

Cascades West Area Commission on Transportation Agenda
Thursday, February 23, 2023
5:00 pm - 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: 286 971 423 600

Passcode: zFJPaU

Mobile One Click Number

[**+1 872 242 8088**](tel:+18722428088)

Phone Conference ID: 374 742 856#

Contact: Nick Meltzer; nmeltzer@ocwcog.org

AGENDA

1)	5:00	Welcome and Agenda Review	Chair, Commissioner Claire Hall
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 Minutes of December 15, 2022, and January 26, 2023, meeting (Attachments A1 & A2) <i>ACTION: Approval of Minutes</i>	Chair
4)	5:20	Caucus to Select Executive Committee Members (Attachment B) <i>CWACT members caucus to select County representatives to serve on the Executive Committee for 2023. Each county will take turns caucusing to accommodate the hybrid format.</i> <i>ACTION: Elect County Member to Serve on Executive Committee</i>	Chair
5)	5:45	Legislative Update <i>Update on transportation related legislation, and discussion of regional issues impacting Cascades West members.</i> <i>ACTION: Discussion</i>	ODOT and CWACT Staff
6)	6:05	CWACT Regional Priorities (Attachment C) <i>Discussion of member project priorities that began in 2021, and approach to identifying top five regional projects.</i> <i>ACTION: Direction</i>	Meltzer

7)	6:25	CWACT Bylaws Update (Attachment D) <i>Update on Bylaws conversation and potential path forward.</i> ACTION: Recommendation	Meltzer
8)	6:50	Other Business <ul style="list-style-type: none"> 2024 – 2027 STIP Comment Period 2023 CWACT Full Commission Meetings Calendar (Attachment E) 	Staff
9)	7:00	Adjournment	Chair

Last Name	First Name	Representing	Category
*Malone	Pat	Benton County	Primary
Bronstein	Sarah	Benton County – Private Sector	Primary
Montague	Jackie	City of Albany	Primary
Napack	Jan	City of Corvallis	Primary
Bedingfield	Lindsay	City of Depoe Bay	Primary
McMillen	Randy	City of Halsey	Primary
Michelle	Steinhebel	City of Lebanon	Primary
Mark	Rick	City of Lincoln City	Primary
Sullivan	John	City of Millersburg	Primary
Cuthbertson	Jeanni	City of Monroe	Primary
Kaplan	Jan	City of Newport	Primary
*Lehman	Matt	City of Philomath	Primary
Sanchez	Angelita	City of Sweet Home	Primary
Samaniego	Joe	City of Tangent	Primary
*Kamikawa	Betty	City of Toledo	Primary
Holland	Greg	City of Waldport	Primary
Scott	Dennis	City of Waterloo	Primary
O'Shaughnessey	Mary Ellen	City of Yachats	Primary
Kentta	Robert	Conf. Tribes of Siletz Indians	Primary
Hall	Claire	Lincoln County	Primary
Gray	Cody	Lincoln County – Private Sector	Primary
*Nyquist	Roger	Linn County	Primary
Steele	Janet	Linn County – Private Sector	Primary
*Crawford	Savannah	ODOT	Primary
Sylvia	Gil	Port of Newport	Primary
Dahl	Zack	Port of Toledo	Primary

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

Thursday, December 15, 2022

5:00 – 7:00 pm

Oregon Cascades West Council of Governments

OCWCOG Albany Office /

Video Conference, OCWCOG Toledo Office

Members Present: Mary Ellen O'Shaughnessey, Roger Nyquist, Savannah Crawford, Dick Olsen, Pat Malone, James Feldmann, Betty Kamikawa, Greg Gescher, Michele Eldridge, Doug Hunt, Pam Barlow Lind, Jerry Townsend, Randy McMillen, Janet Steele, Adam Keaton, and Gil Sylvia

Ex-Officio Members: Billy McGregor; AAMPO and Steve Dobrinich; CAMPO

Guests: Arla Miller, Kindra Oliver, Barry Hoffman, Ken Bronson, Denise Parker, and Dawn Mitchell

OCWCOG Staff: CWACTION Planner Stephanie Nappa, Transportation Program Manager Nick Meltzer, OCWCOG Director Ryan Vogt, and Administrative Assistant Ashlyn Muzechenko

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Welcome and Agenda Review	Staff Nick Meltzer advised to strike out item 5 as the ODOT presenter is out sick.	Meeting called to order at 5:05pm by Chair Commissioner Pat Malone.
2. Public Comments	Dawn Mitchell executive director of Sweet Home Senior Citizens Incorporated, introduced herself and her STIF discretionary grant application at this time. Dawn Mitchell noted that she operates the Linn Shuttle, Sweet Home Transit, and Sweet Home Dial-A-Bus has a STIF discretionary grant application and is available for questions from any of the members.	Dawn Mitchell executive director of Sweet Home Senior citizens incorporated, introduced herself and her STIF discretionary grant application at this time.
3. Approve Minutes of February 24, 2022 (Attachment A) Action: Approval of Minutes	Linn County Commissioner Roger Nyquist moved to approve the February 24, 2022, CWACTION Full Commission minutes and Lincoln County Commissioner Doug Hunt seconded. The motion passes unanimously, and the February minutes are approved.	Commissioner Roger Nyquist moved to approve the February 24, 2022, Minutes and Commissioner Doug Hunt seconded. The minutes

		are approved by consensus.
<p>4. ACT Chair Meeting Review (Attachment B)</p> <p>Action: Information Only</p>	<p>Staff Nick Meltzer introduced the agenda topic and gave a summary as to what this meeting. Meltzer noted that this was a great OTC meeting that had many opportunities for discussion.</p> <p>Betty Kamikawa gave her experience from attending the meeting. Kamikawa noted that she enjoyed attending the meeting and voicing her opinions and concerns. Better Kamikawa noted that there was an ask for more funding for the Bike and Pedestrian Plan. Kamikawa also stated that while representing the ACT she advised the OTC Chairs to have better communication between the ACTs and the ODOT representatives. Better Kamikawa noted that another importation discussion point was the ACT reset, and how the changes just need to be made, or reset. Kamikawa also shared that she voiced thoughts and opinions on the frustrations of the ACT with all of the funding for the region and state going straight to the Portland area district and only there.</p> <p>Chair Pat Malone noted that he appreciates Betty stepping up and being enthusiastic about attending the OTC meeting in the place of the CWACT chairs who couldn't attend.</p>	
<p>5. 2023 ODOT Legislative Agenda (Attachment C)</p> <p>Action: Information Only</p>	<p>This agenda item was struck out, due to the ODOT presenter not being able to make it.</p> <p>Savannah Crawford shared that if there are any questions for the presenter to address members can pass those along to savannah who can send those onto the presenter who will be presenting in February.</p>	<p>This Agenda Item was Struck Out, However Savannah Crawford offered to pass on questions to the presenter who will be back in February 2023.</p>
<p>6. 2023-2025 STIF Project Review (Attachment D)</p> <p>Action: Review and Provide Feedback</p>	<p>Arla Miller with ODOT public transit position introduced her slides noted that House Bill 1017 passed the STIF Discretionary funds that gave the ACTS parts to review and discuss the projects for the public transportation division. Arla Miller then gave her introduction and summary. Miller noted that there are 10 applications for the CWACT area with \$7.6 million requested in funds. All together there is 75 applications for \$54million. There is only \$28.5 million for the whole</p>	<p>Staff Members will work on putting together a January Special meeting in order to rank the STIF projects before their due date.</p>

	<p>state. Arla miller noted that across the state the transit coordinators and PTAC will be reviewing the applications for the grants.</p> <p>Benton County has a vehicle purchase with a requested amount of \$812,000.</p> <p>The City of Albany has the follow projects: Paratransit Van Expansion (\$63,200), Bus replacement Linn-Benton Loop (\$720,000), Multi-modal Station Restroom Structure (\$152,000), and a Vehicle purchase (\$720,000).</p> <p>The City of Lebanon has two projects: LINX Transit Scheduling software for \$120,000 and LINX transit Secured Parking for \$475,720.</p> <p>LCOG has one project for a Florence Yachats Connector which is asking for \$508,000.</p> <p>OCWCOG has one project which is the OSU and LBCC Mobility Hub Construction for \$2,400,000.</p> <p>Arla Miller explained the timelines, and noted they are very strict timelines that will need to be followed to a T, as the apps are due by February 6th, 2023. Between January and March, the project selection committee will get together and will review feedback from the ACTs. In April it goes to the Public Transit Advisory committee to recommend to OTC and determine the project awards in May and agreements will be executed in July 2023.</p> <p>Arla Miller noted that the role of the ACTS is to review the applications via a link and provide comments related to evaluation criteria and local knowledge. ODOT and PTAC will consider all comments when ranking projects. The ACTs are more then welcome to rank the projects.</p> <p>Arla Miller noted there is a link to the STIF guidebook, there is also a link to the advance notice.</p>	
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	<p>Roger Nyquist asked about how the Linn County project got left out.</p> <p>Arla Miller noted that it was found in the list, however it wasn't put into the slides, but the project is at no disadvantage.</p> <p>Roger Nyquist asked about the total of \$28 million statewide, and if it would be split evenly.</p> <p>Arla noted there will be an equity lenses used to spread out the money across the state and not to just the Portland area.</p> <p>Roger Nyquist noted there are about 5 regions, so all of them would be able to split about \$5 million.</p> <p>Arla Miller noted that Eugene would be part of region 2, the CWACT region.</p> <p>The total ask in region 2 (The CWACT region) is 7.6 million, Miller noted that Mid-Willamette is around \$4.9 million in asks and the north coast is around \$4.6 million.</p> <p>Roger Nyquist noted there was a \$18million ask in a \$5million dollar region.</p> <p>Arla Miller noted that the STIF guidebook has the formal funds and the discretionary funds to look through if someone so chooses.</p> <p>Roger Nyquist asks who all weighing in on the project regions.</p> <p>Arla Miller noted there is the ACTs and the qualified agencies, then the PTAC, the RTCs but there are no other outside agencies reviewing the applications.</p> <p>Roger Nyquist noted there will be about 4 regions in and region 2 will get around \$1.25 million.</p>	
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	<p>Arla Miller noted this is part of the statewide transit task and has STIF funds and federal 5311F funds as well.</p> <p>Doug Hunt asked about Lincoln County's projects, which weren't listed.</p> <p>Arla Miller noted that Cinda did not put in for it, but there is the Nowata bus stop which is part of a different consortium. Which is a request for additional funds for 3 bus stops. Miller noted there isn't enough money to build all three bus stops.</p> <p>Pat Malone noted they have the list of projects, and they have opportunity to rank them and asked if that is interest of the group. Malone asked if ranking projects at the WACT level get through the process.</p> <p>Arla Miller noted that the committee would take the ranks into account.</p> <p>Staff Steph Nappa noted there is an online form, for all the members to fill out and give approval. Staff Nappa noted there are only 9 forms instead of the 10, and this document is due back to February 3rd to ODOT.</p> <p>Chair Pat Malone noted that is a worthwhile effort.</p> <p>Roger Nyquist added that if there is defined criteria, there should be ranking down for the projects as the members would have the best values and knowledge. Nyquist offered to have a meeting thrown together to rank these meetings.</p> <p>Dawn Mitchell noted she would be willing to come back, along with the agencies to answer any questions.</p> <p>Doug Hunt noted that tonight there is not adequate information so ranking them tonight would not be a good idea.</p>	
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	<p>Roger Nyquist noted that it probably wouldn't need to be done twice.</p> <p>Mary Ellen noted that in the past there was information, and then the groups presented, and then the groups voted.</p> <p>Staff Steph Nappa noted the timeline is more condensed in this round than it has been in the past. Staff Nappa noted that having a special meeting to just discuss these funding asks, would be something staff could work on.</p> <p>Pat Malone added that he is not ready to do any ranking this evening but suggested a mid-January meeting to do the ranking.</p> <p>Savannah Crawford noted that there is a one project with the northwest act that overlaps to this region too.</p> <p>Adam Keaton noted that would be 11 total projects instead of 9.</p> <p>Dick Olsen noted that his term ends on the 28th of December.</p> <p>Betty Kamikawa noted that in a perfect world it would be equal, but this isn't a perfect world, and there may not even get more than 1 project.</p> <p>Doug Hunt noted that meetings haven't been focused on purpose and advised that if you want your project funded the applicants better show up.</p>	
<p>7. CWACT Membership Update (Attachment E)</p> <p>Action: Review Proposed Changes</p>	<p>Staff Steph Nappa added that this is a continuation of the last CWACT discussion where the membership changes were proposed.</p> <p>The memo outlines the advised memberships updates.</p> <p>Pat Malone noted that there used to be 28 members, and staff were trying to get it down to around the 20 range, and most other acts have around 18 to 20 members.</p>	<p>After a lengthy discussion, the CWACT Members agreed to continue working on these changes into the new year.</p>

	<p>Steph Nappa noted that the new changes would leave approximately 20 members.</p> <p>Jerry Townsend shared that Waldport's city council believes that it is important to invite other councils to weigh in on what their intended involvement is going to be, and not make any final decisions for the next month or two, until that meeting could happen.</p> <p>Pat Malone noted this has been in the works for a number of months.</p> <p>Staff Steph Nappa noted that the goal was to have the membership updated to start fresh at the new year.</p> <p>Staff Nick Meltzer noted that this has been sent to all ACT members, and they have all received this email, and there have been comments from Waldport, however not many other cities have voiced concerns.</p> <p>Jerry Townsend noted that the effort has been made to survey and find out the level of interest and commitment to participate to all of the city members, which is the best they can do.</p> <p>Pat Malone noted that back to the beginning of the meeting they are trying to approve minutes from the meeting almost a year ago, and the quorum issue is a big problem CWACTION has been facing for a while now. Malone noted that he would like to proceed. Malone proposed to adopt these changes and see if that helps the quorum issue in getting people to show up on a regular basis.</p> <p>Michele Eldridge added that Harrisburg did address concerns in October as it is exceedingly hard to meet quorum. Eldridge shared that if there were more cities that are showing up now, who wouldn't be able to vote, even though they are the ones showing up.</p> <p>Doug Hunt noted that his concern would have we given notice to all members or potential members about these changes. Hunt noted there is evidence that smaller cities have heard and responded to the</p>	
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	<p>changes, even though it is not the ideal solution, but it is the best one we had.</p> <p>Betty Kamikawa noted that with Large city representatives, there needs to be a definition as on the coastal realm some cities are very close to large city status that shouldn't be competing with the very small cities on the coast. Kamikawa noted that as the executive committee, they were trying to cover the small cities and encouraged communication between the small city partners.</p> <p>Roger Nyquist noted that he appreciated the work, but he is opposed to the changes which would give Linn County 6 reps and Lincoln County would get 9 even though it is smaller by population.</p> <p>Adam Keaton noted that making changes would be easier to do after these changes.</p> <p>Staff Steph Nappa noted that Linn County does have the largest number of cities out of the region, and the executive did more of an equality approach rather than an equity approach.</p> <p>Pat Malone noted that hearing comments earlier would have been appreciated from Linn County.</p> <p>75% of the voting members would need to approve to send this to the COG board for approval.</p> <p>Doug Hunt noted that he understands Nyquist's comments and asked about the current composition of this act.</p> <p>Staff Steph Nappa noted that currently; everyone who is a city, or a county is member, which would put Benton County on the bottom of the say.</p> <p>Roger Nyquist noted that if there is a template in bylaws it should be paid more attention too</p>	
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	<p>James Feldmann asked about the intermodal facility being similar to the ports and receiving membership.</p> <p>Staff Steph Nappa noted that is a fair point that could potentially be represented as it would also represent the rail and freight modes too.</p> <p>Doug Hunt added that he is uncomfortable that the members seem to be rushing to quickly to a decision. Hunt noted that it would be a mistake to rush to a decision.</p> <p>Pat Malone added that there will be staffing changes and Nick will be taking over for Steph while they work to find her replacement.</p> <p>CWACT Members agreed to continue working on these changes into the new year.</p>	
8. Oregon Transportation Plan Update (Attachment F)	<p>Savannah Crawford introduced the Oregon Transportation Plan update that ODOT has been working on this plan and it is an overarching policy document for the state's system. ODOT wanted to bring to ACTS knowledge that there is currently a public comment period for the goals of the OTP that are set to be approved after the public comment period. Crawford noted that funding is a big topic on this list as ODOT is currently facing large financial issues. The intent is for the OTP to be adopted in Mid-2023. Online there is a public engagement survey as well as tools to look into ODOT scenarios and videos of how the transportation effects Oregonians across the state. Crawford noted if there is interest, there can be a presentation to the ACTS at a later date.</p> <p>James Feldmann added that this is an umbrella document for the TSPs and intermodal plans as well.</p> <p>Staff Nick Meltzer noted that he is Policy Committee for OTP as well. Meltzer added that the tools are very helpful and interesting. The links will be sent out across the COG through a press release too.</p>	

	<p>Pat Malone noted there is a mid-2023 deadline and asked if it was firm.</p> <p>Savannah added that the intent is mid-2023 however, there could be slippage however it is not looking like there would be.</p>	
<p>9. Other Business</p> <ul style="list-style-type: none"> • Intermodal Facility • Retirements 	<p>Roger Nyquist noted that this is a really great project that was a regional effort. The long reaching economic impact of these projects will affect job creations across the area. Nyquist noted that the event seemed to energize all of the partners including the Union Pacific Railroad.</p> <p>Dick Olsen, Steph Nappa, and Commission Hunt will all be retiring.</p> <p>Doug Hunt noted that he was green when he came on in 2012 and found all of this information has been really valuable. Hunt noted that Savannah and James need to remember the Yaquina Bay Bridge replacement.</p> <p>Dick Olsen noted that he hasn't been on the committee nearly as long however he has enjoyed being here and he apologized about quorums for most of this year.</p> <p>Staff Steph Nappa noted that she has really enjoyed working for everyone in the COG region and Albany area.</p> <p>Nick wanted to thank Steph for taking care of CWACT for 3 years.</p> <p>Staff Nick Meltzer noted that February 23rd is the next CWACT Full Commission meeting.</p> <p>Members noted that the January special meeting could work to replace that meeting.</p>	
10. Adjournment	The next CWACT Full Commission Meeting is scheduled for February 23, 2023, from 5:00pm to 7:00pm, but could possibly be changed to a January Special Meeting.	Meeting was adjourned at 7:00pm

**CASCADES WEST AREA COMMISSION ON TRANSPORTATION
FULL COMMISSION SPECIAL MEETING
DRAFT MINUTES
Thursday, January 26, 2022
5:00 pm – 7:00 pm**

Last Name	First Name	Representing	Attendance
*Malone	Pat	Benton County	Yes
Bronstein	Sarah	Benton County – Private Sector	Yes
Irish	Ron	City of Albany	Yes
Napack	Jan	City of Corvallis	Yes
Bedingfield	Lindsy	City of Depoe Bay	No
McMillen	Randy	City of Halsey	No
*Keaton	Adam	City of Harrisburg	Yes
Michelle	Steinhebel	City of Lebanon	Yes
Mark	Rick	City of Lincoln City	Yes
Booth	Janelle	City of Millersburg	No
Cuthbertson	Jeanni	City of Monroe	No
Jan	Kaplan	City of Newport	No
*Lehman	Matt	City of Philomath	No
Sanchez	Angelita	City of Sweet Home	No
Samaniego	Joe	City of Tangent	No
*Kamikawa	Betty	City of Toledo	Yes
Holland	Greg	City of Waldport	No
Scott	Dennis	City of Waterloo	No
O'Shaughnessey	Mary Ellen	City of Yachats	Yes
Kentta	Robert	Conf. Tribes of Siletz Indians	No
Hall	Claire	Lincoln County	Yes
Gray	Cody	Lincoln County – Private Sector	No
*Nyquist	Roger	Linn County	Yes
Steele	Janet	Linn County – Private Sector	Yes
*Crawford	Savannah	ODOT	Yes, Feldmann
Sylvia	Gil	Port of Newport	Yes
Dahl	Zack	Port of Toledo	No

Ex-Officio Members: Billy McGregor (AAMPO); Mark Bernard (ODOT)

Guests: Ken Bronson, Kendra Oliver, Arla Miller, Lisa Scherf, Barry Hoffman, Greg Gescher, Michelle Eldridge, and Gary Stockhoff

OCWCOG Staff: Transportation Program Manager Nick Meltzer, CED Operations Supervisor Emma Chavez, and Administrative Assistant Ashlyn Muzechenko

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Welcome and Agenda Review	The meeting was called to order by chair Pat Malone, at 5:15pm. Chair Pat Malone called for introductions as there was many members in attendance.	Meeting called to order at 5:15pm by Chair Commissioner Pat Malone.
2. Public Comments	Lisa Scherf had a public comment on behalf of the Corvallis transit system on one of the city's projects. However, Chair Pat Malone noted that the comments would be better presented during the project review portion.	Lisa Scherf's public comment was presented during the STIF project review portion.
3. 2023-2025 STIF Discretionary Grant Project Review (Attachment A) Action: Review and Provide Feedback	Staff Nick Meltzer introduced Attachment A which provides the full information from the providers on the STIF Discretionary grant projects. Staff Meltzer noted the goal is to provide comments on each project however it is not required to rank the projects, but it could be done if the group chooses. Barry Hoffman with Albany Transit shared that for the first two projects are bus replacements to replace vehicles that have met their useful life. Hoffman noted that the Linn-Benton Loop is operated as a partnership and the buses are funded by splitting the match from the state and federal sources. Hoffman noted that third project is the Albany restroom that is shovel ready. The fourth project is a replacement for an Albany Call-a-Ride vehicle that prices a wheelchair accessible minivan for paratransit. Gil Sylvia asked about how many people use the transit system on a daily basis. Barry Hoffman noted that on an average the Loop will do 300 to 400 rides and the Albany transit is a couple hundred rides on an average	CWACT members met consensus, to support and recommend all of the projects on their list for funding.

	<p>day. Hoffman added that statistically the ridership has been a lot higher however COVID tanked those numbers, but the numbers are rising once again.</p> <p>Gil Sylvia asked about the size of the bus and how many riders there would be on the bus.</p> <p>Barry Hoffman noted that the busses are 35-foot transit coaches with currently 10 passengers per hour, from 6am to 9:40pm. Barry Hoffman noted that historically the Loop would be packed with 30 passengers riding both ways per hour.</p> <p>Chair Pat Malone asked about the advantage of prioritizing the projects and do they come out of different categories of money.</p> <p>Barry Hoffman added that operationally the transit system needs the buses and the call a ride system needs the vehicles. However, the restroom project has a federal grant and is locally supported by city council and is shovel ready and is just waiting on additional funds.</p> <p>Barry Hoffman explained the ranks of the four Albany projects that were in discussion with the CWACT Full Commission Members.</p> <p>Brad Dillingham for Benton Area Transit noted that like Albany they project is for replacement vehicles to replace four vehicles one of which is a category D which is a cutaway vehicle for the 99 Express experience which is around 22 passengers in occupancy. The other three would be a category E vehicle for the para transit services to help senior and people with disabilities throughout Benton County. Dillingham noted that this grant would enable the community of Benton County to maintain a healthy fleet to continue to serve their communities.</p> <p>Staff Nick Meltzer shared the COGs project of the two Mobility Hubs that is a joint operation between the COG, Linn- Benton Community College, and Oregon State University. This would serve the Linn-</p>	
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	<p>Benton Loop and all other services that travel within the two areas. Meltzer noted that design would be completed in June 2023 and the grant they are applying for is construction based.</p> <p>Lisa Scherf, member of the public, provided a public comment regarding public transit and the Mobility Hub project. Scherf noted that recently the COG got a planning grant to study the grants during the last few years. Lisa Scherf noted that it would be a fantastic amenity that would provide both public and private usefulness and interconnectedness. Scherf noted the STIF committee was very supportive and since the projects were linked in the application and she is highly supportive of this project receiving the funding and moving forward.</p> <p>Pat Malone noted that mobility hub is not just a fancy name for a bus stop. Malone asked if the CWACT FC has seen the drawings of what the project would look like.</p> <p>Staff Nick Meltzer noted that the idea of these projects is to have electrical car charging, electric bike charging and bike storage as well.</p> <p>Gil Sylvia asked if the cost is approximately \$3 million dollars.</p> <p>Staff Nick Meltzer noted that the cost for both projects together is \$3 million however the funding does include construction and construction administration.</p> <p>Gil Sylvia asked about how many people use the what the hubs would be replacing, and would the hubs if developed cause an increase in transportation use.</p> <p>Staff Nick Meltzer noted that the OSU Hub has 5 different providers and at least 5 different routes that stop there too. Meltzer noted that currently it is split at 2 stops in OSU and it would be consolidated into one. Meltzer noted that it is hopeful to increase ridership, but the main idea is to make the riders more comfortable.</p>	
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	<p>Lisa Scherf noted that she is unsure if there is a shelter on the current space where the transit areas stop.</p> <p>Brad Dillingham noted there is not a shelter in the parking lot.</p> <p>Lisa Scherf noted that shelter's will be added in addition to wider sidewalks for pedestrian safety, as well as improved pedestrian crossings to get back and forth and across the street to ride transit and both directions on Jefferson.</p> <p>Staff Nick Meltzer noted that many people have to spend a decent amount of time there waiting for their next shuttle, bus, or other mode of transit and the intent of this project is to make it safer and more comfortable for those users to spend that necessary time there.</p> <p>Kindra Oliver, there has been two projects submitted. One of which is more paring for LINX as there is not enough room for all of their vehicles and they cannot expand at that location. This project is to make improvements to the Lebanon space to create a larger parking lot to have all of the vehicles in one place and to prepare for when LINX electrifies their fleet. The other project is for transit scheduling and dispatching software tablets for vehicle and staff training to assist with increase demand and to help streamline the scheduling process.</p> <p>Adam Keaton asked about the buses being in a parking lot.</p> <p>Kindra Oliver noted that most of them are in a secure parking lot, but some had to be moved elsewhere since there wasn't enough room.</p> <p>Ken Bronson is the speaking for Don Mitchell and the project for the new bus for the Linn shuttle that links Foster, Sweet Home, Lebanon, and Albany, that runs from 6am to 10pm. It links to Linn Benton Loop and Albany Transit. Bronson noted the request is for the bus replacement that replaces the "Class B" bus that is need of the replacement as it is 11 years old and has over 400,000 miles.</p>	
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	<p>Adam Keaton noted that it is impressive that the shuttle was kept going for almost a half a million miles.</p> <p>Staff Nick Meltzer noted that there are two projects that aren't in the CWACT region, but they are in the ODOT region.</p> <p>The first out of ACT jurisdiction is the Link/Lane Council of Governments who have a project basing around the Florence-Yachats connector that currently runs 4 round trips per day, and every Monday – Saturday. The goal is to expand this project in this STIF biennium and include adding Sunday service. This project's route ins the rural and coastal communities of Florence and Yachats along Oregon HWY 101 and serves as an important care-free transportation option for a few local communities who have no other transportation options. The route is a vital link in the statewide transportation networks as it connects with transit to its northern and southern terminal stops to provide continued transit availability.</p> <p>Arla Miller shared the Tillamook County project for a bus stop for people with disabilities and are hoping to put in a bus stop in front of Ray's market in Waldport, with a shelter. This project has been approved by DLCD and the FTA. This project also has an agreement for the project to build but due to inflation there is more money needed to complete these stops.</p> <p>Gil Sylvia asked about the ridership numbers and the cost of the project.</p> <p>Arla Miller noted that the cost is \$650,000 for three stops, and Miller does not have the ridership numbers at this time.</p> <p>Rick Mark asked about the stops in Waldport.</p> <p>Arla Miller answered stating there is a consortium named the Northwest Connector and they 5 agencies went together to get stops</p>	
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	<p>in all 5 agencies. Miller noted there is one in Warrington, there is one in Pacific City, and the one in Waldport that is all part of the Northwest Connector Consortium.</p> <p>Arla Miller noted for the Lane County project the cost is \$635,000 with 10% for project administration. Miller also added that a couple years ago it was of statewide significance and was funded a couple of years ago and this is a continued process that is still needed funding for transit new cap Perpetua in-between Yachats and Florence.</p> <p>Pat Malone asked about prioritizing the list of projects.</p> <p>Roger Nyquist asked if the State sent in criteria for these projects.</p> <p>Nick Meltzer shared the state's criteria that are fairly detailed, but ODOT staff are going to score the projects according to the criteria and the request from the ACTs is to provide feedback to the committee.</p> <p>Ron Irish noted that he doesn't feel that prioritizing one agency more than the other as it would be just chasing tails. Irish noted that if there was one project that could be prioritized and the other just supported, he would be okay with that. Ron Irish noted that if there was one project that should be more important than the others it would be the Mobility Hub.</p> <p>Gil Sylvia noted that the summaries don't meeting the criteria very well. Sylvia personally feels that the projects should not be ranked.</p> <p>Adam Keaton noted that there should be something down in that matter as there is very limited funds for what will be approved to go forward. Keaton noted that something should go forward but it is difficult to decide what should as everything has a need. Adam Keaton noted that asking for the smaller projects to push through would be a good move because you could push those through in hopes of most likely they will get funded as they don't cost as much.</p>	
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	<p>Nick Meltzer noted that the CWACT TAC has not reviewed the project list, but the Benton, Linn, and Lincoln County STIF committees have all reviewed these projects.</p> <p>Arla Miller noted there is one member from PTAC that will review these projects for scoring along with the other RTCs (regional transit coordinators).</p> <p>Arla Miller of ODOT noted that the projects can be prioritized however as there is only \$28.5 million available that the projects will come down to completeness of application and whether it helps with low income, elderly and disabled, and the environment.</p> <p>Pat Malone noted that with the \$3-million-dollar price tag could some of the projects get partially funded.</p> <p>Arla Miller noted that it was asked if the project was scalable. Arla Miller noted that there is more funding on the way that has more specific purposes such as bus and bus facilities.</p> <p>Roger Nyquist noted that the purpose of meeting is to try and move all of the projects going forward and the CWACT should endorse all of them in moving forward to get funding.</p> <p>Pat Malone asked if that meant to advance the list as is.</p> <p>Roger Nyquist noted that the CWACT should also endorse all of the projects on the list as well.</p> <p>Gil Sylvia noted he agrees as the facts were not summarized consistently with the criteria.</p> <p>Betty Kamikawa agreed that all of the projects should be endorsed. Kamikawa noted that she doesn't feel that anything should be eliminated as there isn't any project on the list that isn't worthy.</p>	
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	<p>Roger Nyquist asked if anyone objects to all of the projects moving forward to be funded.</p> <p>The group decided based on consensus to endorse all of the projects and push them forward for funding.</p>	
<p>4. Other Business:</p> <ul style="list-style-type: none"> • Submit Nomination Forms for CWACT representatives – Due FEB 03, 2023 	<p>Staff Nick Meltzer noted that if there are cities who have not appointed their representatives yet to make sure to get the forms into staff members.</p> <p>There was a question in the chat about private sector representatives.</p> <p>Nick Meltzer noted that private sector reps are appointed by the associated county commissioners and then the term is for 2 years.</p> <p>Commissioner Nyquist asked about how many private sectors per county.</p> <p>Nick Meltzer noted that there is 2 per county.</p>	
5. Adjournment	The next CWACT Full Commission Meeting is scheduled for Thursday, February 23 rd from 5:00pm to 7:00pm	Meeting was adjourned at 6:30pm



Cascades West Area Commission on Transportation

1400 Queen Ave. SE Suite 205A Albany, OR 97322 •
(541) 967-8551 • FAX (541) 967-4651

MEMORANDUM

DATE: February 23, 2023
TO: Members, Cascades West Area Commission on Transportation
FROM: Emma Chavez, CWACT Staff
RE: CWACT Executive Committee Members

The CWACT Executive Committee, under the terms of the CWACT By-Laws, consists of one County Commissioner from each county, the ODOT Area Manager and one additional representative from each county. The additional representative from each county are selected annually by representatives of that county.

In 2022 the members of the Executive Committee were:

Members	Jurisdiction
Councilor Matt Lehman	Benton County
Commissioner Pat Malone	Benton County
Councilor Betty Kamikawa	Lincoln County
Commissioner Doug Hunt	Lincoln County
Councilor Adam Keaton	Linn County
Commissioner Roger Nyquist	Linn County
Savannah Crawford	ODOT

Staff requests that counties select Executive Committee members for 2023 through a caucus or otherwise collaborative manner.

CWA Regional Projects List - TAC Brainstorm 6/15/2021

Safety	Congestion Mitigation	Bike/Pedestrian	Bridges	Planning
Intersection Safety Improvement - Hwy 34 with Riverside Dr and Orleans Dr	I-5 Albany Area Corridor Improvements identified in ODOT study	Extend Hwy 34 multiuse path from Riverside Dr to Looney Lane	Replacement of railroad bridge crossing Hwy 20 near 59th St in Sweet Home	Yaquina Bay bridge replacement Study
Intesection Safety Improvement - Hwy 226 and Richardson Gap	Hwy 20/34 Signal Improvements Philomath - Corvallis	Multiuse path on N Side of Hwy 20 from 60th St to Quartzville Dr (Sweet Home)	Bridge in Siletz is too narrow - current safety issue	Benton County freight route study (Bellfountain Road)
Street Safety and ADA improvements to Hwy 226 through Scio	Hwy 20 Corridor Signal Improvements North Albany - Albany	Hwy 20 Albany - Corvallis bike path (middle segment Merloy to Scenic) and also the North Albany segment needs some planning to address railroad crossing	General bridge/culvert replacement/improvements through the region	Regional EV charging station plan
Intersection Safety Improvement - Hwy 20 and Knox Butte Rd	Hwy 34 and I-5 Park & Ride facility improvements (potentially with EV charging)	Sidewalk segment from HP to downtown Corvallis		Coastal evacuation route improvements
Intersection Safety Improvements and pedestrian/ADA improvements - Hwy 20 Toledo to Newport	New park & ride in Lebanon Hwy 34 and 7 Mile Ln	Completion of west segment of Philomath couplet		Alternate routes to Hwy 101 around Yaquina Bay, maybe through Toledo - Evacuation route from south Lincoln County to Hwy 20
Hwy 101 East Devils Lake to Logan Rd (also congestion mitigation and bike/ped improvements)	Hwy 99 Circle to Elks (Corvallis) - Signal improvements, maybe additional lanes	Sidewalk on Hwy 101 NW 25th to 36th St (Newport)		Valley to Coast multi-use path (recreational)
Lewisburgh/Granger 99W signal safety improvements	1st and Lyon Intersection (Albany) - right turn N on to the bridge	RRFB along north Hwy 101 NW 60th, NW 55th, 31st, Hwy 20 & Benton, Hwy 20 & Eads (Newport)		Bike/Ped crossing N Albany to Albany (over Willamette - how to connect Albany to the Corvallis-Albany path)
		Signalize 40th and Hwy 101 and connect multiuse path to 35th, sidewalk from Ferry Slip to 40th (Newport)		Highway 20 High Capacity Transit Study
		Multiuse Path N Corvallis to Adair Village along Hwy 99 - Circle to Conifer/Elks		
		Multiuse Path Millersburg - Jefferson		
		Oregon Coast Trail/Bike Route Completion (recreational)		



Cascades West Area Commission on Transportation

1400 Queen Ave. SE Suite 205A Albany, OR 97322 •
(541) 967-8551 • FAX (541) 967-4651

MEMORANDUM

DATE: February 16, 2023

TO: Cascades West Area Commission on Transportation (CWACT)

FROM: Nick Meltzer, CWACT Staff

RE: **CWACT Bylaws Update**

This memorandum provides an update on the continued discussion of amending the bylaws for the Cascades West Area Commission on Transportation (CWACT). Throughout 2022, staff developed multiple scenarios for lowering the overall membership in order to more easily meet quorum. Members shared concerns on multiple occasions about reducing the opportunity to participate. This revised approach aims to address concerns and

Background

After discussing quorum requirements with our legal counsel, staff learned that instead of adjusting membership, and lowering the total voting members to insure a majority attend for quorum, we can simply *lower the quorum requirement*. This would allow membership and attendance to fluctuate while still meeting the needs to conduct official CWACT business.

Some additional changes were made and are discussed below.

Bylaw Changes

As mentioned above, no changes to membership are being proposed. The three major changes are listed below:

1. Change quorum requirements from 51% of voting members to a minimum of 9 voting members, including: 2 out of 3 county commissioners, 2 additional representatives from each county (public, private or otherwise) and the ODOT Area Manager or their designee.
 - a. Recognizing that fewer members could adjust the bylaws, the threshold for changes is raised to 51 percent of members, with the option to vote electronically.
2. Change membership attendance requirement, which currently states after two absences a member will be removed from voting for the remainder of their two year term, and adjust to say members must be appointed by the first official meeting of the year, or staff notified. If not, that member will not be a voting member for the remainder of the calendar year, but can re-submit the following calendar year.

3. Include the addition of a representative from the Mid Valley Intermodal Facility as a new voting member.

Discussion

Staff reviewed membership for ACTs around the state and overall total voting members vary between 15 and 30. Mid Willamette Valley ACT has 17 voting members, so only 9 members would be required for quorum. The Central Oregon ACT has 15 voting members, so only 8 are required for quorum. The Lane ACT has up to 30 members, and requires 2/3 of voting members for quorum. All this to say, these revisions would be in line with other ACTs, while still allowing for membership fluctuations and maximum participation from our region.

In reviewing bylaws, staff also noted most ACTs have representatives from the freight or rail industry. As the CWACT welcomes participation from the two Ports, we are asking the CWACT to consider whether the Mid Valley Intermodal Facility, as an inland port, should have a representative on the ACT.

Finally, during membership discussions the issue of attendance came up, and how the existing bylaws state if a member missed two consecutive meetings they will be removed from being a voting member. With this new approach to flexible membership, staff are proposing that members submit a nomination by the first official meeting of the year, or notify CWACT staff they intend to submit a nomination. Otherwise, that member will not be a voting member for the remainder of the calendar year.

BY-LAWS

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 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
 - 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 years.

ARTICLE II MEMBERSHIP

Representation on the CWACT shall be as follows:

- A. Each of the following entities shall be invited to nominate one representative and one alternate as voting members of the CWACT:
 - 1. All incorporated cities in the Cascades West region
 - 2. Linn, Benton and Lincoln Counties
 - 3. All port districts and intermodal facilities 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. 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 vote.
- G. Ex officio membership (non-voting) may be drawn from the following categories:
 - 1. State legislators (all legislators that represent portions of the Cascades West region)
 - 2. 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
 - 3. 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 CWCOC Board)
- 5. The Chairs of the CWCOC Senior Services Advisory Council and the CWCOC 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 Executive Director of each MPO within the CWACT region
- H. The CWCOC Board, according to the CWCOC 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 years. Approximately fifty percent of the voting members shall be (re)appointed each year.
- J. Eligible entities, as described in Article II (A), 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 March 31 following the beginning of those entities terms as established under Article II (H) or following an invitation to join.
- 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 may not vote if her/his 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 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 CWCOC 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 one additional representative from each County. The Executive Committee shall include the Chair and Chair-Elect. The additional representative of each County shall be selected annually by representatives of that County at a regularly scheduled meeting of the ACT.
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 or as necessary to fulfill its responsibilities. Meeting locations will be determined by the membership.
- B. ~~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. the following representatives are present:~~
 ~~a. Two of three county commissioners~~
 ~~b. Two additional representatives from each county, whether cities, ports, private sector members, or CTSI representative~~
- 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 simple majority (51 percent) of voting members ~~seventy five (75) percent majority vote of the voting membership present.~~ Such changes shall be presented at one 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. Members can submit their votes electronically.
- F. The CWCOG Board may initiate a change in these bylaws. Such change shall be presented at one 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 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 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 representatives have not appointed a member nor alternate by the first official meeting of

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Tab after: 0.75" + Indent at: 0.75"

Formatted: Normal, Right: 0", Numbered + Level: 2 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Tab after: 1.25" + Indent at: 1.25"

~~the calendar year, that representative will be removed from CWACT membership for the remainder of the calendar year. They can still attend and provide comments as an ex-officio member. 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 calendar year~~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 (G) shall be allowed to participate in any consensus process or voting process. All entities described under Article II (A) 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.

Bylaws Adopted April 1, 1999
 Amended September 20, 2001
 Amended January 20, 2005
 Reaffirmed at September 15, 2009 OTC Meeting
Revised February 22, 2023

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.

Cascades West Area Commission on Transportation (CWACT) 2023 Full Commission Meetings

Meets on the 4th Thursday of every two months from 5:00 – 7:00 pm

A hybrid format will be provided for each meeting

Meeting Date	Proposed Location	<i>Tentative</i> Tour/Informational Presentation
February 23	Albany/Toledo	none
April 27	Albany/Toledo	Intermodal Facility
June 22	Newport	TBD
August 24	Benton County	Corvallis to Albany Multiuse Path
October 26	Albany/Toledo	TBD
December 14 th *	Albany/Toledo	none

(Dates may be cancelled and/or rescheduled based on agenda content and holidays)