

Cascades West Area Commission on Transportation  
Executive Committee

Thursday, October 6, 2016 - 4:00 to 5:00 p.m.

Oregon Cascades West COG Office

1400 Queen Ave SE, Albany – Upstairs Admin Room

AGENDA

1. **Welcome and Introductions** Vice Chair
2. **Agenda Review** Vice Chair
3. **Approve Minutes from September 8, 2016 meeting (Attachment 1)** Vice Chair  
*ACTION: Approval of minutes*
4. **Review of CWACT Biennial Report Packet (Attachment 2)** Tarah Campi  
*The CWACT is due to provide a Biennial Report to the OTC on November 18<sup>th</sup> in Eugene. Staff has prepared the Biennial Report and related documentation.*  
  
*ACTION: Approval of CWACT Biennial Report to OTC*
5. **Rescheduling of November and December CWACT Meeting** Tarah Campi  
*The November and December meetings of the Full Commission fall during the Thanksgiving and Christmas Holidays. Members will discuss rescheduling the two meetings into one meeting in early December.*
6. **Next CWACT Full Commission Meeting Agenda Topics** Tarah Campi  
*ACTION: Discussion and approval of next meeting agenda items and presentations.*
7. **Adjournment**

The Cascades West COG facilities are accessible to persons with disabilities. If you will need any special accommodations to attend the meeting contact Emma Chavez at least 24 hours prior to the meeting. She can be reached at 541-967-8551 (TTY/TTD 711)

**Cascades West Area Commission on Transportation  
Executive Committee  
Thursday, September 8<sup>th</sup>, 4:00 p.m.  
Albany COG Office  
1400 Queen Ave SW, Albany**

**DRAFT MINUTES**

**Attendance:** Annabelle Jaramillo, Darrin Lane, Doug Hunt, and Frannie Brindle

**Members Absent:** Roger Nyquist and Bill Bain

**Staff Present:** Phil Warnock, Tarah Campi and Emma Chavez

**1. Call to Order**

Chair Annabelle Jaramillo called the meeting to order at 4:12 pm.

**2. Agenda Review**

There were no changes to the agenda.

**3. Approve Minutes from August 11, 2016 Meeting**

Consensus from the Executive Committee to approve the August 11, 2016 meeting minutes as written.

**4. Aviation Grant Opportunity & CWACT Review**

The Oregon Department of Aviation (ODA) is managing a grant opportunity for public-use airports in Oregon through the Aviation System Action Program (ASAP). This is the first year for this grant cycle. A total of \$1.3 million is available in this funding cycle.

There are four public-use airports in the CWACT area that are eligible to apply. Those are in Newport, Corvallis, Albany, and Davis.

Applications will become available September 12<sup>th</sup> and remain open through October 14<sup>th</sup>. The ODA will receive the applications and do an initial review, then forward them to the ACT aviation representatives for review. Staff recommends the Technical Advisory Committee review the CWACT area applications and make a report to the Full Commission for this process. The TAC review would take place in November with Full Commission review and approval in early December.

Consensus from the Executive Committee for the CWACT Technical Advisory Committee to review the Aviation Grant applications and forward a recommendation to the Full Commission.

## 5. Oregon Transportation Commission (OTC) and Joint Legislative Meetings

Tarah Campi advised that the Coastal Roundtable is scheduled for Thursday, September 15<sup>th</sup> at the Embarcadero Hotel in Newport. Campi reviewed the meeting details with members, noting that a reminder would go out to all members the following day. The Roundtable meeting is for coastal ACT members to meet with the 14-member Joint Committee on Transportation Preservation and Modernization.

Campi went on to review the Talking Points for the Coastal Roundtable that the CWACT Chair would present. Members requested that the Talking Points include Hwy 101, Goal 18 and conflicts between bicycles and vehicles. Members discussed additional formatting updates to the Talking Points. Staff will make those edits and forward the updated document to CWACT Chair.

Members also received a Draft Biennial Report to be provided to the OTC in November. Members requested for the Transportation Inventory to be provided as well. Staff noted that while the Transportation Inventory document is not yet finalized, an interim document would be presented.

## 6. Upcoming CWACT Meeting Dates & Agenda Items

Members received an October calendar noting all CWACT related meetings:

- October 13<sup>th</sup> & 14<sup>th</sup> – OTC Workshop in Silverton
  - Commissioners Hunt and Jaramillo noted that they would not be available this date and requested for staff to contact Commissioner Nyquist to attend.
  - This conflicts with the next Executive Committee meeting date and staff will need to reschedule the meeting.
- October 24<sup>th</sup> – Legislative Committee Meeting
  - Members suggested discussing US20, I-5 3<sup>rd</sup> lane between Albany and Salem, Halsey, Harrisburg, and Hwy 99 with a possible tour of Hwy 99.
- October 27<sup>th</sup> – CWACT Full Commission Meeting

Additionally noted:

- November 18<sup>th</sup> – OTC Meeting in Eugene
  - Biennial Report to be presented by CWACT Chair and ODOT staff
- November/December – CWACT Full Commission Meeting
  - The November and December meetings of the CWACT fall during Holidays and have historically been rescheduled and combined into one

meeting in early December. Staff will present a meeting date to the Executive Committee for their approval.

Phil Warnock briefly reviewed the 2016 agenda topics to date. Warnock reviewed the potential topics for the October 27<sup>th</sup> meeting date. After feedback, the October 27<sup>th</sup> meeting agenda is as follows:

- Connect OR VI Project Recommendations Update
- OTC Debrief
- Super ACT Update
- MPO RTP Update
- Distracted Driving/Safety Presentation
- Freight Plan & Policy Update
- Hwy 34 Scenic Byway Designation

Frannie Brindle then gave the details on the Play on the Grade celebration of Pioneer Mountain Eddyville. Event Details:

- 12:30 pm Event Parking Opens
- 1:00 pm visit Project Info & Community Organization Tent
- 1:30 pm U.S. 20 PME Presentation
- 2:00 - 5:00 pm Open to play on the Grade

## **7. Adjournment**

Meeting adjourned at 5:20 pm.



# Oregon

Kate Brown, Governor

## Oregon Transportation Commission

Office of the Director, MS 11

355 Capitol St NE

Salem, OR 97301-3871

**DATE:** Nov. 18, 2016

**TO:** Oregon Transportation Commission

**FROM:** Matthew L. Garrett  
Director

**SUBJECT:** **Agenda** – Participate in a panel discussion with Cascades West Area Commission on Transportation (CWACT) Representatives

**Requested Action:**

Participate in a panel discussion with members of the Cascades West Area Commission on Transportation and approve its updated biennial report.

Pursuant to Highway Division Directive HWY ORG 01-02, Cascades West is required to present a biennial report to the Oregon Transportation Commission (OTC) every two years. The report and CWACT's Bylaws and other coordination documents are attached.

**Background:**

The Oregon Transportation Commission originally chartered CWACT in October 1998. The biennial report highlights CWACT's procedures and accomplishments over the past two years and demonstrates how it meets the OTC's "Policy on the Formation and Operation of Area Commissions on Transportation (ACTs)" and the Highway Division directive that implements the policy.

**Discussion Topics:**

In preparation for this meeting, the commission posed the following questions for the Area Commission on Transportation members to consider as part of the discussion.

1. As the OTC, we struggle with the balance between maintaining the transportation assets we have and expanding the transportation system. What does this balance look like in your area of the state?
2. What are the key opportunities for transportation investments to help with economic development in this part of the state?
3. What is an appropriate and effective role for ACTs in an era of limited fund? What activities can the ACT engage in to help inform the department's work?

Attachments:

- Attachment 1 – CWACT Biennial Report – 2015-2016
- Attachment 2 – CWACT Bylaws
- Attachment 3 – CWACT Membership List
- Attachment 4 – AAMPO Protocols
- Attachment 5 – CAMPO Protocols
- Attachment 6 – Transportation Inventory

Copies (w/Attachments) to:

Jerri Bohard

Travis Brouwer

Tom Fuller

Bob Gebhardt

Paul Mather

Sonny Chickering

Frannie Brindle



# Cascades West Area Commission on Transportation

1400 Queen Ave. SE Suite 205A • Albany, OR 97322  
(541) 967-8551 • FAX (541) 967-4651 TTY/TTD (541) 924-8402

## Biennial Report Presented to the Oregon Transportation Commission

**November 18, 2016**

**DRAFT FOR REVIEW SEPTEMBER 8, 2016**

The Cascades West Area Commission on Transportation (CWACT) received its charter from the Oregon Transportation Commission in October 1998. For nearly a decade prior to this date the Transportation Advisory Committee of Oregon Cascades West Council of Governments served in many respects as an Area Commission on Transportation, providing a forum for regional transportation dialogue, coordination, and decision-making. The CWACT continues to serve as a standing commission of the Oregon Cascades West Council of Governments.

The Cascades West Area Commission on Transportation operates under the following mission statement:

*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.*

This report summarizes the structure and recent activities of the CWACT in the fulfillment of its mission.

### **Geographic Boundary**

Extending from the crest of the Cascades to the central coast, the communities of Benton, Lincoln, and Linn Counties are linked by several important transportation facilities. Interstate 5, US101 and US99 provide north-south connections not only between communities in the region but also between the CWACT region and Washington, California, Canada, and Mexico. US20 (and its connections with OR34) stretches from the eastern CWACT boundary at the crest of the Cascades to the western boundary of the coast, connecting every CWACT community with a population of more than 5,000 with the exception of Lincoln City.

The CWACT area is served by the Union Pacific mainline which, together with two connecting short line freight rail systems, is an important economic factor for many local communities. Nine airports serve the CWACT area: Albany Municipal (Linn County), Corvallis Municipal (Benton

County), Davis Airport (Linn County), Lebanon State (Linn County), Newport Municipal (Lincoln County), Public Santiam Junction State (Linn County), Siletz Bay State (Lincoln County), Toledo State (Lincoln County), and Wakonda Beach State (Lincoln County). Three ports (Alsea, Newport, and Toledo) serve the CWACT area.

It is important to note the significant role the ports play in the local and regional economy, including the economic impact of the National Oceanic and Atmospheric Administration's (NOAA) Marine Operations Pacific Center in Newport, home to the Pacific Fleet, the Northwest Fisheries Science Center Groundfish and Ocean ecology programs, the Alaska Centers Behavioral Ecology Branch, and the Pacific Marine Environmental Laboratory. NOAA is co-located with the Hatfield Marine Science Center with its extensive university, community, and industry partnerships.

The CWACT area corresponds to ODOT's Region 2, Area 4 and Maintenance District 4.

### **Membership and Organization**

Each public jurisdiction within the three counties is eligible to participate as a CWACT member. The current voting membership includes twenty cities, three counties, two port districts and the Confederated Tribes of Siletz Indians. Representatives of jurisdictions are elected officials and alternates may be staff members. Additionally, each county appoints two private sector members and the current representatives have substantial backgrounds in private business, transit, bike/ped, rail, freight and ports. The ODOT Area Manager also serves as a member.

Ex officio (non-voting) members include all state legislators that represent portions of the three counties, the Oregon Coastal Zone Management Association, a staff member of the Corvallis Area Metropolitan Planning Organization, a staff member of the Albany Area Metropolitan Planning Organization and the Chairs of the Cascades West Senior Services Advisory Council and the Cascades West Disability Services Council. Additionally, a member of the Mid-Willamette Valley ACT (MWACT) serves as an ex-officio member, and a CWACT member serves as an ex-officio member of MWACT.

The organizational structure is outlined in the attached Bylaws that were adopted in April, 1999, and amended in 2001 and January 2005. CWACT jurisdictions believe its current membership broadly and accurately represent the integrated transportation interests in the three-county area. This Spring, CWACT underwent an analysis of the structure and membership make-up of all ACTs in the state for comparison.

CWACT has a written protocol with the Albany Area MPO and the Corvallis Area MPO to ensure coordinated efforts.

### **Decision-Making Process**

CWACT uses a consensus-based decision-making process, building on a foundation in the Bylaws: *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 percent concurrence of the voting members present shall be necessary for approval.*

## Technical Assistance

The CWACT Technical Advisory Committee continues to play a key role in the review of proposed projects and the development of proposed transportation policy. Composed primarily of public works and urban planning staff from the member jurisdictions, the committee often reviews, makes preliminary recommendations/rankings, and comments on issues before they are presented to CWACT.

Oregon Cascades West Council of Governments provides administrative and technical support to CWACT with funding provided through an Intergovernmental Agreement between ODOT and OCWCOG. CWACT also receives technical assistance and information from the ODOT Area Manager and other ODOT staff members.

## Public Involvement

CWACT members encourage and support stakeholder participation and public involvement in regional transportation items. As indicated in its Bylaws, CWACT encourages and supports public involvement by implementing the methods outlined in the attached Policy on Formation and Operation of Area Commissions on Transportation, adopted by the Oregon Transportation Commission on June 13, 2003.

The Cascades West Area Commission on Transportation uses videoconferencing technology for its bimonthly meetings. The videoconference connects members at the OCWCOG office in Albany with members attending at the Toledo office of OCWCOG. With the large size of the CWACT region videoconferencing allows the public to be involved in meetings without the need to travel long distances.

## Highlighted Work Efforts Addressed by CWACT in 2014-2016:

### Reviewed applications and developed recommendations on:

- *Connect Oregon VI projects:*
  - City of Newport – Newport Communication Ground-Link and AWOS Update, \$25,000
  - City of Corvallis – Rehabilitate Runway 9-27, Install Perimeter Fence, \$642,222
  - City of Harrisburg – Harrisburg Boat Landing, \$315,000
  - Port of Toledo – Boatyard Environmental Work Building \$2,013,900
  - Port of Newport – Develop Existing Port Property, \$4,000,000
  
- *State Transportation Improvement Program (STIP) 2018-21 projects:*
  - The City of Newport – US 101: NE 25th to NE 36th Street Sidewalk Improvements, \$655,736
  - Benton County – Chapel Drive Bikeway Improvements, \$805,000
  - City of Depoe Bay – US 101: South of Bridge Streetscape, \$750,000

### Other activities:

- Hosted the Governor's Transportation Vision Panel, January 2016 in Albany
- Provided letters of support for Federal Lands Access Program proposals, June 2016:
  - Lincoln County, Five Rivers Road Overlay project
  - Linn County, North River Drive Roadway Improvements
  - ODOT, US 20 Slope Stabilization Slide Repair
  - Oregon Cascades West Council of Governments, South Fork Road Improvement Planning project (Benton County)
- Continued coordinated work with MPOs, including information-sharing regarding regional planning projects and work programs.
- Completed a review of CWACT Bylaws and composition of voting membership as compared with other ACTs across the state.
- Developed an inventory of transportation services in the region describing transit programs, rail lines, airports, and other modes.
- Participated in regular updates regarding legislative topics, local transportation projects, ODOT projects, etc. via meeting presentations.

## 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 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 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 representatives from fifty-one (51) percent of the voting members are in attendance.
- C. Decisions shall be reached by a consensus process whenever possible. If it is not possible to obtain concurrence of all voting members present, a seventy-five (75) percent concurrence of the voting members present shall be necessary for approval.
- D. Prior to participating in the process of updating the State Transportation Improvement Program (STIP), the members shall establish a specific procedure to be used. That procedure shall *at least* describe the role of the Technical Committee, public outreach efforts, a timeline and a description of the decisionmaking process the CWACT will use to establish regional STIP priorities.
- E. Recommendations to the CWCOG Board to repeal, amend, add to or replace these bylaws may be made by a seventy-five (75) percent majority vote of the voting membership present. Such changes shall be presented at one meeting of the CWACT and acted upon at a subsequent meeting. A positive vote to change shall be forwarded to the CWCOG Board for action at their next meeting.
- F. The CWCOG Board may initiate a change in these bylaws. Such change shall be presented at one 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 a member (representative or alternate) is not in attendance (physically or electronically) during two (2) consecutive full ACT meetings, the Chair will notify, in writing, the highest elected official of the entity being represented. If the representative is one of the private sector members, the notification will be sent to the County Commission of the county from which that private sector member was appointed. The notification will state that unless either the representative or alternate are in attendance during at least one of the two next meetings,

the member will be removed from membership in the CWACT for the remainder of the term that the representative was serving. The member will be allowed to re-join the CWACT at the beginning of the next term. If the discontinued member was a private sector representative, the relevant county may immediately appoint a new representative to fill out the term of the discontinued member.

- J. Only representatives or alternates that have been appointed to the CWACT according to Article II (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

## 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 strict 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.<sup>7</sup>
- 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.

## ATTACHMENT 2

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 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 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.

## CWACT 2016-2017 Membership

Last Name	First Name	Representing	Category	Term Expires
Jaramillo	Annabelle	Benton County	Primary	12/31/2017
Wheeler	Josh	Benton County	Alternate	12/31/2017
Olsen	Dick	City of Albany	Primary	12/31/2017
Irish	Ron	City of Albany	Alternate	12/31/2017
Baker	Zachariah	City of Corvallis	Primary	12/31/2017
Steckel	Mary	City of Corvallis	Alternate	12/31/2017
Loshbaugh	John	City of Harrisburg	Primary	12/31/2017
Latta	Brian	City of Harrisburg	Alternate	12/31/2017
Lane	Darrin	City of Millersburg	Primary	12/31/2017
Cowan	Scott	City of Millersburg	Alternate	12/31/2017
Canter	Paul	City of Monroe	Primary	12/31/2017
Minard	Jim	City of Monroe	Alternate	12/31/2017
Sawyer	Dean	City of Newport	Primary	12/31/2017
Busby	Ralph	City of Newport	Alternate	12/31/2017
Kauffman	Jackie	City of Toledo	Primary	12/31/2017
Ritzman	Lee	City of Toledo	Alternate	12/31/2017
Button	David	City of Siletz	Primary	12/31/2017
Eshleman	Dave	City of Siletz	Alternate	12/31/2017
Hatch	David	Conf. Tribes of Siletz Indians	Primary	12/31/2017
Barlow-Lind	Pam	Conf. Tribes of Siletz Indians	Alternate	12/31/2017
Nyquist	Roger	Linn County	Primary	12/31/2017
Lindsey	John	Linn County	Alternate	12/31/2017
Friedt	Stephan	Benton County – Private Sector	Primary	12/31/2017
Johnston	Doris	Linn County – Private Sector	Primary	12/31/2017
Steele	Janet	Linn County – Private Sector	Primary	12/31/2017

### CWACTION 2016-2017 Membership

Last Name	First Name	Representing	Category	Term Expires
Chuck	Walter	Port of Newport	Primary	12/31/2016
Jincks	David	Port of Newport	Alternate	12/31/2016
Andrews	Dusty	City of Adair Village	Primary	12/31/2016
Hare	Pat	City of Adair Village	Alternate	12/31/2016
Kriz	Michael	Port of Toledo	Primary	12/31/2016
Shoemake	Bud	Port of Toledo	Alternate	12/31/2016
Hunt	Doug	Lincoln County	Primary	12/31/2016
Thompson	Terry	Lincoln County	Alternate	12/31/2016
Brean	Ron	City of Yachats	Primary	12/31/2016
Scott	Dustin	City of Waterloo	Primary	12/31/2016
Cutter	Dann	City of Waldport	Primary	12/31/2016
Gates	Pauline	City of Waldport	Alternate	12/31/2016
Trulove	Loel	City of Tangent	Primary	12/31/2016
Edwards	Georgia	City of Tangent	Alternate	12/31/2016
Goodwin	Jeffrey	City of Sweet Home	Primary	12/31/2016
Gourley	Jim	City of Sweet Home	Alternate	12/31/2016
Borchard	Wolfgang	City of Scio	Primary	12/31/2016
VACANT		City of Scio	Alternate	12/31/2016
Sloan	Rocky	City of Philomath	Primary	12/31/2016
VACANT		City of Philomath	Primary	12/31/2016
Anderson	Dick	City of Lincoln City	Primary	12/31/2016
Williams	Don	City of Lincoln City	Alternate	12/31/2016
Elliott	Bob	City of Lebanon	Primary	12/31/2016
Emmons	Rob	City of Lebanon	Alternate	12/31/2016
Lorensen	Ken	City of Halsey	Primary	12/31/2016
Cline	Marjean	City of Halsey	Alternate	12/31/2016
Gambino	Robert	City of Depoe Bay	Primary	12/31/2016
Wyatt	Kathy	City of Depoe Bay	Alternate	12/31/2016
Gray	Cody	Lincoln County – Private Sector	Primary	12/31/2016
Bain	Bill	Lincoln County – Private Sector	Primary	12/31/2016

## Coordination Protocol

### For the Albany Area MPO and the Cascades West ACT

#### I. Value of Coordination

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ACTs are advisory bodies chartered by the Oregon Transportation Commission to address all aspects of transportation with primary focus on the state transportation system. ACTs consider regional and local transportation issues if they affect the state system.

MPOs are association of local governments designated by the governor to carryout Metropolitan Transportation Planning Process (23 & 49 USC). MPOs receive their mandates from the federal government and, along with states, are part of the federal system of transportation planning and project funding.

As such, MPOs and ACTs with overlapping geographic areas, such as the Albany Area Metropolitan Planning Organization (AAMPO) and the Cascades West Area Commission on Transportation (CWACT) share responsibility for addressing regional and inter-jurisdictional transportation issues. While each has a different geographic focus, through coordination, the bodies can ensure that the mobility needs of the region's residents, visitors, and businesses are met in the most efficient and effective manner possible. In addition, whenever possible, speaking with a unified voice adds strength to the message and will maximize the resources available within the region to meet transportation needs.

#### II. Coordination Requirements

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MPOs and ACTs are required to coordinate with other organizations. The MPO's coordination requirements are specified in the Code of Federal Regulations:

- *Before approving a long-range plan, each metropolitan planning organization shall provide citizens, affected public agencies, representatives of mass transportation authority employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, and other interested parties with a reasonable opportunity to comment on the plan in a way the Secretary of Transportation considers appropriate. (49 CFR 5303(f)(4))*
- *There must be adequate opportunity for public official (including elected officials) and citizen involvement in the development of the transportation plan before it is approved by the MPO... (23 CFR 450.322(c))*

The State's Policy on Formation and Operation of Area Commissions on Transportation (ACTs) states:

- *While the ACTs provide valuable advice on project priorities and other policy issues, the MPO is responsible for carrying out the metropolitan planning process within urbanized areas in cooperation with the State and transit operators (23 CFR 450.312). MPOs develop a Transportation Improvement Program (TIP) that approves all projects that are regionally significant or that include Federal funds, by year and by phase within the MPO planning areas. Before FHWA and FTA can approve Federal transportation funding for projects or activities within urbanized areas, they must be consistent with the MPO's regional transportation plan (RTP) and TIP...*
- *The ACTs and MPOs should coordinate their efforts to assure a better decision making process which results in better coordination of projects. ...When ACT and MPO boundaries overlap, a higher level of clearly defined coordination is needed and it is important that ACT activities fully coordinate with the MPO planning process. The MPO and ACT should jointly agree on a process for maintaining consistency between ACT recommendations and the MPO Plan and TIP, where this occurs. An MPO representative shall be included as a voting member on the ACT if within the same geographic area as an ACT.*

The Intergovernmental Agreement that established the AAMPO encourages each MPO member to appoint one individual that will serve on both the MPO Policy Board and on the CWACT. This cross-membership facilitates communication and coordination between the two bodies.

### III. Activity Protocols

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There are five categories of activities where coordination between the AAMPO and CWACT will be needed:

- Prioritization of transportation improvement projects, (e.g. STIP project identification and prioritization)
- Provision of input to the State on transportation plans, programs and policies
- Development or amendment of MPO plans, strategies and studies
- Development or amendment of ACT plans, strategies, and studies
- Receipt of public input or comment

#### A. Transportation project prioritization

##### *MPO project prioritization*

Based on federal requirements, the MPO is responsible for identifying and prioritizing transportation improvement projects within the MPO boundary. These priorities must be reflected in the MPO's Transportation Improvement Program (TIP). Prior to finalizing its TIP, the AAMPO will offer the CWACT the opportunity to provide input and comment on the draft list of project priorities. The AAMPO will consider the input received from the CWACT. If the AAMPO feels that additional consultation with the CWACT would

be beneficial prior to finalization of its priorities, it may request such consultation. The AAMPO will provide the CWACT with its final list of priorities. If the final priorities are not consistent with the input provided by the CWACT, the AAMPO will provide to the CWACT its rationale for the decisions reached.

### ***ACT Project Prioritization***

The ACT is responsible for identifying and prioritizing transportation improvement projects of regional significance and for developing overall lists of transportation priorities for the three-county area. The CWACT will consider the project priorities established by the AAMPO when developing regional lists of projects. In formulating its regional lists, the CWACT shall not modify the AAMPO priorities for transportation improvements within the AAMPO boundary. (For example, if two of the AAMPO's priority projects are on the CWACT's regional priority list, the projects shall be listed in the priority order established by the AAMPO.) However, in the development of its regional list, the CWACT may request clarification or reconsideration of AAMPO priorities in cases where the CWACT feels the broader regional system may be better served by a modification of the AAMPO's priorities.

The CWACT will offer the AAMPO adequate opportunity to provide input and comment on draft lists of regional priorities. The CWACT will consider recommendations that are offered by the AAMPO. If the CWACT feels that consultation with the AAMPO would be beneficial prior to finalization of its recommended priorities, it may request such consultation. If the CWACT develops regional priorities that are not consistent with the recommendations of the AAMPO, the CWACT will provide to the AAMPO its rationale for the decisions reached.

If either the CWACT or the AAMPO foresees the potential for conflicting priorities between AAMPO priorities and the priorities of either the CWACT or other MPOs in the CWACT area, either body may call by majority vote the formation of a joint subcommittee of the two bodies for the purpose of recommending a resolution of the issue. The subcommittee shall consist of:

- The sitting chair of the MPO Policy Board(s)
- A member of each MPO involved, selected by the respective MPO
- The sitting chair of the CWACT
- A member of CWACT, selected by the ACT
- The Oregon Department of Transportation Area Manager or their designee

### **B. Input to State transportation plans, programs and policies**

Entities that constitute MPOs are also members of one of the Area Commissions on Transportation (CWACT or otherwise). Therefore, ACT input to the State regarding state plans, programs and policies is likely to reflect the perspective of the MPO. Input by the MPO, however, would not necessarily take into consideration the broader regional perspective of the ACTs. When time permits and the effort is warranted by the nature of

the input, the AAMPO should seek comment from the ACTs on its input on state plans, programs and policies prior to forwarding the input to ODOT or the OTC. As part of this effort, the AAMPO may seek comment from the CWACT Technical Advisory Committee, CWACT Executive Committee and/or CWACT itself, depending on time constraints and the substance of the input.

Wherever possible, the two bodies will seek to speak with one voice, recognizing that this strengthens the impact of the communications and recommendations.

**C. MPO plans, strategies and studies**

The MPO is required to consult with a variety of stakeholders in the development of its Regional Transportation Plan and related studies. The details for engaging stakeholders, as well as the general public, are contained in the MPO's Public Involvement Program.

**D. ACT plans, strategies and studies**

The CWACT has adopted goals that are guiding the development of an Area Strategy. As with the input on State plans, programs and policies, the cross-membership on the ACT and MPO Policy Board will facilitate the consideration of MPO-specific issues and concerns as the CWACT develops the Area Strategy and undertakes other planning activities. In the development of this Area Strategy or any additional strategies, plans and studies, the CWACT at its discretion may seek more formal input from the AAMPO.

**E. Public Comment**

Either the CWACT or the AAMPO may receive from members of the public comment on projects, plans, studies, policies, or transportation issues. Each party shall forward to the other input that would better be addressed or responded to by the other party. Each shall also forward to ODOT, the OTC or a local jurisdiction input or comment that is most appropriately addressed by those entities.

**IV. MPO Liaison to ACT**

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An AAMPO staff member shall serve on the CWACT as an ex-officio member and shall serve as a member of the CWACT Technical Advisory Committee to ensure that information about federal requirements regarding the MPO's planning and programming responsibilities is available for consideration by the CWACT.

**V. Term of Agreement and Periodic Review of Protocols**

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These protocols shall be effective upon affirmative action by both parties. If modifications are needed, a joint CWACT-AAMPO ad hoc committee shall develop proposed amendments for review and adoption by each body.

Adopted by Cascades West Area Commission on Transportation:

  
\_\_\_\_\_  
Doug Hunt, Chair  
Cascades West Area Commission on Transportation

2-27-14  
\_\_\_\_\_  
Date

Adopted by the Policy Board of the Albany Area Metropolitan Planning Organization:

  
\_\_\_\_\_  
Floyd Collins, Chair  
Albany Area Metropolitan Planning Organization

2/11/14  
\_\_\_\_\_  
Date

## ACT – MPO Coordination Protocols

### I. Value of Coordination

ACTs are advisory bodies chartered by the Oregon Transportation Commission to address all aspects of transportation with primary focus on the state transportation system. ACTs consider regional and local transportation issues if they affect the state system. MPOs are association of local governments designated by the governor to carryout Metropolitan Transportation Planning Process (23 & 49 USC). MPOs receive their mandates from the federal government and, along with states, are part of the federal system of transportation planning and project funding. As such, MPOs and ACTs with overlapping geographic areas, such as the Corvallis Area Metropolitan Planning Organization (CAMPO) and the Cascades West Area Commission on Transportation (CWACT) share responsibility for addressing regional and inter-jurisdictional transportation issues. While each has a different geographic focus, through coordination, the bodies can ensure that the mobility needs of the region’s residents, visitors, and businesses are met in the most efficient and effective manner possible. In addition, whenever possible, speaking with a unified voice adds strength to the message and will maximize the resources available within the region to meet transportation needs.

### II. Coordination Requirements

MPOs and ACTs are required to coordinate with other organizations.

The MPO’s coordination requirements are specified in the Code of Federal Regulations:

- *Before approving a long-range plan, each metropolitan planning organization shall provide citizens, affected public agencies, representatives of mass transportation authority employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, and other interested parties with a reasonable opportunity to comment on the plan in a way the Secretary of Transportation considers appropriate. (49 CFR 5303(f)(4))*
- *There must be adequate opportunity for public official (including elected officials) and citizen involvement in the development of the transportation plan before it is approved by the MPO... (23 CFR 450.322(c))*

The State’s Policy on Formation and Operation of Area Commissions on Transportation (ACTs) states:

- *While the ACTs provide valuable advice on project priorities and other policy issues, the MPO is responsible for carrying out the metropolitan planning process within urbanized areas in cooperation with the State and transit operators (23 CFR 450.312). MPOs develop a Transportation Improvement Program (TIP) that*

*approves all projects that are regionally significant or that include Federal funds, by year and by phase within the MPO planning areas. Before FHWA and FTA can approve Federal transportation funding for projects or activities within urbanized areas, they must be consistent with the MPO's regional transportation plan (RTP) and TIP...*

- *The ACTs and MPOs should coordinate their efforts to assure a better decision making process which results in better coordination of projects. ... When ACT and MPO boundaries overlap, a higher level of clearly defined coordination is needed and it is important that ACT activities fully coordinate with the MPO planning process. The MPO and ACT should jointly agree on a process for maintaining consistency between ACT recommendations and the MPO Plan and TIP, where this occurs. An MPO representative shall be included as a voting member on the ACT if within the same geographic area as an ACT.*

The Intergovernmental Agreement that established the MPO encourages each MPO member to appoint one individual that will serve on both the MPO Policy Board and on the ACT. All five entities represented on the Policy Board of the MPO are also members of the Area Commission on Transportation. This cross-membership facilitates communication and coordination between the two bodies.

### **III. Activity Protocols**

There are five categories of activities where coordination between the MPO and ACT will be needed:

- Prioritization of transportation improvement projects, (e.g. STIP project identification and prioritization)
- Provision of input to the State on transportation plans, programs and policies
- Development or amendment of MPO plans, strategies and studies
- Development or amendment of ACT plans, strategies, and studies
- Receipt of public input or comment

#### **A. Transportation project prioritization**

##### **1. MPO project prioritization**

Based on federal requirements, the MPO is responsible for identifying and prioritizing transportation improvement projects within the MPO boundary. These priorities must be reflected in the MPO's Transportation Improvement Program (TIP). Prior to finalizing its TIP, the MPO will offer the ACT the opportunity to provide input and comment on the draft list of project priorities. The MPO will consider the input received from the ACT. If the MPO feels that additional consultation with the ACT would be beneficial prior to finalization of its priorities, it may request such consultation. The MPO will provide the ACT with its final list of priorities. If the final priorities are not consistent with the input provided by the ACT, the MPO will provide to the ACT its rationale for the decisions reached.

## **2. ACT Project Prioritization**

The ACT is responsible for identifying and prioritizing transportation improvement projects of regional significance and for developing an overall list of transportation priorities for the three-county area. The ACT will consider the project priorities established by the MPO when developing the regional list of projects. In formulating its regional list, the ACT shall not modify the MPO priorities for transportation improvements within the MPO boundary. (For example, if two of the MPO's priority projects are on the ACT's regional priority list, the projects shall be listed in the priority order established by the MPO.) However, in the development of its regional list, the ACT may request clarification or reconsideration of MPO priorities in cases where the ACT feels the broader regional system may be better served by a modification of the MPO's priorities.

The ACT will offer the MPO the opportunity to provide input and comment on the draft list of regional priorities. The ACT will consider recommendations that are offered by the MPO. If the ACT feels that consultation with the MPO would be beneficial prior to finalization of its recommended priorities, it may request such consultation. If the ACT develops regional priorities that are not consistent with the recommendations of the MPO, the ACT will provide to the MPO its rationale for the decisions reached.

### **B. Input to State transportation plans, programs and policies**

The entities that constitute the MPO are also members of the ACT. Therefore, ACT input to the State regarding state plans, programs and policies is likely to reflect the perspective of the MPO. Input by the MPO, however, would not necessarily take into consideration the broader regional perspective of ACT. When time permits and the effort is warranted by the nature of the input, the MPO should seek comment from the ACT on its input on state plans, programs and policies prior to forwarding the input to ODOT or the OTC. The MPO may seek comment from the ACT Technical Advisory Committee, Executive Committee and/or ACT itself, depending on time constraints and the substance of the input.

Wherever possible, the two bodies will seek to speak with one voice, recognizing that this strengthens the impact of the communications and recommendations.

### **C. MPO plans, strategies and studies**

The MPO is required to consult with a variety of stakeholders in the development of its Regional Transportation Plan and related studies. The details for engaging stakeholders, as well as the general public, are contained in the MPO's Public Involvement Program.

### **D. ACT plans, strategies and studies**

To date, the ACT has not developed strategies, plans and studies. The ACT has adopted goals that are guiding the development of an Area Strategy. As with the input on State plans, programs and policies, the cross-membership on the ACT and MPO Policy Board will facilitate the consideration of MPO-specific issues and concerns as the ACT

develops the Area Strategy and undertakes other planning activities. The ACT at its discretion may seek more formal input from the MPO.

**E. Public Comment**

Either the ACT or the MPO may receive from members of the public comment on projects, plans, studies, policies, or transportation issues. Each party shall forward to the other input that would better be addressed or responded to by the other party. Each shall also forward to ODOT, the OTC or a local jurisdiction input or comment that is most appropriately addressed by those entities.

**IV. MPO Director as Liaison to ACT**

The MPO Director shall serve on the ACT as an ex-officio member and shall serve on the ACT Technical Advisory Committee to ensure that information about federal requirements regarding the MPO's planning and programming responsibilities is available for consideration by the ACT.

**V. Term of Agreement and Periodic Review of Protocols**

These protocols shall be effective upon affirmative action by both parties. If modifications are needed, a joint ACT-MPO ad hoc committee shall develop proposed amendments for review and adoption by each body.

Adopted by Cascades West Area Commission on Transportation:

Adopted by the Policy Board of the Corvallis Area Metropolitan Planning Organization:



# Cascades West Area Commission on Transportation

1400 Queen Ave. SE Suite 205A • Albany, OR 97322  
(541) 967-8551 • FAX (541) 967-4651 TTY/TTD (541) 924-8402

## Transportation Inventory Benton, Lincoln, and Linn County Region

*Updated September 20, 2016*

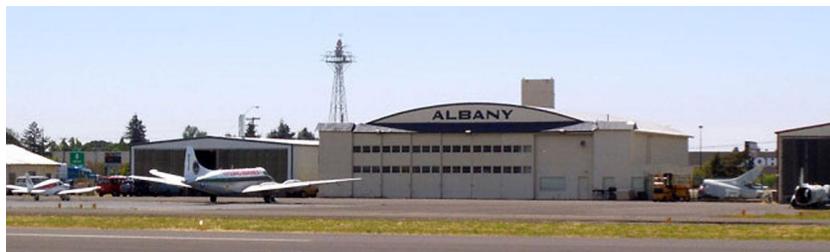
### Airports:

Airports in the region include:

- **Albany Municipal (located in Linn County):** General aviation, public-use airport located 3 miles east of Albany. Owned and operated by the City of Albany. According to the Federal Aviation Administration (FAA), the airport averages 64 aircraft operations per day and has 50 aircraft based on the field including 43 single-engine planes, 6 multi-engine planes, and 1 jet (<http://www.airnav.com/airport/S12>).
- **Corvallis Municipal (located in Benton County):** General aviation, public-use airport located 4 miles southwest of downtown Corvallis. Owned and operated by the City of Corvallis. Offers private and corporate airport services to the community. According to the FAA, the airport averages 143 aircraft operations per day and has 164 aircraft on the field including 140 single-engine airplanes, 14 multi-engine airplanes, 4 jets, and 6 helicopters (<https://www.airnav.com/airport/KCVO>).
- **Davis Airport (located in Linn County):** Privately-owned, general aviation, public-use airport located 1 mile south of Gates. According to the FAA, the airport averages 83 aircraft operations per month and has 5 aircraft based on the field including 4 single-engine airplanes and 1 multi-engine airplane (<https://www.airnav.com/airport/6S4>).
- **Lebanon State (located in Linn County):** General aviation, public-use State airport located 1 mile west of Lebanon. According to the FAA, the airport averages 27 aircraft operations per day. There are 54 aircraft based on the field including 49 single-engine airplanes, 2 multi-engine airplanes and 3 ultralights (<http://www.airnav.com/airport/s30>).
- **Newport Municipal (located in Lincoln County):** General aviation, public-use airport located 3 miles south of downtown Newport, owned and operated by the City of Newport. According to the FAA, the airport averages 54 aircraft operations per day. There are 29 aircraft based on the field, including 24 single-engine airplanes, 3 multi-engine airplanes, and 2 military aircraft (<http://www.airnav.com/airport/KONP>).
- **Santiam Junction State (located in Linn County):** General aviation, public-use State airport located near the intersection of Highway 20 and Highway 22. According to the FAA, the airport averages 106 aircraft operations per year (<https://www.airnav.com/airport/8S3>).

- **Siletz Bay State (located in Lincoln County):** General aviation, public-use State airport located one mile southeast of Gleneden Beach. The airfield is located to the south of Siletz Bay. According to the FAA, the airport averages 74 aircraft operations per week and has 12 aircraft based on the field, 11 single-engine airplanes and 1 ultralight (<http://www.airnav.com/airport/s45>).
- **Toledo State (located in Lincoln County):** General aviation, public-use State airport located one mile southwest of Toledo. According to the FAA, the airport averages 22 airport operations per week and has 9 aircraft based on the field, 7 single-engine airplanes and 2 ultralights (<http://www.airnav.com/airport/5S4>).
- **Wakonda Beach State (located in Lincoln County):** General aviation, public-use State airport located three miles southwest of Waldport. The airport is located a short walk from Beachside State Recreation Site. According to the FAA, the airport averages 69 airport operations per month and has 3 aircraft based on the field, 2 single-engine airplanes and 1 ultralight (<http://www.airnav.com/airport/r33>).

**Note on Airport Definitions:** According to federal code (<https://www.law.cornell.edu/uscode/text/49/47102>), a “public use” airport is a public airport or any privately-owned airport that is used or intended to be used for public purposes. According to the Federal Aviation Administration, a “general aviation” airport is any public-use airport that does not have scheduled service or has less than 2,500 annual passenger boardings ([http://www.faa.gov/airports/planning\\_capacity/passenger\\_allcargo\\_stats/categories/](http://www.faa.gov/airports/planning_capacity/passenger_allcargo_stats/categories/)).



### Ports:

- **Port of Alsea (Waldport):** Located on the waterfront just upriver from the mouth of Alsea Bay, the port’s public facilities include a launch ramp, 25 slips for boat moorage, beach access, and a picnic area. An accessible viewing platform and crabbing float give visitors a close-up look at marine life. Crab rings, bait, boat rentals, and fishing tackle are available nearby. The port’s reach includes the communities of Waldport, Yachats, and Tidewater. Annually, more than 5,000 boats are launched from the port’s launch ramp.

The Oregon State Marine Board estimates that there were 13,782 boating-related trips in the Alsea Bay and Alsea River during 2011 (the most recent year for which data is available). According to a 2014 report from Business Oregon, there are 74 jobs directly attributed to the port and gross sales are estimated at \$7.35 million per year.

- **Port of Newport:** The port encompasses approximately 59 square miles stretching from Otter Rock, east up to six miles inland, south to Seal Rock, and west to the Pacific Ocean. The port plays a key role in several of Lincoln County’s major industries, including commercial and sport fishing, fish processing, recreation, and shipping.

The relocation of four ships in the Marine Operations Pacific fleet of the National Oceanic and Atmospheric Association (NOAA) from Seattle to Newport in 2010 brought dozens of jobs to the community. There currently are about 60 full time NOAA employees at the Newport Research station located at Oregon State University’s Hatfield Marine Science Center. Hatfield is home to approximately 300 state and federal workers in total. In

addition to the Marine Operations Pacific fleet, NOAA's Newport presence comprises the Northwest Fisheries Science Center Groundfish and Ocean ecology programs, the Alaska Centers Behavioral Ecology Branch, and the Pacific Marine Environmental Laboratory.

The Port of Newport also is home to a 250-slip commercial boat basin, a 550-slip recreational marina, 160-space RV park, and Rogue Brewing, and the Oregon Coast Aquarium. These entities combined contribute almost \$400 million annually to the state's economy, according to port staff. Approximately 150 vessels use the marina year-round, and another 200 use the port during various commercial seasons.

The port has a \$15 million annual operating budget, according to port staff. While most of the port is occupied, there are 4 acres in south beach, 8 acres near the international terminal, and 3.5 currently being used as an RV park that could be further built out.

- **Port of Toledo:** The Port of Toledo encompasses 443 square miles, including the cities of Toledo and Siletz, as well as a large area of unincorporated Lincoln County. The port includes industrial and commercial properties, public moorage, a launch ramp, a paddle park, a community boathouse, and a boatyard repair facility. Commercial leases at the port include Fishpeople (which makes packaged fresh seafood meals), Yaquina Boat Equipment, Winter Hawk Seafood, and others.

The Port of Toledo's boatyard is the only haul-out facility on the Yaquina system serving the fleets of Newport and Depoe Bay. A boatyard expansion project currently in progress expands the boatyard's haul-out capabilities to vessels up to 660 tons and provides intermodal access.

The Port's annual operating budget is \$3.75 million, according to port staff, with growth expected in the coming years due to expansion of the boatyard. Port staff estimate the port's economic impact to the state at \$90 million annually, including business created by tenants and vendors, and support of commercial and recreational fishing fleets. According to a 2014 report from Business Oregon, there are 87 jobs directly attributed to the port.

### Rail Lines:

Descriptions according to 2015 information from ODOT (*numbers correspond to map on last page of this document*):

1. **Portland & Western (P&W) Railroad:** 74.7 miles; daily freight service provided; commodities are fiberboard paper, recycled paper, wood chips and dimension lumber.
2. **Albany & Eastern (A&E) Railroad:** Exchanges traffic at Albany with P&W Railroad; 5.35 miles; service is provided as necessary; commodities are agricultural products.
3. **P&W Railroad West Side District:** 73.7 miles; Cook (near Tigard) to Corvallis, daily freight service provided; commodities are steel products, ferrous scrap, dimension lumber, newsprint, recycled paper, grain and feed, and fertilizers.
4. **P&W Railroad Oregon Electric District:** 114 miles; Beaverton to Eugene; daily service throughout Linn County and commodities include forest products, cement, aggregates, grain, fertilizer, logs, ethanol and industrial chemicals.
5. **Union Pacific Railroad Brooklyn Subdivision:** 170.1 miles; Portland to Oakridge; integral section of the principal Pacific Coast rail corridor extending from Southern California to Canada; commodities include intermodal (trailers

and containers) forest products, automobiles, corn and grain, fertilizers and other chemicals, petroleum products, paper, steel, ferrous scrap, cement, aggregates, and crude oil.

- 6. **A&E Railroad Main Line:** 49.9 miles; Albany to Lebanon, Sweet Home, and Mill City; service provided daily between Albany, Lebanon, and Sweet Home and as necessary to Mill City; commodities include logs, lumber, industrial chemicals and some agricultural products, and ferrous scrap.

**Passenger Rail:**

**Amtrak and Cascades POINT:** The Albany station connects passengers with destinations around the region. [www.amtrakcascades.com/](http://www.amtrakcascades.com/)

**Transit:**

The fixed-route transit programs in the region include:

- **Albany Transit System:** Fixed-route service operated by the City of Albany, with three routes serving Albany. Service Monday-Friday with limited operation Saturday and no service Sunday. Information at [www.albanytransit.com](http://www.albanytransit.com).
- **Coast to Valley Express** (part of the North by Northwest Connector): This service is a partnership between Lincoln County Transit and the Benton County Rural and Special Transportation Program, and connects Corvallis, Albany, and Newport as well as communities in between. Information at [www.nworegontransit.org](http://www.nworegontransit.org) and [www.co.benton.or.us/publicworks/page/coast-valley-express-service](http://www.co.benton.or.us/publicworks/page/coast-valley-express-service).
- **Corvallis Transit System** (including the Philomath Connection): The Corvallis Transit System is operated by the City of Corvallis, with seven routes serving Corvallis. Service is available seven days per week. Information at [www.corvallistransit.com](http://www.corvallistransit.com). CTS also offers an evening “Night Owl” service during the academic year.
- **Linn Benton Loop:** Operated by the Albany Transit System, the Linn Benton Loop provides service between Albany and Corvallis. Service Monday-Saturday, with no service Sunday. The service has connecting points with the Albany Transit System and Corvallis Transit System, including service to Linn Benton Community College (LBCC), the LBCC Benton Center, and Oregon State University. Information at [www.taketheloop.com](http://www.taketheloop.com).
- **Linn Shuttle:** Based at the Sweet Home Senior Center, the Linn Shuttle offers transportation between Sweet Home, Lebanon, and Albany, Monday-Friday, as well as a Saturday bus to Foster Lake. Information at [www.linnshuttle.com](http://www.linnshuttle.com).
- **Lincoln County Transit:** Operated by Lincoln County, the transit program provides service to Lincoln City, Newport, Siletz, Yachats, and other coastal communities. Service is available Monday-Saturday. Information at [www.co.lincoln.or.us/transit](http://www.co.lincoln.or.us/transit).
- **Valley Retriever:** Private transportation program serving Corvallis, Bend, McMinnville, Newport, and other destinations, Monday-Saturday service. Information at [www.kokkola-bus.com/ValleyRetrieverBuslines.html](http://www.kokkola-bus.com/ValleyRetrieverBuslines.html).



- **99 Express:** This program provides service between Adair Village and Corvallis four times daily, Monday-Friday. The program is operated by the Benton County Rural and Special Transportation Program. Information at <http://dialabus.org/99express/>
- Other: The **Bolt Bus** and **Greyhound** also provide inter-city transportation: [www.boltbus.com](http://www.boltbus.com), [www.greyhound.com](http://www.greyhound.com).
- Several communities also have **Dial-A-Bus / Dial-A-Ride** programs available. These include Benton County Dial-A-Bus, Lincoln County Dial-A-Ride, Albany Call-A-Ride, Lebanon Dial-A-Bus, and Sweet Home Dial-A-Bus.

### **Transportation Options:**

The Valley Vanpool program offers commuter vanpools throughout the Willamette Valley, including two that travel from Albany to Salem (and back, daily Monday-Friday), one that travels from Albany to Eugene, four that travel from Corvallis to Salem, one that travels from Salem to Corvallis, three that travel from Eugene to Corvallis, one that travels one that travels from Springfield to Corvallis, and one that travels from Lebanon to Springfield. Information at [www.ValleyVanpool.info](http://www.ValleyVanpool.info).

The Oregon Cascades West Council of Governments manages the state ride-matching database in the Cascades West Region. The [www.DriveLessConnect.com](http://www.DriveLessConnect.com) database helps people find carpools and explore their transportation options.

Bike and Pedestrian: There are various bike and pedestrian facilities and programs throughout the region.

Other: *Cascades West Rideline* provides non-emergent medical transportation for Medicaid clients in the region.

### **Transportation Pilot Projects:**

- ODOT's Rail and Public Transit Division has provided funding to local transit agencies to address gaps in service, including between Yachats and Florence, and between Corvallis and the trains at the Albany Amtrak station. The Yachats-Florence project is being administered by Lane Transit District. The Corvallis-Albany project is being administered by Benton County. The timeline is 2017-2019 for these projects.
- The Northwest Oregon Transit Alliance, of which Benton County and Lincoln County are partners, will complete its vision and management plan this fall, with ODOT transit funding. The Alliance's website, [www.northwestoregontransit.org](http://www.northwestoregontransit.org), will be updated this spring. The Alliance provides connectivity between 5 Northern Oregon counties.
- The InterCommunity Health Network Coordinated Care Organization, which is the Medicaid provider for Benton, Lincoln, and Linn Counties, has provided funding for a pilot bikeshare program in Corvallis called "Pedal Corvallis." The timeline is 2017-2019 for the pilot project, which is being administered by the Oregon Cascades West Council of Governments. "Pedal Corvallis" launched on June 30 with 6 stations and 35 bikes. More information is at [www.ocwcog.org/pedal](http://www.ocwcog.org/pedal).

Transportation services in the region, including transit routes, rail, airports, and seaports are depicted here in relation to population density across the region. It is important to note that the map does not take into account the capacity or frequency of transit services.

# Transportation Region

