

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

Thursday, February 08, 2024

4:00 pm – 5:00 pm

VIRTUAL MEETING

Via Teams by clicking [HERE](#)

Meeting ID: 277 918 342 243

Passcode: XXzfV2

Mobile One Click Number

[+1 872 242 8088](#)

Phone Conference ID: 940 715 571#

Contact: Nick Meltzer, nmeltzer@ocwcog.org

AGENDA

1. 4:00 Welcome

• Chair and Vice Chair Appointments (Attachment A)

“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.”

ACTION: Appoint Chair and Vice Chair

2. 4:05 Approve Minutes of November 30, 2023, Meeting (Attachment B)

ACTION: Approval of meeting minutes

3. 4:15 Approval of February 22, 2024, CWACT Full Commission Meeting Agenda (Attachment C)

- *Review agenda, possibly move a few topics to April 11th FC*

ACTION: Approval of February CWACT Full Commission Agenda

4. 4:30 Other Business

- Volunteer Insurance Form (VIC)
- Oregon Transportation Commission (OTC) Updates
- 2024 Schedule Executive and Full Board Meetings (Attachments D1 and D2)

5. 5:00 Adjournment

The next CWACT Executive Committee Meeting is scheduled for April 11, 2024.

**Outgoing
Chair,
Commissioner
Claire Hall**

Chair

Meltzer

Peterson

Chair

CWACT Executive Committee

Last Name	First Name	Email	Representing
Sylvia	Frank	frank.silvia@cityoftoledo.org	City of Toledo
Hall	Claire	cehall@co.lincoln.or.us	Lincoln County
Lehman	Matt	matt.lehman@philomathoregon.gov	City of Philomath
Malone	Pat	patrick.malone@co.benton.or.us	Benton County
Montague	Jackie	jackie.montague@cityofalbany.net	City of Albany
Nyquist	Roger	rnyquist@co.linn.or.us	Linn County
Harrison	Robert	Robert.HARRISON@odot.oregon.gov	ODOT

QUORUM REQUIREMENT: “A quorum for the Executive Committee shall be a majority of the members and there shall be as least one representative from each county present” (CWACT Bylaws: Article V – Committees Section A.2)

CWACT Chair and Vice-Chair History (2020-2024)

The CWACT Chair and Vice-Chair will be determined each year by rotating through the different counties. The following is an excerpt from the bylaws to confirm the procedure.

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.

CWACT Chair/Vice Chair History

Year	Chair	Vice-Chair	Commissioner Names
2020	Lincoln	Linn	Doug Hunt/Roger Nyquist
2021	Linn	Benton	Roger Nyquist/Annabelle Jaramillo
2022	Benton	Lincoln	Pat Malone/ Doug Hunt
2023	Lincoln	Linn	Claire Hall/Roger Nyquist
2024	Linn	Benton	Roger Nyquist/Pat Malone

CWACT EXECUTIVE COMMITTEE
Thursday, November 30, 2023
4:00 pm to 4:30 pm
Microsoft Teams Remote Connection

DRAFT MINUTES

Members	Jurisdiction	Attended
Matt Lehman	Benton County	No
Pat Malone	Benton County	Yes
Jackie Burns	Lincoln County	Yes
Claire Hall	Lincoln County	No
Jackie Montague	Linn County	Yes
Roger Nyquist	Linn County	Yes
Robert Harrison	ODOT	Yes
Alternates	Jurisdiction	Attended
James Feldmann	ODOT	Yes

Guests: There were no guests present

Staff: Transportation Program Manager Nick Meltzer, Operations Supervisor Emma Chavez Sosa, CED Planner Justin Peterson, Interim CED Director Ryan Vogt, and Administrative Assistant Ashlyn Muzechenko

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Welcome and Agenda Review	The meeting was called to order at 4:00pm by the Vice-Chair Commissioner Roger Nyquist. There were no changes to the agenda.	The meeting was called to order at 4:00pm by the Vice-Chair Commissioner Roger Nyquist.
2. Approve Minutes of August 10, 2023 Action: Approval of minutes	There were no changes to the minutes and Commissioner Pat Malone moved to approve the CWACT Executive Committee minutes from the August 10, 2023, meeting. Councilor Jackie Montague seconded. The motion passed unanimously.	Commissioner Pat Malone moved to approve the CWACT Executive Committee minutes from the August 10, 2023, meeting. Councilor Jackie Montague

		seconded. The motion passed unanimously.
3. Introduction: Interim Area Manager Action: Informational	Robert Harrison shared his introduction with the CWACT Members in attendance. Harrison took over for Savannah Crawford as the interim Area 2 Manager and will be working with the ACTs until about February 2024 when her permanent replacement will hopefully be hired.	
4. Proposed Cancellation of December 2023 Meeting Action: Cancelling December 2023 CWACT Full Commission Meeting	<p>Transportation Manager Nick Meltzer shared that staff are proposing to cancel the December 2023 meeting in lieu of CWACT and ODOT staff not having any pressing topics.</p> <p>The CWACT Executive Committee Members agreed by consensus to cancel the December CWACT Full Commission Committee Meeting.</p>	The CWACT Executive Committee Members agreed by consensus to cancel the December CWACT Full Commission Committee Meeting.
5. ACT/OTC Chair's Meeting (December 7 th) Action: Discussion	<p>Meltzer shared that the OTC staff have agreed to meet virtually next week with an agenda being a mix of ODOT updates, as well as an opportunity to provide input on the ACT workplan and priorities.</p> <p>Meltzer asked ODOT Staff James Feldmann if there were other places to provide the same input.</p> <p>Feldmann answered that he was not aware of any other place to provide ACT input other than the chair providing it at the ACT Chair's Meeting on December 7th of this year.</p> <p>Commissioner Nyquist asked what modes and ACTs would be represented.</p> <p>Meltzer answered that it will be all ACTs in Oregon, the ACT's chairs, OTC members, and modal representatives as well would all be present.</p> <p>Commissioner Nyquist shared input from the last ACT Chair's meeting. Additionally, he noted that if Claire is unable to attend, he will gladly participate.</p>	

	Meltzer noted that staff will follow up with Commissioner Hall, and if she is not available, then they will reach out to Commissioner Nyquist for attendance of this meeting.	
6. Other Business: <ul style="list-style-type: none"> Oregon Transportation Commission (OTC) Updates Schedules: 2024 Executive and Full Commission meetings 	Oregon Transportation Commission (OTC) Updates: CWACT Planner Justin Peterson shared a high-level update on the STIP Process for 27-30 and at the November meeting the funding allocations were approved. Peterson noted that there is only \$70million of unallocated funds available. The plan is to use unallocated funds to leverage off other STIP investments and focus on equity and climate with those investments. Peterson added for the maintenance side, there were challenges. However, there is possible supplemental funding from the governor for winter maintenance. 2024 Meeting Schedules: Commissioner Malone asked about the February 22 nd ODOT Diversity Training, and if it would be a separate meeting from the regular ACT Meeting. Meltzer advised that they would be at the same meeting.	
7. Adjournment	The next CWACT Executive Committee Meeting is scheduled for Thursday, February 08, 2024.	The meeting was adjourned at 4:25 pm by the Vice-Chair Commissioner Roger Nyquist.

**CWACT Full Commission Meeting
Thursday, February 22, 2024
5:00 pm - 7:00 pm**

HYBRID MEETING: WITH TEAMS VIDEO/CALL IN AVAILABLE
Albany ABC Conference Room; 1400 Queen Avenue SE, Albany Oregon

VIA TEAMS VIDEO/CALL-IN AVAILABLE

Teams Link by clicking [HERE](#)

Meeting ID: 223 064 016 430

Passcode: bwmunv

Mobile One Click Number

[+1 872 242 8088](#)

Phone Conference ID: 554 357 122#

Contact: Justin Peterson; jpeterson@ocwcog.org

AGENDA

- 1) **5:00 Welcome and Agenda Review** **Chair, Commissioner Roger Nyquist**
Welcome to Linn County and Oregon Cascades West COG!
- 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) **5:10 Approve Minutes of the October 26, 2023, meeting (Attachment A)** **Chair**
ACTION: Approval of Minutes
- 4) **5:15 Caucus to Select Executive Committee Members (Attachment B)** **Chair**
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.
ACTION: Elect County Member to Serve on Executive Committee
- 5) **5:20 ODOT Carbon Reduction Program** **Rye Baerg, ODOT**
Call for Projects for the Carbon Reduction Program.
ACTION: Informational
- 6) **5:25 Connect Oregon Program** **John Boren, ODOT**
Presentation on the Connect Oregon Program.
ACTION: Informational

7) 5:30 Intercity Transit
More details?

ODOT, Jillian
Trinkaus

ACTION: Informational

8) 5:45 Diversity Equity and Inclusion Training
Add details.
New Member Training/Orientation?

ODOT Staff

ACTION: Informational

9) 6:45 Regional Project Discussion (Attachment C)
Review the CWACT Priority Project Interactive Map and Summarized priority project list. The map allowed participants to drop a State/Federal Highway Corridor Projects pin or a Local Projects pin, and then provide comments. While there is no funding identified at this time, by developing a list of projects, staff can work together with regional ODOT staff to advocate for funding and/or inclusion in other projects. This map and list of projects is not intended to be shared with the public, outside of normal CWACT meeting distribution materials.

Staff, Nick
Meltzer and
Justin Peterson

ACTION: Discussion

10) 6:55 Other Business
• Volunteer Insurance Form (Attachment D)

Chair

11) 7:00 Adjournment
The next CWACT Full Commission Meeting is scheduled for April 25, 2024.

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
Hickam	Mike	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
Sylvia	Frank	City of Toledo	Primary
Holland	Greg	City of Waldport	Primary
Collins	Barry	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
Harrison	Robert	ODOT	Primary
Sylvia	Gil	Port of Newport	Primary

QUORUM REQUIREMENT: For the purpose of conducting official business, a quorum shall exist when either:

1. Representatives from fifty-one (51) percent (%) of the voting members are in attendance; or
2. The following representatives are present:
 - Two of three county commissioners
 - Two additional representatives from each county, whether cities, ports, private sector members, or CTSI representatives.

(CWACT Bylaws: Article VI – Organization Procedures Section B)

Cascades West Area Commission on Transportation (CWACT) 2023 Executive Committee Meetings

Microsoft Teams Information:

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 277 918 342 243

Passcode: XXzfV2

Or call in (audio only)

[+1 872-242-8088,,940715571#](#)

Phone Conference ID: 940 715 571#

**Meets on the 2nd Thursday
of every two months –
4:00 – 5:00 pm**

February 08

April 11

June 13

August 08

October 10

December 12

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



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Or call in (audio only)

[+1 872-242-8088,,554357122#](#)

Phone Conference ID: 554 357 122#

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

Meeting Date	Proposed Location	<i>Tentative</i> Tour/Informational Presentation
February 22	Albany/OCWCOG	Diversity Training (ODOT), Member Orientation
April 25	Corvallis/OCWCOG	Grant Opportunities, Connect Oregon, Oregon Highway Plan, Rail Plan, Transportation Safety Action Plan
June 27	Newport	Revenue and Funding Discussions, Member

		Updates
August 22	Albany/OCWCOG/CANCEL?	Pending
October 24	Benton Kalapuya Building	Equity and Transportation, Grant Opportunities
December 26	Albany/OCWCOG	Regional funding needs and priorities

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