

Cascades West Area Commission on Transportation
Thursday, October 27, 2022
5:00 - 7:00 pm

HYBRID MEETING: IN-PERSON AT FOLLOWING LOCATIONS:

OCWCOG, Albany ABC Conference Room; 1400 Queen Avenue SE, Albany, OR
OCWCOG, Toledo Conference Room; 203 North Main Street, Toledo, OR

VIA TEAMS VIDEO/CALL-IN AVIALABLE

Teams Link by clicking [HERE](#)

Meeting ID: 279 252 437 671

Passcode: gGwQjk

Mobile One Click Number

[+1 872 242 8088](#)

Phone Conference ID: 812 215 441#

Contact: Steph Nappa, snappa@ocwcog.org

AGENDA

- | | | | |
|-----------|-------------|--|---|
| 1) | 5:00 | Welcome and Agenda Review | Chair,
Commissioner
Pat Malone |
| 2) | 5:05 | Public Comments
<i>This time is reserved for members of the public to comment on issues related to the CWACT's activities (limited to three minutes per comment).</i> | Chair |
| 3) | 5:10 | Approve February 24, 2022, Meeting Minutes (Attachment A)

<i>ACTION: Approval of Minutes</i> | Chair |
| 4) | 5:15 | ODOT State Fund Exchange Program Changes
<i>Overview of changes to ODOT's State Fund Exchange program.</i>

<i>ACTION: Information Only</i> | Jeff Flowers
(ODOT) |
| 5) | 5:30 | Linn-Benton Coordinated Human Services/Transit Plan (Attachment B)
<i>Presentation on the Linn-Benton Coordinated Human Services/Transit Plan.</i>

<i>ACTION: Information Only</i> | Tracy McMillan
(Nelson\Nygaard) |
| 6) | 5:50 | ODOT Freight Plan Update
<i>Overview of ODOT's Freight Plan update.</i> | John Boren
(ODOT) |

ACTION: Information Only

7) 6:10 Regional ODOT Updates (Attachment C)

**Savannah
Crawford (ODOT)**

Updates on ODOT regional topics

- *Beverly Beach*
- *I-5 improvements through Albany/Millersburg*
- *Great Streets program and other funding opportunities*

ACTION: Information Only

8) 6:20 CWACT Membership Update (Attachment D)

Staff

Review proposed membership and bylaws changes.

ACTION: Review proposed changes

9) 6:55 Other Business

Staff

- December meeting date changed to December 15

10) 7:00 Adjournment

Chair

**CASCADES WEST AREA COMMISSION ON TRANSPORTATION
FULL COMMISSION DRAFT MINUTES**

Thursday, February 24, 2022

5:00 – 7:00 pm

Oregon Cascades West Council of Governments
OCWCOG Albany Office /
Video Conference, OCWCOG Toledo Office

Members Present: Commissioner Pat Malone; Benton County, Sarah Bronstein; Benton County, Councilor Dick Olsen; City of Albany, Adam Keaton; City of Harrisburg, Councilor John Sullivan; City of Millersburg, Councilor Beatriz Botello; City of Newport, Councilor Betty Kamikawa; City of Toledo, Councilor Jerry Townsend; City of Waldport, Councilor Mary Ellen O'Shaughnessy; City of Yachats, Commissioner Doug Hunt; Lincoln County, Janet Steele; Linn County Private Sector, Savannah Crawford; ODOT Region 2, Darrin Lane for Commissioner Roger Nyquist; Linn County, and Commissioner Gil Sylvia; Port of Newport.

Alternate Members Present: Greg Gescher; City of Corvallis, Rick Mark; City of Lincoln City, James Feldmann; ODOT Region 2,

Ex-Officio Members: Catherine Rohan; AAMPO, and Steve Dobrinich; CAMPO.

Guests: LeeAnne Ferguson; ODOT, Cooper Brown; ODOT, Jenna Brown; ODOT, Cooper Brown; ODOT, Ross Lane; PNWR, Ryan E; PNWR, Benjamin; PNWR, Matt Artz; PNWR, and Commissioner Julie Brown; OTC.

OCWCOG Staff: Ryan Vogt, Jenny Glass, Nick Meltzer, Stephanie Nappa, and Emma Chavez

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Welcome and Agenda Review		<p>Meeting called to order at 5:01 pm by Chair Commissioner Pat Malone.</p> <p>There were no changes to the agenda.</p> <p>Introductions were conducted.</p>
2. Public Comments		There were no public comments.
3. Approve Minutes of October 28, 2021		Consensus to approve the October 28, 2021 meeting

		minutes with corrections.
4. Safe Routes to School Grants	<p>LeAnne Ferguson ODOT Safe Routes to School (SRTS) Program Manager provided a SRTS grant update.</p> <p>SRTS staff is providing SRTS updates and is requesting feedback from CWACT members, including ideas on meetings and/or events SRTS staff can attend to provide program presentations, and any feedback on how to make future solicitations better.</p> <p>Ferguson advised that the SRTS program helps students and families choose and have safe, active, and shared transportation options to and from school. When those projects are increased, there is usually a 40% increase seen in children walking and biking to school.</p> <p>SRTS education includes \$1.3 million of funding for 2024-2027 and \$1.5 million for 2023. The funds are placed into a 2-year cycle (2023-2024) and run a grant program to submit applications. The bucket of funds for 2023-2024 are as follows:</p> <ul style="list-style-type: none"> • \$26.25 million for Construction • \$3 million for Rapid Response • \$750 thousand for Project Identification-Planning Assistance • \$2 million for Education Grants and Services <p>SRTS Key Dates:</p> <ul style="list-style-type: none"> • January 2022: Materials became available online • March 18, 2022: Applications are due • July 31, 2022: Application Part 2 due (for construction grants only) <p>Ferguson reviewed ODOTs grant review timeframe and noted that reviews should be completed in December 2022 and then provided details on each of the grant programs. She then shared examples of past projects.</p> <p>SRTS online opportunities include a webinar recording and zoom meetings with the program manager.</p>	

	<p>Member Feedback:</p> <ul style="list-style-type: none"> • Darrin Lane asked if bike helmets are an eligible expense. <ul style="list-style-type: none"> ○ Ferguson responded that they may be for the education funding but she was unsure if they are eligible for a giveaway. She noted that she will get back to Lane with a definite answer. • Councilor Gil Sylvia asked Ferguson to clarify who the “underserved community” is. <ul style="list-style-type: none"> ○ Most is income related to the school families. There are specific questions and demographic data that is considered. Another metric included is what is called the transportation disadvantaged index that comes from the census data. • Councilor MaryEllen O’Shaughnessy asked if a private school is able to apply for SRTS funding. <ul style="list-style-type: none"> ○ Yes, if it is a head start or charter school. • Councilor Dick Olsen asked if there is a safe way to get students from Central School who cross Ellsworth, Lyon’s Street, and 9th in the city of Albany. <ul style="list-style-type: none"> ○ Staff Nappa let Councilor Olsen know that she would reach out to him and city staff to discuss his concern. 	
5. Federal Transportation Bill Update	<p>Cooper Brown ODOT’s Assistant Director of Operations provided an update on the Infrastructure Investment Jobs Act (IIJA).</p> <p>IIJA will provide \$1. billion for five years in funding for transportation. The funds are allocated into the following areas:</p> <ul style="list-style-type: none"> • 32% Flexible Funds • 21% Bridge • 14% Transit • 9% Local • 7% Resilience • 5% Carbon Reduction • 4% EV Charging 	

	<ul style="list-style-type: none"> • 4% Safety • 3% Active Transportation • 1% Other <p>The Oregon Transportation Commission (OTC) is deciding how to allocate the 32% in Flexible Funding and what Mr. Brown is asking the CWACT for feedback on.</p> <p>Feedback on how to spend the funds thus far include:</p> <ul style="list-style-type: none"> • Investing in public and active transportation • Investing in bridges and preserve road conditions • Address bottlenecks on state highways • Address the needs of urban arterials • Improve safety across all modes and programs • Invest in fish, wildlife, and environmental projects • Expand electric vehicle charging opps. • Ensure fair regional distribution of funds and invest in regional and local priorities <p>Out of those comments, ODOT proposed the following nine investment areas:</p> <ul style="list-style-type: none"> • Fix-it • Enhance Highway • ADA Accessibility • Great Streets • SRTS • Local Climate Planning • Operations and Maintenance • Match for discretionary grants • Business & Workforce Development <p>The OTC will discuss these and decide how to allocate the funds</p>	
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	<p>within those proposed investment areas. Brown moved on to review each of the investment areas. He advised that ODOT then provided a tool of scenarios to the OTC based on the investment areas. There were four scenarios; Fix-it, Public/Active Transportation, Enhance Highway, and a Balanced. Impacts of those scenarios were also reviewed.</p> <p>The process and timeline for funding allocation includes ODOT proposals to the OTC, public comment period, funding options review and feedback, and final approval on March 30th. Project selections would begin in April of 2022.</p> <p>Brown advised members how they can provide feedback and when public comments will be open.</p> <p>Brown asked members what they think of the investment areas and if the scenarios are reasonable.</p> <p>Member Feedback:</p> <ul style="list-style-type: none"> • Lane thanked Cooper for the presentation, and he stated that by in large, traditionally; feedback has been firm about maintaining what currently exists and that is what Linn County supports while understanding the competing need. • Sara Bronstein voiced that she appreciates the information and context about the necessary dollars that are already being spent in certain areas and the amount that would be needed to get us to an acceptable level to get us to good coverage. Bronstein stated that it would be helpful to have the same context for SRTS and Active Transportation (what is the scope of the need). • Lincoln County Commissioner Doug Hunt echoed Lane's comment of maintaining what is currently available while 	
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	<p>understanding the competing needs, including the need for our transportation system to evolve to be efficient and effective. Commissioner Hunt then asked how federalizing costs is executed.</p> <ul style="list-style-type: none"> ○ Brown responded that ODOT has some programs that are being funded out of state funding dollars which do not need to be funded through those funding dollars (e.g., culvert program). This gives an opportunity to take federal funds to cover those projects and use state dollars for operations and where they are more needed. • Councilor Adam Keaton noted that it would be helpful to see the greater scope of things by showing current funding and available budget coming up and funding for the CWACT specific area. • Chair Malone stated that the gas tax is not the wave of the future based on a recent OReGO presentation. He asked Brown what his thoughts were on that. Brown responded that OReGO is one of the first programs where people can pay for the miles they use. This may be a wave of the future, but it takes a big lift that takes a lot of conversations and legislative support, but ODOT is on its way towards that. Brown stated that he can have a team member attend a CWACT meeting and provide a presentation on the program. 	
6. Connect Oregon Presentations	<p>Lisa Scherf Transportation Services Supervisor for the City of Corvallis provided an overview of the Runway 17-35 Rehabilitation and Lighting Improvement project.</p> <p>The application is for matching funds to a federal grant. Since the time of the Connect Oregon application, the city has secured the federal funds and the design work is completed and scheduled to start this</p>	

	<p>summer. Runways are expected to have life spans of a minimum of ten years and this runway is sixteen years.</p> <p>This project would rehabilitate 150 feet wide by the entire runway width. Runway pavement ratings run from 0-100 and this one is at 50 and ready for rehabilitation. The edge lighting has completely failed as of eighteen months' ago and there is no edge light for nighttime operations. This limit the use of the runway in the evenings and there are pilots detouring to Eugene because of it. The lighting is thirty years. The city had a specialist diagnose it, and the lighting is unfixable. This work was added to the scope to replace the medium intensity lighting with high intensity edge lighting. That system would last up to 20 years. Additionally, the airway pavement markings are very faded and need to be renewed along with some seal coating.</p> <p>The airport is noted as an aviation airport and does not have commercial service and not toward, but it is considered one of the busiest and a key strategic airport of its type in the state. There are daily flights by UPS and FedEx which interface with their ground operations, several corporate jets utilize it, sports teams affiliated with OSU use it, and a logging outfit that uses it to transport loggers to and from other parts of the state.</p> <p>In the fall, the city met with the State's resilience officer on how the airport can be used as a staging hub in a Cascadia subduction zone event. Keeping the airport in good repair is key and important.</p> <p>Councilor Sylvia asked how much traffic and cargo there is coming in and out of the airport. Scherf answered that the city does not do regular counts of operations. However, the city estimates 70k plus operations annually. A fair mix of that is training. There is a certified training school that operates out of the airport. The agency brings internationally students to train at the airport. In addition to that, there are several flight instructors out of the airport. There is not a passenger count to note. When looking at the comparators on other airports around the state, it is one of the busiest for its size.</p>	
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	<p>Councilor Betty Kamikawa asked what the economic impact of the project is and what is the loss if the project is not completed. Scherf answered that the project is tough to compare to other applicants. Having a mid-valley airport of this size is key to the state when it comes to being able to provide redundancy to emergency response. There is not a commerce figure but it is key for general resilience and connection to air and ground connection when it comes to cargo.</p> <p>Elizabeth Bingold Associate General Counsel for Pacific Seafood provided an overview of the Newport Dock Rehabilitation project.</p> <p>Bingold advised that Pacific Seafood is a family-owned company in operations for more than 80 years, with over 3,000 members and 42 facilities serving the entire USA. Within Oregon, they have locations in seven cities and gross \$69.5 million in wages. They partner with 272 independent fishing vessels and process over 174 million pounds of seafood per year.</p> <p>Bingold stated that within the CWAFT area, the fishing industry brings in over \$346 million into the Newport area economy and represents 7,400 jobs making Pacific Seafood a pivotal company to the area. Within Newport, the company works with 80 independently owned fishing vessels which equals 280 jobs.</p> <p>The issue the submitted project will address is the docks which need critical repair. There is need to retrofit, repair, remove, and replace damaged pilings under docks that support the transportation seafood between local fisherman and processing locations along the Newport waterfront. There are several planks that have deteriorated, and temporary fixes need to be more critically addressed.</p> <p>The grant would enable the company to sue taxpayer dollars to address the issue more critically. The project will ensure adequate infrastructure capacity to support existing activity and future development. This will preserve and enhance Newport's working</p>	
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	<p>waterfront and will balance a mix of tourist and seafood processing.</p> <p>Lane asked what the annual revenue stream that would attribute to the facility that is impacted by the issue. Bingold responded that it's millions of dollars, but she does not know the exact amount. However, she can get back to Staff with the answer. She went on to note that she does know that the impact is millions of dollars.</p> <p>Lane then asked; if the project is completed, where does that get the condition of the docks and does it bring the docks to a sustainable level for a considerable amount of time or is it a temporary fix. Bingold responded that the company is currently addressing the smaller problems and this project would address the more critical needs. It does not address the entire issue, but it gets them closer to that and gives more breathing room to fully address them.</p> <p>Councilor Sylvia stated that given the amount of product the company handles and the number of vessels, his guess is that about 1/3 of the revenue coming into Newport annually is coming through those docks which equates to \$15-20 million.</p> <p>Bingold stated that on their busiest peak time, there could be up to 50 vessels operating.</p> <p>Commissioner Hunt asked adjacent businesses would be positively impacted by the project. Bingold answered that the funds would go to the operations on the waterfront that are part of Pacific Seafood.</p> <p>Commissioner Hunt then asked if Pacific Seafood has reached out to the Port of Newport and if they are in support of the project to which Bingold answered that they have, and the port is in support.</p> <p>Ross Lane Assistant Vice President of Government Affairs for Genessee & Wyoming Inc. provided an overview of the Portland and Pacific railroad project.</p>	
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	<p>Ross Lane reported that the Portland and Western railroad serves 140 customers in Oregon at the first and last mile which is very important in Oregon. The project is about upper armoring, giving a better ability to move freight more quickly, and being more resilient to the impacts of climate change.</p> <p>The scope of the project is to rehabilitate several structures. Wooden trestles are safe, but they are maintenance intensive. The services help customers seamlessly connect to national freight and ensures a critical route between Portland and Eugene. Without continued investments, the corridor is at risk of service interruptions or weight limitations.</p> <p>The railroad currently handles 286k railcar and crossing bridges required slowing down. Slow orders negatively impact the overall railroad velocity. The project would allow for increased velocity to help increase capacity, attract new business, and provide better service.</p> <p>Ross Lane stated that railroad is the most efficient mode via land. It is essential to keeping trucks off I-5. If the railroad cannot accept the load, more truck traffic would move to I-5. If the project is not funded, the railroad will continue to operate safely but a potential emergency outage could be expected, and those customers would need to find other modes of transportation. Ross Lane then advised that upgrading the structure provides higher velocity, less fuel, less crew time, more capacity and attracts and retains customers.</p> <p>Commissioner Hunt asked if the railroad tracks from Toledo to Albany have been replaced in the last 3-4 years.</p> <p>Ryan E answered that he is unsure if much work has been completed on the Toledo line. There has been a lot of work and maintenance to all the bridges, but he is uncertain on the Toledo line.</p> <p>Commissioner Hunt stated that the prior Mayor of Toledo and CWACT public sector Bill Bain would confirm that they have been replaced and</p>	
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	<p>the trains are traveling at a higher rate of speed. He then asked how much of the project repair is within the CWACT area.</p> <p>Ryan E stated that most of the repairs are north of the CWACT area in Salem, Beaverton, Portland, and Hillsboro area. Staff Nappa added that the reason why the project is being presented to the CWACT is because one of the trestles lies within Albany.</p> <p>Darrin Lane seconded the comments regarding the ability for rail to positively impact the congestion on the freeway and the highways. ODOT recently noted that there are no funds available to build the way out of congestion crisis. Investing in rail makes sense in slowing down the rate of decline regarding the congestion situation. Linn County is in support of rails.</p>	
7. Connect Oregon Prioritizations	<p>Staff Nappa asked for a declaration of conflict of interest with any of the projects. Members who have a conflict need to declare them.</p> <p>Greg Gescher with the city of Corvallis asked if he would have a conflict of interest if one of the projects is within the city. Savannah Crawford with ODOT asked that city staff not provide a recommendation on projects within their jurisdiction.</p> <p>Nappa advised that ODOT did a review on the projects and the ranking was provided within the CWACT Full Commission agenda packet. Nappa shared ODOTs ranking.</p> <p>Crawford provided a summary of ODOTs ranking.</p> <p>Members reviewed and discussed ODOTs ranking and considered the CWACTs ranking.</p> <p>Member Feedback on Project Ranking:</p> <ul style="list-style-type: none"> • ODOT ranking did not make much sense to members. • Important to advance a number one project that could advance to the next level statewide. • Is the total amount requested vs what the project is asking for 	<p>Consensus for the following Connect Oregon project ranking:</p> <ol style="list-style-type: none"> 1. Pacific Seafood 2. Corvallis Airport 3. Portland and Pacific Railroad

	<p>something to consider? <i>Answer: Yes</i></p> <ul style="list-style-type: none"> • Important to look at the quality of the proposal and how much information was provided as well as the impact of the project. • Are the funds available on a regular cycle? <i>Answer: It depends on the legislature.</i> • There is extensive permitting to the Pacific Seafood project and that was not indicated in the proposal. There is also no clear indication as to who they spoke to at the Port of Newport. There is a great need for the project however, those two things are notable. • Need to look at statewide significance and regional significance. <p>Darrin Lane proposed ranking Pacific Seafood as the number one project on the ranking.</p> <p>Commissioner Hunt made a proposal to rank the projects as 1. Pacific Seafood, 2. Corvallis Airport, and 3. Portland and Pacific Railroad.</p> <p>Keaton stated that all three of the projects have one thing in common and that is that they are all deferred maintenance projects. He noted that he would prefer to see improvement projects over maintenance project and that is why he chooses the Corvallis Airport along with-it being a less expensive project. Keaton ranked the projects as follows: 1. Corvallis Airport, 2. Pacific Seafood and 3. Portland and Pacific Railroad.</p> <p>Janet Steele agreed that Portland and Pacific should be number 3 and she support Pacific Seafood as the number one project. Steele went on to state that Pacific Seafood has a great economic impact.</p> <p>MaryEllen O'Shaughnessy agreed with Pacific Seafood ranking as the number one project. She stated that she has a concern about the safety and this project would address that.</p> <p>Nappa noted that voting now shows the following ranking: 1. Pacific</p>	
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	<p>Seafood, 2. Corvallis Airport, and 3. Portland Pacific Railroad.</p> <p>Sarah Bronstein asked if there is a preference between private and public entity applications and if there are other funding options available for one vs the other. She noted that she is new to the process so she would like clarification.</p> <p>Savannah answered that it is not uncommon for both public and private entities to apply for Connect Oregon funding and Nappa noted that 8 out of 14 applicants are private companies.</p> <p>Councilors Sullivan and Olsen voiced their agreement on the ranking.</p> <p>Members discussed and met consensus for the following ranking: 1. Pacific Seafood, 2. Corvallis Airport, and 3. Portland and Pacific Railroad.</p>	
Administrative Announcement	The Department of Human Services (DHS) is requesting that all CWACT members fill out an insurance form. Staff will be sending that out in addition to Cooper Brown's presentation. The deadline to submit the insurance forms is March 4 th .	
1. Executive Committee Caucus	Members discussed and met consensus for Betty Kamikawa to serve as the Lincoln County representative, Adam Keaton to serve as the Linn County representative, and Benton County will follow up with Staff on the county member.	<p>Consensus for Betty Kamikawa and Adam Keaton to serve as county members at the Executive Committee.</p> <p>Benton County will follow up with Staff on their representative.</p>
2. Adjournment		Meeting adjourned at 7:10 pm.



Coordinated Plan for Benton, Lincoln, and Linn Counties

Commission Meeting

Tracy McMillan, Nelson\Nygaard

October 27, 2022

Agenda

- 1 Project Overview
- 2 Existing Conditions
- 3 Identified Needs
- 4 Potential Strategies
- 5 Next Steps



PROJECT OVERVIEW

What is a Coordinated Plan?

- **Improve mobility** for seniors, people with disabilities, and low-income individuals
- Organizations involved **coordinate** and provide transportation services
- Federal transit law **requirement for Section 5310** (Enhanced Mobility for Individuals and Individuals with Disabilities Program) project funding
- Projects "must be included in a **locally developed coordinated plan.**"



PROJECT OVERVIEW

Project Goals & Objectives

- Update Coordinated Plans for Linn, Benton, and Lincoln counties
- Identify strategies for coordinating services to meet mobility needs of target populations



PROJECT OVERVIEW

Schedule



Existing Conditions



2

EXISTING CONDITIONS

Key Takeaways

- **Aging population.** Growth in the population of older adults aged 65 and older continues to significantly exceed the overall rate of population growth in all three counties
- **Growing rural population.** The population in unincorporated cities in all three counties have increased since 2014
- **Out-of-county workforce.** Significant number in workforce travel into the counties for employment
- **Declining population living in poverty.** The proportion of people with low-incomes in all three counties have decreased since 2014



Identified Needs

3

IDENTIFIED NEEDS

Needs Consistent Across Counties

Service Improvements

- Provide more comprehensive transportation services to target populations such as older adults, people with disabilities, people with low-incomes, veterans, and youths
- Improve intercity connections, within each county, between counties and outside of the OCWCOG region

Marketing, Customer Service, Outreach

- Reduce language/cultural barriers of available transit agency information for ESL, minority populations, etc.

Human Resources

- Find transit vehicle operators / volunteer drivers

IDENTIFIED NEEDS

Benton County

Service Improvements

- Better local and regional connections that serve rural communities
- Balancing appeal of free or reduced fare programs with the limitations they may bring

Marketing, Customer Service, Outreach

- Increase reach and availability of transit agency information

IDENTIFIED NEEDS

Lincoln County

Service Improvements

- Expand service to areas with higher demand and to those that have requested services

Infrastructure, Capital, and Technology Needs

- Funding/costs for operating and maintaining transportation services
- Internet unreliability
- Riders face technology barriers

IDENTIFIED NEEDS

Linn County

Service Improvements

- Serving a larger geographic area, while balancing transportation needs of denser cities and less dense regions
- Balancing appeal of free or reduced fare programs with the limitations they may bring
- Improve frequency and reliability of services

Infrastructure, Capital, and Technology Needs

- Funding

Potential Strategies



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POTENTIAL STRATEGIES

Strategy #1: Seek funding to sustain existing levels of public transit services within the County

REGIONAL STRATEGIES

- **Seek funding for emerging technologies and data management programs** that facilitate the most efficient and cost-effective provision of services (e.g., coordinated trip planning).

POTENTIAL STRATEGIES

Strategy #2: Expand access to and convenience of public transportation through expansion of and/or improvements to existing services.

REGIONAL STRATEGIES

- Continue to pursue opportunities to partner and **improve connections with regional public transportation** providers.

POTENTIAL STRATEGIES

Strategy #3: Improve access to jobs, health care, education and other basic needs for older adults, people with disabilities, low-income households, veterans and youth.

REGIONAL STRATEGIES

- **Pursue partnerships with DHS state human service agencies** to ensure efficient and cost-effective transportation services that leverage state and local resources.
- **Coordinate with RideLine** to improve utilization of brokered rides for critical services (e.g., access to medical and human service offices) and increased coordination with transportation providers to provide brokered rides.
- **Improve and expand transportation assistance for veterans**, including coordinating trips to VA medical facilities in Portland and Eugene with RideLine and existing providers.

POTENTIAL STRATEGIES

Strategy #4: Support and increase pool of paid and volunteer drivers

REGIONAL STRATEGIES

- Work with ODOT and regional partners to **fund, develop and/or update driver recruitment and training programs.**
- Identify and share best practices for **the training and retention of volunteers.** Schedule courses for drivers on a routine basis.

POTENTIAL STRATEGIES

Strategy #5: Pursue opportunities for collaboration and coordination for public transportation and health/human services at the local and regional levels

REGIONAL STRATEGIES

- Coordinate with regional partners such as transit providers, volunteer and non-profit organizations, human service agencies, health care providers, and major employers, to **ensure the delivery of timely, safe and cost-effective local and regional public transportation services.**
- **Improve collaboration and coordination** between DHS and other state and local agencies and transportation providers on client public transportation needs within each county and the region.
- Assist ODOT or other appropriate parties to **biennially update the database of transportation providers/ resources** in the region.

POTENTIAL STRATEGIES

Strategy #6: Expand efforts to inform seniors, people with disabilities, low-income households, veterans, youth, limited-English speaking populations and the general public of available public transportation services.

REGIONAL STRATEGIES

- **Develop print and digital tri-County information on public transportation**, with regular distribution to transportation providers, social agencies, employment training programs, employment agencies, major employers, senior groups, volunteer groups, low-income residents, and others.
- Continue to **coordinate with regional partners on information sharing, training, public education and outreach**, and other joint endeavors.

POTENTIAL STRATEGIES

Strategy #7: Establish mechanisms for routine monitoring of Plan implementation and for coordination with land use and transportation planning occurring in the County and region.

REGIONAL STRATEGIES

- **Provide technical assistance in implementing Coordinated Plan priorities** and actions and other public transportation-related activities.
- Actively engage the STIF Advisory Committee in **regular monitoring of Coordinated Plan implementation**.
- **Encourage appointment to the STIF Advisory Committee** of eligible representatives with human and health services experience.

Next Steps

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NEXT STEPS

Next Steps

- Identify partnerships, funding opportunities and timelines for implementation
- Final plan due November



Thank you!



Tracy McMillan
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Oregon

Kate Brown, Governor

Department of Transportation

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CWACT Area Manager's Update ODOT Projects October 2022

Benton County Area Projects

US 20 Safety Upgrades (Albany to Corvallis – Phase 1) (21191)

- Granger Avenue and Independence Highway improvements: install a buffered right turn lane (westbound); install a median acceleration lane for left turning vehicles (eastbound); add striping and signing to guide bicycles through the intersections; upgrade signing and striping for railroad crossings; and build a short section of multiuse path above a new 20+ foot high retaining wall at Independence Highway for forward compatibility with the planned Benton County Bikeway.
- US 20 near Garland Nursery improvements: widen shoulders; add rumble strips; raise the outside edge of pavement on the curve; and remove fixed objects (trees or poles) near the outside of the curve/north side of highway where possible.
- Schedule
 - Project Development: Through 2021
 - Construction: Early 2022 through August 2023
- Budget: \$28,200,000 for Phase 1 and Phase 2
- [Project Website](#)

US 20: Conifer Blvd to Merloy Ave (Albany to Corvallis – Phase 2) (22302)

- Add a center two way left turn lane to improve traffic flow and increase safety.
- Schedule
 - Project Development: Through 2022
 - Construction: Bids January 2023
- Budget: \$28,200,000 for Phase 1 and Phase 2
- [Project Website](#)

US 20: Scenic Drive to North Albany Road (Albany to Corvallis – Phase 3) (TBD)

- Design only to add a center two way left turn lane; add and replace guardrail where needed; widen shoulders; bicycle and pedestrian improvement alternatives are being coordinated with the City of Albany and Benton County; upgrade signs and markings at railroad crossing.
- Schedule
 - The Scenic Drive to North Albany Road portion of U.S. 20 is funded for partial design and evaluation of impacts. No funding has been identified for final design or construction at this time. Partial design will occur in 2021.
- [Project Website](#)

Van Buren Bridge (20688)

- Build a safe and earthquake-resilient bridge over the Willamette River on eastbound OR 34.
- Schedule

- Project Development: 2019-2022
 - Construction: 2023
- Budget: \$72,600,000
- [Project Website](#)

US 20: Harrison Blvd. (Corvallis) (21552)

- Replace failing signal
- Schedule
 - Project Development: 2021 – 2024
 - Construction: 2024
- Budget: \$4,217,400
- [Project Website](#)

US 20 Ellsworth Street Bridge (20428)

- Project will explore options to increase vertical clearance on the bridge.
- Schedule
 - Project Development: Through 2023
 - Construction: Estimated late 2023 or early 2024
- Budget: \$5,100,000
- [Project Website](#)

US 20 Philomath Couplet (21514)

- Install pedestrian facilities with wider walkways and better crossings; improve street lighting; install dedicated bike lanes to increase safety for cyclists; provide additional features such as landscaping, trash cans and benches; add curb ramps and sidewalk access to improve pedestrian safety and visibility; and replace traffic signals at needed intersections.
- Schedule
 - Project Development: Through 2022
 - Construction: Estimated 2022
- Budget: ~\$18,000,000
- [Project Website](#)

OR99 Chapman Crossing Illumination (22360)

- Install/move permanent illumination at crossing to improve pedestrian safety by increasing nighttime visibility.
- Schedule
 - Project Development: 2021 - 2023
 - Construction: 2022
- Budget: \$400,000
- [Project Website](#)

OR99 Chapman Crossing Advanced Warning Light (22361)

- Install advance warning flashing lights ahead of crosswalk to alert motorists when flashing lights are activated to improve pedestrian safety at crossing.
- Schedule
 - Project Development: 2021 - 2023
 - Construction: 2022
- Budget: \$400,000
- [Project Website](#)

Linn County Area Projects

US 20 53rd Avenue - East of 60th Ave Sweet Home (18853)

- Construct path along U.S. 20 from approximately the 53rd Avenue intersection to east of 60th Avenue. Construct two mid-block crossings near 40th Avenue and 49th Avenue.
 - Project Development: 2018 – 2021
 - Construction: 2022 (almost complete)
- Budget: \$2,900,000
- [Project Website](#)

US 20 Geary Street to Waverly Drive (20184)

- Safety project to improve visibility at intersections along U.S. 20, replace traffic signal at Waverly, and install raised median to reduce left turn conflicts along the highway.
- Schedule
 - Project Development: 2019 – 2021
 - Construction: Spring 2022 (completion will be delayed until 2023 due to weather and supply delays)
- Budget: \$4,119,900
- [Project Website](#)

OR 99E at Airport Road (20183)

- Install a left turn lane on the northbound Airport Road at the signalized intersection with OR 99E.
- Schedule
 - Project Development: 2018 – 2021
 - Construction: Spring-Summer 2022 (completion will be delayed until 2023 due to weather and supply delays)
- Budget: \$1,860,000
- [Project Website](#)

Queen Avenue Rail Crossing (Albany) (21185)

- Install an advance warning system approaching the rail crossing and improve bicycle and pedestrian facilities.
- Schedule:
 - Project Development: 2018 – 2023
 - Construction: 2024
- Budget: \$1,320,000
- [Project Website](#)

OR 99E American Drive to South City Limit Phase 1 (18751)

- Repair or replace damaged concrete panels under highway asphalt; add bike lanes, connect the existing sidewalks within city limits; upgrading pedestrian crossings to current ADA standards; and add streetscape to calm traffic on the highway through downtown.
- Schedule
 - Project Development: 2018 – 2021
 - Construction: 2022
- Budget: \$15,355,745
- [Project Website](#)

OR 99E American Drive to South City Limit Phase 2 (22553)

- Replace railroad track panels and construct roadway on the southern end of Halsey.
- Schedule

- Project Development: 2020 – 2022
 - Construction: 2023
- Budget: \$1,223,000
- [Project Website](#)

I-5 Southbound Santiam River Bridge (21765)

- Evaluate the bridge foundation for seismic stability. Once researched, stabilize the bridge in order to reduce seismic risks.
- Schedule:
 - Project Development: 2021
 - Construction: 2024
- Budget: \$2,178,400
- [Project Website](#)

I-5 Northbound: Santiam Overflow Bridge (21761)

- Replace pavement on the bridge driving surface and install new bridge railing to meet current safety standards.
- Schedule:
 - Project Development: 2021 – 2023
 - Construction: 2024
- Budget: \$1,058,200
- [Project Website](#)

OR 164: Jefferson (Santiam River) Bridge (21731)

- Strengthen the bridge and overlay the bridge driving surface to ensure continued safety.
- Schedule:
 - Project Development: 2020 – 2023
 - Construction: 2024
- Budget: \$6,665,400
- [Project Website](#)

US20/OR228 Curb Ramps Sweet Home (22391)

- Construct curb ramps to meet compliance with the Americans with Disabilities Act (ADA) standards. Convert the traffic loops to radar and add a median island at 22nd Street
- Schedule:
 - Project Development: 2020 – 2021
 - Construction: 2022
- Budget: \$7,069,158
- [Project Website](#)

I-5: Halsey to Lane County Line (22508)

- Design for future pavement resurfacing project to reduce maintenance and improve smoothness and rideability for drivers.
- Schedule:
 - Project Development: 2021 – 2023
- Budget: \$3,512,000 for design. No construction funding at this point in time.
- [Project Website](#)

Lincoln County Area Projects

US 101 Depoe Bay Bridge (20110)

- Design only to reapply the protective coating to protect the bridge from corrosion.

- Schedule:
 - Project Development: 2010 – 2023
- Budget: \$300,000 for Design. No construction funding at this point in time.
- [Project Website](#)

US 101 Moolack Landslide Repair MP 135.7-136.31 (20067)

- Drain water from slide area to slow hillside movement.
- Schedule:
 - Project Development: 2020 – 2021
 - Construction: Bids October 2022
- Budget: \$2,082,100
- [Project Website](#)

US 101 Frontage Road: Ben Jones (Rocky Creek) Bridge (21727)

- Reapply the cathodic protection system to control corrosion of the metal surfaces and preserve this historic bridge.
- Schedule
 - Project Development: 2020 – 2023
 - Construction: 2024
- Budget: \$6,358,200
- [Project Website](#)

US 101 SE 40th St. – SE 123rd St. (21546)

- Repave roadway to repair cracking, improve smoothness, and reduce maintenance costs.
- Schedule
 - Project Development: 2021 – 2024
 - Construction: 2024
- Budget: \$3,573,500
- [Project Website](#)

US 101 Curb Ramps - Lincoln City/Lincoln Beach (22434)

- Construct curb ramps to meet compliance with the Americans with Disabilities Act (ADA) standards.
- Schedule
 - Project Development: 2021 – 2023
 - Construction: 2023
- Budget: \$8,159,759
- [Project Website](#)

US 101 Yaquina Bay Bridge Cathodic (20109)

- Bridge preservation and seismic upgrade project. Cathodic protection (corrosion control) at both north and south ends.
- Schedule
 - Project Development: 2017 - 2019
 - Construction: 2020 - 2024
- Budget: \$30,000,000
- [Project Website](#)

US 20: Eddyville – Cline Hill (21549)

- Pavement resurfacing to repair and extend pavement life.
- Schedule
 - Project Development: 2021 – 2023

- Construction: 2023
- Budget: \$5,004,600
- [Project Website](#)

Multi-County Area Projects

Albany and Corvallis Signal Improvements (20221)

- Safety Improvement project to install new equipment and technology to help reduce the number of intersection crashes.
- Schedule
 - Project Development: 2019 - 2021
 - Construction: 2021 - 2022
- Budget: \$4,800,000
- [Project Website](#)

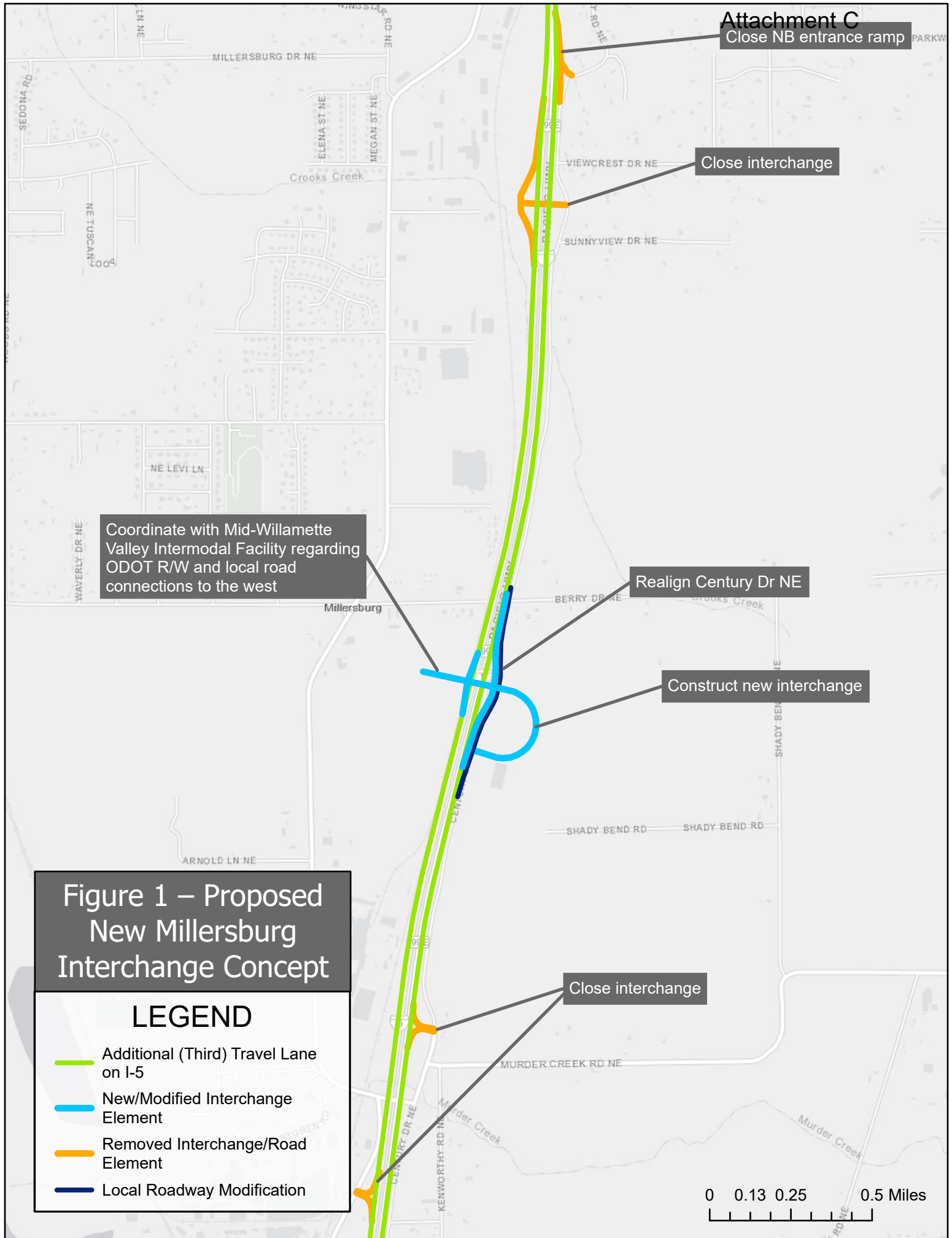
Curve Warning Upgrades (20193)

- The project will install chevrons and updated curve warning signs at various locations to increase safety.
- Schedule
 - Project Development: 2018 - 2021
 - Construction: 2021
- Budget: \$1,589,400
- [Project Website](#)

OR34: Roadside Barrier Upgrades (22511)

- Upgrade the roadside barrier along this corridor to improve safety for the traveling public.
- Schedule
 - Project Development: 2021 - 2024
 - Construction: 2024
- Budget: \$2,298,953
- [Project Website](#)

Note – if the links do not work, the webpage to find projects can be found at <https://www.oregon.gov/odot/Projects/Pages/default.aspx>. Use number in the parenthesis above to search for associated project.



Attachment C
Close NB entrance ramp

Close interchange

Coordinate with Mid-Willamette Valley Intermodal Facility regarding ODOT R/W and local road connections to the west

Realign Century Dr NE

Construct new interchange

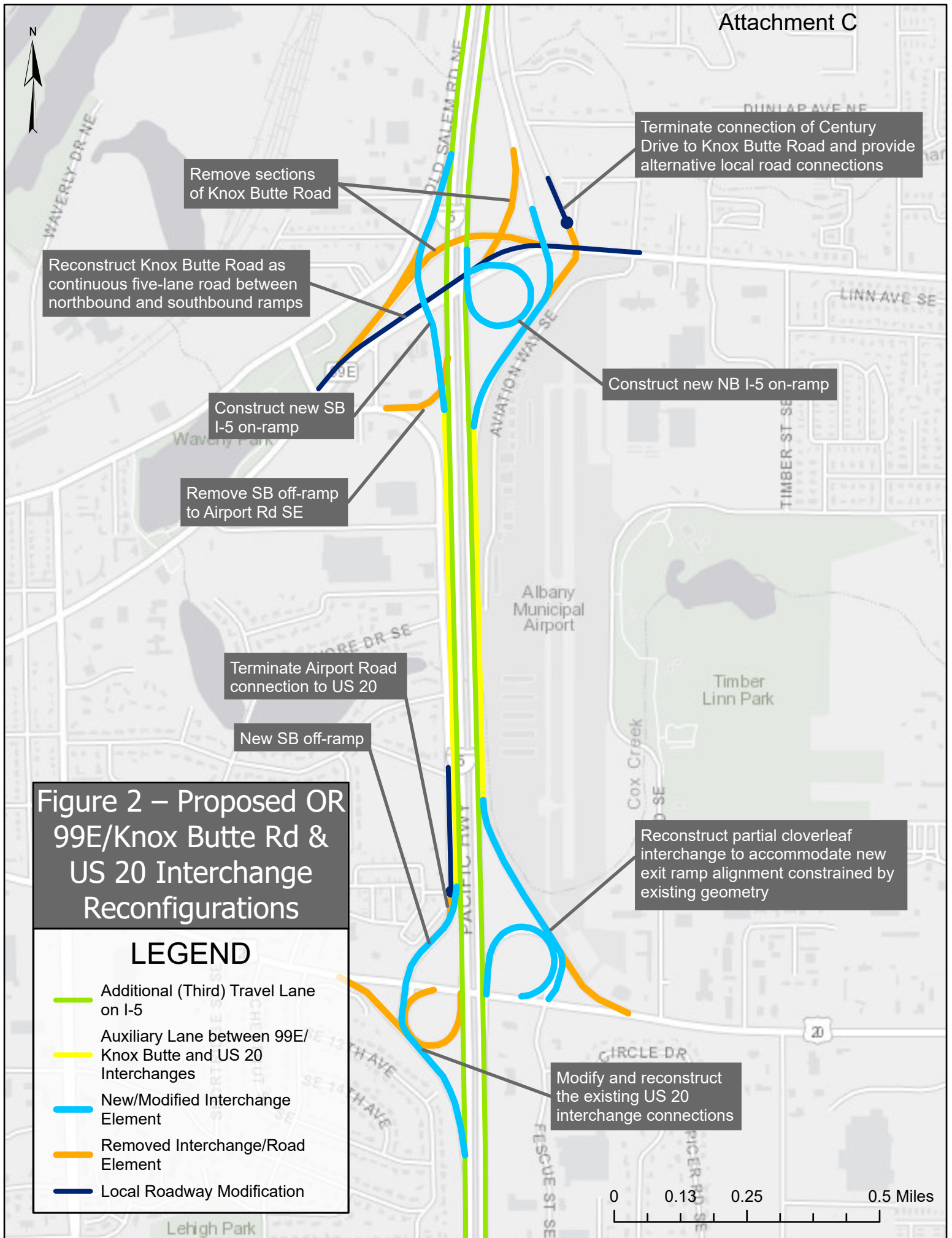
Close interchange

Figure 1 – Proposed New Millersburg Interchange Concept

LEGEND

- Additional (Third) Travel Lane on I-5
- New/Modified Interchange Element
- Removed Interchange/Road Element
- Local Roadway Modification

0 0.13 0.25 0.5 Miles





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(541) 967-8720 • FAX (541) 967-6123

MEMORANDUM

DATE: October 20, 2022

TO: Cascades West Area Commission on Transportation

FROM: Steph Nappa, CWACT Staff

RE: **CWACT Membership Update Proposal**

Background: Throughout 2022, the Cascades West Area Commission on Transportation (CWACT) Executive Committee has been discussing options for updating the CWACT membership. Since the passage of Oregon HB 2017 in 2017 which resulted in changes to the role of Area Commissions on Transportation (ACTs), CWACT has struggled to achieve quorum. The issue has been exacerbated by the fact that CWACT has the largest voting membership of any Oregon ACT. Simultaneously, the Oregon Department of Transportation has been looking to update ACT roles and membership requirements. For these reasons, the Executive Committee deemed now is an appropriate time to pursue membership changes.

Membership Update Proposal: At the August 2022 meeting, the CWACT Executive Committee proposed the following membership:

- 3 county commissioners, one from each county
- 3 large city representatives, one each from Albany, Corvallis, and Newport
- 1 representative from the Confederated Tribes of Siletz Indians
- 2 port representatives, one each from the Port of Newport and the Port of Toledo
- 6 small city representatives, two from each county
 - Small cities self-select to be representatives. If more than two cities request to be representatives, the county commissioners will select which cities will be the representatives for their county.
 - If two cities from one county do not offer to provide representatives, the County Commissioner could select at large representatives in lieu of city representatives.
- 6+ memberships reserved for ODOT required representatives. These representatives would be members of the public and would submit applications to serve on CWACT. The Executive Committee would review the applications and select the representatives. Currently, these representative categories are speculative, but may include:
 - Active transportation (bicyclists and pedestrians)
 - Public transit
 - Low income
 - Climate friendly
 - People of color
 - Persons with disabilities

The primary changes to the membership are a reduction in the number of cities represented. Currently each city with the Linn, Benton, and Lincoln County regions is a CWACT member eligible of providing a

representative. The proposed change would result in three cities represented per county. The proposed changes also eliminate the public sector representatives and add the ODOT required representatives.

Associated Bylaws Changes: CWACT membership is defined in the CWACT bylaws. Attached to this memo is a marked copy of the bylaws showing the proposed changes.

Membership Change Process: As CWACT is also the Oregon Cascades West Council of Governments (OCWCOG) Transportation Advisory Committee, any bylaws updates must be approved by the OCWCOG Board of Directors. There are two options for pursuing bylaws changes:

1. CWACT Initiated Changes
 - a. Proposed changes are presented to the CWACT for comment
 - b. At the following meeting, CWACT may vote to approve the changes. A 75% majority of voting members present must vote to approve the changes
 - c. The bylaws changes are presented to the OCWCOG Board for approval
2. OCWCOG Board Initiated Changes
 - a. Proposed changes are presented to the OCWCOG Board. If a simple majority of the Board approves the changes, they are sent to the CWACT for comment
 - b. CWACT provides comments on the changes
 - c. The OCWCOG Board votes to approve the changes with the comments from CWACT. A 75% majority of the OCWCOG Board is needed to adopt the changes.

Recommendation: Staff recommend that CWACT adopt the proposed membership and bylaws changes. If implemented, these changes would bring CWACT in line with the bylaws and membership of other ACTs across the state.

BY-LAWS – Amendment Draft

Cascades West Area Commission on Transportation

The concerns of the Cascades West Area Commission on Transportation (CWACT) shall include issues that affect the regional transportation system and its links to areas beyond the region. The Commission recognizes that developing and improving the transportation system is a long-term process. Therefore, CWACT strives to build and sustain the consensus and support for project priorities, plans and policies that benefit the region's transportation system.

ARTICLE I PURPOSE AND RESPONSIBILITIES

The Cascades West Area Commission on Transportation (CWACT) is established by the Oregon Cascades West Council of Governments (CWCOG) and is chartered by the Oregon Transportation Commission (OTC) as an advisory body. The CWACT shall carry out the following functions in the Cascades West region, which consists of Linn, Benton and Lincoln Counties:

- A. Provide a vehicle for the **Oregon Department of Transportation (ODOT)** and the OTC to communicate with the Cascades West region regarding transportation issues.
- B. Provide input, advice and recommendations to ODOT and the OTC with regard to policies and plans considered by the state.
- C. Provide an avenue for communication with state and federal legislators regarding regional transportation issues.
- D. Advise the CWCOG Board on transportation matters.
- E. Provide a forum for local governments to communicate and collaborate on local, regional and state transportation issues.
- F. Recommend State Transportation Improvement Program (STIP) priorities to the OTC and the CWCOG Board based on state and local transportation plans related to the Area.
- G. Establish and monitor benchmarks for regional transportation improvements
- H. Communicate and coordinate activities with other regions and organizations, including:
 - Corvallis Area MPO
 - **Albany Area MPO**
 - Other ODOT Regions
 - Governor's Economic Revitalization Team
 - Rural Investment Board
 - ODOT Advisory Committees
- I. Advocate issues to neighboring regions and outside organizations.

- J. Establish a public process that is consistent with state and federal laws, regulations and policies.
- K. As applicable, consider all modes and aspects of the Transportation System in formulating recommendations, taking into account the provision of elements and connections between air, marine, rail, highway, trucking, transit, bicycle and pedestrian facilities.
- L. Provide documentation to the OTC of the public process and resulting recommendation forwarded by the ACT including alternatives for solutions and outcomes of decisions.
- M. Provide a report to the OTC at least once every two (2) years.

ARTICLE II MEMBERSHIP

Representation on the CWACT shall be as follows:

- A. ~~Voting membership of the CWACT will consist of the following: Each of the following entities shall be invited to nominate one representative and one alternate as voting members of the CWACT:~~
 - a. ~~Three (3) county commissioners, one (1) from each county~~
 - b. ~~Three (3) large city representatives, one (1) each from Albany, Corvallis, and Newport~~
 - c. ~~One (1) representative from the Confederated Tribes of Siletz Indians~~
 - d. ~~Two (2) port representatives, one (1) each from the Port of Newport and the Port of Toledo~~
 - e. ~~Six (6) small city representatives, two (2) from each county~~
 - i. ~~Small cities self-select to be representatives. If more than two (2) cities request to be representatives, the county commissioners will select which cities will be the representatives for their county.~~
 - ii. ~~If two (2) cities from one (1) county do not offer to provide representatives, the county commissioner may select at large representatives in lieu of city representatives.~~
 - f. ~~Up to six (6) additional representatives as required by ODOT~~
 - i. ~~These representatives will be members of the public and will submit applications to serve on CWACT. The Executive Committee will review the applications and select the representatives~~
- ~~1. All incorporated cities in the Cascades West region~~
- ~~2. Linn, Benton and Lincoln Counties~~
- ~~3. All port districts in the Cascades West region~~
- ~~4. All recognized Indian tribes in the Cascades West region~~
- B. ~~Representatives from the entities identified in Article II (A) shall be elected officials of that entity. Alternates need not be elected officials.~~
- C. ~~Transportation districts and transit districts within the Cascades West region shall each be invited to nominate one representative and one alternate as voting members of the CWACT.~~

- ~~D. The Board of Commissioners from each County shall nominate, in consultation with the other voting CWACT members in that county, two (2) private parties representing business and other transportation interests to be voting members of the CWACT.~~
- ~~E. The Oregon Department of Transportation (ODOT) Area Manager shall be a voting member of the CWACT.~~
- F. Voting members representing counties and cities shall be elected officials, and each shall be allowed to appoint one (1) alternate. Alternates shall be allowed to vote in the absence of the representative or if a representative declares a conflict of interest. In no instance will an entity be allowed more than one (1) vote.
- G. Ex officio membership (non-voting) may be drawn from the following categories:
1. ODOT Area Manager
 2. State legislators (all legislators that represent portions of the Cascades West region)
 3. Representatives of all cities within the region that are not currently serving as voting members
 4. Representatives of other groups that represent regional transportation interests, such as the Coastal Policy Advisory Committee on Transportation and the Mid-Willamette Valley Area Commission on Transportation
 5. Representatives of regional groups that have an interest in transportation issues, such as housing advocates and work force quality groups
 - ~~4. Two representatives of alternate modes, such as bicycle or pedestrian (to be appointed by the CWCOG Board)~~
 5. The Chairs of the CWCOG Senior Services Advisory Council and the CWCOG Disabilities Services Advisory Council
 6. Special interest groups invited to participate as particular issues are addressed by the CWACT, such as housing advocates or law enforcement agencies
 7. The **lead staff** ~~Executive Director~~ of each MPO within the CWACT region
- H. The CWCOG Board, according to the CWCOG Articles of Agreement, will formally appoint the members and alternates of the CWACT. The ODOT Area Manager and the state legislators will be considered members without the necessity of formal appointment.
- I. The entire voting membership shall serve a term of two (2) years. Approximately fifty (50) percent of the voting members shall be (re)appointed each year. **There is no limit on the number of terms a representative may serve.**
- J. **CWACT staff shall solicit representatives from e**Eligible entities, as described in Article II (A), **at the end of each calendar year in preparation for the upcoming biannual term.**~~that are not members of the CWACT shall receive a biannual invitation to join.~~
- K. ~~An entity that does not nominate a representative according to Article II (B) shall be notified, in writing, that it is no longer a member of CWACT. The entity will be allowed to re-join the CWACT at the beginning of the next term.~~
- L. Nominations for representative and alternate must be submitted by the eligible entities no later than **February 28 for the biannual term.** ~~March 31 following the beginning of those entities terms as established under Article II (H) or following an invitation to join. In the~~

event that a currently serving elected official is not re-elected to their position in the middle of their CWACT term, their alternate will serve in their place until the jurisdiction they represent is able to select a new primary representative.

M. Terms shall begin on January 1.

ARTICLE III OFFICERS AND STAFFING

- A. Officers shall consist of a Chair and a Chair-Elect, both of which shall be County Commissioners. The Chair and Chair-Elect shall be from different counties, and the positions shall rotate among the Commissioners from each of the three counties.
- B. Officers shall serve one-year terms and the Chair-Elect shall assume the office of Chair upon completion of a one-year term as Chair-Elect.
- C. The Chair shall preside at all CWACT meetings and shall be an ex-officio member of all committees. The Chair may vote on any item before the CWACT; however, she/he/~~they~~ may not vote if her/his/~~their~~ vote would create a tie. The Chair is the official spokesperson for the CWACT unless this responsibility is specifically delegated. The CWACT Chair shall appoint chairs of all committees.
- D. In the absence of the Chair, the Chair-Elect shall execute all the functions of the Chair. In the event that the Chair cannot complete her/his/~~their~~ full-term, the Chair-Elect shall assume the office of Chair and serve the remainder of the term and a new Chair-Elect selected.
- E. No person shall serve as Chair or Chair-Elect for a period of more than twenty-three (23) consecutive months.
- F. Terms for all officers shall begin on January 1.
- G. The CWCOG and ODOT will provide staff support for the CWACT

ARTICLE IV COMMITTEES

A. Executive Committee

- 1. An Executive Committee shall consist of one County Commissioner from each County, the ODOT Area Manager and ~~three additional voting members. one additional representative from each County.~~ The Executive Committee shall include the Chair and Chair-Elect. The ~~three additional representatives of each County~~ shall be selected ~~at the second regularly scheduled meeting of the calendar year annually by the voting members present~~ representatives of that County at a regularly scheduled meeting of the AGT.
- 2. A quorum for the Executive Committee shall be a majority of the members and there shall be at least one representative from each County present.
- 3. Alternates may serve on the Executive Committee if the representative is not able to attend a meeting and if the representative so decides.
- 4. The Executive Committee shall meet as called by the Chair to

- (a) Act on behalf of the full CWACT between meetings.
 - (b) Take needed timely action on issues within the context of decisions or positions previously taken by the full CWACT. However, the Executive Committee shall refrain from action on items that can wait for a regular CWACT meeting, and refrain from making decisions regarding project priorities.
 - (c) Take action in situations determined by the Chair to be emergencies.
 - (d) Be responsible for routine housekeeping duties, such as determining the content of agendas.
- 5. Meetings of the Executive Committee shall be conducted in compliance with the Oregon Public Meetings Law as described in ORS192.610 through ORS192.690.
 - 6. Decisions and recommendations of the Executive Committee will be communicated to the membership of the CWACT. When possible that communication shall be in writing via a memorandum.

B. Technical Committee

- 1. A Technical Committee shall be formed as a standing committee of the CWACT and it shall:
 - (a) Act at the direction of the CWACT and provide information, advice and recommendations to the CWACT
 - (b) Identify issues and make the CWACT aware of those issues
- 2. Each entity that is a voting member of the CWACT shall be invited to nominate a representative to the Technical Committee. Members of the Technical Committee need not be elected officials.
- 3. The Chair of the Technical Committee shall serve as an ex-officio member of the ACT.

ARTICLE V ORGANIZATION PROCEDURES

- A. The CWACT shall meet ~~quarterly~~ **bi-monthly** or as necessary to fulfill its responsibilities. Meeting locations will be determined by the membership.
- B. For the purpose of conducting official business, a quorum shall exist when representatives from fifty-one (51) percent of the voting members are in attendance.
- C. Decisions shall be reached by a consensus process whenever possible. If it is not possible to obtain concurrence of all voting members present, a seventy-five (75) percent concurrence of the voting members present shall be necessary for approval.
- D. ~~Prior to participating in the process of updating the State Transportation Improvement Program (STIP), the members shall establish a specific procedure to be used. That procedure shall at least describe the role of the Technical Committee, public outreach efforts, a timeline and a description of the decisionmaking process the CWACT will use to establish regional STIP priorities.~~
- E. Recommendations to the CWCOG Board to repeal, amend, add to or replace these bylaws may be made by a seventy-five (75) percent majority vote of the voting membership present. Such changes shall be presented at one (1) meeting of the CWACT and acted upon at a subsequent meeting. A positive vote to change shall be forwarded to the CWCOG Board for action at their next meeting.

- F. The CWCOG Board may initiate a change in these bylaws. Such change shall be presented at one (1) meeting of the Board. If it receives a positive, majority vote, it shall be referred to the CWACT for comment. Subsequently, it shall be presented for adoption by the Board with the comment of the CWACT. A seventy-five (75) percent vote of the CWCOG Board is required to adopt the proposed change.
- G. Roberts' Rules of Order Revised will serve as the parliamentary authority for the operation of the CWACT in all cases not covered by these bylaws. The CWACT may formulate additional specific standing rules and rules of order to govern the conduct of its meetings provided they do not conflict with these bylaws.
- H. The Chair may call special meetings for any purpose or purposes. Notice of time and place of any special meeting shall be given to each member, either personally or by personal mail or electronic mail, at least three (3) days prior to such meetings. Notice shall state the purpose of the meeting. The public shall be notified of special meetings by posting a meeting notice on the CWACT worldwide web site.
- I. ~~If a member (representative or alternate) is not in attendance (physically or electronically) during two (2) consecutive full ACT meetings, the Chair will notify, in writing, the highest elected official of the entity being represented. If the representative is one of the private sector members, the notification will be sent to the County Commission of the county from which that private sector member was appointed. The notification will state that unless either the representative or alternate are in attendance during at least one of the two next meetings, the member will be removed from membership in the CWACT for the remainder of the term that the representative was serving. The member will be allowed to re-join the CWACT at the beginning of the next term. If the discontinued member was a private sector representative, the relevant county may immediately appoint a new representative to fill out the term of the discontinued member.~~
- J. Only representatives or alternates that have been appointed to the CWACT according to Article II (A) shall be allowed to participate in any consensus process or voting process. All entities described under Article II (G) are entitled to attend CWACT meetings and participate in meeting discussions.
- K. Meetings of the CWACT shall be conducted in compliance with the Oregon Public Meetings Law as described in ORS192.610 through ORS192.690.
- L. The CWACT will encourage and support public involvement by implementing the methods outlined in Attachment A of the Policy on Formation and Operation of Area Commissions on Transportation, adopted by the Oregon Transportation Commission on June 18, 2003.
- M. Each CWACT member shall be given a copy of these bylaws and subsequent amendments.

Amendment proposal October 14, 2022

Bylaws Adopted April 1, 1999

Amended September 20, 2001

Amended January 20, 2005

Reaffirmed at September 15, 2009 OTC Meeting

Attachment A Public Involvement

ACT meetings will comply with the meetings of the Oregon Public Meetings Laws, ORS 192.610 to 192.690. “Meeting” means the convening of a governing body of a public body for which a quorum is required to make a decision or deliberate toward a decision on any matter.” ORS 192.610(5). Meetings include information-gathering sessions, working lunches and electronic meetings. All ACT meetings will be open to public attendance and any members of the public may attend any meeting of the ACT.

A. MINIMUM REQUIREMENTS FOR REGULARLY SCHEDULED MEETINGS

The Act will conduct all meetings in accordance with the following minimum requirements and will strive to meet the preferred standards. The regular meeting requirements will be supplemented with the methods found in Table 1 if the meeting falls into the following additional categories:

- Developing project priorities for Draft STIP using approved criteria.
- Draft STIP public hearing.
- Special meetings.
- Electronic meetings.

Meeting Notice

- Advance notice to interested persons and stakeholder groups on ACT mailing list and to new media which have requested notice.
- Notices must include time, place, agenda (principal subjects) and name of person and telephone number (including TTY number) at the public body to contact to make a request for an interpreter for the hearing impaired or for other communication aids.
- A good faith effort must be made to provide an interpreter for hearing-impaired persons on receipt of proper notice. ORS 192.630(5).

Meeting Materials

- For decision items, distribute information to everyone in attendance at the meeting.
- Provide time on the agenda for general public comment.

Meeting Schedule

- If regularly scheduled meetings are not possible, the minimum standard is to provide extra public notification by following the Preferred method of meeting notification.

Meeting Location

- Meets accessibility requirements of the Americans with Disabilities Act (ADA).
- No meeting may be held in buildings where discrimination (race, sex, age, national origin, color, creed, disability) is practiced. ORS 192.630(3).
- Generally held within the geographic boundaries of the ACT’s jurisdiction. Training sessions may be held anywhere.
- Contains adequate seating facilities to encourage attendance by the general public.

Meeting Minutes – Minutes shall be prepared for all ACT meetings. Minutes must include at least:

- Members present.
- All motions, proposals and resolutions proposals, and their dispositions.
- Results of all votes/decisions. Secret ballots prohibited.
- Substance of all discussion.

- Reference of all documents discussed (confidentiality of records exempt from disclosure may be protected).
- After each ACT meeting the ACT shall prepare and distribute the minutes prior to the next ACT meeting.
- As appropriate to the Area, meeting minutes shall be provided in languages other than English.⁷
- Minutes must be preserved for a reasonable time.

B. PREFERRED STANDARD FOR REGULAR MEETINGS

In addition to the minimum requirements, the preferred standard for regular meetings includes,

Meeting Notice

- One week advance notice.
- Notices posted at local public institutions (city hall, library, community center, etc.).
- Notices posted on ACT website, along with links to meeting agendas, past meeting minutes, technical materials and documentation.

Meeting Materials

- Provide advance agenda one week prior to the meeting, either on the ACT website or through the mail.
- For decision items, provide technical materials and supporting documentation one week prior to the ACT meeting. Materials can be distributed through the ACT website and/or through the mail.
- Provide copies of all correspondence received prior to the meeting to the ACT members and the public attending the meeting.

Meeting Schedule

- Regular schedule (e.g., meetings at 1:00 p.m. on the last Thursday of each month).

Meeting Location

- Easily accessible by public transportation.

Meeting Minutes

- Post minutes from the meeting on the ACT website.

C. EXECUTIVE SESSIONS

The responsibilities of the ACT do not include work permitted in an executive session (ORS 192.660).

D. CONTROL OF MEETINGS

- The presiding officer has inherent authority to keep order at meetings – can “reasonably” regulate the use of cameras and tape recorders.
- No smoking is permitted at any meeting of the ACT.

E. ROLES AND RESPONSIBILITIES

Roles and responsibilities of parties engaged in public involvement activities on behalf of ACT will be designated in the joint agreement identified in Section V.B., Staffing and Financial Support.

F. PUBLIC COMMENT

The public shall be provided opportunities to speak to the merits of the proposals before the ACT and to forward their own proposals. Public commentary may be taken at any time during the ACT meeting. Copies of all correspondence received prior to the meeting shall be available for ACT members and the

public at the meeting. The ACT public involvement process shall demonstrate explicit consideration and response to public input during the planning and program development process.

Type of Meeting	Meeting Notice		Meeting Materials		Meeting Schedule		Meeting Location	
	Minimum	Preferred	Minimum	Preferred	Minimum	Preferred	Minimum	Preferred
Developing Project Priorities for Draft STIP Using Approved Criteria	- Same as Regular Meetings	- Same as Regular Meetings plus - Paid Advertising	- Same as Regular Meetings	- Same as Regular Meetings	- Same as Regular Meetings	- Same as Regular Meetings	- Same as Regular Meetings	- Same as Regular Meetings plus - In establishing outreach activities for specific projects or topics consider locations that would be frequented by that community (e.g., social service organizations, schools).
Draft STIP Public Hearing	- Same as Regular Meetings plus - Paid Advertising	- Same as Regular Meetings	- Same as Regular Meetings	- Same as Regular Meetings	- Same as Regular Meetings	- Same as Regular Meetings	- Same as Regular Meetings	Same as Developing Project Priorities for Draft STIP Using Approved Criteria
Special Meetings	- Same as Regular Meetings plus - Minimum 24 hours Notice	- Same as Regular Meetings	- Same as Regular Meetings	- Same as Regular Meetings	- Same as Regular Meetings	- Same as Regular Meetings	- Same as Regular Meetings	- Same as Regular Meetings
Electronic Requirements apply to all meetings by electronic means (e.g., personal computers)	- Same as Minimum for meeting type listed above. All procedural and formal requirements apply (minutes, notices, etc.). ORS 192.670.	- Same as Preferred for appropriate meeting type listed above.	- Same as Regular Meetings	- Same as Regular Meetings	- Same as Regular Meetings	- Same as Regular Meetings	- Same as Regular Meetings plus - Room with "listening" device	- Same as Regular Meetings

7 – A Governor’s task force is currently working on methodology for meeting the federal requirements for Limited English Proficiency. Public involvement at the ACTs will need to comply with the guidance developed.

Approved June 18, 2003. // Oregon Transportation Commission.