

CWACT Full Commission Meeting

Thursday, April 27, 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](#)

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 1 minute per comment).</i> | Chair |
| 3) 5:30 | Approve Minutes of the February 23, 2023, meeting (Attachment A)

<i>ACTION: Approval of Minutes</i> | Chair |
| 4) 5:35 | CWACT Region STIP Projects 2024-2027 (Attachment B)
<i>Overview of design and construction projects funded in Lincoln, Benton, and Linn counties for 2024-2027.</i>

<i>ACTION: Informational</i> | Savannah
Crawford, ODOT |
| 5) 6:00 | CWACT Bylaws Update (Attachment C)
<i>Bylaws revised and edited per discussion at the February meeting. They are being brought forward for adoption, with changes highlighted.</i>

<i>ACTION: Approval</i> | Nick Meltzer,
CWACT Staff |
| 6) 6:15 | CWACT Priorities (Attachment D)
<i>After a brief update on transportation legislation being forwarded by ODOT, CWACT members will hold a discussion on other legislative and project priorities.</i> | ODOT and
CWACT Staff |

ACTION: Discussion and Direction

7) 6:30 Other Business

- ODOT Updates:
 - Carbon Reduction Program
 - Oregon Transportation Plan

8) 7:00 Adjournment

The next CWACT Full Commission Meeting is scheduled for June 22, 2023, in Newport, Oregon.

Chair

Primary Members:

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
O'Shaughnessey	Mary Ellen	City of Yachats	Primary
Peterson	Bonnie	Conf. Tribes of Siletz Indians	Primary
Hall	Claire	Lincoln County	Primary
*Nyquist	Roger	Linn County	Primary
Steele	Janet	Linn County – Private Sector	Primary
*Crawford	Savannah	ODOT	Primary
Sylvia	Gil	Port of Newport	Primary

**CASCADES WEST AREA COMMISSION ON TRANSPORTATION
FULL COMMISSION MEETING
DRAFT MINUTES
Thursday, February 23, 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
Montague	Jackie	City of Albany	Yes
Napack	Jan	City of Corvallis	Greg Gescher
Bedingfield	Lindsay	City of Depoe Bay	No
McMillen	Randy	City of Halsey	No
Michelle	Steinhebel	City of Lebanon	No
Mark	Rick	City of Lincoln City	Yes
Booth	Janelle	City of Millersburg	No
Cuthbertson	Jeanni	City of Monroe	Yes
Jan	Kaplan	City of Newport	No
*Lehman	Matt	City of Philomath	Yes
Sanchez	Angelita	City of Sweet Home	No
Samaniego	Joe	City of Tangent	No
*Kamikawa	Betty	City of Toledo	Yes
Holland	Greg	City of Waldport	Yes
Scott	Dennis	City of Waterloo	No
O'Shaughnessey	Mary Ellen	City of Yachats	Yes
Barlow-Lind	Pam	Conf. Tribes of Siletz Indians	Yes
Hall	Claire	Lincoln County	Yes
Gray	Cody	Lincoln County – Private Sector	No
*Nyquist	Roger	Linn County	No
Steele	Janet	Linn County – Private Sector	Yes
*Crawford	Savannah	ODOT	Yes
Sylvia	Gil	Port of Newport	No
Dahl	Zack	Port of Toledo	No

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

Guests: John Bosket, Peter Hatch (CTSI), and Gary Stockhoff (Benton County)

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

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Welcome and Agenda Review	<p>The CWACT Full Commission Meeting of February 2023 was called to order at 5:06 pm by Chair Commissioner Claire Hall. As the meeting was one member short of quorum members decided to start with information only items (Agenda Item 5, ODOT's Legislative Update) until the last member of quorum arrived.</p> <p>When the final member of quorum arrived the meeting proceeded as regular meetings do, and restarted with agenda item number 3, which is approval of the previous meetings minutes.</p>	Meeting called to order at 5:06 pm by Chair Commissioner Claire Hall
2. Public Comments	There were no public comments presented to the CWACT Full Commission members.	There were no public comments.
3. Approve Minutes of December 15, 2022, and January 26, 2023 (Attachment A1 and A2) Action: Approval of minutes	Commissioner Pat Malone moved to approve the CWACT Full Commission Minutes from December 15, 2022, and January 26, 2023, as presented. Betty Kamikawa seconded. Motion passed unanimously.	Commissioner Pat Malone moved to approve the CWACT Full Commission Minutes from December 15, 2022, and January 26, 2023, as presented. Betty Kamikawa seconded. Motion passed unanimously.
4. Caucus to select Executive Committee Members (Attachment B) Action: Elect County Member to serve on executive committee	<p>Linn County's representatives in attendance requested to wait and follow up as Linn County was underrepresented. Staff agreed to follow up with the counties members to determine CWACT Executive Committee appointees.</p> <p>Benton County's representatives in attendance requested to wait and follow up as Benton County was underrepresented. Staff agreed to follow up with the counties members to determine CWACT Executive Committee appointees.</p>	<p>Linn County's and Benton County's membership of the Executive Committee is still to be determined.</p> <p>Lincoln County members selected Betty Kamikawa as the CWACT Executive Committee Member.</p>

	Lincoln County members decided that Betty Kamikawa will stay as the CWACT Executive Committee Member.	
5. Legislative Update Action: Discussion	<p>Savannah Crawford introduced the agenda packet. Currently ODOT is looking at around 650 Legislative measures out of the 2,000 that were originally proposed.</p> <p>Crawford added that staff are working on an ODOT budget hearing which will start taking place in Mid-March 2023, and there will be more information and details available in April 2023. Currently there are many forms of information hearings happening at ODOT covering Tolling, Financing for Urban mobility strategy, ODOT reporting, ODOT Communication's and community outreach, apprenticeships, workforce development, and transportation electrification.</p> <p>Crawford noted that currently there are one on ones happening to educate the new ODOT and Legislative members as there are many new members on both sides.</p> <p>Crawford shared a few hot topics for ODOT, the first few being from the Governors top priorities. Housing and Homelessness, Behavioral Health and Education, Apprenticeship and Workforce Development, and Road Usage Charging. Crawford added that bridge and rail studies are currently happening. Additionally emergency management and response are important topics.</p> <p>Crawford noted that ODOT will be submitting their Agency Bills this week, and she will send a copy over to CWACT members once it is submitted.</p> <p>Staff Nick Meltzer shared that there are a few funding topics that are high for ODOT and our region such as the State Fund Exchange becoming permanent, Safe routes to school is putting an amendment for any project could be 2miles instead of one mile from the school, also to mention again the road charging with vehicles 2028 and newer that there would be a user fee on a per mile basis.</p>	

	<p>Crawford added that as CWACT is an OTC Advisory committee and cannot lobby, but the members themselves and in their own jurisdictions can lobby just not as part of CWACT.</p> <p>Chair Hall shared that she has seen news coverage regarding the tolling, and there has been plenty of pushback on those methods.</p>	
<p>6. CWACT Regional Priorities (Attachment C)</p> <p>Action: Direction</p>	<p>Meltzer shared this agenda topic starting with conversations starting in 2021 to understand regional priorities for CWACT's region.</p> <p>Staff Nick Meltzer shared that it is helpful for the ODOT candidates to better serve the CWACT region if there is a list of prioritized projects. An example for the regional priority list would be 3 to 5 projects with the addition of one from each county as a specific priority.</p> <p>Crawford added that current radars for projects are information on I5 and Albany interchanges. Crawford noted that Hwy 101 is another key priority for this area, which will have funding hopefully this year to fix the Beverly Beach slide area. Savannah Crawford stated that for the Philomath Blvd. there will hopefully be work done there too. Additionally, Crawford noted that in Newport and Lincoln City there needs to be sidewalk fill projects completed as a priority as well.</p> <p>Rick Mark shared that he appreciated the marks for Beverly Beach, and the note for sidewalk fills in Lincoln City as well.</p> <p>Mark noted that Hwy 101 should be high on the list of priorities.</p> <p>Janet Steele added that the I5 and Albany corridors should be a top priority as well since it has been on the list for 20 years.</p> <p>Sarah Bronstein asked about reigning in the list, or if the list should just be updated.</p> <p>Meltzer answered it is both of those options that staff are looking for input from members for.</p>	

	<p>Bronstein noted that this committee is uniquely situated to advance or focus on projects with a regional scope. Bronstein added that projects with mutual benefits should be prioritized, such as Oregon coast trail bike route completion, and others that involve the whole region.</p> <p>Malone added that this list is a worthwhile effort, and he seconds Savannahs notion to identify which projects are close to shovel ready to prioritize. Malone asked if next time the list can include the status of the projects to help better prioritize and sort through the list.</p> <p>Steele noted that some of the projects may be getting funded in other ways, and this would be helpful to know to help figure out if they can be taken off the list too.</p> <p>Mary Ellen O'Shaughnessey asked for clarification on the projects for the evacuation plan improvements.</p> <p>Meltzer shared that this project was created in 2020 as a plan for messaging and outreach so tourists do not come to the coast when there are wildfires or natural disasters, in addition to better communication on excavation plans to locals and tourists for all of the coastal cities in the CWACT region.</p> <p>Matt Lehman inquired about the Philomath Blvd. corridor being close to shovel ready.</p> <p>Crawford shared that this list can be used in a majority of ways, and it is not just limited to infrastructure. However, Crawford notes that it is important to know where the readiness and prioritization of the projects are with the reign.</p> <p>Kamikawa asked Savannah Crawford to clarify if it is needed to go back to respective areas, and find out if the projects have funding, and how far along the projects are and to evaluate the list as an ACT to better support the ODOT staff members for CWACT.</p>	
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	<p>Crawford answered that usually the CWACT TAC updates the list. Crawford added that there is no timeline on this document, as it is helpful to keep it updated and for the area managers use to apply for grants over time.</p> <p>Jeanni Cuthbertson from Monroe asked about the ADA safety issues in Monroe to discuss with ODOT.</p> <p>Meltzer answered that these topics can be added to the list as these are priorities locally and can be added to regional priorities too.</p> <p>Cuthbertson noted that Monroe has ADA compilation project that is on ODOT highway that should be added to the prioritization list.</p> <p>Meltzer added that the reprioritization of this list will be done to help determine the regional prioritization. Meltzer shared that the TAC would review the list and the revised regional prioritization list will come back to the full commission in April 2023.</p> <p>Steele asked if the cost of the project matters to keep it on the list.</p> <p>CWACT Staff members confirmed that the cost of the project does not matter in order to keep it on the list is the important part.</p>	
<p>7. CWACT Bylaws Update (Attachment D)</p> <p>Action: Recommendation</p>	<p>Malone stepped in for Chair Claire Hall who had connectivity issues and introduced Attachment D.</p> <p>Meltzer shared that membership changes have been in the works for 6 months, and many of the voices and ideas have been heard and taken into consideration to create these new proposed changes.</p> <p>Meltzer noted that quorum requirements could be changed without actual membership being changed. The proposed changes would be that the membership changes would stay the same and just get updated every year. But quorum requirements would be adjusted to a lower number. The proposed is as follows; change quorum requirements from 51% of voting members to a minimum of nine</p>	<p>The CWACT Full Commission Members in attendance agreed by consensus to continue the process of updating its bylaws are presented at the next CWACT meeting in April of 2023.</p>

	<p>voting members, including: two out of 3 county commissioners, 2 additional representatives from each county (public, private, or otherwise) and the ODOT Area Manager or their designee. However, in order to change bylaws, there would need to be 51% of members.</p> <p>Meltzer added that the current membership requirements for missed meetings are changing, that the members will need to notify staff of their membership appointment date or appoint a member by the first official meeting of the year. If a member is not appointed, or a notification of an appointment date is not made to staff by the first official meeting, that member will not be a voting member for the remainder of the calendar year but can re-submit the following calendar year.</p> <p>Meltzer shared the third change would be adding freight representation to the CWACT by using the intermodal facility as an inland port to equalize the views of all counties.</p> <p>Steele noted that the first two changes are great ideas, however the third she had not even thought about before.</p> <p>Kamikawa added that as a representative of the coast with two ports, adding a mid-valley “port” would be an okay option in her eyes.</p> <p>Malone noted that separating membership from quorum is a great idea, and doing so would help the ongoing issue. Malone asked how the intermodal facility rep would be implemented, or what the requirements would be to be the CWACT Representative from the facility.</p> <p>Steele added that it could be a representative from the Board versus an actual freight operator. Steele noted that CWACT member Roger Nyquist is already on board at the facility, but is also already a CWACT Member.</p> <p>Lehman stated that a quorum with only nine members would not be an</p>	
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	<p>equal representation of the Full ACT.</p> <p>Meltzer shared that for bylaws it would need to be nine members and in addition it would need to be 51%, however for regular meeting purposes, it would need to be nine members or 51%.</p> <p>Jackie Montague agreed that the 51% requirement for the quorum to change bylaws makes sense.</p> <p>Meltzer stated that the suggested revision would be for quorum it will be 51% or the nine respective members, and for bylaw changes it must be 51% of members and include the minimal nine respective members.</p> <p>Meltzer noted that CWACT operates on censuses, so if there are no concerns with the changes as recommended, they will be adopted for the next meeting.</p> <p>Pam Barlow Lind suggested that while being amended, pg. 4 Article II A.4.—would make more statutory sense to say ‘Federally recognized tribes’ vs. ‘recognized tribes.</p> <p>The CWACT Full Commission Members in attendance agreed by consensus to continue the process of updating its bylaws are presented at the next CWACT meeting in April of 2023.</p>	
<p>8. Other Business:</p> <ul style="list-style-type: none"> • 2024 – 2027 STIP Comment Period • 2023 CWACT Full Commission meetings Calendar (Attachment E) 	<p>Crawford shared that STIP Public Comment period was delayed for 2024-2027 DRAFT STIP. Crawford noted that the list is all of the projects that will be funded and is the STIP Budget.</p> <p>Crawford stated that currently there are still changes being made to the draft list. Crawford added that once the draft list is produced on March 9th, it will be available for public comments.</p> <p>Crawford noted that if there are projects that ODOT will be funding, then staff will be reaching out to coordinate the ADA projects for this year.</p>	

	<p>Malone asked about the Timetable for this process.</p> <p>Crawford answered the public comment will be Mid-March 2023 through the end of April 2023. Crawford requested that if there are projects that could be impacted due to the STIP project list please reach out to ODOT as soon as possible.</p> <p>Crawford added that once the public comment period ends, at the end of April, the revision will then be made to the STIP. The approval process will begin in July at the OTC. The STIP will need to be approved by August of 2023 since the fiscal year will start in October of 2023.</p> <p>Meltzer shared that CWACT Full Commission yearly calendar with the traveling location schedule. Meltzer noted that staff would like to add project tours to the respective schedule.</p> <p>Malone noted that the addition of project tours would be helpful for information and actually was what the meetings used to have before COVID shut down in-person meetings.</p>	
9. Adjournment	The next CWACT Full Commission Meeting is scheduled for Thursday, April 27, 2023, in Albany and Toledo, from 5:00pm to 7:00pm	The meeting was adjourned at 6:00pm by the Stand-In Vice-Chair Pat Malone.



What is the STIP?

STIP stands for Statewide Transportation Improvements Program

This is our capital improvement plan for state and federally-funded projects.

As we develop the STIP, we coordinate with interested parties and community members.





How does it work?

Three phases of the 2024-2027 STIP development

Funding Allocation

Funding is split among different programs.

2020

Public Review and Approval

Your feedback may help us make adjustments to our projects.

2023

2021-2022

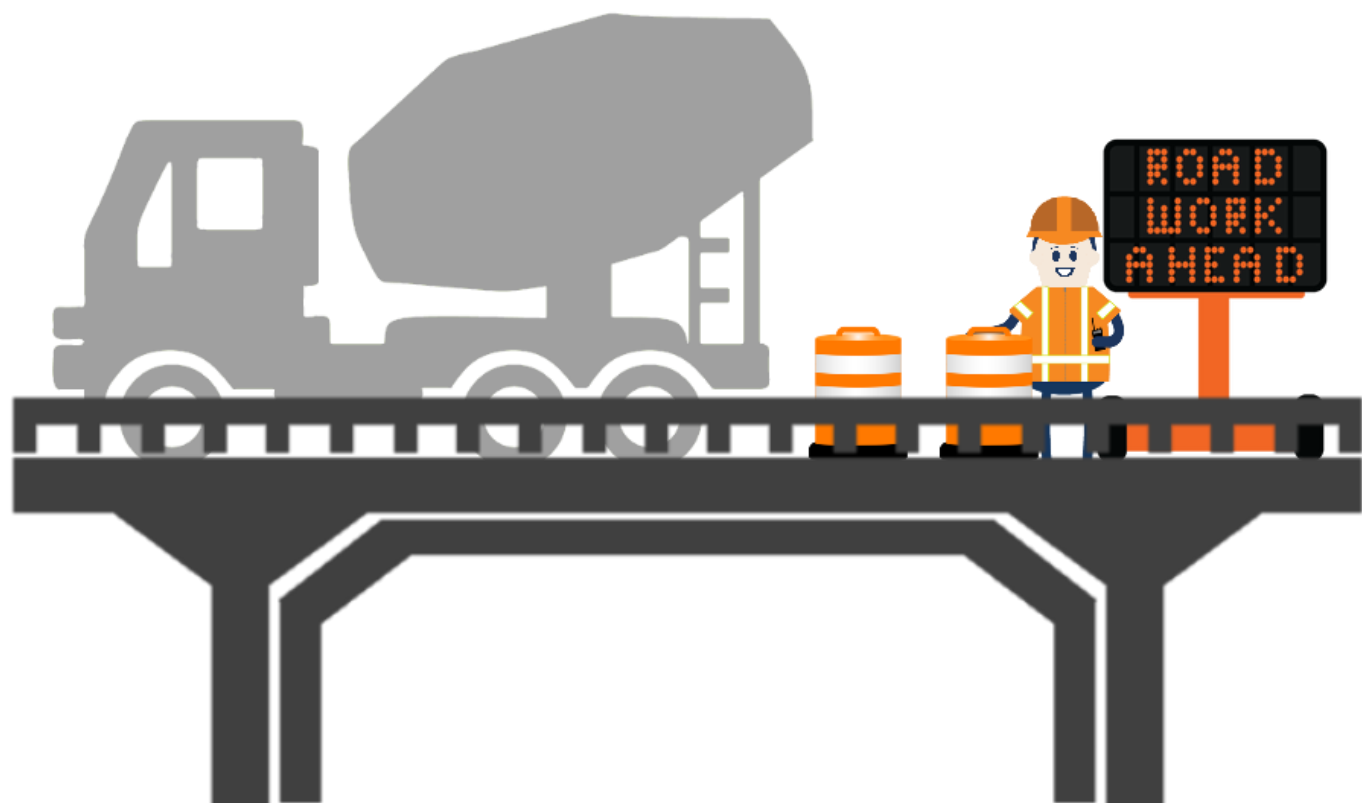
Project Selection

Scoping, estimating cost and selecting the most critical projects.

Funding categories

Fix it

To preserve or fix the state highway system, like bridges, pavement, culverts, etc.



Safety

Focusing on reducing fatal and serious injury crashes.





Funding categories

Enhance highway

To expand or enhance the state highway system.



Public and active transportation

Bicycle, pedestrian, public transportation and other transportation options.





Funding categories

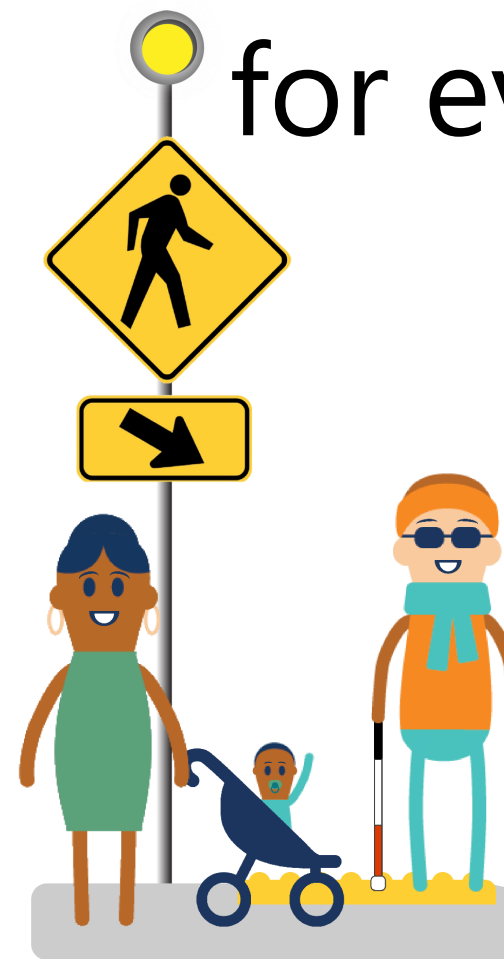
Local government programs

Funding to cities, counties and others for priority projects.



ADA curb ramps

Constructing curb ramps to make sidewalks accessible for everyone.



Funding categories

Other

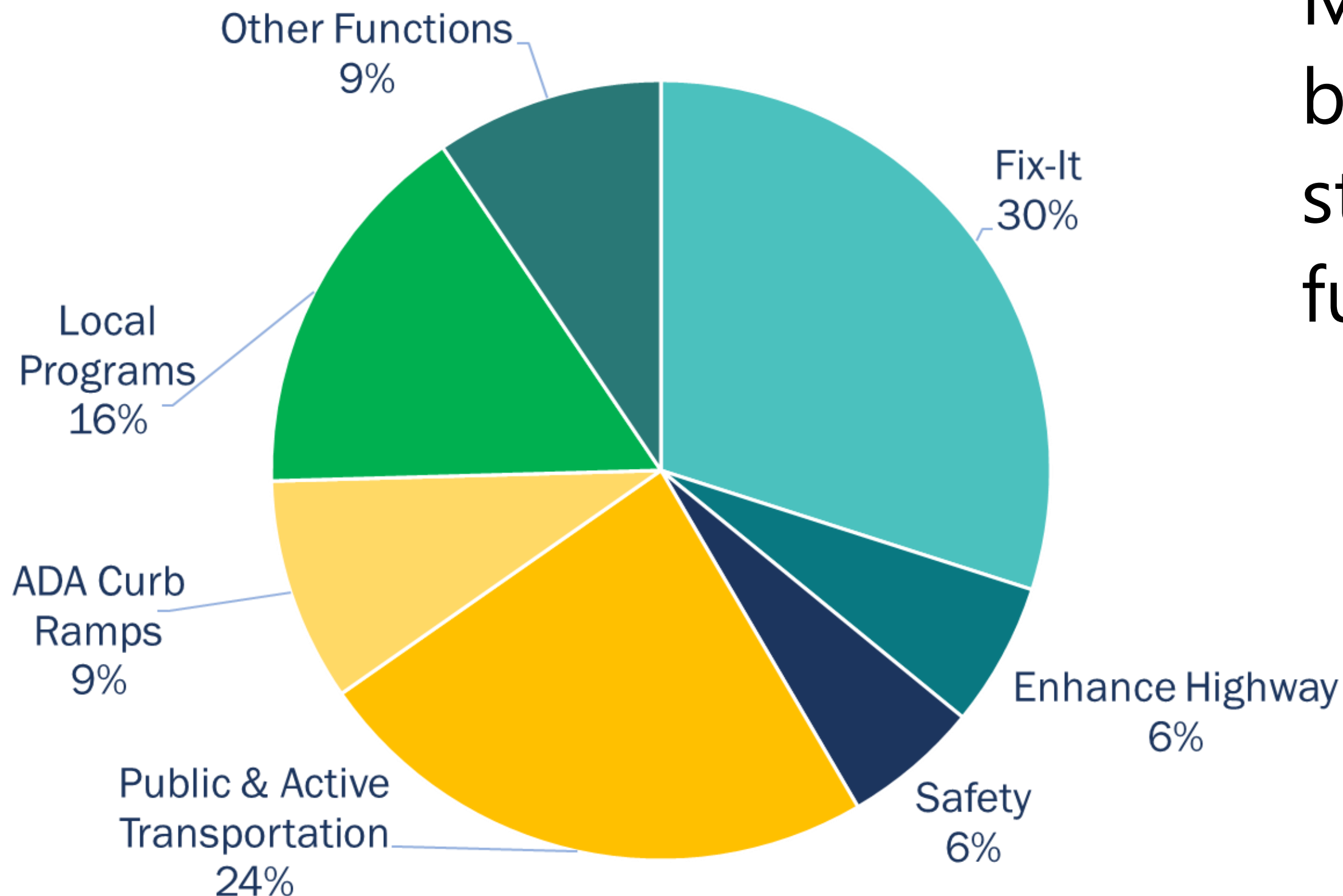
Workforce development, planning, data collection, other programs using federal money.



How much funding?

More than \$3.3 billion in total state and federal funding.

- House Bill 2017
- Federal infrastructure bill



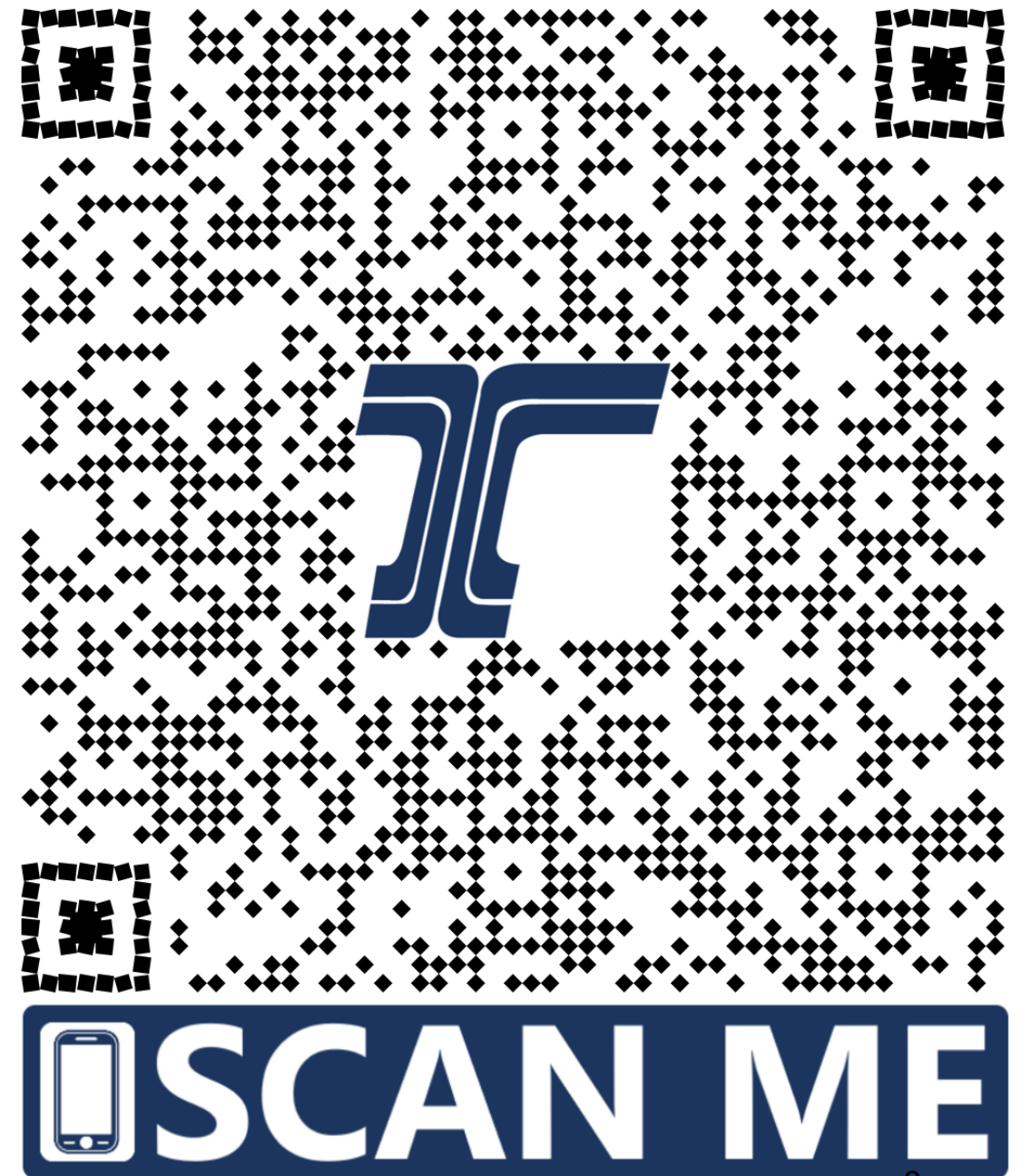


What projects?

Check out the interactive map and tell us what you think!



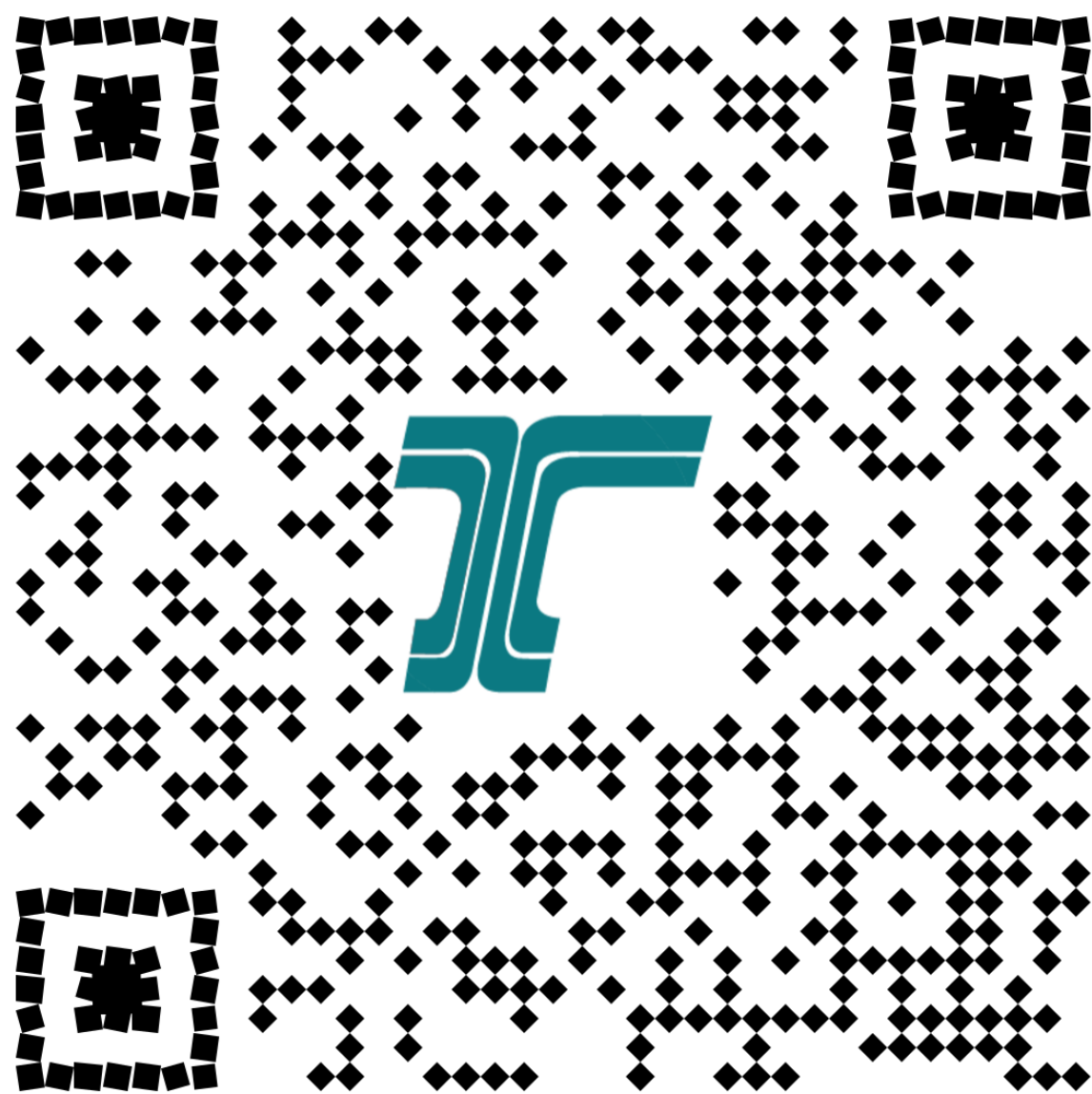
Scan the
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smartphone
camera.





Online open house

Check out our online open house to learn more about the draft STIP



Scan the QR code using your smartphone camera.





Share your thoughts

We want to hear from you — fill out our comment form



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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:
 - Albany Area MPO and 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 federally 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 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 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 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 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 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. For the purpose of conducting official business, a quorum shall exist when either:
 - a. Representatives from fifty-one (51) percent of the voting members are in attendance;
 - or
 - b. the following representatives are present:
 - i. Two of three county commissioners
 - ii. 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 decision making 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. 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 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. The member will be allowed to re-join the CWACT at the beginning of the next calendar year. 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 April 27th, 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

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MEMORANDUM

DATE: April 6, 2023
TO: Cascades West Area Commission on Transportation
FROM: Nick Meltzer, CWACT Staff
RE: **CWACT Priority Project Discussion**

This memorandum contains an overview of the proposed process for CWACT members to generate a list of priority projects throughout Lincoln, Benton, and Linn counties.

Background

The Cascades West Area Commission on Transportation began discussing regional projects of significance in 2020 in anticipation of a new federal infrastructure bill. The conversation happened primarily at the Technical Advisory Committee level, and resulted in a list of projects sorted by topic (safety, bike/ped, planning, etc.). As the details of the bill were still unknown, staff thought sorting into categories would be the most beneficial to future conversations.

The Infrastructure and Investment in Jobs Act (IIJA, also known as the Bipartisan Infrastructure Bill, or BIL), provided an increase in both existing programmatic funding, as well as a large amount of new discretionary grant programs. In combination with the return of federal legislative member designated projects (i.e. earmarks), ODOT region staff are often asked for local priorities with very short lead times.

Collectively, this illustrates the importance of CWACT members, and CWACT as a region, identifying projects of both local and regional significance.

Proposed Process and Schedule

While there are funding streams available to both states and cities/counties, CWACT staff believes developing two project lists; one for the ODOT system and one for the local system, will be the most beneficial. The process will be the same for both lists. The list of projects for the ODOT system will be sorted by corridor, as CWACT has been advocating for that approach with the OTC. The local projects can be either on state highways or local routes.

The proposed schedule for collecting and prioritizing projects is below:

- Hold a CWACT TAC meeting on April 18 to explain the process; which is between the Executive Committee meeting and Full Commission meeting. This meeting will review the process and encourage members to begin thinking of needs.

- Inform the Full Commission of the process at the April 27th, meeting, and remind them to nominate TAC members if they have not done so already.
- Solicit projects via an online survey through the months of May and June.
- Reconvene the TAC in the summer to review projects.
- Bring the list(s) to the Full Commission in August or October for review and discussion. Include overview of discretionary grant programs that may be applicable.
- By the end of 2023, have an approved list of CWACT projects and regional priorities.

Discussion and Next Steps

Staff requests feedback from the Executive Committee on the overall process. It is worth mentioning projects that are ranked as a lower priority by the CWACT may receive funding over higher ranked projects due to opportunities presented by other projects. In addition, there is still some ambiguity over how projects will be sorted or prioritized. Staff intend to bring that conversation back to the CWACT once we have a better understanding of the projects members submit.