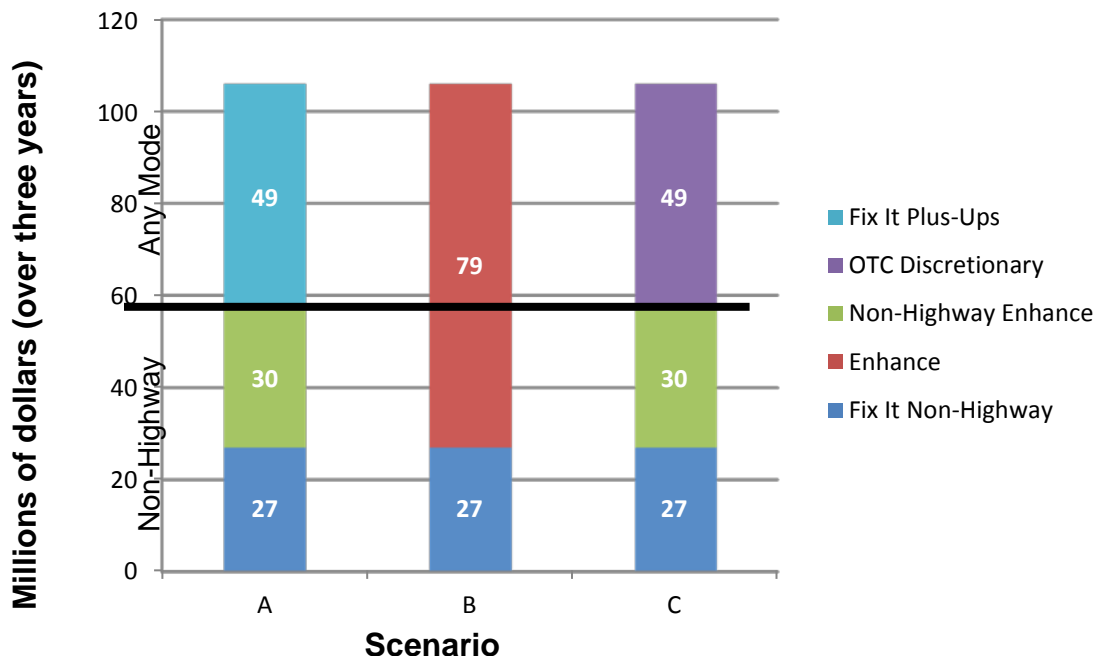
At its April meeting, the OTC gave ODOT feedback on a number of points providing assumptions going into the next discussion.

- Most of the funding available for Fix-It and Enhance will go into the Fix-It programs to preserve the state transportation system.
- With the emphasis on Fix-It, assuming a 10 percent federal reduction to mitigate risk is reasonable because it would be much easier to defer Fix-It projects to a later date if the need to do so arose.

- Up to \$106 million over three years—12.5 percent of available funds— will be provided for Enhance or similar programs. Of this, approximately \$57 million must be spent on non-highway projects (bicycle, pedestrian, transit, transportation options) to meet federal and state requirements.
- ACTs should play a role in project selection under any Enhance-type program.

May OTC Meeting

At the May OTC meeting, ODOT developed three funding scenarios based on direction from the Commission. The OTC focused discussion around Scenarios A and C. The Commission direction was to reframe the proposed OTC Discretionary funds to be region selected projects, allowing both Fix-It projects and Enhance-type projects to be selected depending on region needs.



July OTC Meeting

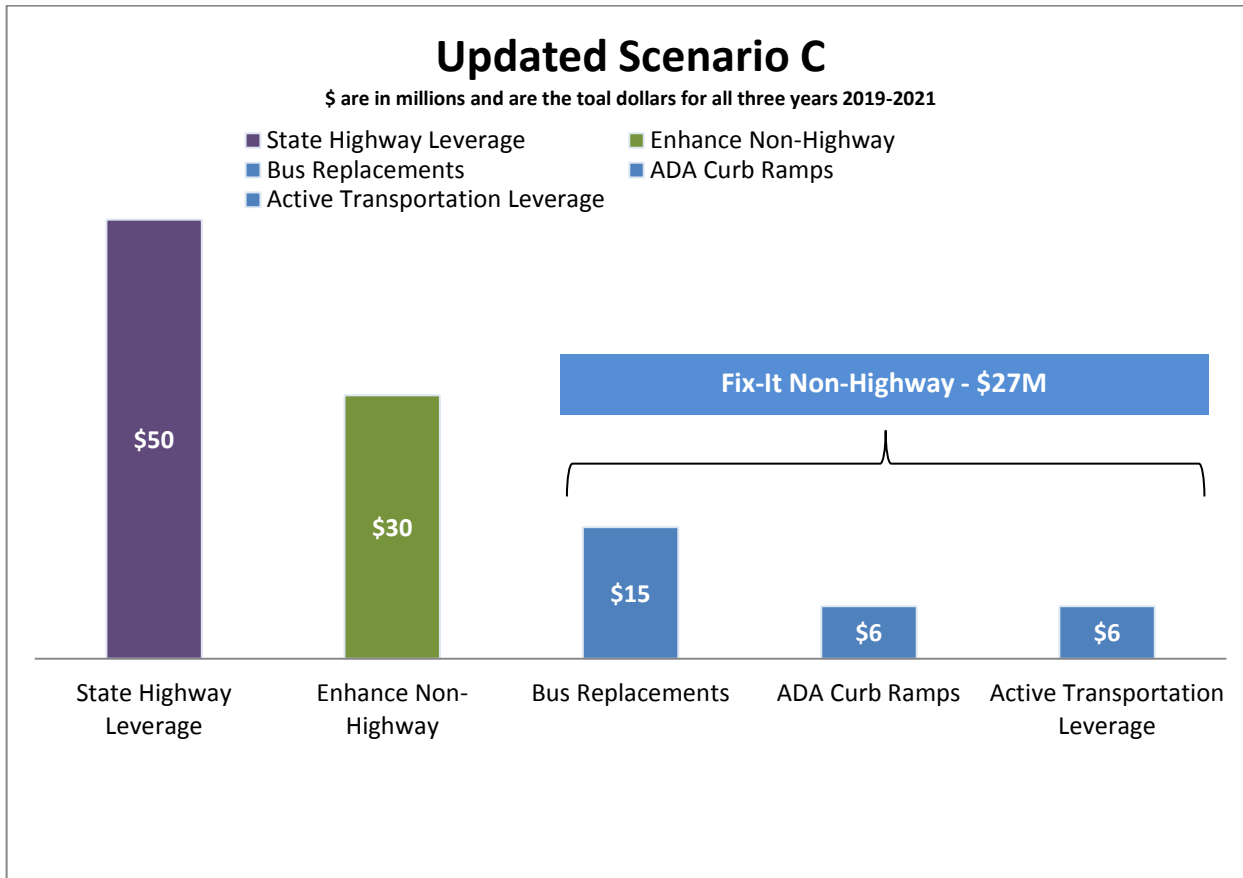
Based on the direction provided at the May meeting, an updated Scenario C has been developed and is illustrated below. For ease of discussion, the \$49 million of OTC Discretionary becomes \$50 million. Based on discussions with staff there was a need for some wording changes to provide additional clarification and to also recognize the difference between this scenario and the previous Enhance program.

Definitions

Non-Highway = Infrastructure for non-auto, non-truck modes of travel (both within and outside of highway right-of-way). May be on state or local system depending on the parameters of the program.

Active Transportation = Bicycle, pedestrian or transit features or connections

State Highway System = Public roads, facilities and right of way owned and/or operated by ODOT



The key aspects of each of these elements of the scenario are described below.

\$50M – State Highway System Leverage Funds (Formerly OTC Discretionary)

1. For state highway system only.
2. Not for active transportation or non-highway enhancements.
3. Intended to leverage other funds/efforts. Adding priority enhancements or additions to Fix-It projects intended to be included in the 2018-2021 STIP.
4. Allocated to Regions using modernization equity split formula.
5. Fix-It projects not intended to be included in the 2018-2021 STIP are also eligible as standalone projects.

Process

- Each region will work with their ACTs by first identifying a 150% list of projects and then work with their ACT to finalize the 100% project list.

\$30M Enhance Non-Highway Funds

1. Projects may be on or off the state system.
2. Projects competing for these funds may or may not be “leverage” projects (such as Fix-It non-highway projects, American with Disabilities Act (ADA) ramps, bus purchases, etc.).
3. Projects need to be consistent with state and local plans.
4. The \$30M will be allocated to the Regions using the modernization equity split formula.
5. Applicants will be required to provide matching funds.

Process

- Projects will compete for these funds via a simplified proposal process that will use the existing Enhance proposal form released in January 2015.
- ODOT and local agencies will complete proposals and compete for these funds.

\$27M Fix-It Non-Highway Funds

Bus Replacements	ADA Curb Ramps	Active Transportation Leverage Opportunities
\$15M	\$6M	\$6M

\$15M – Bus/Transit Vehicle Replacements

- Will be allocated to ODOT Public Transit for distribution.
- These funds are for buses in which ODOT holds title.

\$6M – ADA Curb Ramps

- The process for allocating these funds is not yet determined but it will be in support of strategic improvement (not regional equity).

\$6M – Active Transportation Leverage Opportunities

- Will be allocated to Regions using the modernization equity split formula.
- To leverage Fix-It projects.
- Project must be on the state system.
- Could be used for additions to a 2018 Fix-It project already in the STIP.

The table below highlights the amount of funds each region would be allocated using the modernization equity formula for this scenario.

Modernization Equity Splits for Scenario C <i>All \$ in millions</i>	\$50M State Highway Leverage	\$30M Enhance Non-Highway	\$6M Active Transportation Leverage	Totals
Region 1 = 35.60%	\$18	\$11	\$2	\$31
Region 2 = 30.91%	\$15	\$9	\$2	\$27
Region 3 = 14.77%	\$7	\$4	\$1	\$13
Region 4 = 10.36%	\$5	\$3	\$1	\$9
Region 5 = 8.35%	\$4	\$3	\$1	\$7
	\$50	\$30	\$6	\$86

Summary

The following table is the recommended STIP Program Funding Allocations for the three years (2019-2021) of the 2018-2021 program. This includes both the STIP program levels and the Off-the-Top Allocations. As part of the final 2018-2021 STIP funding allocation, the OTC also discussed those programs in which they have discretion to modify the allocations. Based on the May discussions there were no recommendations to change the funding levels identified below.

2018-2021 STIP Allocations

Program	2019-2021 Total
Off the Top Programs	\$ 419,985,237
Immediate Opportunity Fund	\$ 10,500,000
Transportation Growth Management	\$ 12,825,000
Public Transit	\$ 31,500,000
Safe Routes to School Education	\$ 1,500,000
Active Transportation Discretionary	\$ 4,200,000
State Planning and Research	\$ 58,500,000
MPO Planning (includes state match)	\$ 10,556,951
Surface Transportation Program to large MPOs	\$ 85,417,662
Transportation Alternatives Program to large MPOs	\$ 4,937,873
Recreational Trails (to State Parks)	\$ 4,124,825
Congestion Mitigation and Air Quality Improvement	\$ 47,718,339
Local Bridge	\$ 69,271,208
STP Allocation to Cities, MPOs & Counties	\$ 73,683,378
Workforce Development/On Job Training	\$ 3,150,000
Rail-Highway Crossings-State	\$ 2,100,000
State Highway System Leverage Funds	\$ 50,000,000
Enhance Non-Highway	\$ 30,000,000

Bus Replacements	\$ 15,000,000
Active Transportation Leverage Opportunities	\$ 6,000,000
ADA Curb Ramps	\$ 6,000,000
Fix It	\$ 738,461,953
Total	\$ 1,265,447,190

Next Steps Regarding Processes and Schedule

Only the \$30 million Enhance Non-Highway program will require applicants to submit a formal proposal. The original STIP process assumed that Enhance proposals would be submitted August 3. Based on discussions with the Commission, ODOT staff sent out a notice that proposals were not due in August and noting that upon approval of the STIP program levels by the OTC a new schedule would be developed and sent out to interested parties.

The new proposed schedule, based on the updated Scenario C, would have proposals submitted in November 2015. This would align with the anticipated application deadline for *ConnectOregon*. It is important to note that *ConnectOregon* funding will be available in 2016, but Enhance Non-Highway funding will not be available until 2019. However, coordinating these two programs will allow applicants to think about their project needs more holistically and likely for the ACTs to also see the long term vision for many of the proposed non-highway projects.

The current schedule has the OTC making a decision on the *ConnectOregon* projects in August 2016. A draft of the proposed project lists for the STIP would also be available at that time, providing the OTC an opportunity to review any connections across the two programs.

Upon approval of the STIP Program levels, staff will develop more detailed guidance and schedule information that is needed both for internally focused programs as well as those in which ACTs and other externals will engage.

Copies (w/attachments) to:

Jerri Bohard	Travis Brouwer	Tom Fuller	Clyde Saiki
Paul Mather	Rian Windsheimer	Sonny Chickering	Frank Reading
Bob Bryant	Monte Grove		