

# ODOT's Research Initiative for Locals (ORIL) Memorandum of Understanding

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This agreement is entered into between the parties, the Ohio Municipal League and the Ohio Department of Transportation Research Section, this 14 day of January, ~~2012~~<sup>2013</sup> for the following purposes:

1. **Intent**: This agreement is intended to establish the method by which four representatives from the Ohio Municipal League, hereafter referred to as OML, will participate as members of the Ohio Department of Transportation's, hereafter referred to as ODOT, Research Initiative for Locals (ORIL) board.
2. **Program description**: ORIL is an innovative research program under ODOT's Research Section, which focuses on research needs of local transportation agencies such as counties, townships, and municipalities in Ohio. Based on the success of local transportation research programs in Iowa and Minnesota, the ORIL program will solicit research problems from Ohio's local roadway agencies, contract with transportation research professionals to investigate the problems, and provide implementable solutions that may be deployed on a local or statewide level.
3. **Board composition**: The ORIL board will be composed of fifteen voting members, of whom four will be City Engineers appointed by OML, and three non-voting members.
4. **Member selection criteria**: OML shall appoint, as described in 'Member terms', City Engineers who meet the following criteria:
  - a. An Ohio City Engineer
  - b. Holds an interest in transportation research or has participated in and/or completed transportation research
  - c. Can attend board meetings as described in 'Member responsibilities – inaugural period' and 'Member responsibilities – post inaugural period' at his/her own expense
5. **Member terms**: The four City Engineers appointed by OML shall serve four year terms, except during the inaugural period as further described in this item. The terms shall be staggered to expire every two years, with two members rotating off the board and two new members rotating on the board every-other-year. In order to establish the two year rotation schedule, two of the four initially appointed

members to the inaugural board shall have their terms limited to two years, with expiration occurring December 31, 2014. The remaining two members shall serve a full, four year term expiring December 31, 2016. The determination as to which City Engineers will be assigned a two year term and which will be assigned a four year term during the inaugural period shall be at the sole decision of OML.

6. Member responsibilities – Inaugural period: The four voting members of the ORIL board appointed by OML shall fulfill the following responsibilities during the inaugural period:

- a. Assist in development and design of the ORIL program to include (but not limited to) the following (anticipated to begin in November/December 2012):
  - i. Solicitation and selection process for local research project ideas
  - ii. Solicitation and selection process for researchers
  - iii. Implementation and technology transfer program for local research results
  - iv. Project management requirements/responsibilities for researchers and ORIL technical liaisons
  - v. Development of the ORIL program calendar
- b. Attend Board meetings (anticipate 1-2 meetings per month during the program development phases and quarterly thereafter - schedule TBD)
- c. Participate in regional focus groups at various locations statewide to solicit input and buy-in from locals as necessary (schedule TBD)

7. Member responsibilities – Post - inaugural period: The four voting members of the ORIL board appointed by OML shall fulfill the following responsibilities following the inaugural period:

- a. Participating in quarterly board meetings to:
  - i. select and recommend projects for funding
  - ii. select researchers
  - iii. assign technical liaisons to projects
  - iv. review project progress

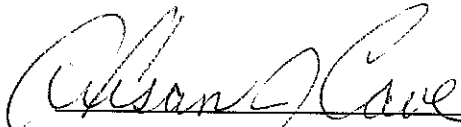
v. assess implementation of research results

b. Assist in marketing of the program

8. Member participation: Participation in the quarterly board meetings is integral to fulfilling the duties of an ORIL board member; therefore, members are expected to be present for each meeting. Proxy voting shall not be permitted. If a member misses three consecutive meetings for any reason, the member shall be removed from the board and OML shall within thirty days of removal notification appoint a new member to complete the term of the removed member.
9. Member project submission: OML appointed members of the ORIL board and their cities
10. shall be permitted to submit projects for consideration to the ORIL board. The City Engineer's participation as a board member shall not preclude projects being submitted for consideration, however, the following guidelines must be met in order to ensure fair, impartial and ethical consideration and decision making concerning the board member's submission by the ORIL board:
  - a. The member's project must be submitted following the standard process established by the ORIL board for project submission. Projects submitted not following the standard process will not be considered by the board.
  - b. The member must recuse him/herself from voting on the funding of the project.
11. Program term: The initial phase of the ORIL board is intended to be four years, with funding being provided by ODOT's Research Section at the level of \$500,000 for each of the four years. ORIL shall be evaluated after the initial four year period and on-going funding levels will be determined based upon available sources. The program is subject to change or elimination at any time and for any reason by the Ohio Department of Transportation's Research Section.
12. Member time, travel and expenses: The time spent by OML appointed members completing responsibilities as an ORIL board member shall be deemed a volunteer activity and non-compensable by ODOT or the State of Ohio. Expenses incurred as a result of traveling to or from board meetings and in the performance of board duties are non-reimbursable by ODOT or the State of Ohio.
13. Ohio Ethics Law Compliance: Members of the ORIL board must at all times be in full compliance with the Ohio's Ethics Law (Ohio Revised Code § 102 et. seq. and related statutes).

14. Whole of Agreement: This document contains the entire Memorandum of Understanding between the parties and shall not be amended or changed unless agreed to by both parties and done so in writing.

Agreed to this 14 day of January, ~~2012~~ <sup>2013</sup>.

  
Agent, Ohio Municipal League

  
Director, Ohio Department of Transportation