

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

Thursday, June 08, 2023

4:00 pm – 5:00 pm

VIRTUAL MEETING

Via Teams by clicking [HERE](#)

Meeting ID: 284 848 555 074

Passcode: CeJg8W

Mobile One Click Number

[+1 872 242 8088](#)

Phone Conference ID: 804 615 299#

Contact: Nick Meltzer, nmeltzer@ocwcog.org

AGENDA

1. **4:00 Welcome & Introductions** **Chair,
Commissioner
Claire Hall**

2. **4:10 Approve Minutes of April 13, 2023, Meeting (Attachment A)** **Chair**
ACTION: Approval of meeting minutes

3. **4:15 Executive Committee Update** **Staff, Emma
Chavez**
Update on new executive committee members.
ACTION: Informational

4. **4:20 2023 ACT Chairs Meeting** **Savannah
Crawford/Nick
Meltzer**
Discuss representatives for Thursday, June 29th meeting in Keizer from 9 AM to 3 PM, and any discussion points CWACT would like to bring forward.
ACTION: Discussion

5. **4:30 June 22, 2023, CWACT Full Commission Agenda (Attachment B)** **Meltzer**
ACTION: Approval of Agenda Topics

6. **4:45 Other Business** **Meltzer**
 - August Meeting – Benton County Kalapuya Building, and Philomath Streetscape Project Tour

7. **5:00 Adjournment** **Chair**

The next CWACT Executive Committee Meeting is scheduled for Thursday, August 10, 2023, from 4:00pm – 5:00pm.

CWACT EXECUTIVE COMMITTEE
Thursday, April 13, 2023
4:00 pm to 5:00 pm
Microsoft Teams Remote Connection

DRAFT MINUTES

Members	Jurisdiction	Attended
Matt Lehman	Benton County	No
Pat Malone	Benton County	Yes
Betty Kamikawa	Lincoln County	Yes
Claire Hall	Lincoln County	Yes
VACANT	Linn County	VACANT
Roger Nyquist	Linn County	No
Savannah Crawford	ODOT	Yes
Alternates	Jurisdiction	Attended
James Feldmann	ODOT	No

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

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Welcome & Introductions	The meeting was called to order by the Chair, Claire Hall. The group skipped introductions as everyone present knows each other.	The meeting was called to order at 4:04 pm by Chair Claire Hall
2. Approve Minutes of December 08, 2022 (Attachment B) <i>Action: Approval of meeting minutes</i>	Chair Hall abstained from approving the minutes as she was not a CWACT member at the time. Commissioner Pat Malone moved to approve the December 08, 2022, CWACT minutes, Councilor Betty Kamikawa seconded. The motion passed unanimously with Hall abstaining.	Commissioner Pat Malone moved to approve the December 08, 2022, CWACT minutes, Councilor Betty Kamikawa seconded. The motion passed unanimously with Commissioner Hall

<p>3. CWACT Bylaws Update (Attachment B)</p> <p>Action: Approval to bring to Full Commission</p>	<p>Staff Nick Meltzer shared the bylaws and their changes which will be adopted at the Full Commission Meeting at the end of the month.</p> <p>Meltzer advised that the CWACT membership makeup will remain the same; however, there were changes to quorum requirements made in the bylaws update. This change will assist with reaching a quorum in order to make decisions during CWACT Full Commission meetings.</p> <p>Additionally, membership was adjusted to state that members would have to be submitted by the first CWACT meeting of the Calendar year, otherwise the member jurisdiction would have to wait for the following calendar year to have a voting member at the CWACT meetings.</p> <p>Commissioner Malone added that this effort to address the quorum issues is appreciated. Executive Committee members agreed that the changes are acceptable.</p> <p>Commissioner Malone moved to approve bringing the bylaws and their changes to the CWACT Full Commission for adoption. Councilor Kamikawa seconded. The motion carried unanimously.</p>	<p>abstaining.</p> <p>Commissioner Pat Malone moved to approve bringing the CWACT Bylaws and their changes to the Full Commission for adoption. Betty Kamikawa seconded. The motion carried unanimously.</p>
<p>4. CWACT Regional project Identification Process (Attachment C)</p> <p>Action: Discussion</p>	<p>Meltzer shared that the memo (attachment c), proposes a plan to bring a list of priority projects to the CWACT Full Commission. Meltzer also noted that the CWACT Full Commission and CWACT TAC will work to identify projects and develop the project list to keep it up to date.</p> <p>Meltzer added that projects were previously separated by genre when the last priority list was created by the CWACT TAC. However, now that there is more information on the Infrastructure Bill these projects could be better prioritized as a local or regional priority in preparation for potential funding.</p> <p>Meltzer noted the CWACT TAC will develop and shape the process to identify the processes. Throughout the summer the TAC will review the project list, and, in the fall, the list will go to the Full Commission for</p>	<p>Consensus to move forward with the regional project identification process.</p>

	<p>review and approval.</p> <p>Meltzer added that there should be two lists developed. The first will be for ODOT corridors and priorities and the second for local transportation related project priorities.</p> <p>ODOT Staff Savannah Crawford noted that managing expectations is important with this list. Crawford wants to ensure members know that just because the project isn't on the list, it doesn't mean it won't get funded. Likewise, if the project is on the list, it doesn't mean if it qualifies for funding or will be chosen for funding.</p> <p>Commissioner Malone asked if the TAC would do the heavy lifting to develop projects for the CWACT Full Commission.</p> <p>Meltzer answered that online surveying will be used. The benefit of the survey is to capture who is submitting the projects. Additionally, staff will include Full Commission and TAC member's input.</p> <p>Councilor Kamikawa noted the survey idea is very likable, and the two different project lists make sense too.</p> <p>Commissioner Malone added that this is a good plan to get a good feel for all of the transportation projects and keeping two lists is a good way to figure out where particular projects may fit.</p> <p>Chair Hall stated there was consensus to move forward with this process to identify and select projects.</p>	
<p>5. April 27, 2023, CWACT Full Commission Agenda Review</p> <p>Action: Approval of Agenda Topics</p>	<p>Meltzer advised that Savannah will be reviewing the STIP projects for FY24-FY27 and the April Full Commission meeting will serve as an open house opportunity for public comment.</p> <p>Meltzer shared all of the different agenda topics for the Full Commission April 27th meeting.</p> <p>Crawford noted that the Carbon Reduction Program has three buckets</p>	<p>There was consensus to approve the CWACT Full Commission agenda for April 27th as presented.</p>

	<p>of funding available and advised that ODOT Planner James Feldmann can provide a high-level update for the meeting.</p> <p>Meltzer noted the by the June meeting, it may be a better time to invite an ODOT representative to talk about legislative outcomes.</p> <p>Crawford added that something to be aware of is that ODOT did provide a next step guidance to the ACTs to develop a work plan by the end of October 2023. There will need to be direction from the OTC to develop the mentioned work plan. Crawford stated that this gives the members an opportunity to decide what the ACTS want to do. Additionally, there will also be an ACT Chairs meeting in June 2023.</p> <p>Meltzer shared there is technically a work plan with ODOT for the ACT however it is relatively vague and adding more detail isn't a problem for staff.</p> <p>Crawford noted that there was a template received for the workplan as well.</p> <p>Meltzer shared that the work plan can be added to the CWACT Full Commission June Agenda.</p> <p>The CWACT Executive members approved by consensus, the Full Commission Agenda for April 27th.</p>	
<p>6. Other Business:</p> <ul style="list-style-type: none"> • June Coastal Meetings 	<p>Meltzer noted that June 22nd is the Full Commission meeting that is scheduled to take place in Newport. Meltzer then asked the group for project ideas that could be showcased at the meeting.</p>	
<p>7. Adjournment</p>	<p>The next CWACT Executive Committee meeting is scheduled for Thursday, June 08, 2023.</p>	<p>The meeting was adjourned at 4:28 pm. By Chair Hall</p>

**CWACT Full Commission Meeting
Thursday, June 22, 2023
5:00 pm - 7:00 pm**

HYBRID MEETING: IN-PERSON AT NEWPORT COMMISSIONERS CHAMBERS:

**Newport Commissioners Chambers Room 108, First Floor of Lincoln County Court House
225 West Olive Street, Newport, Oregon 97365**

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**
Welcome to Lincoln County!
- 2) **5:05 Public Comments** **Chair**
This time is reserved for members of the public to comment on issues related to the CWACT's activities
- 3) **5:15 Approve Minutes of the April 27, 2023, meeting (Attachment A)** **Chair**
***ACTION:** Approval of Minutes*
- 4) **5:20 2027-2030 STIP Process** **Savannah
Crawford, ODOT**
Update on 2027-2030 Statewide Transportation Improvement Program (STIP) schedule, funding and opportunities for input.
***ACTION:** Informational*
- 5) **5:30 CWACT Workplan Development (Attachment B)** **ODOT and
CWACT Staff**
Review and discuss new requirement for ACT workplans and draft ideas for the next 12-18 months.
***ACTION:** Discussion*
- 6) **5:45 ACT Chair's Meeting Talking Points** **Staff, Nick
Meltzer**
Review of CWACT issues to bring to statewide ACT Chair's meeting
***ACTION:** Discussion*

- 7) **6:30 Other Business**
 -ODOT Training Requirements
 -Update on project priority development

- 8) **7:00 Adjournment**
The next CWACT Full Commission Meeting is scheduled for August 24, 2023.

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