



DATE: November 5, 2018

TO: Oregon Transportation Commission

FROM: Matthew L. Garrett
Director

SUBJECT: **Agenda** – Cascades West Area Commission on Transportation approval of Biennial Report

Requested Action:

Participate in a panel discussion with members of the Cascades West Area Commission on Transportation (CWACT) and approve its 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 (ACT) members to consider as part of the discussion.

1. What is an appropriate and effective role for the ACTs given the funding and expectations provided by the 2017 transportation funding package?
2. HB 2017 provides a significant investment in public transportation. What are the public transportation needs in your area?
3. The commission wrestles between the relative needs for investment in preservation, safety, and congestion relief. How does the ACT prioritize among these three areas?

Attachments:

- Attachment 1 – CWACT Biennial Report – 2017-2018
- Attachment 2 – CWACT Bylaws
- Attachment 3 – CWACT 2018 Membership List
- Attachment 4 – Albany Area MPO Protocols
- Attachment 5 – Corvallis Area MPO Protocols
- Attachment 6 – OTC Policy on Formation and Operation of ACTs

Copies (w/Attachments) to:

Jerri Bohard	Travis Brouwer	Tom Fuller	Bob Gebhardt
Kris Strickler	Lynn Aeverbeck	Sonny Chickering	John Huestis



Cascades West Area Commission on Transportation

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Biennial Report Presented to the Oregon Transportation Commission

November 16, 2018

The Cascades West Area Commission on Transportation (CWACT) received its charter from the Oregon Transportation Commission (OTC) in October 1998. For nearly a decade prior to this date, the Transportation Advisory Committee of Oregon Cascades West Council of Governments (OCWCOG) 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 operate as a standing commission of the Oregon Cascades West Council of Governments, wherein the OCWCOG Board of Directors appoints CWACT members annually.

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 may include all state legislators that represent portions of the three counties, a staff member of the Corvallis Area Metropolitan Planning Organization (CAMPO), a staff member of the Albany Area Metropolitan Planning Organization (AAMPO), 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) is eligible to serve 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. In 2016, CWACT underwent an analysis of the structure and membership make-up of all ACTs in the state for comparison, and the Executive Committee may further discuss modal representation in the coming year per recent statewide discussions about coordination with Modal Committees.

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 (TAC) 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 2017-18:

- January 2017, Statewide Transportation Improvement Program (STIP) Open House: Hosted public comment period for 2018-2021 STIP “Fix-It, “Enhance,” and “Safety” infrastructure projects in ODOT Region 2, Area 4.
- November 2017, Reviewed applications and developed recommendations on grant applications for the Oregon Department of Aviation (ODA) Critical Oregon Airport Relief (COAR) Aviation System Action Program (ASAP). COAR grants are awarded to public-use airports in Oregon through a competitive application process. Funding can be used to match Federal Aviation Administration (FAA) grants; to provide funding for safety and infrastructure development projects; or for projects that will provide aviation-related economic benefits to the airport. Funded projects included:
 - City of Albany, Taxi-way connector realign, apron rehab, \$129,150
 - City of Newport, Predesign for storm pipe rehab, \$18,924

Received Periodic Legislative Updates on HB2017 including State Transportation Improvement Fund (STIF), Safe Routes to School infrastructure, and the *Mid- Willamette Valley Intermodal Project*:

- The Linn Economic Development Group (LEDG)'s pending proposal for an intermodal facility to help address shipping activities in the Mid-Willamette Valley calls for the development and construction of an intermodal transfer facility at the former International Paper (IP) mill property in Millersburg. Centrally located in the Willamette Valley, the site can be the intermodal connection for truck-to-rail and eventually truck-to-rail to the marine highway system and short-sea shipping. This would be achieved through the site's locational advantages, which allow for the smooth access of commodities from Interstate 5 (I-5) to both the Union Pacific Railroad (UPRR) and Portland & Western Railroad (PNWR). The site also provides a rail connection to the Oregon International Port of Coos Bay. The proposed facility also has an existing 60,000 square foot warehouse with rail siding. The structure is in good condition and is also surrounded by 130 acres of industrially zoned land owned by the City of Millersburg.

Other activities:

- Participated in regular updates regarding local transportation projects, ODOT projects, etc. via meeting presentations at bi-monthly Full Commission meetings, as-needed quarterly TAC meetings, and bi-monthly Executive Committee meeting.
- Hosted coastal meeting (Toledo, July 2018) addressing tsunami preparedness, transit connectivity between Florence and Yachats, and other topics
- Continued coordinated work with Albany and Corvallis MPOs, including information-sharing regarding regional planning projects and work programs.

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

Attachment A Public Involvement

ACT meetings will comply with the requirements of the Oregon Public Meetings Law, 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 member of the public may attend any meeting of the ACT.

A. MINIMUM REQUIREMENTS FOR REGULARLY SCHEDULED MEETINGS

The ACT will conduct all meetings in accordance with the following minimum requirements and will strive to meet the preferred standards. The regular meeting requirements will be supplemented with the methods found in Table 1 if the meeting falls into the following additional categories:

- Developing project priorities for Draft STIP using approved criteria.
- Draft STIP public hearing.
- Special meetings.
- Electronic meetings.

Meeting Notice

- Advance notice to interested persons and stakeholder groups on ACT mailing list and to news 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 and 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 proposed, and their disposition.
- Results of all votes/decisions. Secret ballots prohibited.
- Substance of all discussion.
- Reference to 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 should be provided in languages other than English.⁷
- Minutes must be preserved for a reasonable time.

B. PREFERRED STANDARD FOR REGULAR MEETINGS

In addition to the minimum requirements, the preferred standard for regular meetings includes:

Meeting Notice

- One week advance notice.
- Notices posted at local public institutions (city hall, library, community center, etc.).
- Notice posted on ACT website, along with links to meeting agendas, past meeting minutes, technical materials and documentation.

Meeting Materials

- Provide an 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 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.

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.

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 proposals before the ACT and to forward their own proposals. Public comment may be taken at any time during the ACT meeting. Copies of all correspondence received prior to the meeting should be available for ACT members and the public at the meeting. The ACT public involvement process shall demonstrate explicit consideration and response to public input during the planning and program development process.

Type of Meeting	Meeting Notice		Meeting Materials		Meeting Schedule		Meeting Location	
	Minimum	Preferred	Minimum	Preferred	Minimum	Preferred	Minimum	Preferred
Developing Project Priorities for Draft STIP Using Approved Criteria	-Same as Regular Meetings	-Same as Regular Meetings Plus -Paid Advertising	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings plus -In establishing outreach activities for specific projects or topics consider locations that would be frequented by that community (e.g., social service organizations, schools).
Draft STIP Public Hearing	-Same as Regular Meetings plus -Paid Advertising	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	Same as Developing Project Priorities for Draft STIP Using Approved Criteria
Special Meetings	-Same as Regular Meetings plus -Minimum 24 hours Notice	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings
Electronic Requirements apply to all meetings by electronic means (e.g., personal computers).	-Same as Minimum for meeting type listed above. All procedural and formal requirements apply (minutes, notices, etc.). ORS 192.670.	- Same as Preferred for appropriate meeting type listed above	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	Same as Regular Meetings plus -Room with "listening" device	-Same as Regular Meetings

Attachment A Table 1

* = CWACT Executive Committee Members

Latta	First Name	Representing	Category	Term Expires
*Jaramillo	Annabelle (Vice Chair)	Benton County	Primary	12/31/2019
Stockhoff	Gary	Benton County	Alternate	12/31/2019
Gellatly	Bill	Benton County – Private Sector	Primary	12/31/2019
VACANT		Benton County – Private Sector	Primary	12/31/2018
Andrews	Dusty	City of Adair Village	Primary	12/31/2018
Hare	Pat	City of Adair Village	Alternate	12/31/2018
Olsen	Dick	City of Albany	Primary	12/31/2019
Irish	Ron	City of Albany	Alternate	12/31/2019
Gerber	Carla	City of Brownsville	Primary	12/31/2019
VACANT		City of Brownsville	Alternate	12/31/2019
*Bull	Barbara	City of Corvallis	Primary	12/31/2019
Steckel	Mary	City of Corvallis	Alternate	12/31/2019
Gambino	Robert	City of Depoe Bay	Primary	12/31/2018
Leff	Barbara	City of Depoe Bay	Alternate	12/31/2018
Chamberlain	Greg	City of Halsey	Primary	12/31/2018
Albertson	Eldon	City of Halsey	Alternate	12/31/2018
Keaton	Adam	City of Harrisburg	Primary	12/31/2019
Latta	Brian	City of Harrisburg	Alternate	12/31/2019
*Elliott	Bob	City of Lebanon	Primary	12/31/2018
Whitlatch	Ron	City of Lebanon	Alternate	12/31/2018
Anderson	Dick	City of Lincoln City	Primary	12/31/2018
Williams	Don	City of Lincoln City	Alternate	12/31/2018
VACANT		City of Lyons	Primary	12/31/2019
VACANT		City of Lyons	Alternate	12/31/2019
Miller	Don	City of Millersburg	Primary	12/31/2019
Cowan	Scott	City of Millersburg	Alternate	12/31/2019
VACANT		City of Mill City	Primary	12/31/2018
VACANT		City of Mill City	Alternate	12/31/2018
Sheets	Michelle	City of Monroe	Primary	12/31/2019
Thayer	Frank	City of Monroe	Alternate	12/31/2019
Sawyer	Dean	City of Newport	Primary	12/31/2019
Goebel	Dietmar	City of Newport	Alternate	12/31/2019
Sloan	Rocky	City of Philomath	Primary	12/31/2018
Edmonds	Doug	City of Philomath	Alternate	12/31/2018
Borchard	Wolfgang	City of Scio	Primary	12/31/2018
VACANT		City of Scio	Alternate	12/31/2018
VACANT		City of Siletz	Primary	12/31/2019
Eshleman	Dave	City of Siletz	Alternate	12/31/2019
Robert	Briana	City of Sweet Home	Primary	12/31/2018
Trask	Dave	City of Sweet Home	Alternate	12/31/2018
Trulove	Loel	City of Tangent	Primary	12/31/2018
Edwards	Georgia	City of Tangent	Alternate	12/31/2018
Smith	Joshua	City of Toledo	Primary	12/31/2019
Dalbey	William	City of Toledo	Alternate	12/31/2019
Cutter	Dann	City of Waldport	Primary	12/31/2018

*** = CWACT Executive Committee Members**

VACANT		City of Waldport	Alternate	12/31/2018
Scott	Dennis	City of Waterloo	Primary	12/31/2018
Arms	Jon	City of Waterloo	Alternate	12/31/2018
Fry	Barbara	City of Yachats	Primary	12/31/2018
Stanley	Gerald	City of Yachats	Alternate	12/31/2018
Kenta	Robert	Conf. Tribes of Siletz Indians	Primary	12/31/2019
Barlow-Lind	Pam	Conf. Tribes of Siletz Indians	Alternate	12/31/2019
*Hunt	Doug	Lincoln County	Primary	12/31/2018
Thompson	Terry	Lincoln County	Alternate	12/31/2018
Gray	Cody	Lincoln County – Private Sector	Primary	12/31/2018
*Bain	Bill	Lincoln County – Private Sector	Primary	12/31/2019
*Nyquist	Roger (Chair)	Linn County	Primary	12/31/2019
Lindsey	John	Linn County	Alternate	12/31/2019
VACANT		Linn County – Private Sector	Primary	12/31/2019
Steele	Janet	Linn County – Private Sector	Primary	12/31/2018
*Huestis	John	ODOT	Primary	Permanent
Feldmann	James	ODOT	Alternate	Permanent
VACANT		Port of Alsea	Primary	12/31/2019
VACANT		Port of Alsea	Alternate	12/31/2019
Lamerdin	Stewart	Port of Newport	Primary	12/31/2018
Chuck	Walter	Port of Newport	Alternate	12/31/2018
Dahl	Zack	Port of Toledo	Primary	12/31/2018
Shoemake	Bud	Port of Toledo	Alternate	12/31/2018
Campi	Tarah	Albany Area MPO	Ex-Officio	Permanent
Meltzer	Nick	Corvallis Area MPO	Ex-Officio	Permanent

Coordination Protocol For the Albany Area MPO and the Cascades West ACT

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 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

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

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

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

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:

POLICY ON FORMATION AND OPERATION OF AREA COMMISSIONS ON TRANSPORTATION (ACTs)

INTRODUCTION

The Oregon Transportation Commission (OTC) established the Area Commissions on Transportation (ACTs) to improve communication and interaction between the OTC and local stakeholders who share a transportation focused community of interest. That dialogue will include the OTC, local officials, legislators, the business community and appropriate stakeholders and the Oregon Department of Transportation (ODOT).

By increasing stakeholder commitment and understanding of transportation programs, funding and issues, the OTC expects to:

- Broaden opportunities for advising the OTC on policy issues
- Improve project recommendations and coordination at the local level
- Broaden the Regional transportation perspective
- Increase stakeholder support for and commitment to projects
- Control project costs
- Support timely completion of projects
- Meet expectations for quality projects
- Facilitate private sector capital investments
- Maximize ODOT's capacity to deliver projects
- Improve Oregon's economy by addressing transportation challenges

The OTC adopted *Policy on Formation and Operation of Area Commissions on Transportation*¹ to provide answers to common questions about the purpose, formation and function of ACTs and to encourage a reasonable degree of consistency statewide in their role and operation.² The document is intended to provide statewide consistency for the ACTs while balancing local needs for flexibility and uniqueness. Each ACT will adopt Operating Agreements to further define its operating procedures. Topics addressed include the following:

- I. Mission
- II. Roles and Responsibilities
- III. Authority
- IV. ACT Structure and Membership
- V. Operations of the ACT
- VI. Basis for Decision Making
- VII. Coordination

As the need arises, the OTC may review this document and update as appropriate.

¹ This statement assumes future adoption of this document by the OTC

² See Attachment B.

The OTC will give significant weight to recommendations from the ACTs that follow the procedures described in this document. The ACT, however, is an advisory body to the OTC, and the OTC is the final decision-maker. Geographic areas that do not have an ACT or MPO must adhere to the same standards of accountability as ACTs and demonstrate to the OTC that recommendations were developed in accordance with ACT obligations. Prior to starting the process to prioritize project recommendations, the appropriate ODOT Region and the non-ACT geographic area will reach consensus on the process for determining compliance with this policy. This process could utilize previously adopted documents as appropriate.

In order to clarify the document, a glossary was prepared which defines the terms Region, Regional, Area, Transportation System and a series of verbs used throughout the document. The verbs convey varying levels of action or responsibility and include the following: must, shall, will, should, and may. See Attachment D, Glossary of Terms, for further definition and usage examples.

POLICY ON FORMATION AND OPERATION OF AREA COMMISSIONS ON TRANSPORTATION (ACTs)

I. MISSION

The mission of the ACTs is to provide a forum for the discussion and coordination of current and future transportation issues and to make recommendations to the OTC. An ACT plays a key advisory role in the development of the Statewide Transportation Improvement Program (STIP). The ACTs shall recommend priorities for state transportation infrastructure and capital investments based on state and local transportation plans related to the geographic boundary of the ACT.

II. ROLES AND RESPONSIBILITIES

ACTs have a primary role of making recommendations to the OTC regarding project selection for projects of local or Regional significance. ACTs may also be requested to provide input to the OTC on projects of statewide importance and on statewide policy issues.

A. Primary Role of the ACTs

At a minimum, ACTs shall perform the following:

- Provide a forum to advance the public's awareness and understanding among transportation stakeholders of transportation issues.
- Establish a public process that is consistent with state and federal laws, regulations and policies.
- Provide recommendations to the OTC regarding program funding allocations for the STIP, balancing local, Regional and statewide perspectives³.
- Prioritize Area Modernization project recommendations for the Development STIP and Construction STIP based on state and local transportation plans related to the Area.
- Make recommendations to ODOT regarding special funding opportunities and programs.
- Communicate and coordinate Regional priorities with other organizations, including the following:
 - Other ODOT Regions and ACTs
 - Metropolitan Planning Organizations (MPOs)
 - Community Solutions Team (CST)
 - Regional Partnerships and Regional Investment Boards
 - ODOT advisory committees

³ Techniques ACTs may use to achieve statewide perspective include: interacting with other ACTs, hosting forums on statewide issues such as access management and highway segment designations, and having the ODOT Director or OTC liaison attend and participate in ACT meetings. By using criteria established by the OTC and adherence to those standards, ACTs achieve a statewide vantage point.

- 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.
 - The Transportation System includes the following modes and aspects:
 - Air, marine, rail (freight and passenger)
 - Highway (trucks, buses, cars)
 - Transit
 - Bicycle/Pedestrian
- Provide documentation to the OTC of the public process and resulting recommendations forwarded by the ACT including alternatives for solutions and outcomes of decisions.
- Provide a report to the Oregon Transportation Commission at least once every two years.

B. Optional Activities of the ACTs

In addition to the above, ACTs may choose to provide advice on activities such as:

- ODOT corridor plans or local transportation system plans (TSPs) that contain projects of Regional significance (for example, a new highway bypass).
- Review projects and policies for other STIP funding programs and categories that have advisory committees or processes in place and advise ODOT on any special circumstances or opportunities that apply. These programs include Preservation, Safety, Bridge, Operations, Public Transportation, Freight, Rail, Bicycle/Pedestrian, Transportation Enhancement, Scenic Byways, Federal Lands Highways, and Fish Culverts.
- Advise the OTC on state and Regional policies affecting the Area's Transportation System, including proposed ODOT policies & their implementation.
- Input into prioritization of long-range planning projects (especially refinement plans) in the ODOT Region planning work programs.
- Establishment and monitoring of benchmarks for Regional transportation improvements.
- Other transportation related policy or funding issues relevant to a particular ACT that would benefit from the coordinated committee discussion afforded by the ACT structure.

See Attachment C for a flowchart showing ACT involvement in the typical process elements for the STIP.

C. Role of OTC

Success of the ACT is linked to communication with the OTC. The OTC role includes:

- Designating one OTC member as the liaison to the ACT.
- Encouraging the OTC liaison to attend ACT meetings.
- Providing financial support in an amount sufficient to meet OTC expectations.
- Facilitating communication between the OTC and the ODOT representative to the ACT.
- Describing expectations and providing adequate lead time when requesting input from the ACT.

- Providing training opportunities for the ACTs to enhance understanding of statewide programs and issues.
- Giving significant weight to recommendations from ACTs that follow procedures and requirements described in this document.
- Providing feedback to the ACTs regarding decisions that were made based on the ACT recommendations.
- Conducting a biennial review of the ACT Charter and Operating Agreements.

D. Role of ODOT Staff

ODOT staff provides a key role in the successful operation of the ACT. ODOT shall assign a senior manager with good communication skills as its voting representative to the ACT. The ODOT representative shall:

- Serve as a communication liaison between the ACT, ODOT Region, and ODOT Director's Office.
- Bring a statewide perspective to discussions of local transportation issues.
- Coordinate timely preparation of agenda items for action by the ACT.
- Provide technical and policy information in a timely manner to assist the ACT in carrying out its roles and responsibilities.
- Provide information on project status.
- Coordinate presentations and education regarding state and federal programs and priorities.
- Advise the ACT of ODOT views during program and project discussions.
- Provide staff support as agreed upon (Section V. B.).
- Advise on technical or policy issues relating to transportation safety, bicycle and pedestrian facilities, passenger rail and freight, trucking, public transportation, scenic byways, motor carriers and state/local government relationships.

III. AUTHORITY

ORS 184.610 to 184.666 gives the Oregon Transportation Commission the authority to establish the policies for the operation of the Oregon Department of Transportation and for the administration of programs related to transportation. The Area Commissions on Transportation are advisory bodies chartered under authority of the Oregon Transportation Commission. The OTC may charter an ACT when it demonstrates, and as long as it maintains, a structure consistent with the requirements contained in this document. The OTC retains oversight and final decision making authority to assure efficient management of the state Transportation System. ACTs provide valuable input and recommendations to that process.

An ACT is a voluntary association of government and non-government transportation stakeholders and has no legal regulatory, policy or administrative authority. The ACT process and resulting recommendations shall comply with relevant laws, regulations and policies. As an advisory body to the OTC with authority to make recommendations on policy or administration, ACTs meet the definition of a "Governing Body" and fall under the requirements of the Public Meetings Law. ORS 192.610 to 192.690. An ACT's members shall comply with the requirements of Oregon Government Standards and Practices laws concerning conflict of interest.

ACTs should apply a statewide perspective to address the Transportation System with primary focus on the state Transportation System (Glossary, Attachment D). ACTs may also consider Regional and local transportation issues. Multi-ACT collaboration may be requested to facilitate consideration of issues that have a broader geographic scope than any one ACT. The needs of urban and rural areas may be different and discussions may include ACT representatives from more than one ODOT Region to help focus discussions on corridor or system needs.

IV. ACT STRUCTURE AND MEMBERSHIP

A. Geographic Coverage

Because the ACTs (and, where applicable, the MPOs) are primary advisors to the OTC with regard to transportation policies and programs which effect them, the OTC strongly encourages coverage of the State with respect to ACT or MPO representation.

The OTC recognizes that there is strength in member familiarity with Regional issues, and thus, expects that an ACT will encompass an area that geographically represents all its interests. The rationale for ACT boundaries should be consistent with a “geographical community of interest” regarding the state Transportation System and coordinated with existing Regional inter-governmental relationships. Shared interest might include a similarity of population, economy, land use, infrastructure needs, contiguous boundaries, commute shed, political and programmatic interests, and collaborative opportunities. The geographic boundaries of an ACT or MPO may change over time and if this occurs, an amendment to the boundaries will be negotiated and agreed upon by the affected parties, and a formal request for change will be submitted in writing to the OTC for approval. Each ACT will develop an Operating Agreement (Section V. A.) and this agreement will articulate the rationale for its specific boundaries.

B. Membership

When establishing the voting⁴ membership, an ACT needs to consider all modes and aspects of the Transportation System. An ACT will have a voting membership which is reflective of its population and interest groups and will be broadly representative of those impacted by ACT recommendations. At a minimum, ACT representation will include at least 50% elected officials from the Area. Representation shall include City, County, and MPO officials within the ACT boundaries. Tribal Governments, Port officials, and Transit officials⁵ shall also be invited to participate as voting members and will count toward the requirement of at least 50% elected officials. The remainder of the representation should be from interested stakeholders which may represent, but are not limited to: freight, trucking, bicycle, pedestrian, public transportation system, public interest advocacy groups, environmental, land use, local citizens, business, education, public safety providers, non-profit organizations, etc. ODOT will be a voting member on each ACT. Members should be carefully selected so that transportation recommendations are coordinated with other local and Regional community development activities, creating consensus within the Area on transportation issues and priorities. The ACT will determine the total number and selection of ACT members.

⁴ Voting may be by consensus or majority, as defined in the individual ACT Operating Agreement (Section V. A.).

⁵ In some geographic areas, Port and Transit officials are appointed, not elected.

In addition to the official membership, each ACT should include appropriate ex officio members and give full consideration to their comments and recommendations. Ex officio members may include:

- Oregon Transportation Commissioners, state legislators, and local congressional aides
- Community Solutions Team
- State and federal agencies such as US Forest Service, BLM, Fish and Wildlife, Department of Environmental Quality, Department of Land Conservation and Development, Department of Aviation
- City and county road district or department
- Regional groups that have an interest in transportation issues such as housing advocates, Regional Partnerships and Regional Investment Boards, law enforcement agencies, etc.

The ACT should encourage participation of adjacent ACTs and consider inviting representatives as ex officio members. Adjoining ACTs should be included on all mailing lists and be invited to attend all ACT meetings.

As an ACT experiences membership turnover, it should review representation to ensure continued balance of all groups the committee represents. When providing reports to the OTC, ACTS will be asked to describe how they have met the membership guidance. If circumstances within the ACT (e.g., small population and large geographic area) prevent the ACT from meeting the minimum membership requirements, the ACT may develop an alternate proposal for approval by the OTC during its biennial review.

C. Technical Advisory Committee

Although not required, the ACT may establish a technical advisory committee to assist during project or policy discussions. The TAC may be a standing committee to the ACT or formed on an ad-hoc basis as needed. The ACT will determine membership of the TAC and its role will be defined in the Operating Agreement.

V. OPERATIONS OF THE ACT

A. ACT Operating Agreements

ACT operating agreements must clarify the roles and processes between members, agencies, ODOT and the OTC. They are intended to specify how members will be selected and define membership beyond that required in this document, including the total number and the voting status of each member. Operating agreements shall provide for a wide solicitation for non-elected membership, and specify the solicitation process used. In addition, Operating Agreements shall specify when, where and how meetings will be conducted, officers and terms of office, whether or not alternates will be allowed, the public involvement processes which the ACT will use, number of members required to constitute a quorum, decision making process (for example, consensus or majority vote), and whether technical advisory committees will be used and how they will be constituted.

Some ACTs may choose to have an executive/steering committee and if so, the Operating Agreement will describe the committee's authority and how it meets the requirements of this document, particularly in regard to membership and public involvement. The Operating

Agreement will articulate how the executive/steering committee will communicate with the full ACT.

The Operating Agreements shall clarify that ACTs are advisory bodies that make recommendations to the Oregon Transportation Commission.

B. Staffing and Financial Support

An ACT must be staffed either by ODOT or an organization with which ODOT could contract administrative services. The ACT and ODOT will jointly agree on how the ACT will be staffed. ODOT will provide planning staff assistance to the ACT and financial support for administration of the ACT in an amount sufficient to meet OTC expectations. Where it makes financial and logistical sense, the management and technical support services of an MPO and an ACT may be combined to increase consistency, cost-efficiency, and coordination.

C. Public Involvement

As an advisory body that has authority to make recommendations to the OTC on policy or administration, an ACT must comply with the requirements of Oregon's Public Meetings Law found at ORS 192.610 to 192.690. The policy underlying the law is to ensure an open governmental decision making process and so facilitate the public's awareness "of the deliberations and decisions of governing bodies and the information upon which such decisions were made." (ORS 192.620.)

The Public Involvement section gives more detail than other portions of this document. Attachment A provides the minimum and preferred public involvement requirements for different types of ACT meetings. The ACT may use Attachment A as a template to incorporate into its bylaws. The goal is to achieve statewide consistency through an open, understandable process that meets state and federal public involvement policies, while continuing to recognize Regional differences in issues and priorities. In its biennial report to the OTC, the ACT will describe how it meets the minimum requirements. The ACTs must follow all relevant federal laws, regulations and policies for public involvement, including Title VI and Environmental Justice requirements, and all applicable ODOT policies.

For ACTs to fulfill their advisory role in prioritizing transportation problems and solutions and recommending projects, the ACTs must involve the public and stakeholders in their decision making processes. As the ACTs consider local, Regional and statewide transportation issues, it is important that they use the appropriate level of public involvement and/or public information. To comply with federal Environmental Justice requirements, the public involvement process needs to identify a strategy for engaging minority and low income populations in transportation decision making. Meeting materials and facilities shall be accessible to those with disabilities pursuant to ADA standards.

The responsibility for developing agendas, distributing materials, taking minutes, website maintenance and other duties related to ACT public involvement shall be covered in the joint agreement identified in Section V. B, Staffing and Financial Support.

VI. BASIS FOR DECISION MAKING

The ACT shall function as an advisory body to the OTC, which has final decision authority. The ACT process and resulting recommendations shall comply with relevant laws, regulations and policies. When ACTs are considering recommendations relative to the STIP, their recommendations must comply with the policies and standards adopted by the OTC. When ACTs are providing recommendations on policy, they have greater latitude in formulating their response.

Recommendations shall be based on local, state, and federal adopted transportation plans, policies and procedures including, but not limited to:

- Oregon Transportation Plan and supporting mode plans (e.g., Oregon Highway Plan and Oregon Public Transportation Plan)
- Oregon Public Meetings Law, ORS 192.610 to 192.690 (See State of Oregon, Department of Justice, *Attorney General's Public Records and Meetings Manual*)
- State corridor and facility plans
- Transportation Planning Rule, OAR 660-012
- Transportation system plans
- MPO regional transportation plans
- Federal transportation planning regulations
- Local government plans, regulations, and ordinances
- Project selection criteria and prioritization factors approved by the OTC, including Oregon Transportation Management System data
- State Agency Coordination Program, OAR 731-15
- Additional criteria established by the OTC
- Oregon Government Standards and Practices, ORS Chapter 244
(See *Oregon Government Standards and Practices Laws, a Guide for Public Officials*, by the Oregon Government Standards and Practices Commission)

ACTs may use additional criteria to select and rank projects provided the criteria do not conflict with any criteria established by the OTC⁶. If an ACT chooses to use additional criteria, they must inform those developing project proposals about the criteria. ACTs shall apply Regional and statewide perspectives to their considerations, refining recommendations after consultation with any affected metropolitan planning organization.

Recommendations to the OTC shall be documented and forwarded to the OTC with the factors used to develop the recommendation, including any additional criteria used by the ACT in forming its recommendation. Documentation developed by a member whose recommendations were not incorporated into the final ACT recommendations will be forwarded to the OTC with other materials documenting ACT recommendations. Recommendations to the OTC will be made in accordance with the approved STIP Development Timeline (on the Web at: <http://www.odot.state.or.us/stip/>).

⁶ See footnote 3.

ODOT has established special committees and processes to apply Oregon Transportation Management System information for the identification, prioritization and development of bridge replacement/rehabilitation and pavement preservation projects. If the ACT reviews Bridge or Preservation projects based on OTC approved criteria, the role of the ACT shall be to review the recommended lists of projects and to provide information to ODOT regarding any special circumstances within the Area that may apply to the prioritized list. Due to the highly technical nature of the bridge project selection, prioritization is primarily the responsibility of the technical staff utilizing the Bridge Management System. For preservation projects, the list from the Pavement Management System is enhanced by ACT knowledge/ information that helps meet state and local objectives (e.g., leverage funding sources, bundle with other projects, coordinate with local projects).

Federal regulations require MPOs to select transportation projects within the MPO boundaries from a limited pool of projects identified in the MPO's financially constrained regional plan. Selection of other projects within the MPO boundary requires coordination with the MPO and amendment of the MPO plan and TIP prior to adding them to the STIP. Outside MPO boundaries, ACTs may draw from a larger pool of projects found in local transportation system plans, which are not necessarily financially constrained.

VII. COORDINATION

Because of the fundamental importance placed on recommendations by the ACTs, coordination shall be a primary obligation and ACTs are expected to meet a high standard in this area. To ensure that recommendations have been reviewed for local, Regional and statewide issues and perspectives, ACTs should communicate with others that may have knowledge or interest in the Area. Working with a broad representation of stakeholder groups should also help provide a balance between local/Regional priorities and statewide priorities. ACT coordination should include, but not be limited to the following groups:

- Oregon Transportation Commission
- Other ACTs within and across ODOT Regions
- ODOT Advisory Committees
- Community Solutions Team
- Regional Partnerships and Regional Investment Boards
- Tribal Governments
- MPOs
- Local Governments, Transit and Port Districts
- Stakeholder groups (e.g., environmental, business, state and federal agencies with land holdings within the ACT boundary)

It is recommended that the ACT develop a diagram or flowchart showing the numerous relationships within the ACT. The diagram should be available at each meeting of the ACT.

A. Oregon Transportation Commission

ACTs will provide a report to the OTC at least once every two years. The report will provide an opportunity for the Commission to review the ACT charter, operating agreements and proposed work program. If modifications are required to comply with new or updated OTC direction (e.g.,

revising processes to conform to the revised “Policy on Formation and Operation of Area Commissions on Transportation (ACT)”), changes will be incorporated at that time. An ACT or the OTC may initiate additional communication on an as-needed basis.

ACTs will forward their recommendations and supporting information to the OTC for consideration. The OTC will provide feedback to the ACTs regarding actions taken.

B. ACTs Within and Across ODOT Regions

ACTs will coordinate with other ACTs, as needed for recommendations to the OTC that may have a Regional impact (e.g., priorities along a specific highway corridor). To facilitate regular communications, adjacent ACTs should be included on the ACT mailing lists and invited to all ACT meetings. Meeting agendas and minutes should be provided to adjacent ACTs. The ACT should consider adjacent ACT representatives for inclusion as ex officio members.

C. ODOT Advisory Committees

ACTs are encouraged to keep ODOT’s specialized standing committees (e.g., Local Officials Advisory Committee, Rail, Freight, Public Transportation, Bicycle/Pedestrian, Transportation Enhancement, Scenic Byways and the Tri-Agency Committee for the Forest Highway Program) informed and to seek their comment on major policies and programs under consideration. Representatives should be included on the ACT mailing lists and invited to all ACT meetings. The committees have a mutual obligation to provide information to the ACTs regarding processes, technical data, and recommendations specific to the program.

D. Community Solutions Team

Since 1995, five state agency directors, serving as the Governor's Community Solutions Team (CST), have been actively engaged in developing an integrated and collaborative approach to community development. ACTs are encouraged to use the multi agency resources of the Regional Community Solutions Teams (RCST) early in the project review process to raise and resolve issues as appropriate. RCST may also help identify opportunities to leverage funds. The standing agencies of the CST include:

- Oregon Department of Transportation (ODOT)
- Oregon Housing and Community Services (OHCS)
- Oregon Economic and Community Development Department (OECDD)
- Department of Land Conservation and Development (DLCD)
- Department of Environmental Quality (DEQ).

Representatives of the RCST should be included on the ACT mailing lists and invited to all ACT meetings

E. Regional Partnerships and Regional Investment Boards

Regional Partnerships and Regional Investment Boards are composed of local partners in two or more counties and the cities, ports, and tribes within those counties who agree to work together to provide a forum for coordination of economic and community development planning and investments so that strategies and processes for economic and community development are leveraged to the greatest extent possible to meet agreed upon priority issues, challenges and goals.

Representatives of Regional Partnerships or Regional Investment Boards should be included on the ACT mailing lists and invited to all ACT meetings. ACTs are encouraged to either be one and the same with a Regional Partnership or be organized to work effectively with and contribute to the work of a Regional Partnership.

F. Tribal Governments

OTC recognizes that Tribal Governments represent sovereign nations. ACT recommendations will consider the needs of the Tribal Governments, as well as coordination with the tribal Transportation Improvement Program (TIP) and other projects being developed by the Tribal Governments. To provide this coordination and understanding, a tribal representative shall be invited as a voting member of the ACT, as applicable.

G. MPOs

While the ACTs provide valuable advice on project priorities and other policy issues, the MPO is responsible for carrying out the metropolitan transportation 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 MPO must have a continuing, cooperative and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals. These plans and programs shall lead to the development and operation of an integrated intermodal transportation system that facilitates the efficient, economic movement of people and goods. (23 CFR 450.312).

ACTs and MPOs should coordinate their efforts to assure a better decision making process which results in better coordination of projects. The form of coordination should be different depending upon where MPO and ACT boundaries fall. 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.

For ACTs that are near or adjacent to an MPO, a sufficient level of coordination can be achieved by simply communicating the priorities of each group. This might be done through ex officio membership on committees or some other mutually agreeable, less formal method.

H. Local Governments, Transit and Port Districts

Transportation recommendations will be coordinated with other local and Regional community development activities. ACT representation shall include port and transit officials from the Area. ACT representatives of these groups are responsible for providing regular updates to their respective organizations on actions and recommendations being considered by the ACTs.

I. Stakeholder Groups

While it may be impractical to include representatives from every stakeholder group on the ACT, the ACT needs to make a concerted effort to hear the concerns and recommendations of stakeholders prior to making decisions regarding recommendations to the OTC. The ACT will provide easy access to technical materials and supporting documentation considered by the ACT during its decision making process and shall consider and respond to public input received during the planning and program development process. (Section V. C. and Attachment A).