



Orientation Manual

March 2023

Lane Area Commission on Transportation Orientation Manual

Index

Chapter 1: History and Purpose of Area Commissions on Transportation

1. Oregon Transportation Commission Information Sheet
2. ODOT Region Map
3. Area Commission on Transportation Information Sheet
4. ACT Map
5. Policy on Formation and Operation of Area Commissions on Transportation

Chapter 2: Lane Area Commission on Transportation Overview

1. LaneACT Overview
2. LaneACT Formation Process
3. Senate Bill 944
4. LaneACT Bylaws (revised 2020)
5. LaneACT Foundational Policies
6. LaneACT Steering Committee Protocols
7. LaneACT and Central Lane MPO Coordination Protocols (Adopted)
8. Common Terms and Acronyms

Chapter 3: Statewide Transportation Improvement Program (STIP) Overview

1. STIP Timeline and Process



Chapter 1: History and Purpose of Area Commissions on Transportation

Oregon Transportation Commission

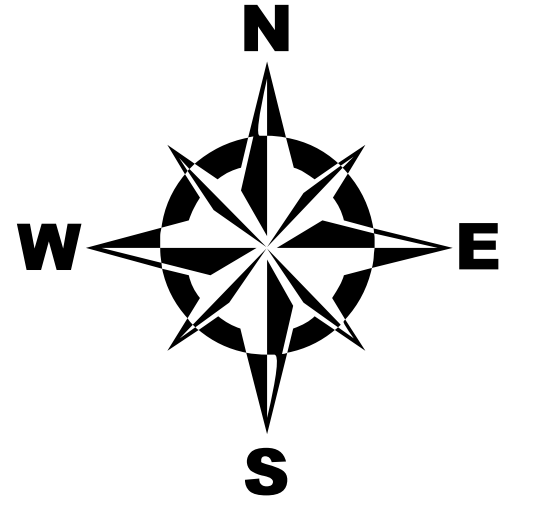
What is the Oregon Transportation Commission?

The Oregon Transportation Commission (OTC) establishes state transportation policy. The commission also guides the planning, development and management of a statewide integrated transportation network that provides efficient access, is safe, and enhances Oregon's economy and livability. The commission meets monthly to oversee Department of Transportation activities relating to highways, public transportation, rail, transportation safety, motor carrier transportation, and drivers and motor vehicles.








The governor appoints five commissioners, ensuring that different geographic regions of the state are represented. One member must live east of the Cascade Range; no more than three can belong to one political party.

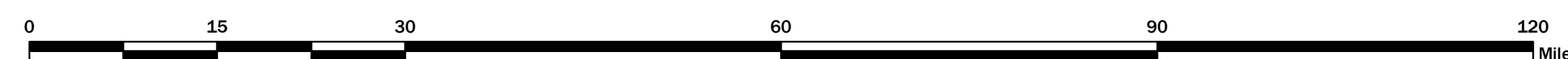
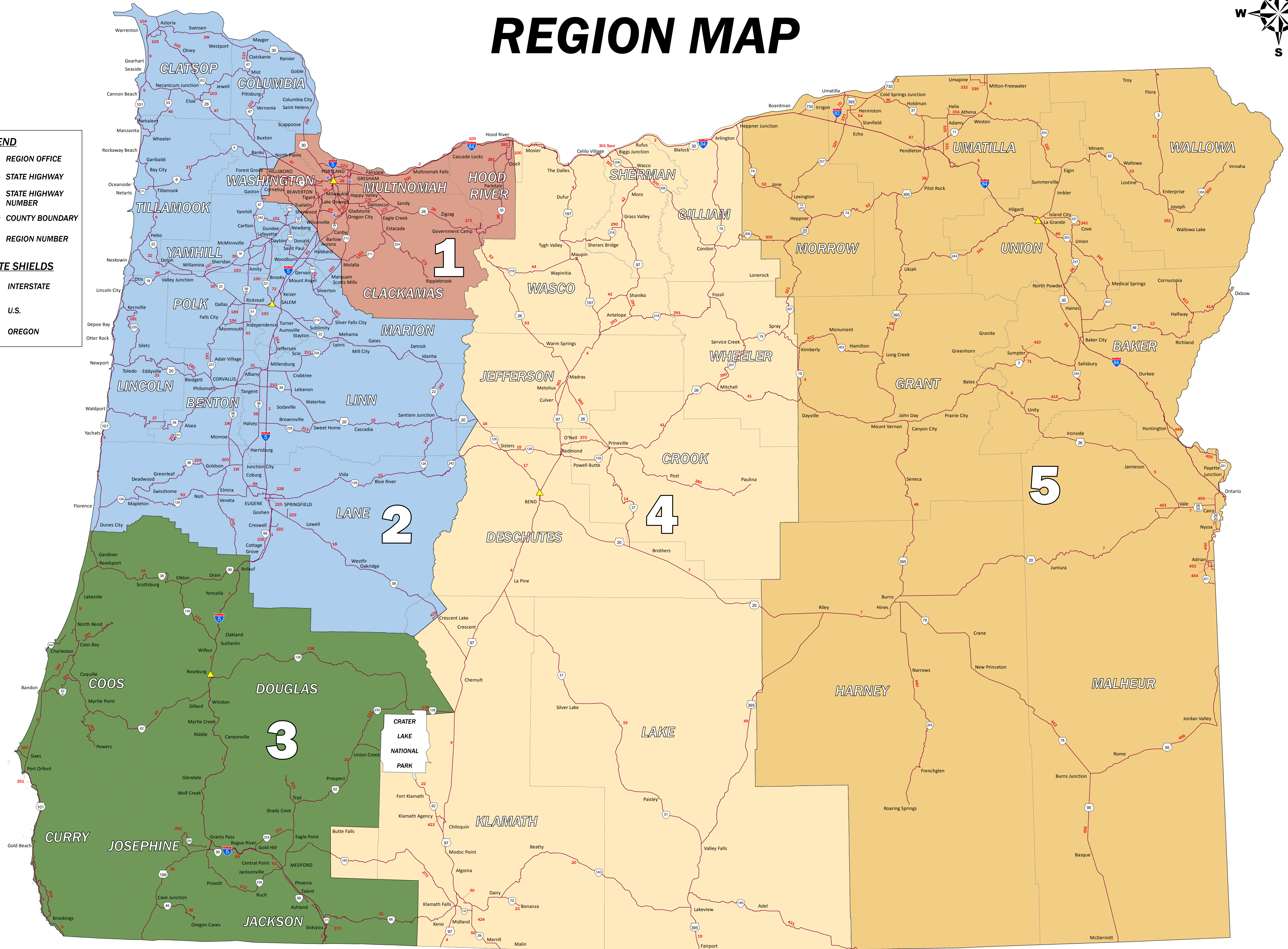
For more information: Visit the OTC [website](#).

OREGON DEPARTMENT OF TRANSPORTATION REGION MAP



LEGEND

-  REGION OFFICE
-  STATE HIGHWAY
- 100** STATE HIGHWAY NUMBER
-  COUNTY BOUNDARY
-  REGION NUMBER
- ROUTE SHIELDS**
-  INTERSTATE
-  U.S.
-  OREGON



Area Commissions on Transportation

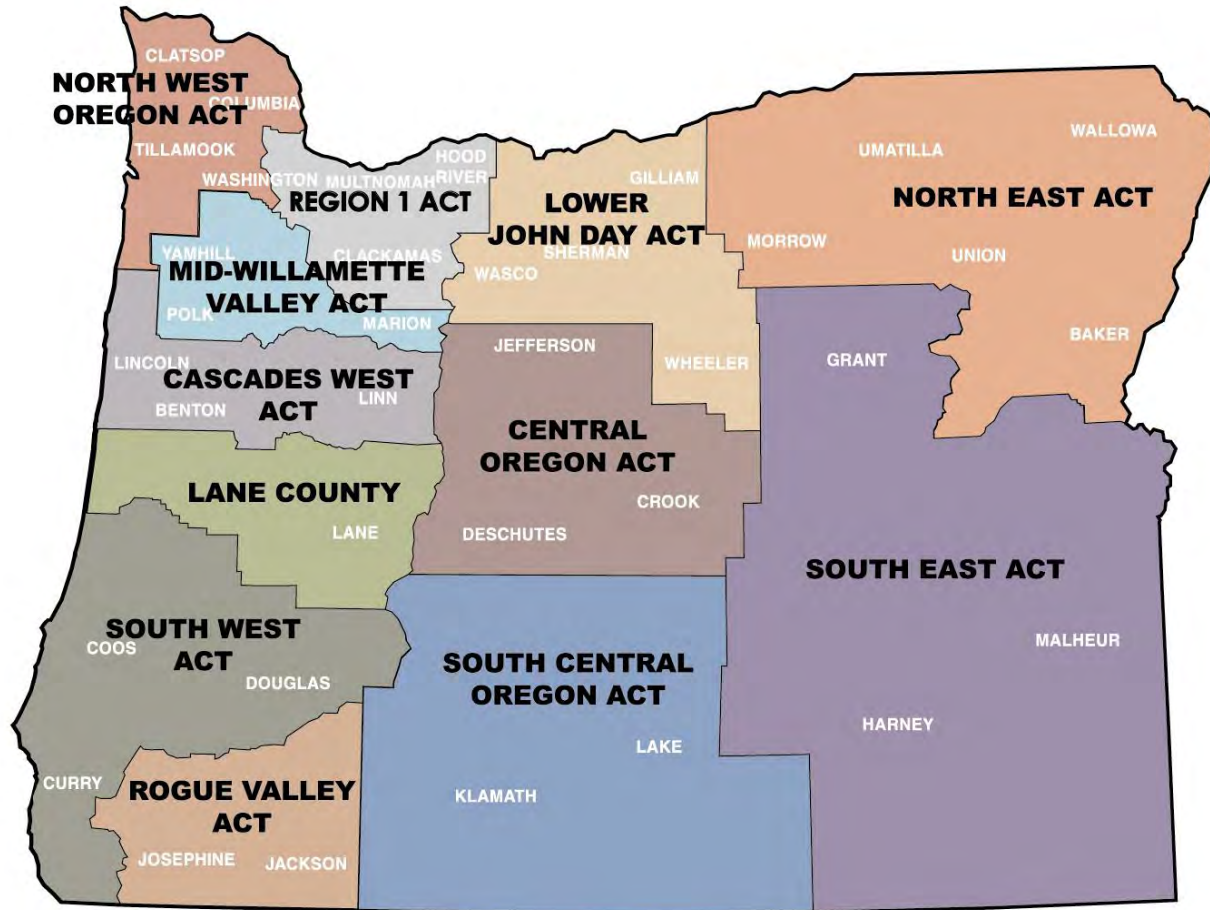
What is an ACT?

Area Commissions on Transportation are advisory bodies chartered by the Oregon Transportation Commission. ACTs address all aspects of transportation (surface, marine, air, and transportation safety) with primary focus on the state transportation system. ACTs consider regional and local transportation issues if they affect the state system. They work with other local organizations dealing with transportation-related issues.

In 1996, the OTC authorized regionally based transportation advisory commissions known as Area Commissions on Transportation or ACTs in order to expand opportunities for local citizen involvement in ODOT's decision making. The OTC responded to local jurisdictions and other stakeholders asking for more opportunity to participate in the early stages of transportation project selection.

The Oregon Department of Transportation (ODOT) divides the state into five regions, and further into twelve areas.

Oregon ACTS



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.

Through the ACTs, the OTC expects to:

- Broaden opportunities for advising the OTC on policy, investment and project issues.
- Implement policy.
- Improve project recommendations and coordination at the local level.
- Hear diverse regional transportation perspectives.
- Increase stakeholder support for and commitment to policies, programs, and projects.
- Establish expectations for policies, projects, and programs.
- Collaboratively co-advance goals such as climate, equity, safety, and the economy.

The OTC adopted *Policy on Formation and Operation of Area Commissions on Transportation* 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.¹ 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 See Attachment B.

The OTC will carefully consider 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.

In order to clarify the document, a glossary² 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.

² See Attachment D.

**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.

II. ROLES AND RESPONSIBILITIES

ACTs have a primary role of establishing priorities, seeking public input and making recommendations to the OTC regarding perspectives within their area related to policies, funding, investments, system operations, and projects. ACTs may also be requested to provide input to the OTC on investments and 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 for understanding and discussing transportation issues amongst transportation stakeholders.
- Provide opportunity for all members to provide updates on relevant and timely topics, project status, projects likely to be funded, project in design phase and those in construction.
- Establish a public involvement process that is consistent with state and federal laws, regulations, and policies.
- Inform the development and implementation of the Oregon Transportation Plan (OTP) and associated mode and topic plans.
- Identify regional considerations, needs, opportunities, and priorities specific to the geography of each ACT and in consideration of locally adopted plans (e.g. TSPs, Regional Transportation Plans, etc.).
- Develop, implement and regularly update a two-year Work Plan following the established format including expectations of the OTC and ODOT, with the flexibility to identify interest areas and priorities specific to each ACT.
- Provide recommendations to the OTC regarding program funding allocations for various investment programs.
- Make recommendations to ODOT regarding special funding opportunities and programs.
- Advance the priorities of the OTC as stated in the Strategic Action Plan, OTP, etc.
- Communicate and coordinate Regional priorities with other organizations, including the following:
 - Other ODOT Regions and ACTs
 - Metropolitan Planning Organizations (MPOs)
 - Regional Solutions Teams (RST)
 - Regional Partnerships and Regional Investment Boards

- ODOT advisory committees
- 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.
- In providing any recommendations to the OTC or ODOT consider, at a minimum, implications to equity and climate, and balance other objectives including the economy, safety, health, mobility for all modes and state of good repair. Consider local, area, regional, and statewide perspectives and needs.³

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 (e.g. a new highway bypass).
- OTC and ODOT investment strategies, investments, projects and policies for other programs and categories that have advisory committees or processes in place.
- Special circumstances or opportunities as applicable. Examples include STIP Fix-It, Enhance, Active and Public Transportation, Safe Routes to School or others such as Federal Lands Access Program, and ConnectOregon.
- 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 will:

- Designate two OTC members as the liaisons to the ACTs who should:
 - Between liaisons, attend at least one meeting of each ACT annually.
 - Engage with ACT members during ACT meetings;
 - Report on OTC priorities and important topics regularly to each ACT; and,
 - Provide ACT information and updates at OTC meetings on a regular basis.
- Direct the OTC liaisons to interact frequently with the ACTs, periodically attending meetings and providing opportunity to directly hear and report ACT comments to the OTC, resulting in the ACTs receiving feedback on OTC actions related to topics on which the ACT provided input.
- Facilitate communication between the OTC and ACT.
- Describe expectations and providing adequate lead time when requesting input from an ACT.
- Carefully consider and give weight to recommendations from ACTs.

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.

- Approve ACT Charters and Work Plans.

D. Role of ODOT Staff

ODOT staff provides a key role in the successful operation of the ACT. ODOT will:

- Provide financial assistance (including Equitable Engagement Compensation Policy) and support for primary group meetings and to a lesser amount, support for optional ACT activities (e.g. subgroup meetings).
- Provide training opportunities for the ACTs to enhance understanding programs and issues.
- Provide guidance on development of Charters, Work Plans and membership.
- Provide technical and policy information in a timely and meaningful manner, affording ample time for input, to assist the ACT in carrying out its roles and responsibilities for providing recommendations and input to the OTC decision-making process.
- Assign an Area Manager or other manager within the Region with good communication skills as its voting representative to the ACT. The ODOT representative shall:
 - Serve as a voting member of the ACT.
 - Provide staffing support to the ACT, including timely preparation of agenda items for action by the ACT in coordination with the ACT chair, coordination of presentations, and support sharing back how recommendations and feedback from the ACTs was used in OTC or ODOT final decisions
 - Inform the ACTs on ODOT statewide policies and criteria during program investment discussions to assist in the ACTs in providing input for OTC action and decision making.
 - Inform ACTs 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, and outcomes such as climate, equity, safety and other key considerations.
 - Provide project status as member of the ACT.
 - Conduct a biennial review of the ACT Charter and/or Operating Agreements.
 - Provide documentation to the OTC of the public process and resulting recommendations forwarded by each ACT including alternatives for solutions and outcomes of decisions.
- Complete “feedback loop” with the ACTs, ensuring two-way communication is completed, particularly timely communication regarding how their recommendations and feedback was or was not used in making final decisions.

III. AUTHORITY

ORS 184.610 to 184.666 gives the OTC the authority to establish the policies for the operation of ODOT and for the administration of programs related to transportation. The ACTs are advisory bodies chartered under authority of the OTC. 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 (see 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 affect 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 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 must have a voting membership which is reflective of its socio-demographic 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. Representatives of the nine federally recognized Tribal

⁴ Voting may be by consensus or majority, as defined in the individual ACT Operating Agreement (Section V.A.).
Oregon Transportation Commission Page 6
Approved June 18, 2003 and amended January 20, 2022

Governments in Oregon as named in ORS 172.110, 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 should represent, but are not limited to: trucking, air, rail bicycle, pedestrian, public transportation, public interest advocacy groups, environmental or climate, land use, local citizens, business, education, public safety providers or organization, 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.

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.
- Regional Solutions Teams.
- State and federal agencies such as US Forest Service, BLM, Fish and Wildlife, Department of Environmental Quality, Department of Land Conservation and Development, or 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 and Other Subgroups

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

V. OPERATIONS OF THE ACT

A. ACT Operating Agreements, Charters, Bylaws

ACT Operating Agreements, Charters and/or Bylaws must clarify the roles and processes between

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

members, agencies, ODOT, and the OTC. Operating agreements and bylaws are acceptable substitutes for charters. 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, Charters and/or Bylaws shall provide for a wide solicitation for non-elected membership, and specify the solicitation process used. In addition, these documents 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 (e.g. consensus or majority vote), and whether technical advisory committees or subgroups will be used and how they will be constituted.

Some ACTs may choose to have an executive/steering committee and if so, the Operating Agreements, Charters and/or Bylaws will describe the committee's authority and how it meets the requirements of this document, particularly in regard to membership and public involvement. These documents will articulate how the executive/steering committee will communicate with the full ACT.

The Operating Agreements and other documents 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 Work Plan, the ACT will describe how it meets minimum public involvement 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 investment strategies and investments, 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 as well as state equity expectations, 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. ODOT will maintain a website that provides information and links to each of the ACTs:

https://www.oregon.gov/odot/Get-Involved/Pages/Area_Commissions.aspx

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. ACT recommendations must comply with the policies and standards adopted by the OTC when they are considering recommendations relative to the STIP. 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 OTC. 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 shall be documented and forwarded to ODOT 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. ODOT will ensure that feedback loop is completed.

ODOT has established processes to apply Oregon Transportation Management System information for the identification, prioritization, and development of Fix-It projects, primarily 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, or 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:

- ODOT
- Other ACTs within and across ODOT Regions
- ODOT Advisory Committees
- Regional Solutions Teams
- Regional Partnerships and Regional Investment Boards
- Nine federally recognized Tribal Governments in Oregon as named in ORS 172.110
- MPOs
- Local Governments, Transit and Port Districts
- Stakeholder groups (e.g. environmental, business, state and federal agencies with

- land holdings within the ACT boundary)
- General public

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 complete a Work Plan every two years. The Work Plan will provide an opportunity for the Commission to review the ACT charter 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, ODOT, or the OTC may initiate additional communication on an as-needed basis.

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 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. Regional Solutions Teams

The Governor’s approach to community and economic development, established by Executive Order and enacted by House Bill 4015, recognizes the unique needs of each Oregon Region and the importance of working locally to identify priorities, solve problems, and seize opportunities to get projects done. The Regional Solutions Teams recognize the unique needs of each Oregon Region, and the importance of working locally to identify priorities, solve problems, and seize opportunities to get projects done.

Representatives of the RST should be included on the ACT mailing lists and invited to all ACT meetings: <https://www.oregon.gov/gov/admin/regional-solutions/Pages/default.aspx> .

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 the nine federally recognized Tribal Governments in Oregon, as named in ORS 172.110, represent sovereign nations. ACT recommendations will consider the needs of these nine 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, representatives of the above described Tribal Governments shall be invited as voting members 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.

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).

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

- Distribute decision item 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 are 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.⁶
 - 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.

⁶ 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 audio 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

Attachment B

How An Act Is Established and Work Plan Structure

In establishing an ACT, local elected officials and staff work together with the ODOT Region Manager and the OTC member representing the Area to develop a proposal for the formation of an ACT. The proposal should address the key questions listed below. The proposal is circulated among local jurisdictions for comment, revision, and eventually expressions of support. The State Community Solutions Team reviews the proposal for coordination with the Regional Partnership Initiative. The OTC reviews the proposal. Once the OTC accepts the proposal, it adopts a resolution providing a provisional charter for the Area Commission on Transportation. The ACT selects its members and begins to function as an official advisory body to the Oregon Transportation Commission.

The Work Plan development should follow a similar process in addressing the questions below and should be reviewed by the ACT membership before submitting to ODOT.

Key Questions to be addressed in an ACT Proposal

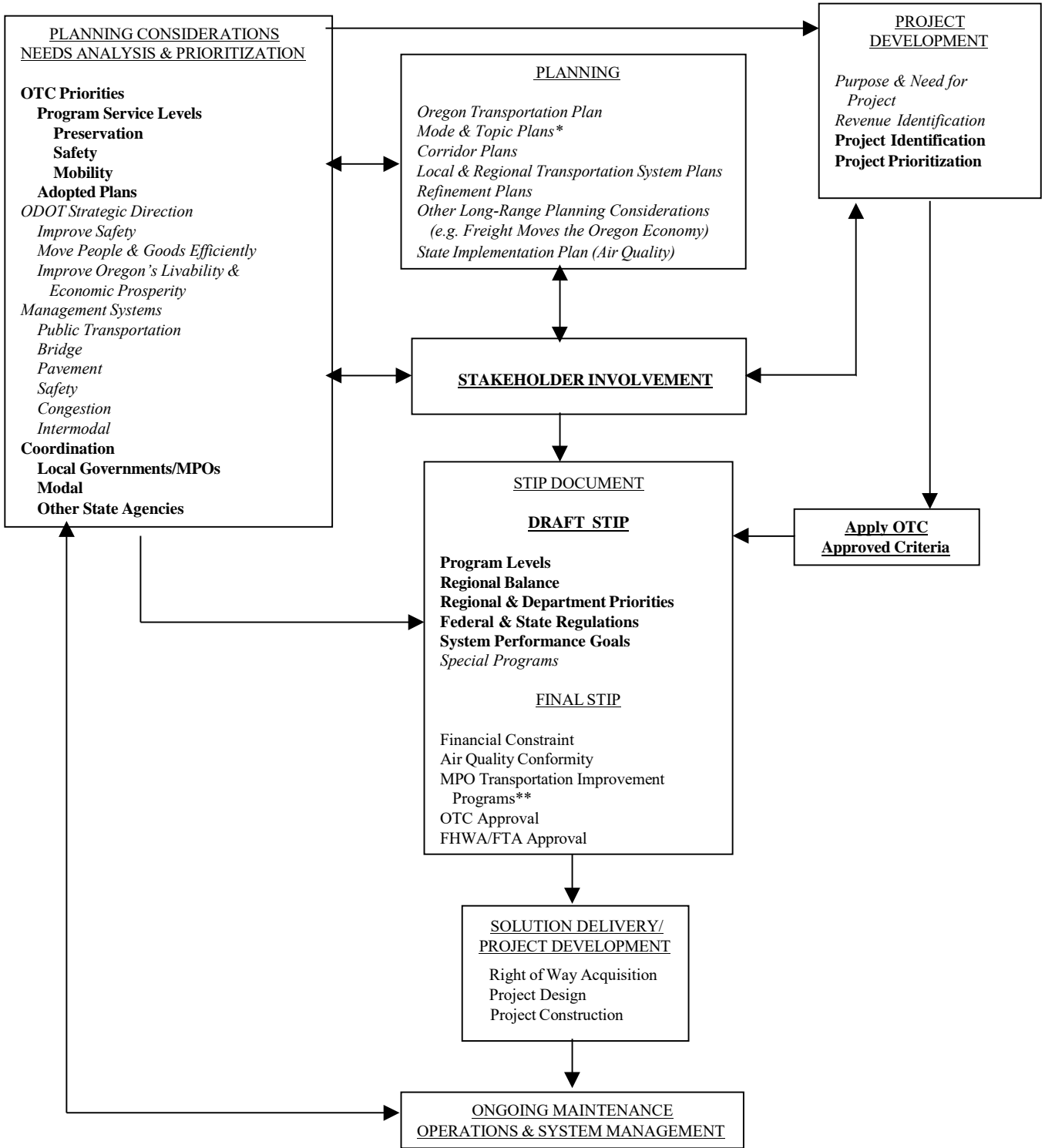
The OTC expects that for an ACT to be effective it will represent the political environment of the Area. Therefore, each ACT may look and function somewhat differently than another. However, each proposal or biennial report for an ACT should address at least the following questions:

1. What is the rationale for the geographic boundaries of the proposed ACT? If the boundaries are being modified, why?
2. What are the proposed voting and ex officio membership categories and how do they ensure coordination with existing Regional public agencies?
3. Is the membership broadly representative of local elected officials and inclusive of other key stakeholders and interests (IV.B. Membership)? If key representation is not included, explain the justification.
4. How would/does the ACT coordinate with adjacent ACTs and/or MPOs and involve state legislators?
5. What is the proposed work program of the ACT?
6. How will/does the ACT meet the minimum public involvement standards as shown in Attachment A of this document?
7. Who would/does help guide the work program and agendas of the ACT? Indicate the general operational structure.
8. How would/does the ACT secure technical assistance on transportation issues?

9. What key work efforts will be / have been addressed by the ACT?
10. Who would/does provide support staff to the ACT?
11. What will be / is the decision making process used by the ACT?

ATTACHMENT C: ACT PARTICIPATION

STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM



* Bicycle/Pedestrian, Highway, Public Transportation, Rail Freight, Rail Passenger, Transportation Safety Action, Aviation

** MPO TIPS must be included in ODOT's STIP without modification. To ensure state priorities are considered, ODOT must be involved in the local planning project selection process.

Bold Text = Primary Role for ACTs

Italicized Text = Optional Role for ACTs

Black Text = Not covered for Formation and Operation of ACTs document

Attachment D Glossary of Terms

Area—When capitalized, describes the geographic area of the Area Commission on Transportation.

Region—When capitalized, describes the Oregon Department of Transportation geographic regions.

Regional—When capitalized, includes considerations of other communities, regional movements, and patterns of transportation.

Transportation System—When capitalized, includes the following modes and aspects:

- Air, marine, & rail (freight and passenger)
- Highway (trucks, buses, and cars)
- Transit
- Bicycle/Pedestrian

To consider all modes and aspects of the Transportation System in formulating recommendations, ACTs would take into account the provision of elements and connections between air, marine, rail, highway, trucking, transit, bike, and pedestrian facilities.

Verbs:

Obligation—This category of terms shows the ACTs' responsibility to ensure the outcome to the OTC. The terms that fall within this category include:

- Must
- Shall
- Will

Encouraged—This category of terms provides the ACTs some flexibility with their responsibilities to the OTC. The terms that fall within this category include:

- Should

Permitted—This is the most flexible category of terms. It allows the ACTs to decide whether or not to engage in evaluation of the particular situation. Terms that fall within this category include:

- May



Chapter 2: Lane Area Commission on Transportation Overview



LaneACT Overview

March 2023



LaneACT Purpose

“LaneACT is an advisory body established to provide a forum for stakeholders to collaborate on transportation issues affecting ODOT and to strengthen state/local partnerships in transportation.”



LaneACT Mission

“Provide a local forum for sharing information, understanding, coordinating, and gaining consensus around transportation plans, policies, projects and funding;”

Engage key stakeholders and the general public with a process consistent with state and federal laws, regulations and policies;

As applicable, consider all modes and aspects of the transportation system, including air, marine, rail (freight and passenger), road, transit, bicycle, pedestrian, and pipelines;

Review and monitor the condition of the Area’s transportation system, using appropriate benchmarks;

Recommend short- and long-term transportation investment priorities based on state and local plans and addressing identified needs of the Area’s transportation system while balancing local, regional and statewide perspectives; and

Communicate and coordinate regional recommendations, priorities and activities, and collaborate with other organizations and interests...”



Membership Structure

- *Lane County and Cities (13 members)*
- *Confederated Tribes, Port of Siuslaw, Lane Transit District (3 members)*
- *ODOT Area Manager (1 member)*
- *Central Lane MPO (1 member)*
- *Lane County Transportation Advisory Committee (1 member)*
- *Highway 126 East (1 member)*
- *Four Designated Stakeholders for Trucking, Rail, Bike/Pedestrian, Environmental Land Use (4 members)*
- *Other Stakeholders (4-6 members)*



Operation

Decision Making

- *Quorum of 2/3 Voting Membership*
- *Decision by Consensus – Defined as ‘all voting members present can live with decision’*
- *No Consensus Requires Vote – Supermajority vote of 80% voting members present*

Officers

- *Chair and Vice-Chair for one-year terms*



Operation

Committees

- *Ad Hoc Committees (as needed)*
- *Steering Committee for Agenda Setting, Development of Work Plan, Mentoring New Members*

Meetings

- *Monthly Meetings (as needed)*
- *Monthly Meetings of Steering Committee*



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.)



Public Participation Plan

- Key goals:
 1. Educate the public on regional and statewide transportation issues, projects, and funding procedures;
 2. Engage key stakeholders and the general public with a process consistent with state and federal laws, regulations and policies;
 3. Provide a local forum for sharing information, understanding, coordinating, and gaining consensus around transportation plans, policies, projects and funding.



Adopted Protocols

- LaneACT Procedures and Policies
- Steering Committee Protocols
- Letter of Endorsement Protocols
- Public Information Inquiry
- ACT-MPO Coordination Protocols
- Appropriateness of Alternates Protocol
- Expedited Letter of Endorsement Protocol

Lane County Process to Form an Area Commission on Transportation (ACT)

Process

The 2009 Oregon Legislative Assembly enacted Senate Bill 944, requiring Lane County, in consultation with other elected local officials and with transportation stakeholders in Lane County, to develop, not later than September 30, 2010, a proposed charter for the formation of an ACT.

September 23, 2009: the Board of County Commissioners adopted a Process for Forming an ACT for Lane County, consisting of three phases:

1. Identify stakeholders and solicit perspectives.
2. Create a forum ("Pre-ACT") to develop a proposed charter for the ACT.
3. Approve the ACT charter and convene the ACT.

October 20, 2009: the Board of County Commissioners hired independent consultant Rob Zako as the project manager to work with Lane County and ODOT staff to assist in the formation of an ACT for Lane County.

December 15, 2009: the Board of County Commissioners created the Forum on an Area Commission on Transportation for Lane County (FACT-LC) to develop a proposed charter for an ACT by April 30, 2010. The FACT-LC met four times in early 2010: January 13, February 10, March 10 and April 14. At its final meeting on April 14, the FACT-LC reached consensus on proposed bylaws for an ACT, and published these as part of their preliminary report.

April 27, 2010: the Board of County Commissioners reviewed the preliminary report, raised some concerns, and extended the deadline for the final report to May 31, 2010, to allow time for other jurisdictions to review the proposed bylaws. On May 31, 2010, the FACT-LC completed its final report, including proposed bylaws with suggested administrative amendments.

June 23, 2010: At a public hearing and meeting on June 23, 2010, the Board of County Commissioners received the final report from the FACT-LC, took public comments, and discussed the proposal with members of the Oregon Transportation Commission and others.

August 18, 2010: the Board of County Commissioners adopted a proposal to submit to the Oregon Transportation Commission for their approval. At a joint meeting on September 22, 2010, the Oregon Transportation Commission and the Board of County Commissioners discussed the proposal and agreed it needed more work.

October 27, 2010: After discussions on September 29, 2010 and October 6, 2010, at a meeting on October 27, 2010, the Board of County Commissioners adopted a revised proposal

to submit to the Oregon Transportation Commission for their approval. This proposal enjoys the support of essentially all involved jurisdictions and stakeholders and is widely expected to be approved by the OTC.

Enrolled
Senate Bill 944

Sponsored by Senator PROZANSKI, Representative HOLVEY

CHAPTER

AN ACT

Relating to Lane County Area Commission on Transportation.

Be It Enacted by the People of the State of Oregon:

SECTION 1. (1) The governing body of Lane County, in consultation with other elected local officials and with transportation stakeholders in Lane County, shall develop, not later than September 30, 2010, a proposed charter for the formation of an area commission on transportation for Lane County.

(2) The proposed charter must comply with the policy guidelines established in the Policy on Formation and Operation of Area Commissions on Transportation as approved by the Oregon Transportation Commission on June 18, 2003, and must include:

(a) A description of the criteria that the area commission on transportation will use in prioritizing project selection and a statement of expectations regarding feedback from the Oregon Transportation Commission to the area commission on transportation when the Oregon Transportation Commission receives the area commission's priorities.

(b) A description of the conflict resolution process the area commission will use to produce equitable outcomes, including the prioritization of spending on urban and rural projects, and a process for tracking and maintaining records of resolutions and outcomes.

(c) A plan for regular and consistent communication and coordination among the adjacent area commissions and with metropolitan planning organizations.

(d) A plan for public involvement with the area commission.

(3) The Department of Transportation, acting through one or more representatives selected by the Director of Transportation, shall provide staff support to the governing body of Lane County for developing and submitting the proposed charter in a manner consistent with this section and the guidelines established in the Policy on Formation and Operation of Area Commissions on Transportation.

(4) The governing body of Lane County shall submit the proposed charter to the Oregon Transportation Commission for deliberation and action. If the proposed charter establishes a process for establishing membership, terms of office and voting procedures that are all consistent with the policy guidelines established in the Policy on Formation and Operation of Area Commissions on Transportation as approved by the Oregon Transportation Commission, the Oregon Transportation Commission may not reject the proposed charter based on the composition of its membership.

(5) Not later than October 31, 2010, the Oregon Transportation Commission shall schedule a meeting with the governing body of Lane County, other elected local officials and transportation stakeholders to discuss the proposed charter.

(6) Not later than October 31, 2010, the governing body of Lane County shall report to the appropriate interim committees of the Legislative Assembly on:

(a) The steps taken toward the formation of an area commission on transportation for Lane County; and

(b) The initial membership of the area commission on transportation, if the charter has been approved by the Oregon Transportation Commission, or a plan, including remaining steps and a timeline, for obtaining approval of the area commission on transportation for Lane County.

Passed by Senate May 4, 2009

Received by Governor:

Repassed by Senate June 11, 2009

.....M.,....., 2009

Approved:

.....
Secretary of Senate

.....M.,....., 2009

.....
President of Senate

.....
Governor

Passed by House June 9, 2009

Filed in Office of Secretary of State:

.....
Speaker of House

.....M.,....., 2009

.....
Secretary of State

LaneACT Bylaws

Table of Contents

- I. PURPOSE**
 - II. MISSION**
 - III. AUTHORITY**
 - IV. ORGANIZATION**
 - A. Legislative Intent**
 - B. Voting Members**
 - 1. Lane County and Cities
 - 2. Confederated Tribes, Port of Siuslaw and Lane Transit District
 - 3. ODOT
 - 4. Central Lane MPO
 - 5. Transportation Advisory Committees
 - 6. Highway 126 East
 - 7. Designated Stakeholders
 - a. Trucking
 - b. Rail
 - c. Bicyclists and Pedestrians
 - d. Environmental Land Use
 - 8. Other Stakeholders
 - Initial Stakeholder Member Appointments
 - Alternates
 - Balance
 - Terms
 - Repeated Absences
 - C. Non-Voting Members**
 - D. Staffing and Financial Support**
- V. OPERATION**
 - A. Decision-Making**
 - Quorum
 - Consensus
 - Supermajority Vote
 - Robert's Rules of Order
 - Basis for Making Decisions
 - B. Officers**
 - Chair and Vice-Chair
 - Ambassador(s)
 - Terms
 - C. Committees**
 - D. Work Plan and Report**
 - E. Meetings**
 - F. Public Involvement**
- VI. COORDINATION**
- VII. AMENDMENTS**
- VIII. GLOSSARY**

Recognizing the importance of transportation to the long-term livability of the area and the desirability of speaking with one voice on major transportation issues, and in fulfillment of the requirements of Senate Bill 944 (Section 1, Chapter 509, Oregon Laws 2009), the Lane County Board of Commissioners submitted, and on November 9, 2010, the Oregon Transportation Commission (OTC) approved, these bylaws.

I. PURPOSE

Lane Area Commission on Transportation (LaneACT) is an advisory body established to provide a forum for stakeholders to collaborate on transportation issues affecting Oregon Department of Transportation (ODOT) Region 2, Area 5 (“Area”) and to strengthen state/local partnerships in transportation.

II. MISSION

The mission of LaneACT is to:

1. Provide a local forum for sharing information, understanding, coordinating, and gaining consensus around transportation plans, policies, projects and funding;
2. Engage key stakeholders and the general public with a process consistent with state and federal laws, regulations and policies;
3. As applicable, consider all modes and aspects of the transportation system, including air, marine, rail (freight and passenger), road, transit, bicycle, pedestrian, and pipelines;
4. Review and monitor the condition of the Area’s transportation system, using appropriate benchmarks;
5. Recommend short- and long-term transportation investment priorities based on state and local plans and addressing identified needs of the Area’s transportation system while balancing local, regional and statewide perspectives; and
6. Communicate and coordinate regional recommendations, priorities and activities, and collaborate with other organizations and interests, including as applicable the Central Lane Metropolitan Planning Organization (CLMPO), other ACTs, the OTC, ODOT advisory committees, the Regional Solutions Team, regional partnerships and investment boards, state legislators, Oregon’s congressional delegation, and other agencies and stakeholders.

III. AUTHORITY

LaneACT is an advisory body chartered under authority of the OTC. ORS 184.610 to 184.666 gives the OTC the authority to establish policies for the operation of ODOT and for the administration of programs related to transportation. The OTC may charter an ACT when it demonstrates, and as long as it maintains, a structure consistent with the requirements of the *Policy on Formation and Operations of ACTs*. 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.

LaneACT is a voluntary association of government and non-government transportation stakeholders and has no legal regulatory, policy or administrative authority. LaneACT processes 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, LaneACT meets the definition of a “Governing Body” and falls under the requirements of the Public Meetings Law, ORS 192.610 to 192.690. LaneACT members shall comply with the requirements of Oregon Government Standards and Practices laws concerning conflict of interest.

IV. ORGANIZATION

A. Legislative Intent

The 16 voting members representing Lane County, cities, the Confederated Tribes, the Port of Siuslaw and LTD are “elected officials,” as that term is used in the OTC’s Policy on Formation and Operation of ACTs. The 12–14 voting members representing ODOT, CLMPO, transportation advisory committees, Highway 126 East, and Designated and Other Stakeholders are not “elected officials.” Thus at least 50% of the voting members of LaneACT are “elected officials.”

B. Voting Members

Following all appointments, LaneACT will comprise between 28 and 30 voting members, determined as follows:

1. **Lane County and Cities:** The governing bodies of Lane County and the incorporated cities within the Area (Coburg, Cottage Grove, Creswell, Dunes City, Eugene, Florence, Junction City, Lowell, Oakridge, Springfield, Veneta and Westfir) are each invited to designate a primary representative and an alternate representative to LaneACT. A primary representative shall be an *elected official* but an alternate need not be. In order to facilitate better coordination between LaneACT and CLMPO, each city that is part of CLMPO is encouraged to appoint a primary representative that is also a member of the CLMPO policy board. (13 members)
2. **Confederated Tribes, Port of Siuslaw and Lane Transit District:** The governing bodies of the Confederated Tribes of the Coos, Lower Umpqua & Siuslaw Indians (“Confederated Tribes”); the Port of Siuslaw; and Lane Transit District (LTD) are each invited to designate a primary representative and an alternate representative to LaneACT. A primary representative shall be an *appointed or elected official* but an alternate need not be. (3 members)
3. **ODOT:** The ODOT Lane County Area Manager is a voting member of LaneACT and shall designate an alternate. (1 member)
4. **Central Lane MPO:** Central Lane MPO is invited to designate a primary representative and an alternate representative to LaneACT. Such representatives need not be *elected officials*, but should be well versed in federal MPO requirements. (1 member)
5. **Transportation Advisory Committees:** The Lane County Transportation Advisory Committee (TrAC), with the approval of the CLMPO, is invited to designate a primary representative and an alternate representative to LaneACT. (1 member)
6. **Highway 126 East:** Following public advertisement, LaneACT shall appoint a primary representative and an alternate representative for the Highway 126 corridor east of Springfield. Representatives must live east of the City of Springfield Urban Growth Boundary and west of the Linn County line; with consideration given to those with direct parcel access or dependence on Highway 126 E. (1 member)
7. **Designated Stakeholders:** Following public advertisement, LaneACT shall appoint four (4) Designated Stakeholder members to represent each of the following designated interests:
 - a. Trucking;
 - b. Rail;
 - c. Bicyclists and Pedestrians; and
 - d. Environmental Land Use.

Designated Stakeholder members must reside in the Area or represent a business or organization that operates in the Area. (4 members)

8. **Other Stakeholders:** Following public advertisement, LaneACT shall appoint between four (4) and six (6) Other Stakeholder members to represent other interests. The Other Stakeholder members should be selected, to the greatest extent possible, to represent a diversity of interests, which may include, but is not limited to, airports, public transit (bus & rail) riders, business, tourism, public safety, public health, schools, neighborhoods, senior citizens, special transportation needs, minorities, environment, parts of Lane County not otherwise well represented on LaneACT, and other interests. Other Stakeholder members must reside in the Area or represent a business or organization that operates in the Area. (4–6 members)

Alternates: In order to ensure good representation, when a primary member is unable to attend a meeting, the member should contact the member's alternate to serve in the member's place. An alternate member may attend and participate in any meeting, but may vote only when the primary member is absent. In rare cases when both primary and alternate members are unable to attend a meeting, someone else may vote by written authority from the member jurisdiction/entity. At its discretion, LaneACT may appoint an alternate member for each Designated or Other Stakeholder primary member, or may authorize an organization with which the primary member is affiliated to designate an alternate member.

Balance: The eight categories of voting members are designed as a whole to provide an extensive diversity of interests and representation. In the event there is overlap of membership between these categories, it is the responsibility of the member to reveal conflict of interest, so that any entity or interest is unable to exercise an undue voice in relation to others. In particular, a Highway 126 East, or Designated or Other Stakeholder member may not be someone who could be a voting member representing one of the other jurisdictions/entities, i.e., Lane County, a city, the Confederated Tribes, the Port of Siuslaw, LTD, ODOT, CLMPO, or LCRAC. Moreover, the Designated and Other Stakeholder members shall be appointed to balance out other members of LaneACT and provide a greater diversity of interests and geographic areas.

Terms: Designated and Other Stakeholder members will serve staggered four-year terms and may be reappointed by LaneACT. Some Designated and Other Stakeholder members may be appointed to partial terms expiring in less than four years. All other voting members may be designated or replaced at any time by their represented jurisdictions/entities.

Vacancies: All voting members of LaneACT are expected to participate in all meetings, or to send an alternate if applicable. If a voting member has an expired term; gives notice of resignation; or fails to participate or to send an alternate (as applicable) for three (3) consecutive meetings, the member's position is deemed vacant. Vacant positions shall be refilled by the relevant process outlined in Lane ACT's policies, procedures, and protocols.

Vacant positions shall not count when determining the total number of voting members, number of members required for a quorum, or the number of votes needed to make a decision. The responsible jurisdiction/entity may replace its own repeatedly absent voting member, even if the member's term has not yet expired. LaneACT may replace a repeatedly absent Designated or Other Stakeholder member.

C. Non-Voting Members

The following officials are invited to be non-voting, *ex officio* members of LaneACT or participate in any LaneACT meetings:

- ODOT Area Managers for Areas adjacent to Lane County;
- Oregon Transportation Commissioners;
- The member of the Regional Solutions Team responsible for Lane County;
- State legislators representing parts of Lane County; and
- Members of Congress representing parts of Lane County.

Space and time permitting, staff to jurisdictions or entities that are members of LaneACT are invited to participate in discussions as non-voting members.

LaneACT may invite other non-voting members to represent relevant areas of interest or expertise and to participate in discussions, on either an *ad hoc* or ongoing basis.

D. Staffing and Financial Support

ODOT will arrange staff support for LaneACT, with funding provided by ODOT. Specific responsibilities shall be determined by mutual agreement between the LaneACT Chair and ODOT.

V. OPERATION

A. Decision-Making

Quorum: All voting members of LaneACT are expected to participate in all meetings, or to send an alternate if applicable. A quorum for decision-making purposes will be two-thirds (2/3) of the voting membership. A quorum may include teleconferencing of members, if feasible. LaneACT may consider purely informational items with less than a quorum present.

Ed. Note: For example, if the total number of voting members were 30, then a quorum of 20 would be needed to make decisions.

Consensus: LaneACT will use a consensus decision-making process and will foster mutual respect and a collaborative approach to problem solving. Members will seek to advance broad interests and look for win-win solutions. Consensus means that *all* voting members present can live with the decision. Members are encouraged to voice and have recorded all views. Once a consensus decision has been reached, all members agree to support that decision.

Supermajority Vote: In rare cases where consensus cannot be reached, decisions will be made by an 80% supermajority of the voting members present. A simple majority of voting members present may call for the end of discussion and a supermajority vote.

Ed. Note: For example, if the number of voting members present was 20, then those 20 voting members could make a decision by consensus. Alternatively, a supermajority of 16 or more voting members could make a decision.

Robert's Rules of Order: Robert's Rules of Order shall cover issues not otherwise stated in the Bylaws.

Basis for Making Decisions: LaneACT shall function as an advisory body to the OTC, which has final decision authority. LaneACT deliberation processes and resulting recommendations shall comply with relevant laws, regulations and policies. 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 731-015;
- Additional criteria established by the OTC; and
- 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).

LaneACT may use additional criteria to select and rank projects provided the criteria do not conflict with any criteria established by the OTC. If LaneACT chooses to use additional criteria, they must inform those developing project proposals about the criteria. LaneACT shall apply regional and statewide perspectives to their considerations, refining recommendations after consultation with any affected MPO.

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 LaneACT in forming its recommendation. Documentation developed by a member whose recommendations were not incorporated into the final LaneACT recommendations will be forwarded to the OTC with other materials documenting LaneACT recommendations. Recommendations to the OTC will be made in accordance with the approved STIP Development Timeline.

B. Officers

Chair and Vice-Chair: A Chair and Vice-Chair shall be elected by the voting members. The Chair shall preside at all meetings attended, sign documents and correspondence, orient new members, approve agendas, represent LaneACT in other venues and serve as LaneACT's official spokesperson. The Vice-Chair shall serve as the Chair's primary alternate and shall preside at LaneACT meetings in the Chair's absence and assist the Chair in new member orientations as needed.

Ambassador(s): Optionally, LaneACT may elect one or more Ambassadors to represent it, in place of the Chair or Vice-Chair, when coordinating with the OTC, other ACTs and other entities.

Terms: Officers shall serve one-year terms starting at the first meeting of the calendar year. Officers may be elected to more than one term of office. Elections shall be decided as described in Section V.A, Decision-Making.

C. Committees

LaneACT may establish a Steering Committee. The Steering Committee shall consist of the Chair, Vice-Chair, the ODOT Area 5 Manager and up to five (5) other primary voting members of LaneACT elected by the voting members of LaneACT. Duties of the Steering Committee include development of meeting agendas, development and monitoring of a Work Plan, and mentoring of new members.

LaneACT may form other standing or *ad hoc* committees as needed, for example, a Technical Advisory Committee. Committees may develop options and make recommendations, but policy decisions must be made by the voting members of LaneACT.

i. Letters of Endorsement Committee

The ad hoc Letters of Endorsement Committee is an exception to this limitation, and may make decisions, in order to provide an expedited letter of endorsement process for grant applications when circumstances prevent the full body of LaneACT voting members from making a decision within the required timeline.

The Letters of Endorsement Committee shall consist of the Chair, Vice-Chair, the ODOT Area 5 Manager and up to five (5) voting members of LaneACT elected by the voting members of LaneACT to one-year terms. Members of the committee may be appointed as needed. There are no alternates for members of the committee.

To operate, the committee requires a quorum of at least three members or more than half of the number of current members, whichever is greater. Like the full LaneACT, the committee will use a consensus decision-making process.

D. Work Plan and Report

LaneACT shall develop and adopt a Work Plan. The Work Plan can be amended at any time.

Accomplishments, based on the Work Plan and other achievements, shall be reviewed at least once every two years and a Report prepared. The Report shall review how well LaneACT is functioning, including staffing, public participation, and coordination with other entities. The Report shall be provided to the OTC.

E. Meetings

LaneACT will hold monthly meetings at a regularly scheduled time, unless it determines there is no need to meet.

All meetings will be held within the geographic boundaries of LaneACT. Meetings can sometimes be held at different locations in the Area in order to experience transportation issues first hand. Meeting field trips may be made a part of the regular meeting to allow greater community input on local issues and priorities.

When urgent business must be conducted, the Chair may call a special meeting with 72 hour advanced notice.

F. Public Involvement

LaneACT will develop a Public Participation Plan. At least once every two years as part of its regular Report, LaneACT shall review the effectiveness of its public participation efforts.

In order to fulfill its advisory role in prioritizing transportation problems and solutions and recommending projects, LaneACT will involve the public and stakeholders in its decision-making process, as prescribed in its public involvement plan. As LaneACT considers local, regional and statewide transportation issues, it will provide public information and involve the public in its deliberations. To comply with federal environmental justice requirements, the public involvement process will include a strategy for engaging minority and low-income populations in transportation decision-making.

LaneACT will look for opportunities to engage representatives of key interests as voting members, non-voting members, or invited guests, as appropriate.

VI. COORDINATION

LaneACT will communicate and coordinate with others that may have transportation related knowledge or interest in the Area. Working with a broad representation of stakeholder groups will help provide a balance between local/regional priorities and statewide priorities.

LaneACT will jointly develop Coordination Protocols with CLMPO.

LaneACT will provide regular notice to nearby ACTs, and look for opportunities to coordinate. LaneACT supports a joint annual meeting of all ACTs within ODOT Region 2.

As part of its regular Report, LaneACT shall review how it coordinates with other bodies and interests.

VII. AMENDMENTS

LaneACT defines its manner of conducting business through agreed upon Bylaws. Recommendations to repeal, amend, add to or replace these Bylaws may be made by consensus—or by an 80% supermajority—of all voting members present. Such changes shall be presented at one LaneACT meeting, and acted upon at the subsequent meeting. All amendments shall be reported to the OTC. Administrative amendments shall take effect immediately; other amendments shall take effect upon approval by the OTC.

VIII. GLOSSARY

Central Lane Metropolitan Planning Organization (CLMPO): Lane Council of Governments (LCOG) is the Metropolitan Planning Organization (MPO) for the central Lane County area that includes the Eugene-Springfield metropolitan area and Coburg. The MPO is the lead agency for regional transportation planning in the Central Lane County area. The MPO works collaboratively with local governments and transit providers to set priorities for transportation needs.

Consensus: A general agreement about a decision that is shared by all voting members of the group.

Lane Area Commission on Transportation (LaneACT): The Lane Area Commission on Transportation (LaneACT) is an advisory body chartered by the Oregon transportation Commission. The LaneACT addresses all aspects of transportation (surface, marine, air, and transportation safety) with priority focus on the state transportation system.

Lane County Board of Commissioners: The Board of County Commissioners legislates and administers County government within the limits of its authority granted in the Lane County Home Rule Charter. The charter grants legislative and administrative power to the full-time, paid five-person board.

Oregon Administrative Rules (OAR): An Oregon Administrative Rule (OAR) is any agency directive, standard, regulation or statement of general applicability that implements, interprets or prescribes law or policy, or described the procedure or practice requirements of any agency.

Oregon Department of Transportation (ODOT) Region 2: The Oregon Department of Transportation (ODOT) Region 2 comprises Lane, Linn, Benton, Lincoln, Polk, Marion, Yamhill, Tillamook, Clatsop, Columbia and western Washington counties. The Region support's ODOT's mission to provide a safe, efficient transportation system that supports economic opportunity and livable communities for Oregonians.

Oregon Government Standards and Practices (ORS Chapter 244): Oregon Government Standards and Practices (ORS 244) requires financial disclosure by officials and creates a process for dealing with conflict of interest in local decision making processes.

Oregon Public Meetings Law (ORS 192.610 to 192.690): The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions were made. It is the intent of ORS 192.610 to 192.690 that decisions of governing bodies be arrived at openly. These provisions are intended to ensure, among other things, that the meetings of governing bodies, at which decisions about the public's business are made or discussed, are open to the public, ORS 192.630(1), (2); that the public has notice of the time and place of meetings, ORS 192.640; and that the meetings are accessible to persons wishing to attend, ORS 192.630(4), (5).

Oregon Revises Statutes (ORS): Oregon Revised Statutes (ORS) are the codified laws of the State of Oregon. The ORS is published every two years. Each edition incorporates all laws, and changes to laws, enacted by the Legislative Assembly.

Oregon Transportation Commission (OTC): The Oregon Transportation Commission (OTC) establishes state transportation policy. The commission also guides the planning, development and management of a statewide integrated transportation network that provides efficient access, is safe, and enhances Oregon's economy and livability.

Oregon Transportation Plan (OTP): The Oregon Transportation Plan (OTP) is a 25-year transportation plan that comprehensively assesses state, regional and local and both public and private transportation facilities and services.

Membership overlap: The eight categories of membership are designed to provide diversity of interests and representation. It is not unusual for the LaneACT body to make recommendations that may benefit a jurisdiction/entity, in which a member represents. LaneACT members are required to not vote and to not take actions that would result in financial gain. The Oregon Government Standards and Practices laws are not designed to prevent such situations from occurring, but rather the laws require public disclosure of such circumstances.

Quorum: A quorum for decision-making purposes will be two-thirds (2/3) of the voting membership. This is the number of people that that must be present in order for decisions to be made.

State Agency Coordination Program (OAR 731-015): The State Agency Coordination Program (OAR 731-015) assures that the Department land use programs are carried out in compliance with the statewide planning goals and in a manner compatible with acknowledged comprehensive plans, as required by ORS 197.180 ad OAR 660, Divisions 30 and 31.

Supermajority: When consensus cannot be reach, decisions will be made by an 80% supermajority of the voting members present.

Transportation Planning Rule (OAR 660-012): The division implements the Statewide Planning Goal 12 (Transportation) to provide and encourage a safe, convenient and economic transportation system that is coordinated with local, regional and statewide land use planning.

Vacancy: A position is considered vacant when a member has an expired term, given notice of resignation, or fails to participate or send an alternate (as applicable) for three (3) consecutive meetings.



Lane Area Commission on Transportation

895 Willamette Street, Suite 500, Eugene, Oregon 97401-2910
541.682.4425 (office)



LaneACT Foundational Procedures and Policies

Ground Rules *(adopted February 9, 2011)*

The following Ground Rules for the LaneACT were adopted by consensus at their first meeting.

- Everyone needs to be heard
- Bring all issues to the table
- Share available speaking time
- Be respectful of the range of opinions
- Avoid side discussions when others are speaking
- Be on time, be prepared, and actively participate in discussions
- Put cell phones on silent mode
- Start and stop on time

Public Comment and Public Hearing Protocols *(adopted August 10, 2011)*

The following protocols were adopted at the August 10, 2011, LaneACT meeting.

Open/Close for Comment

- Open for public comment or public hearing
- Allow for comment or testimony (three minute time limit, per individual, per item)
- Close public comment or public hearing

LaneACT Response

- Allocate no more than ten minutes per meeting for LaneACT response
- No single ACT member's response should exceed two minutes
- If ACT members have further questions, it is appropriate to request contact information and follow up directly

Election of Officers *(adopted November 16, 2011)*

For the first partial year of operation, the LaneACT agreed that continuity of the existing officers was a high priority. Election of officers for the 2012 calendar year would be held at the December 2011 ACT meeting and nominations from the floor would be entertained.

Thereafter, a Nominating Committee would be appointed at the September ACT meeting, a slate of officers for Chair and Vice Chair would be presented at the December ACT meeting, and election of officers would be held. The new officers' terms start at the first meeting of the calendar year consistent with the LaneACT Bylaws.



Lane Area Commission on Transportation

895 Willamette Street, Suite 500, Eugene, Oregon 97401-2910
541.682.4425 (office)



STEERING COMMITTEE APPOINTMENT AND TERMS PROTOCOLS

Adopted December 12, 2012

- I. Composition and Appointment: Under the provisions of the LaneACT Bylaws, the Steering Committee shall consist of the Chair, Vice-Chair, ODOT Area 5 Manager, and up to five other primary voting members elected by the voting members of LaneACT.

Due to this composition, the LaneACT Officer membership on the Steering Committee may change following the seating of the new officers, which takes place in January of each year consistent with the adopted Bylaws.

The LaneACT values representation from a diverse group of different stakeholders on the Steering Committee, in order to ensure that a variety of interests are taken into account in conducting the duties of the Committee. In order to encourage active involvement, the LaneACT will periodically solicit participation from its members to volunteer to serve on the Steering Committee or attend its meetings.

- II. Duties: Under the provisions of the LaneACT Bylaws, duties of the Steering Committee include development of meeting agendas, development and monitoring of a Work Plan, and mentoring of new members. In addition, under the Bylaws the Steering Committee may call a special meeting with 10 days advance notice, when urgent business must be conducted. The Steering Committee may address other tasks as may be requested by the LaneACT membership.
- III. Meetings: The Steering Committee generally meets on a monthly basis to carry out its duties. All members of the LaneACT are encouraged to attend the Steering Committee meetings. LaneACT members in attendance are invited to actively participate with Steering Committee members in conducting their duties at the meetings. When conducting its duties, the Steering Committee and attendees at the meeting will operate by consensus.

Attendance can either be in person, by phone, or other remote access technology. The location and phone number to join the meeting via a conference line will be provided on the Steering Committee agendas, which will be distributed to all LaneACT members.



Lane Area Commission on Transportation

895 Willamette Street, Suite 500, Eugene, Oregon 97401-2910

541.682.4425 (office)



Lane Area Commission on Transportation/
Central Lane Metropolitan Planning Organization
Coordination Protocols
Adopted February 8, 2012

The Lane Area Commission on Transportation (LaneACT) and the Central Lane Metropolitan Planning Organization (CLMPO) have common interests in providing a coordinated and united representation of Lane County transportation project recommendations to the Oregon Transportation Commission (OTC). In order to provide a collaborative representation from this region, the following protocols will help ensure the best possible outcome for Lane County transportation efforts.

- LaneACT has been vested by the Oregon Transportation Commission (OTC) with the responsibility for State Transportation Improvement Program (STIP) project priority recommendations for the Lane County area.
- Under federal regulations and state practice, the Central Lane MPO is responsible for providing project priority recommendations to the OTC for the MPO (metropolitan) area of Lane County.
- LaneACT and the CLMPO recognize the advisability of project prioritization and funding coordination.
- LaneACT agrees to blend, or meld, the MPO's ranked priorities with other priorities in the county outside the MPO area, without re-ordering the MPO priorities. This blended set of priorities would then be considered the county-wide recommendation presented by the ACT.
- If the LaneACT, in its prioritization of STIP funding, or the Central Lane MPO through the Metropolitan Policy Committee (MPC), in its prioritization of TIP funding, foresees the potential for funding alignment problems between the two bodies, either body by majority vote may call for the formation of a joint subcommittee of the two bodies for the purpose of recommending a resolution of the said funding alignment problems. The subcommittee shall consist of the following:
 - The sitting chair of the Metropolitan Policy Committee (MPC) or designee
 - The sitting chair of the LaneACT or designee
 - A Central Lane MPO member as selected by the MPC

- A LaneACT member as selected by LaneACT
 - The Oregon Department of Transportation (ODOT) Area Manager
- Both bodies recognize the importance of staff support provided to LaneACT and CLMPO. Staff representing each body will be involved as appropriate.
- When the subcommittee is called for, by the majority vote of either body, the subcommittee shall meet to resolve any anticipated funding alignment problems in a manner sufficiently timely to meet application time-frames. The recommendations of the subcommittee shall be forwarded to the MPC and LaneACT for consideration.
- This process will be evaluated annually by both the LaneACT and MPC to determine its effectiveness.

Last saved: January 12, 2012

GLOSSARY AND ACRONYMS

This appendix is divided into a [GLOSSARY](#) and an [ACRONYM](#) section.

GLOSSARY

A

Access Control The limitation of the right and use of access either by law or agreement. The control can be a complete restriction of access or a limitation of access to a specific location.

[OAR 734-051-0040\(1\)](#) defines Access Control as “. . . no right of access exists between a property abutting the highway and the highway. The right of access may have been acquired by the department or eliminated by law.”

Access rights may be eliminated by acquisition, including:

- Purchase;
- Donation;
- Condemnation; or
- Law.

Access Management

Improves the safety and efficiency of traffic operations while enhancing accessibility to and mobility of the transportation system. Access management measures include managing:

- The location, spacing and type of physical connections to streets, roads and highways from public roads and private driveways.
- Grade-separated interchange areas for safe and efficient operation.
- The type and placement of medians and the location of median openings.

See: <http://www.oregon.gov/ODOT/HWY/ACCESSMGT/>

Acquisition

Elimination of the right of access. (See Access Control.)

American Association of State Highway and Transportation Officials (AASHTO)

The American Association of State Highway and Transportation Officials advocates transportation-related policies and provides technical services to support states in their efforts to efficiently and safely move people and goods. This national organization serves transportation groups, state departments of transportation, and Congress by:

- Promoting transportation agendas.

- Testifying and advocating on behalf of highway and transportation agencies.
- Establishing transportation standards.

See: <http://www.transportation.org/>

American Public Works Association (APWA) The American Public Works Association is an international educational and professional association of public agencies, private sector companies, and individuals dedicated to providing high quality public works goods and services. This organization supports utility companies and local governments that operate utilities.

See: <http://www.apwa.net/>

Americans with Disabilities Act (ADA) of 1990 The Americans with Disabilities Act (ADA) is a federal civil rights law that prohibits discrimination against people with disabilities in everyday activities, such as buying an item at the store, going to the movies, enjoying a meal at a local restaurant, exercising at the health club, or having the car serviced at a local garage.

To meet the goals of the ADA, the law established requirements for businesses of all sizes. These requirements went into effect on January 26, 1992. Businesses that serve the public must modify policies and practices that discriminate against people with disabilities; comply with accessible design standards when constructing or altering facilities; remove barriers in existing facilities where readily achievable; and provide auxiliary aids and services when needed to ensure effective communication with people who have hearing, vision, or speech impairments. All businesses, even those that do not serve the public, must comply with [accessible design standards when constructing or altering facilities](#).

See ADA's website at: www.ada.gov and ODOT Civil Rights Section at: <http://www.oregon.gov/ODOT/CS/CIVILRIGHTS/>

Approach (or approach road)

A public or private roadway, or driveway connection:

- Between the outside edge of the shoulder or curb line and the right of way line of the highway.
- Intended to provide vehicular access to and from said highway and the adjoining property.

Area Part of an ODOT region, with each region consisting of two or more areas. Area borders are county lines to be consistent with county governments. There are 12 areas.

Area Commission on Transportation (ACT) Area Commissions on Transportation (ACT) are advisory bodies chartered by the Oregon Transportation Commission (OTC). ACTs address all aspects of transportation (surface, marine, air, and transportation safety) with primary focus on the state transportation system. ACTs consider regional and local transportation issues if they affect the state system. They work with other local organizations dealing with transportation-related issues.

ACTs play a key advisory role in the development of the [Statewide Transportation Improvement Program](#), which schedules funded transportation projects. ACTs establish a public process for area project selection priorities for the STIP. Through that process and following adopted project eligibility criteria, they prioritize transportation problems and solutions and recommend projects in their area to be included in the STIP.

See: http://www.oregon.gov/ODOT/COMM/act_main.shtml

Arterial A class of roads serving major traffic movements (high-speed, high volume) for travel between major points. See definition for Functional Classification.

Average daily traffic (ADT) The average number of vehicles passing a certain point each day on a highway, road or street.

B

Bicycle and Pedestrian Program The objective of the Bicycle and Pedestrian Program is to provide safe, accessible and convenient bicycling and walking facilities and to support and encourage increased levels of bicycling and walking. It is a competitive grant program that provides approximately \$5 million dollars every two years to Oregon cities, counties and ODOT regional and district offices for design and construction of pedestrian and bicycle facilities. Proposed facilities must be within the public right of way. Grants are awarded by the Oregon Bicycle and Pedestrian Advisory Committee. The process is generally very competitive; about one out of five projects typically get funded.

See the Oregon Bicycle and Pedestrian Program:
[Http://www.oregon.gov/ODOT/HWY/BIKEPED/](http://www.oregon.gov/ODOT/HWY/BIKEPED/)

Bridge A structure spanning and providing passage over a river, chasm road or the like. A structure including supports erected over a depression or an obstruction, such as water, highway, or railway, and having a track or passageway for carrying traffic or other moving loads, and having an opening measured along the center of the roadway of 6 feet or more between undercopings of abutments or spring lines of arches, or extreme ends of openings for multiple boxes; it may also include multiple pipes, where the clear distance between openings is less than half of the smaller contiguous opening.

See: <http://www.oregon.gov/ODOT/HWY/BRIDGE/>

C

Capacity Maximum volume of traffic that the roadway section is able to carry on a sustained basis.

Certification Program The ODOT Certification Program is a local program administered by ODOT's Local Government Section that enables local agencies (e.g. cities and counties) to retain more approval authority and control at the local level when developing FHWA funded, non-National Highway System (NHS) transportation projects.

See <http://www.oregon.gov/ODOT/HWY/LGS/Certification.shtml>

Civil Rights

See ODOT Civil Rights Section at:

<http://www.oregon.gov/ODOT/CS/CIVILRIGHTS/>

Classifications of Highways

The Department's designation of state highways into four categories:

- Interstate.
- Statewide.
- Regional.
- District.

See "Functional Classifications."

See: Oregon Highway Plan at

<http://www.oregon.gov/ODOT/TD/TP/orhwyplan.shtml>

Construction Engineering Inspection, testing and reporting activities performed by ODOT or the project sponsor (or its consultant) during the construction phase activities after a contractor has been selected to build a project, and are not part of the project development process.

Context Sensitive Design (CSD) A decision-making process that seeks flexibility in the application of design standards in order to incorporate or respond to surrounding natural or built site conditions without compromising safety.

Context Sensitive Solutions (CSS) A collaborative, interdisciplinary approach that involves all stakeholders to develop a transportation facility that fits its physical setting and preserves scenic, aesthetic, historic and environmental resources, while maintaining safety and mobility. CSS is an approach that considers the total context within which a transportation improvement project will exist.

Context Sensitive and Sustainable Solutions (CS₃) The concept of merging the principles of context sensitive design, context sensitive solutions and sustainability to create a framework for decision-making and problem-solving throughout the lifecycle of a project.

Corridor A designated length of highway and the towns and features in its vicinity.

Crossings (railroad)

Intersections between railroad tracks and a road, which can be:

- At-grade (at the same level).
- Grade-separated, where the road uses either a tunnel or a bridge to avoid crossing the railroad tracks.

D

District Part of an ODOT region designated for maintenance purposes; however, not all district boundaries correlate to region boundaries. There are 14 districts.

See ODOT Maintenance District Map on ODOT's website:

http://www.oregon.gov/ODOT/TD/TDATA/gis/odotmaps.shtml#Statewide_Maps

E

Environmental Assessment (EA) A report documenting the potential environmental effects of a proposed project. A Finding of No Significant Impact (FONSI) is issued after a Revised EA.

Environmental Impact Statement (EIS) A report documenting specific environmental impacts of a proposed project. A Record of Decision is issued after a Final Environmental Impact Statement.

F

Facility Plan A facility plan may address issues for one transportation mode, such as pipeline, aviation, rail, or bike/ped; or it may address issues for multiple modes, such as, a highway corridor plan, a downtown plan, or Special Transportation Area (STA) management plan that include components for access management, public transit, traffic safety, and/or bike/ped improvements. Facility plans consider specific geographic issues and affect the application of specific Statewide Planning Goals and, therefore, contain land use decisions. The State Agency Coordination Rule (OAR 731-015-0015) defines "facility plan" in a similar light, "a plan for a

transportation facility such as a highway corridor or airport master plan.”

Federal Highway Administration (FHWA) The federal agency that provides oversight to state departments of transportation and approves statewide transportation improvement programs (STIPs).

See: <http://www.dot.gov/>

Finding of No Significant Impact (FONSI) A statement certifying that a proposed project has no substantial impact on the natural or social environment.

Functional Classification Functional classification is the process by which streets and highways are grouped into classes, or systems, according to the character of service they are intended to provide. Basic to this process is the recognition that individual roads and streets do not serve travel independently in any major way. Rather, most travel involves movement through a network of roads. It becomes necessary then to determine how this travel can be channelized within the network in a logical and efficient manner. Functional classification defines the nature of this channelization process by defining the part that any particular road or street should play in serving the flow of trips through a highway network.

G

—

Global Positioning System (GPS) A computer and satellite system that locates the latitude and longitude of a permanent or portable beacon unit.

Grade-separated Where a tunnel or bridge is used to separate two roadways, or a road and something else, such as railroad tracks.

H

Highway Safety Improvement Program (HSIP) A federal program that develops safety improvement projects to reduce the risk, number and severity of crashes on public roads and transportation facilities.

See: http://www.oregon.gov/ODOT/HWY/TRAFFICROADWAY/highway_safety_program.shtml
and the guide at
http://www.oregon.gov/ODOT/HWY/TRAFFICROADWAY/docs/pdf/ODOT_Safety_Program_Guide_2007.pdf

High-Occupancy Vehicle Lanes (HOV-Lanes) Exclusive road or traffic lane limited to buses,

vanpools, carpools, and emergency vehicles. (American Public Transit Association Transit Fact Book APTA1)

Highway Is any road, street, parkway, or freeway/expressway that includes rights-of-way, bridges, railroad-highway crossings, tunnels, drainage structures, signs, guardrail, and protective structures in connection with highways. The highway further includes that portion of any interstate or international bridge or tunnel and the approaches thereto (23 U.S.C. 101a). (FHWA2)

Highway Bridge Replacement and Rehabilitation Program (HBRRP) Established under 23 U.S.C., Section 144, to enable the several states to replace and rehabilitate highway bridges when it is determined that the bridge is unsafe because of structural deficiencies, physical deterioration, or functional obsolescence.

See: ODOT – Bridge Engineering/ Local Agency Bridge Projects
http://www.oregon.gov/ODOT/HWY/BRIDGE/local_agency.shtml

Highway Designations

Subcategories that are policy specific and have importance for certain areas and users; such as:

- Special Transportation Areas.
- Urban Business Areas.

See: The Oregon Highway Plan at
<http://www.oregon.gov/ODOT/TD/TP/orhwyplan.shtml>

Highway Mobility Standards Policy

Establishes standards for mobility that are reasonable and consistent with the directions of other Highway Plan policies, which:

- Establish higher mobility standards for interstate highways, freight routes and other state highways than for regional or district highways.
- Establish lower mobility standards for Special Transportation Areas (STAs) and more highly developed urban areas than less developed areas and rural areas.
- Establish the lowest mobility standards for regional and district highways in STAs where traffic congestion will be allowed to reach levels where peak hour traffic flow is highly unstable and traffic queues form on a regular basis.

See: Statewide Traffic Mobility at:
<http://www.oregon.gov/ODOT/HWY/mobility.shtml>

|

Intelligent Transportation Systems (ITS)

ITS uses technology to improve the movement of people and goods, with the objective of improving safety and reducing congestion and delays over the existing transportation infrastructure. The five components of ITS are:

■ Advanced Public Transportation Systems.

- Advanced Transportation Management Systems.
- Advanced Traveler Information Systems.
- Advanced Vehicle Control Systems.
- Commercial Vehicle Operations.

See: <http://www.oregon.gov/ODOT/HWY/ITS/>

Interchange A system of interconnecting roadways and structures in conjunction with one or more grade separations that provides for the movement of traffic between two or more roadways on different levels.

Inter-governmental Agreement (IGA) An agreement between two or more governments designating financial and labor obligations for a project.

Intermodal A facility, system or plan that connects two or more modes of transportation.

Intermodal Facilities

Facilities that allow passenger and/or freight connections between modes of transportation. Examples include:

- Airports.
- Bus stations.
- Ports.
- Rail stations.
- Intermodal yards.

Intersection The area where two or more roadways join or cross at the same elevation.

L

Lane miles The product of distance (in miles) times the number of lanes for motorized vehicles.

Let (for bidding)

To:

Release and advertise a project for bidding by contractors.

- Receive bids.
- Select a successful bidder.
- Award the contract.

M

Management Systems

Computer programs that organize and prioritize information about transportation facilities such as roads, bridges and intersections so that staff may objectively know which facilities are in the greatest need of repair, including:

- Maintenance Management System.
- Bridge Management System.
- Pavement Management System.
- Congestion Management System.

See:

http://www.oregon.gov/ODOT/TD/TDATA/otms/OTMS_system_descriptions.shtml

Metropolitan planning organization (MPO)

A planning body in an urbanized area of over 50,000 that has responsibility for developing transportation plans for that area. Designated MPOs include:

- Corvallis Area.
- Bend.
- Eugene/Springfield.
- Portland Metro.
- Rogue Valley (Medford Area).
- Salem/Keizer.

Mitigate

To incorporate planned features that compensate for impacts created by road construction, such as:

- The creation of new wetlands.
- Enhancement of existing wetlands to compensate for destruction of the existing wetlands.
- Mitigation also can relate to safety and efficiency of the highway, such as:
- Making a driveway or road connection safer while simultaneously keeping through traffic moving by using right-turn lanes to remove turning traffic from the traffic stream.
- Using medians to limit left-turn movements.

Mobility Standards Maximum volume to capacity ratios for two-hour, peak-hour operating conditions through a 20-year horizon for state highway sections.

See: The Oregon Highway Plan at

<http://www.oregon.gov/ODOT/TD/TP/orhwyplan.shtml>

Mode

A type of transportation such as vehicle, train, or plane.

Modernization Project Projects that make improvements to accommodate existing traffic or projected growth, with the primary goal of adding capacity. These projects typically involve the construction of new transportation facilities.

N

National Environmental Policy Act (NEPA)

An act passed in 1969 that established national environmental policy and goals for the protection, maintenance and enhancement of the environment. NEPA requires federal and state agencies:

- To examine the environmental consequences of major proposed actions, such as building a new transportation facility.
- To conduct a decision-making process that incorporates public input.

See: <http://epa.gov/compliance/nepa/>

New Road A public road or road segment on new alignment, not a realignment of an existing road or road segment.

Noise Barrier A mound or wall of earth, concrete wall or other barrier used to deflect traffic noise.

See:

http://www.oregon.gov/ODOT/HWY/GEOENVIRONMENTAL/air_noise.shtml

O

Operations Projects

Projects that increase the efficiency and safety of the highway system, such as:

- Traffic signals.
- Permanent signs.
- Variable message signs.
- Slow-moving vehicle turnouts.

Oregon Administrative Rules (OARs) Rules written by Oregon government agencies to clarify or augment adopted Oregon Revised Statutes. OARs are laws secondary to statute.

See: <http://arcweb.sos.state.or.us/banners/rules.htm>

-or-<http://www.oregon.gov/ODOT/CS/RULES/>

Oregon Department of Transportation (ODOT)

Oregon's state transportation department.

See: <http://www.oregon.gov/ODOT/>

Oregon Highway Plan (OHP)

The policy document for state highways, adopted by the Oregon Transportation Commission, which:

- Sets long-range policies and investment strategies.
- Identifies highway system needs.
- Establishes goals for mobility standards.

See: <http://www.oregon.gov/ODOT/TD/TP/orhwyplan.shtml>

Oregon Revised Statutes (ORS)

The laws passed by the Legislature that govern the State of Oregon.

See: <http://www.leg.state.or.us/>

Oregon Transportation Commission (OTC)

ODOT's governing body, with five members appointed by the Governor.

See: http://www.oregon.gov/ODOT/COMM/otc_main.shtml

Oregon Transportation Investment Act (OTIA) Transportation funding acts passed by the 2001 and 2003 Legislatures. OTIA I and II represent \$500 million in bonded revenue. OTIA III represents an additional \$2.5 billion in bonded revenue.

See: <http://www.oregon.gov/ODOT/HWY/OTIA/>

Oregon Transportation Plan (OTP)

The policy document covering all transportation modes, adopted by the Oregon Transportation Commission, which:

- Describes policies.
- Presents multimodal system needs.
- Establishes goals for minimum levels of service.
- Presents actions to achieve the established goals.

The plan is for a 20-year period, with six-year updates.

See: <http://www.oregon.gov/ODOT/TD/TP/ortransplanupdate.shtml>

Overlay

An asphalt surface or cover placed over an existing surface.

P

Pavement Asphalt or Portland cement concrete placed for vehicular use on highway, road and street traveled ways, shoulders, auxiliary lanes and parking areas.

Pavement Markings Painted or applied lines of legends placed on a roadway surface for regulating, guiding or warning traffic.

Pavement Management System (PMS) A set of tools that can assist decision-makers in finding cost-effective strategies for providing, evaluating and maintaining pavements in a serviceable condition at the lowest lifecycle cost.

See:

http://egov.oregon.gov/ODOT/TD/asset_mgmt/ManagementSystems.shtml#Pavement_Management_System

Peak Hour

- For urban areas, “peak hour” usually means the highest one-hour volume observed on the roadway during a typical or average week.
- In rural areas, generally “peak hour” refers to the 30th highest hourly traffic volume typically observed over the course of a year.

Plans Drawings that show the location, type, dimensions and details of the work to be done under a construction contract.

Policy A direction for ODOT officially adopted by the Oregon Transportation Commission.

Preliminary Engineering (PE) Includes all project activities before a construction contractor has been selected to build a transportation project.

Preservation Projects Projects that add useful life to the road without increasing capacity such as rebuilding, rehabilitating or extending the service life of existing facilities, primarily by paving.

Project Authorization The estimated cost of the project and consists of the Contractor’s original bid amount, anticipated items, contingencies and construction engineering.

R

Ramp A section of roadway that connects a mainline roadway to a crossroad, typically where the mainline and crossroad are grade separated. The ramp is generally measured to the ramp intersection, or to the end of a free-flow ramp terminal merge lane taper.

Ramp Meter

A traffic signal positioned at a highway on-ramp that:

- Stops incoming traffic.
- Indicates when one or two vehicles may enter the roadway. A ramp meter is typically used to prevent congestion from merging vehicles during peak traffic times.

Realignment

Rebuilding an existing roadway on a new alignment where:

- The new centerline shifts outside the existing right of way.
- The existing road surface is either:
 - Removed.
 - Maintained as an access road.
 - Maintained as a connection between the realigned roadway and a road that intersects the original alignment.

Region

A geographic management area of ODOT; there are five regions.

See: <http://www.oregon.gov/ODOT/> Click on “Highway Regions” or on any of the five regions listed.

Rehabilitate

To repair a transportation facility:

- To its original condition.
- So that the facility can be safely used.

Right of Way

The highway property and property rights owned or controlled by ODOT, which may include:

- The paved roadway surface.
- Shoulder area.
- Ditches and other drainage facilities.
- Sidewalks in the border area between the ditches or curbs.

See: <http://www.oregon.gov/ODOT/HWY/PROPMGT/>

Riprap

A foundation or sustaining wall of stones or chunks of concrete thrown together without order.
A layer of similar material on an embankment slope used to prevent erosion.

Roundabout

A form of intersection design and control which:

- Accommodates traffic flow in one direction around a central island.
- Operates with yield control at the entry points.
- Gives priority to vehicles within the roundabout (circulating flow).

See:

http://www.oregon.gov/ODOT/HWY/ENGSERVICES/roundabout_home.shtml

S

Safe, Accountable, Flexible, and Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU)

Transportation funding law passed by Congress in August 2005 that supersedes TEA-21.

See: <http://www.fhwa.dot.gov/safetealu/index.htm>

Safety Projects

Projects that address dangerous highway locations and corridors by using actions including:

- Passing lanes.
- Wider shoulders.
- Illumination.
- Rumble strips.
- Striping.
- Access management actions.
- Highway-rail grade crossing improvements or closures.

Scenic Byway A designation given to a roadway by the state or federal government due to special cultural or geographic features.

Statewide Transportation Improvement Program (STIP) A federally required and regularly updated state program of transportation projects. In Oregon the STIP covers four years and is updated every two years. See: <http://www.oregon.gov/ODOT/HWY/STIP/>

T

Transportation Demand Management (TDM)

The operation and coordination of various transportation programs to provide the most efficient and effective use of existing transportation services and facilities. TDM is one category of traffic system management actions.

Transportation System Plan (TSP) A plan outlining transportation strategies and future projects for a specific geographic region (primarily a city or a county). As defined by State Land Use Planning Goal 12, implemented through the transportation planning rule.

See: <http://www.oregon.gov/ODOT/TD/TP/TSP.shtml>

U

Urban Growth Boundary (UGB) The area surrounding an incorporated city or metropolitan area [see: MPO (Metropolitan Planning Organization)] into which the city may legally expand its city limits.

V

Vehicle Miles Traveled (VMT)

Miles traveled per vehicle multiplied by the total number of vehicles.

Volume to Capacity Ratio (V/C)

The peak hour traffic volume (vehicles/hour) on a highway section divided by the maximum volume that highway section can handle. See: The Oregon Highway Plan at

<http://www.oregon.gov/ODOT/TD/TP/orhwyplan.shtml>

ACRONYMS

3-C – Continuing, Comprehensive & Cooperative Planning Process

3R – Resurfacing, restoring, and rehabilitating

AAA – American Automobile Association

AASHTO – American Association of State Highway & Transportation Officials

ACT – Area Commission on Transportation

ADA – Americans with Disabilities Act

ADT – Average Daily Traffic (or Average Daily trips)

AMPO – Association of Metropolitan Planning Organizations

APA – American Planning Association

APTA – American Public Transportation Association

AQCD – Air Quality Conformity Determination

ARBA – American Road Builders' Association

ARMA – American Road Makers' Association

ARTBA – American Road & Transportation Builders' Association

BMCS – Bureau of Motor Carrier Safety

BMP – Best Management Practice

BMS – Bridge Management System

BRT – Bus Rapid Transit

BTS – Bureau of Transportation Statistics

CAA(A) – Clean Air Act (Amendments)

CAC – Citizen Advisory Committee

CATS – (Eugene) Central Area Transportation Study

CFR – Code of Federal Regulations

CIP – Capital Improvement Program

CMAQ – Congestion Mitigation and Air Quality Program

CMP – Congestion Management Plan (Process)

CMS – Congestion Management System

COG – Council of Governments

DEIS – Draft Environment Impact Statement

DEQ – Department of Environmental Quality

DLCD – Department of Land Conservation and

Development DOT – Department of Transportation

EEO – Equal Employment Opportunity

EIS – Environmental Impact Statement

EJ – Environmental Justice

EMME/2 – Equilibre Multimodal Multimodal Equilibrium

(Transportation Model)

EPA – Environmental Protection Agency

FAA – Federal Aviation Administration

FAP – Federal-Aid primary

FAS – Federal-Aid secondary

FAU – Federal-Aid urban

FEIS – Final Environmental Impact Statement

FHWA – Federal Highway Administration

FRA – Federal Railroad Administration

FTA – Federal Transit Administration

(F)FY – (Federal) Fiscal Year

GIS – Geographic Information Systems

GPS – Global Positioning Systems

HCM – Highway Capacity Manual

HOV – High Occupancy Vehicle

HPMS – Highway Performance Monitoring Systems

HRB – Highway Research Board

HSR – High Speed Rail

I/M – Inspection and Maintenance

IAMP – Interchange Area Management Plan

ICC – Interstate Commerce Commission

IHS – Interstate Highway System

IM – Interstate Maintenance

ISTEA – Intermodal Surface Transportation Efficiency Act of

1991 ITS – Intelligent Transportation Systems

IVHS – Intelligent Vehicle Highway Systems

JARC – Job Access and Reverse Commute

LCDC – Land Conservation and Development Commission

LOS – Level of Service (Traffic flow rating)

LRAPA – Lane Regional Air Protection Agency

LRT – Light Rail Transit

LRTP – Long Range Transportation Plan

LTD – Lane Transit District

LUAM – Land Use Allocation Model

MIS – Major Investment Study

MOA – Memorandum of Agreement

MOBILE6 – An emissions model, being replaced by

MOVES MOU – Memorandum of Understanding

MOVES – Motor Vehicle Emission Simulator

MPC – Metropolitan Policy Committee

MPO – Metropolitan Planning Organization

MSA – Metropolitan Statistical Area

MTP – Metropolitan Transportation Plan

MTIP – Metropolitan Transportation Improvement Program

MUTCD – Manual on Uniform Traffic Control Devices

NAA – Non-Attainment Area

NAAQS – National Ambient Air Quality Standards

NEPA – National Environmental Policy Act of 1969

NHS – National Highway System

NHTSA – National Highway Traffic Safety Administration

NOX – Nitrogen Oxides

O&M – Operations and Maintenance

ODOT – Oregon Department of Transportation

OHP – Oregon Highway Plan

OM&P – Operations, Maintenance and Preservation

OMPOC – Oregon MPO Consortium

ORFS – Oregon Roads Finance Committee

OTC – Oregon Transportation Commission

OTIA – Oregon Transportation Investment Act

OTP – Oregon Transportation Plan

OTREC – Oregon Transportation Research and Education Consortium

PCR – Pavement Condition Rating

PE – Preliminary Engineering

PL – Planning Funds

PPP – Public Participation Plan

PS&E – Plans, Specifications, and Estimates

RAC – (Lane County) Roads Advisory

Committee RFP – Request for Proposal

ROW – Right of Way

RR – Railroad

RTP – Regional Transportation Plan

SAFETEA-LU – Safe, Accountable, Flexible, Efficient Transportation Equity Act – a Legacy for Users

SDC – System Development Charge

SHTF – State Highway Trust Fund

SIB – State Infrastructure Bank

SIP – State Implementation Plan

SOV – Single Occupancy Vehicle

SPR – State Planning and Research funds

STA – Special Transportation Area

STIP – State Transportation Improvement Program

C-STIP – Construction STIP

D-STIP – Development STIP

STP – Surface Transportation Program (-U – - Urban)

STPP – Surface Transportation Policy Project

TAC – Technical Advisory Committee

TASC – Technical Advisory Subcommittee

TAZ – Traffic Analysis Zone

TCM – Transportation Control Measure

TDM – Transportation Demand Management

TDP – Transit Development Program

TEA-21 – Transportation Equity Act for the 21st Century

TIFIA – Transportation Infrastructure Finance & Innovation Act (1998)

TIP – Transportation Improvement Program, either MTIP or STIP

TMA – Transportation Management Area

TMSF – Transportation Management System Fee

TO – Transportation Options

TOD – Transit Oriented Development

TOAC – Transportation Options Advisory Committee

TPAU – Transportation Planning Analysis Unit

TPC – Transportation Planning Committee

TPR – Transportation Planning Rule

TRB – Transportation Research Board

TSI – Transportation System Improvements

TSM – Transportation System Management

TSP – Transportation System Plan

TUF – Transportation Utility Fee

UGB – Urban Growth Boundary

UMTA – Urban Mass Transportation

Administration UPWP – Unified Planning Work
Program

V/C – Volume to Capacity

VMT – Vehicle Miles Traveled

VOCs – Volatile Organic Compounds

VPD – Vehicles Per Day



**Chapter 3: Statewide Transportation
Improvement Program Overview (STIP)**

OTC Begins a New STIP Cycle. Follow the Process and get Involved!

The Oregon Transportation Commission is starting work to identify where to spend hundreds of millions of dollars to preserve and improve the state's transportation system. Every three years, the OTC puts together the Statewide Transportation Improvement Program (STIP) that lays out where we will invest federal and state money in the transportation system—everything from roads and bridges to public transportation to bike paths and sidewalks.

The OTC and ODOT develop the STIP with a wide variety of participants, including cities, counties, many other partners and the public. This STIP looks all the way out to funding projects in 2024 through 2027.

2024-2027 STIP Time frame and Process

The OTC begins work on the 2024-2027 STIP in July 2020 and expects to finish in 2023.

There are three steps to developing the STIP.

- **Dividing up the money:** Based on the Commission's policies, priorities and goals, the OTC divides the money among programs that fix roads and bridges, address safety problems, provide more options to get around and improve our transportation system—both state highways and local roads. The OTC will decide how to divide up the money by the end of 2020.
- **Picking projects:** Once we know how much money each program has to spend we start picking projects. We use data on conditions, safety and congestion to come up with a list of the highest priority projects that help us make progress toward meeting our goals. We figure out how much each project will cost and when we could deliver them. We also work with advisory committees made up of local elected officials and citizens to help understand which projects are most important to our communities. They help us come up with a list of the best projects that fit within our budget and help us meet our goals. This list is the draft STIP.
- **Public review and approval:** The draft STIP will go out for public review in early 2023 so you can comment on the list of projects.

Program Categories

As with last STIP, the OTC plans to divide funds among six program categories.

- **Enhance Highway:** Highway projects that expand or enhance the transportation system.
- **Fix-it:** Projects that maintain or fix the state highway system.
- **Safety:** Projects focused on reducing fatal and serious injury crashes on Oregon's roads.
- **Non-Highway:** Bicycle, pedestrian, public transportation and transportation options projects and programs.
- **Local Programs:** Funding to local governments for priority projects.
- **Other Functions:** Workforce development, planning and data collection and

administrative programs using federal resources.

Addressing Climate Change

Under a new Executive Order from Governor Brown, ODOT will find ways to address greenhouse gas emissions through projects in the STIP. ODOT plans to look at how different ways of dividing up the money among programs will impact GHG emissions, and we will also use GHG emissions as one of the criteria for picking the best projects.

How You Can Provide Input

The OTC encourages citizens and stakeholders to provide input on how we should divide funds among programs so that we're meeting needs across the state. There are a number of ways you can stay informed and provide input.

- Visit our STIP web page at oregon.gov/ODOT/STIP. You can watch a [video about the STIP](#) and learn more. We'll post new information online as the process goes on.
- Take [our survey](#) to provide your input on how we should spend money.
- Sign up for our [STIP email list](#) to get regular updates.
- Keep up with the action by viewing videos and materials from the [Oregon Transportation Commission meetings](#).
- Share your thoughts by [submitting a comment](#) on the Commission's website.