

Cascades West Area Commission on Transportation
Executive Committee

Thursday, February 11, 2016 - 4:00 to 5:00 p.m.

Oregon Cascades West COG Office

1400 Queen Ave SE, Albany – Upstairs Admin Room

AGENDA

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| 1. | Welcome and Introductions | Chair |
| 2. | Agenda Review | Chair |
| 3. | Approve Minutes from 1/12/2016 meeting (Attachment 1)
<i>ACTION: Approval of minutes</i> | Chair |
| 4. | CWACT Member Survey | Staff |
| 5. | Super ACT Update | Chair |
| 6. | GTVP Recap | Staff |
| 7. | Reappointments Status Report | Staff |
| 8. | Review 2016 Meeting Calendar | Staff |
| 9. | February 25 th Full Board Agenda Review | Staff |
| 10. | In-progress To-do Items | Staff |
| 11. | Adjourn | |

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**Cascades West Area Commission on Transportation
Executive Committee**

Tuesday, January 12th, 4:00 p.m.

Albany COG Office

1400 Queen Ave SW, Albany

Attendance: Annabelle Jaramillo, Bill Bain, Doug Hunt, Valerie Grigg Devis, Frannie Brindle, Tarah Campi, and Emma Chavez

1. Call to Order

Meeting was called to order at 4:15 pm.

2. Agenda Review

3. Approve Minutes from 11/17/15 Meeting

Consensus from the Executive Committee to approve the November 17, 2015 meeting minutes.

4. January 28 GTVP CWACT Role

The Governor's Transportation Vision Panel will be meeting at LBCC on Thursday, January 28th. ODOT and CWACT staff have assisted with the meeting logistics and the CWACT Chair is requested to do a simple welcoming of the Panel at the initiation of the forum. The CWACT does not have any formal role in this forum aside from hosting the event.

The Panel will be holding forums at all the State's ACT's. A total of eleven forums will be held. Public input will be accepted at the forums, via the web and other means that will be shared on the 28th. This will be an opportunity for members of the CWACT to bring up transportation concerns.

5. ACT Member Representation – OTC Directive from 2012

Valerie advised that the OTC provides funding through the COG to provide administrative support to the CWACT. The CWACT is a venue for local transportation stake holders to provide communication and interaction to the Oregon Transportation Commission (OTC). Valerie briefly reviewed ODOT's role to the ACT and the ACT's mission.

ATTACHMENT 1 DRAFT MINUTES

The CWACT is unique in that it was established prior to the OTC Directive. The OTC Directive suggests membership that is different from how the CWACT membership was created. Every two years ODOT presents a report to the OTC on how their guidelines are being followed.

Members were asked for direction on how to approach the OTC membership guidance. ODOT staff suggestions were for either staff or a sub committee to look into how other ACT memberships are comprised and to review and update the bylaws. It was suggested for a recruitment and targeted strategy to be put in place.

There was consensus from the Executive Committee for staff to take on the above mentioned tasks.

6. CWACT 2016 Meeting Calendar

Members received a draft meeting calendar for the year. It was noted that meetings are tentative for the Full Board and as needed for the Executive Committee and the Technical Advisory Committee. A foot note will be added to the calendar to this effect. Frannie suggested for the CWACT to use a similar calendar as the Lane ACT which shows the yearly meeting dates and agenda topic in one document. She will email Emma a sample document.

Commissioner Hunt advised that Tuesday Executive Committee meetings would be difficult for him to make since he has a prior commitment. It was agreed upon for staff to email a doodle poll to the Executive Committee to establish meeting dates and times.

7. Discussion of Meeting Topics for 2016

Members received a handout of preliminary agenda topic for the February and April meetings. Members didn't have any objections or additions to the agenda topics.

Valerie stated that in the past there has not been any polling of the Full Board members for agenda topics and advised that it would be helpful to do so especially for meetings in Lincoln County. Members agreed that this would be helpful and tasked staff with sending out an email poll to the Full Board and having results ready by the February 25th meeting.

8. Other Business

Super Act – five projects were prioritized and approved by the CWACT to move forward for Non-Highway Enhance funding. Of those five projects only three submitted

ATTACHMENT 1 DRAFT MINUTES

applications to ODOT. Valerie noted that at the January 29th meeting, the Super ACT will be scoping the highest priority projects submitted from each Area to create a 150% list.

OTC Meeting – Members received the agenda for the January 21st OTC meeting. Commissioner Jaramillo suggested for the Super ACT and OTC meetings to be included in the CWCAT meeting calendar.

Fixing America's Surface Transportation ACT (FAST Act) – Members received ODOT's Executive Summary.

9. Adjourn

Meeting adjourned at 5:20 pm.