

Agenda

January 10, 2024

5:30 to 7:30 PM

This meeting will be conducted both in-person and online (hybrid format)

The in-person meeting will be held at the following location:

Oregon Department of Transportation offices – Mt. Pisgah conference room

2080 Laura Street; Springfield, OR 97477

To join the meeting from your computer, tablet or smartphone:

<https://us06web.zoom.us/j/88646485216?pwd=RjJnVWtMNnFuK0pXQVp4dFBKeXl2Zz09>

To dial in using your phone:

+1 (669) 900-6833

Meeting ID: 886 4648 5216

Passcode: 525130

Meeting highlights

- **LaneACT officer elections**
- **LaneACT 2024-25 work plan**
- **Equity guidance for ODOT advisory committees**

***Note:** Times listed are approximate. Items may be considered at any time or in any order at the discretion of the Chair and members of the Commission in order to conduct business efficiently. Individuals interested in a particular item are advised to arrive at the start of the meeting.*

- 1. Call to order** (welcome and introductions) **Quorum = 14** **5:30**
- 2. Review and approve agenda** (additions or deletions) **5:35**
- 3. Consent items (quorum required)** **5:40**
The following items are considered routine and will be enacted in one action by consensus, without any discussion. If discussion is desired, that item will be removed from the consent agenda and considered separately.
 - Approve minutes from November 8 meeting (page 4)
 - Approve minutes from December 13 meeting (page 15)

- 4. Comments from the audience** **5:45**
The LaneACT Chair will ask if there are any comments. Please state your name and address.
- 5. Announcements and information sharing (please be brief)** **5:50**
 a. ODOT update – Vidal Francis
 b. LaneACT staff update – Anais Mathez
 c. Central Lane Metropolitan Policy Committee update – Paul Thompson
 d. Member updates – all
- 6. LaneACT officer election (quorum required)** **6:00**
Summary: (1) Accept formal recommendation of the LaneACT Officer Nominating Committee. (2) Invite additional nominations from the floor. (3) Agree on appointments by consensus, if possible. (4) If necessary, conduct an election by voting. (ACT members must agree on the method.)
Presenters: LaneACT Chair Shelley Humble; committee members
Attachment: Summary memo (page 26)
- 7. LaneACT member appointments (quorum required)** **6:15**
Summary: (1) Appoint Bicycle & Pedestrian primary and alternate representatives. (2) Appoint Other (at-large) representative.
Presenter: Anais Mathez – LaneACT staff
Attachments: Summary memo and applications (page 30)
- 8. LaneACT 2024-25 work plan (quorum required)** **6:25**
Summary: Review and approve revised draft work plan. **Presenter:** Bill Johnston – LaneACT staff
Attachments: Summary memo and revised draft work plan (page 38)
- 9. Equity guidance for ODOT advisory committees** **6:55**
Summary: Explain and discuss HB 2985 (2021) relating to the membership of ODOT advisory committees.
Presenter: Lisa Brown – ODOT Office of Equity & Civil Rights
Attachment: Presentation (page 64)
- 10. Future topics** **7:25**
Summary: Refer to the calendar of future topics.
Presenter: Anais Mathez – LaneACT staff

(continued)

Additional attachments and other information (for information only)

- Calendar of future topics (page 79)
- Monthly attendance report (page 80)
- Membership list (December 2023) (page 81)
- LaneACT Steering Committee – summary of December 19 meeting (page 86)
- Central Lane MPO meeting agendas and minutes – <https://www.lcog.org/bc-mpc>
- Code of conduct template – for discussion at the February 14 meeting (page 89)

Upcoming meetings

- January 19 – Steering Committee (11:00 to noon)
- February 14 – LaneACT (5:30 to 7:30 PM)
- February 23 – Steering Committee (11:00 to noon)
- March 13 – LaneACT (5:30 to 7:30 PM)

Meeting materials are posted at www.LaneACT.org prior to each meeting. To be included on the email notification list, contact Anais Mathez at anais.mathez@3j-consulting.com

Mailing address: 2080 Laura St; Springfield, OR 97477

NOVEMBER 2023 -- M I N U T E S

Lane Area Commission on Transportation (LaneACT)
The meeting was conducted both in-person and online (hybrid format)

November 8, 2023
5:30 p.m.

PRESENT: Rob Zako, Environmental Land Use Designated Stakeholder, Vice Chair
Shelley Humble, Chair
Cathy Engebretson for John Fox, Coburg
Shelly Clark and Curtis Thomas, Creswell
Mike Fleck, Cottage Grove
Bill Meyer, City of Florence and Port of Siuslaw
Sandi Thomas, Junction City Bryan
Cutchen, Oakridge
Beth Blackwell, Springfield
Keith Weiss and Matt Michel, Veneta
Ryan Ceniga, Lane County
Vidal Francis, Oregon Department of Transportation (ODOT)
Paul Thompson, Central Lane Metropolitan Planning Organization (MPO)
Doug Barrett and Garrett Grey, Confederated Tribes
Megan Shull, Bicycle & Pedestrian Designated Stakeholder
John Marshall, Lane County Transportation Advisory Committee (LC TrAC)
Eugene Organ, Other Stakeholder

ABSENT: Highway 126 East; LTD; Eugene; Dune City; Lowell; Westfir

OTHERS: Mark Bernard, ODOT; Anais Mathez, 3J Consulting; Bill Johnston, ODOT;
Naomi Zwerdling, ODOT; Jillian Trinkaus, ODOT; Jennifer Boardman, ODOT;
Drew Larson, Springfield

1. Call to order (Welcome and Introductions)

Chair Shelley Humble called the Lane Area Commission on Transportation (LaneACT) meeting to order at 5:30 pm.

2. Review agenda – additions or deletions

Move item 10 (ODOT Statewide Intercity Transit Network Coordinator) to 2.5. Vidal Francis is to present on Item 7.

2.5. ODOT Statewide Intercity Transit Network Coordinator

Jillian Trinkaus, Statewide Intercity Network Coordinator, presented what her position is and how it can assist and inform LaneACT. She spoke on current inter city transit conditions, new support at ODOT for multimodal travel, and what her work entails. Current conditions have been impacted by the global pandemic and there is a long way to go. Current issues include being short-staffed, impacting the level of service that is needed across cities and other jurisdictions. Cutting services from a loss of funding is occurring as well as issues with the supply chain and transportation infrastructure and parts. There has been a shift in travel patterns because of many who work from home as well as a heightened concern for safety among riders. Although transportation agencies face these issues, they are seeing riders return. Rates of ridership are more dependent on the route, with some increasing back to the same number of riders that we had in 2019. Increasing ridership within these areas will help with the reduction of greenhouse gas emissions, thus meeting reduction goals. Increasing ridership is also important in regard to lowering traffic accidents and street congestion.

To increase support for multimodal transportation, an Expansion of the Employee Commute Options (ECO) Rules are taking place. These rules are being implemented by the Department of Environmental Quality. This will place more pressure on employers to support non-driving transportation activities for their employees. This is projected to increase ridership and multimodal options. There are four new positions in ODOT that support Multimodal travel. Amanda Howell was hired as the new micro mobility and first/last mile program coordinator. Amanda is working on a statewide micro mobility strategy to increase micro mobility options and assessing first/last mile gaps in transportation. She is the first person to be in this role. The Innovative Mobility Program (IMP) is a new funding source for equity-focused transportation grants, with 20 million to distribute. The program is still being developed, with funding to be reevaluated in January. It will be an additional source of funds for transportation initiatives, especially for those that are equity focused. Amanda Howell is the interim IMP manager and Bridget Martinelli is the coordinator.

The Statewide Intercity Network Coordinator is currently Ms. Trinkaus's position. She works as a policy analyst who helps strategize between different funding programs and determines how to best invest funds so that we achieve better intercity connectivity. The main goal of this position is to expand the intercity transit network. This results in additional routes, an increase in service frequency, and an improvement in rider experience. Ms. Trinkaus noted that she really enjoys this work, although there is a very small network of intercity transportation mechanisms. Because of this, Ms. Trinkaus will work with RTCs, ATLS, ACTs, PTAC. MPOs, COGs, DOTs, NGOs, CBOs, transit agencies, bus companies, and more. She is currently reaching out to these agencies to further work with them and she currently works closely with the RTCs. She has been

currently looking into the Transportation Network Report and the Key Transit Hub Report. Both reports were published in 2020 and have not been utilized to identify gaps and other data.

Ms. Trinkaus shared images of the Greyhound/FlixBus and Partners Route Map to show the interstate route map. She then shared that Greyhound bus stations are not being utilized in the West; they just lost a stop in Medford as well as in Salt Lake City. Jillian then shared a map of the intercity bus network in Oregon, noting that schedules cannot coordinate sometimes. If there are intercity buses, the bus may only run once a week, there are many gaps in the system. Link Lane currently created a plan to link intercity transit in Lane County. The plan included high priorities of adding a Eugene to Florence midday run, adding Sunday from the Florence to Yachats route, adding on demand service to OR 36, adding on demand service to Lane County and adding local deviated fixed route service in Oakridge and Westfir.

Ms. Trinkaus reminded LaneACT that she will be using the term General Transit Feed Specification (GTFS) in this portion of the presentation. This is an open-source information system that is used to deliver transit information to riders, such as trip planning apps. GTFS-ride is being developed in coordination with Oregon State University which utilizes passenger counts and other transit information to inform agencies about how riders are using the bus network. Test markets will include Salem, Eugene, and Wilsonville. They are also working trip counting with automatic passenger counters (APCs) through tablets or smartphones that will electronically count passengers. This product will work with GTFS-ride and will work with smaller agencies to get real-time passenger counts. They are in the early stages of working on GTFS-flex which will work with GTFS-ride and work to show up on trip finding tools that passengers use. Some ways that ODOT is working to streamline procurement is to focus on intercity trip planning, utilize contactless fare payments, and incorporate interoperable fares. Ms. Trinkaus noted how she hopes that buying bus fare would be as easy as buying a loaf of bread, not having to have exact change, or even utilizing contactless payment. A caveat to this is that improving technology can also decrease access for some people. It is important to implement systems that can be used by all people including those with disabilities, those with limited English, or those who do not have a bank account, smartphone, computer, or internet.

Ms. Trinkaus thanked LaneACT and provided her contact information for more questions (Jillian.Trinkaus@odot.oregon.gov, 971-718-6139). Mr. Marshall asked for more explanation of the ECO rules. In Oregon, employers with more than 100 employees must have some kind of transportation option program where they help their employees to get to and from work. This can involve a vanpool, arranged carpools, providing bike facilities, providing bus passes, paying for parking, or rebates. This only currently exists in the Portland Metro Region and was put into place by the DEQ.

Mr. Francis asked about the Innovative Mobility Program funding dollars and asked for more information on the criteria they are looking for. The focus of this project is to help projects that have an equity lens. Projects can be related to pedestrians, biking, or other forms of transportation. Small grants are worth \$5,000, which should be utilized for one-off projects such

as bike lights or bike-sharing programs. The large grant program will be able to fund larger projects. She shared that more information is on the ODOT website under the grant name and that they will be reaching out come January and February.

Vice Chair Zako thanked Ms. Trinkaus and noted how Lane County had many interesting points of intercity travel and that he looks forward to more contact. A member asked about the active decline in ridership from 2016 to 2019. Ms. Trinkaus responded that gas prices impacted this decline as well as how well people are doing economically. A member noted that they were curious about the impact of Uber and Lyft services. Ms. Trinkaus noted that this did have an impact in larger cities. Councilor Clark asked about intercity connection in regard to rural communities. Ms. Trinkaus noted that they are looking for all transit gaps and asked about what LaneACT thought the minimum WIFI service should be in these communities as far as transit. Other capabilities include collaborating among smaller systems so that they can share resources.

3. Consent items

- **Approve minutes from October 11, 2023, meeting**

Consensus: Approve the Minutes from the LaneACT October 11, 2023, meeting.

4. Comments from the audience

No one wished to address the LaneACT members.

5. Announcements and information sharing

Mr. Francis shared that ODOT has been asked about how to better distribute funding to different projects. The OTC is meeting tomorrow in Portland and funding distribution will be one of the topic areas. He shared that members are welcome to listen in on the session and talk more about it. ODOT is looking to use the funding to catapult certain projects. There will also be a service reduction in region 2 and they will have to do less, especially in regard to maintenance and response times. This will impact response times, maintenance during winter, and servicing low-volume roads. OR 246 and OR 242 will be impacted. OR 126, west of Mackenzie, and up to US 20 will be impacted in regard to things like tree trimming, sanding, and snowplowing. Chair Humble asked if there was a letter that was sent out relating to these service changes and Mr. Francis responded that the letter did not include this. A member asked if the deicing will be affected and if parameters will change. Mr. Francis responded that these parameters would change, and that deicing will be affected. This is due to the cost of materials rising and that deicing will be strategically planned in regard to the times that it is most needed. Another impact is the amount spent on camp clean ups, ODOT has spent nearly \$8,000 on everything that comes with cleaning up a camp.

Ms. Mathez requested information from members in regard to term start and term end dates. If members know when these dates are they should share that information. They should also include any support staff that they would like added to the roster.

Mr. Johnston also shared that in-person and hybrid meetings now include new technology for the room that they are in, including a new zooming camera and sound system.

Mr. Thompson shared about the MPO policy board meeting last week. He noted that the MPO had a presentation from the federal highway administration of its quadrennial review of the MPO. US DOT needs to review the MPOs performance to make sure that it is performing under federal regulation and is performing the work that is required. It was an extremely positive report. Every 10 years the MPO must review its boundary in coordination with the census. There will be two very small expansions of the MPO, one that is South of Goshen and one that is South of the eastern tip of Springfield.

The MPO is currently working on its public participation plan, which is a requirement. This will describe how the MPO will get public feedback for its work. The last public participation plan was updated in 2015, so much has changed. There will be a survey rolling out in the next month asking about thoughts on engagement and how they engage with the MPO.

Mr. Thompson also included that there will soon be a statewide effort to conduct the Oregon Travel Study. This is done about every 10 years and is a large effort. It will observe travel patterns, how travel is done, what types of travel occur, what types of trips are taken, and more. This helps to plan for the future, transportation modeling, air quality modeling, and much more. They have a survey that just went out randomly to Oregonians and will be going to half of Oregon residences. He urged members to respond to the survey. He mentioned that LCOG runs Link Lane and the Florence to Yachats line and the South Lane rural transit. He added that they have been working on the transit development plan for Link Lane and that they have done two outreach periods and that they are beginning their third outreach. He then urged members to keep an eye out for outreach efforts, especially in regard to the draft plan.

Mr. Larson shared that the transportation planner position in Springfield has been posted and that members are encouraged to inform others who are seeking work.

Vice Chair Zako shared that he is on the Oregon Transit Association Board of Directors and that they meet monthly. He noted that that group is getting recognized for the 2025 legislative session.

Ms. Shull shared that LCOG, among other agencies, have been supporting the Be Safe, Be Seen campaign. This has just wrapped up and they have delivered thousands of bike lights and reflective gear across Lane County. In addition, Safe Routes to School has been working with local schools to plan the Ruby Bridges Walk to School Day. This is occurring next Tuesday, and they have about 50 schools participating including Mapleton and Siuslaw schools.

Chair Humble shared that the CoAR, Critical Oregon Airport Revenue Grant, part of the ASAP program with Oregon Department of Aviation, has closed on Friday. The next step is a staff review of all applications received and it will go to the ARC for review. They only review for completeness; next the ARC will then prioritize them in case there are any ties. It will then go to the State Aviation Board. The ARC will meet in January and the State Aviation Board will meet in February. They will be doing a 2024 Connect Oregon Grant.

Mr. Marshall noted that at the last TrAC meeting they had a presentation on county road maintenance. Questions were asked about what the county is doing to reduce costs. He asked Mr. Francis if there are any ways that ODOT is cutting costs. Mr. Francis responded that they have a 5% reduction on maintenance costs and a 15% reduction across the board in regard to materials and even hiring. They have further reductions in 2027 as well. Mr. Marshall thanked Mr. Francis and also included that the TrAC is looking at funding ideas at the county level and that they are brainstorming different avenues for funding. Mr. Francis included that funds are also low because of more electric vehicles coming about.

6. LaneACT member recruitment

Ms. Mathez noted that they currently have a live application for member recruitment. It is linked on the LaneACT webpage and will be utilized to fill the vacant and designated LaneACT positions. This includes the trucking position, the rail position, and up to four other positions. The application is open until January 10th. She encouraged members to send the application along to others who may be interested. She is also going to prepare some language for newsletters to highlight these positions. The bike and ped stakeholder position will also be vacant soon, although the alternate is willing to stay. Vice Chair Zako urged the ACT to share this information via word of mouth and that some groups to reach out to area business, trucking, rail, shared or micro mobility, youth, seniors, those with disabilities, emergency management, disaster response, public health, BIPOC, transportation disadvantaged, health, and education. He urged the ACT to think about these groups and reach out. He noted that the bylaws note that they should have those four extra people that they currently do not have. Chair Humble suggested that all jurisdictions should put this information up on their webpages if they are able to. Ms. Mathez noted that she will put together language for a newsletter, which can also be used on a webpage and social media.

7. LaneACT Officer Nominating Committee

Mr. Francis shared that they deliberated for about one hour and found consensus for the following candidate. For the ambassador role Mayor Lucy Vinis, City of Eugene has been chosen. For the Vice Chair for 2024, Councilor Shelly Clark, City of Creswell has been chosen. For the Chair position, Mayor Keith Weiss, City of Veneta has been chosen. The next steps are to present this group to the entire body during the December meeting and then move from there. Mr. Francis noted that he had asked staff to clarify the bylaws for this process as well as to

clarify how this has been done in the past. Bill Johnston helped to provide this information and that they have been deliberating with the nominating committee about next steps. Chair Humble asked that the memo that summarizes the recommendations be shared with the ACT. Staff agreed that they will send it out. Mr. Johnston shared that there will be more information and details about the selection process in the December agenda packet. Vice Chair Zako asked who the members of the nominating committee are. Mr. Francis shared that they were himself, Councilor Fleck, Paul Thompson, and Chair Humble, although she was unable to correspond due to time constraints. Mr. Johnston added that when they present the recommendations of the committee, other members will be able to nominate others from before if they so choose. This is part of the process to stay consistent with Parliamentary procedures.

8. LaneACT 2024-25 Work Plan

Mr. Johnston shared that the 2024-25 Work Plan is summarized in an attached memo as well as a copy of the Draft Work Plan that himself and Mr. Francis created. The Work Plan was last created in 2016. The bylaws used to not require a work plan, but this has since been changed by the OTC. The plan must be submitted by December for OTC staff to review and approve. This plan follows a template that the OTC has given the ACTs and that the plan outlines the next two years of the LaneACT. Mr. Johnston shared that ACT members can provide comments if they wish, although there will be another opportunity to provide comments in December. They hope to revise the Work Plan and provide the OTC with a more concise, consolidated plan. There are three goals that are outlined in the Work Plan.

Goal 1 includes developing a list of priority projects for the LaneACT area. They have identified each member's needs and now need to consolidate and narrow these needs, identifying needs for LaneACT as a whole. Vice Chair Zako has been leading this project. Goal 2 includes updating the LaneACT bylaws. These laws have not been updated for a number of years and will need to reflect the new direction that the OTC hopes to take the bylaws. The bylaws should include the OTC Policy on Formation and Operation of ACTs. Chair Humble asked if there was an updated revision of the bylaws in the packet for members to review. Mr. Johnston shared that there is not anything to review yet as this is a goal to achieve over the next two years. This process will most likely take place next year. Goal 3 includes adjusting LaneACT member expectations and meeting format. This may include reducing the frequency that the ACT meets, as other ACTs do not meet as frequently as the LaneACT meets. This could include meeting every other month or meeting on an as-needed basis.

Mr. Johnston then asked if members have any questions. Chair Humble noted that they should give a lot of time to work through Goals 2 and 3 because there will be many opinions and perspectives to work through. Ms. Mathez asked if this work plan is complete when they have a list of priority projects complete and have added member expectations, or is the work plan just stating the goal needed for that task? Mr. Johnston responded that this plan relates to the latter. Ms. Mathez then added that in December they will not need to be hashing out those details because it is memorialized in the work plan.

Chair Humble noted they she wanted to make sure that they put enough time aside to have a discussion, it will be more of a work session to go through this plan. Mr. Johnston noted that this is a big task and asked how much more time was allotted for this topic. Ms. Mathez responded that they have ten more minutes to discuss this topic. Mr. Francis thanked Mr. Johnston for presenting and noted that these conversations surrounding the work plan are very important, especially because there is so much that is changing recently. He noted that the ACTs time is valuable and that they are doing hard work. This work plan is to help spark crucial conversations. He asked the ACT to think about how they are best utilizing their time and what their needs are. He spoke about how it is crucial that LaneACT work with the OTC to help each other grow to be more efficient.

Mayor Weiss noted that this process can be frustrating and asked other members to not take anger out on the staff because they are not the ones who are cutting funds back. He noted that all they can do is work together and do the best that they can. Councilor Fleck stated that when he started on the LaneACT that this was not part of the process before and although he had not read over the bylaws that he was curious when this rule came about. He also added that he wanted to make sure that his time is worthwhile and that he is putting something good back into the community. He is not interested in rubber stamping things that come top-down. He asked for a link to the bylaws sent to him as well as the OTC Reset and Refocus documents. He would like to better understand what this means as this topic has caught him off-guard.

Mr. Johnston noted that he will make sure that everyone receives the Reset and Refocus documents. Mr. Johnston noted that the LaneACT did review and discuss these documents and the adjustments to the OTC policy formation in 2021. He did note that this was two years ago so he would recirculate these documents among members and that the bylaws are linked on the website. He noted that this has been discussed at length in the ACT reset documents. He added that there had been frustration among the ACTs across the state and that there was a decrease in funding across previous cycles for the LaneACT to recommend programming through the enhanced program and the modernization program. Eventually the whole program went away, and many ACTs were concerned about what the future of the ACTs were. The ACT reset effort was an effort to keep the ACTs engaged. The ACTs still serve an important role of providing input to the OTC and ODOT, although the specific role in funding is not there anymore. The key is to keep people engaged. Reducing the number of meetings that LaneACT has is just a recommendation that is being considered because they wanted to be conscious of the time spent in meetings.

Chair Humble added that the OTC does fully support LaneACT, referencing their recent meeting in Eugene. She also added that the work session will be longer, noting that goal 3 seems to already display that there will be a reduction in meetings. She wanted to clarify that this will be a working document and that the OTC, as noted in the September meeting, is looking for LaneACT's input. Chair Humble also expressed her opinion that meeting once a month is crucial to LaneACT in getting work done. Members will be able to deliberate and vote on meeting frequency. She added that the OTC sees LaneACT as a crucial body for input and decision

making. Mr. Thompson shared that they will have sufficient time next month to discuss these goals and bullet points. He noted that he has issues with goal 3 and noticed some inaccuracies. He added that there is more drafting to be done and much more to discuss, so more time should be allotted for discussion next month.

Vice Chair Zako added that he was confused about the current role of the ACT and noted that they can discuss and define its role in December, especially in regard to the state and the OTC. He asked if the work plan is a set of answers or a set of questions. He noted that a question would be “do we want to change our bylaws?” and an answer would be “we want to change out bylaws to meet these requirements”. Mr. Johnston noted that this format from the OTC was to be used by the ACTs to convey what they will be working on over the next two years. Mr. Francis clarified that this is exactly what the work plan is supposed to do, to get members to talk about the future. It is supposed to demonstrate how the ACT will be moving forward, creating a path for the ACT.

Ms. Mathez clarified that feedback should not be based around answers to the content but should be focused on the goals they are hoping to achieve over the next two years. Feedback should focus on what they wish to talk about in upcoming meetings. Both adjustments to the work plan and additions to topics can be included. Chair Humble suggested that all members look the work plan over and that if they have comments or suggestions that they should bring them to the next meeting or to Mr. Johnston so that they can be integrated into the draft.

Mr. Johnston shared that they will be adding feedback from tonight into the revised draft and to send revisions or comments directly to him. Vice Chair Zako asked for more background information such as the link to the revised formation of ACTs document and the Refocusing ACTs document.

He then asked how this current plan differs from the previous work plan. He then noted that he would like to review the current work plan. Mr. Johnston replied that the current work plan is on the webpage and that the green annotations on the draft work plan show the changes made. He then stated that he will get copies out. Chair Humble added that the website should be updated with the most recent documents. Mr. Johnston shared that they will update the website in the next day or two and that they will follow up with those requested documents.

9. LaneACT Member & Area Priority Needs

Ms. Mathez thanked members for discussing their hopes and fears in regard to defining priorities among LaneACT as well as thanking Vice Chair Zako for facilitating that discussion. She noted that they hoped to reach out to other ACTs to see how this has been done in the past, understanding what lessons they learned and what they leaned on. The conversation could shift around types of projects, evaluation criteria, or a variety of other ways to start the process. She noted that she can ask around to see what other ACTs have done. Vice Chair Zako noted that it may be difficult for the ACT to transition speaking about priority needs after also speaking about the work plan. He noted that, in regard to the draft work plan, that the ACT should ask

themselves how much effort they want to put into prioritizing their needs and consider what the OTC desires from this process. He added that they cannot do this all at once, especially if they are going to have fewer meetings.

Mayor Weiss noted that it may be helpful to have members prioritize their priorities to help with future discussions. Vice Chair Zako responded that this was not in the instructions for members to follow and that there still may be difficulty determining overall top priorities from this process. Vice Chair Zako also added that funding may be siloed so separating out priorities by project may be more helpful. Mr. Thompson reminded the LaneACT that Central Lane MPO is not submitting priorities to the group and that there should be a comment under the “Central Lane MPO” that they support all member priorities to show that the MPO is not lacking priorities. He also reminded the ACT that Central Lane MPO will prioritize the projects that are within the metropolitan area. They will be prioritized by the MPO policy board. The board will not be able to prioritize these projects until LaneACT decides how to prioritize projects. The Central Lane MPO will then bring their prioritized metropolitan projects to the LaneACT to review. The ACT shall not change the MPO’s order of priorities per a previous agreement. Mr. Francis noted that they find one singular goal to focus on in regard to prioritization, this will help to better refine the priorities.

Chair Humble agreed that different jurisdictions should first prioritize their own projects because they know what their jurisdictions need the most. They would then be able to put these into another spreadsheet to easily determine future priorities if they do get funding for certain projects. Councilor Fleck noted that he thought that funding for these priorities was based on ‘pie in the sky’ funds and that they did not actually have funding for these projects. He then asked if there was funding for these projects.

Vice Chair Zako noted that the discussion on priorities started four years ago. It was developed from the ACTS developing area strategies on their own. At the time there were no dollars attached to this notion, just focusing on the future. After reflection, ACT members wanted actual funds to be connected to this process. This is where LaneACT is today, focusing on possible funds that could impact priorities. The OTC supported this approach and noted that other ACTs had also been doing this. Vice Chair Zako then noted that he would like to see how the other ACTs are approaching this and also added that possible funds in the future could arise due to increases in transportation-related taxes. Once funding appears they will easily know how to spend it or what buckets to put it in.

Mr. Thompson clarified that the governor had called for work on a transportation funding package, which may result in less Federal money after 2026. Councilor Fleck identified frustrations about the process changing, he had wished to have more background information about this changing process. Vice Chair Zako noted that the process is just beginning and that there will be many opportunities for input in the near future. Priorities were supposed to add food for thought at the beginning of the discussion. Mr. Francis noted that he likes to see prioritized projects that are easily accessible when he has to contribute to funding decisions.

10. Next Steps and Future Topics

Chair Humble thanked LaneACT members for their participation.

Ms. Mathez discussed that future topics will include the work plan, DEI training, and new members in December. She advised members to review the packet schedule. Mr. Barrett expressed gratitude to ODOT for allowing them to initiate the Wait project in partnership with Watershed and McKenzie River Trust.

The next Steering Committee meeting is scheduled for November 17th, 2023, at 11:00am and the next LaneACT meeting will be December 13th, 2023, at 5:30pm. Chair Humble adjourned the meeting at 7:34pm.

(Recorded by Journie Gering)

December 2023 -- M I N U T E S

Lane Area Commission on Transportation (LaneACT)
The meeting was conducted both in-person and online (hybrid format)

December 13, 2023
5:30 p.m.

PRESENT: Rob Zako, Environmental Land Use Designated Stakeholder, Vice Chair
Shelley Humble, Chair
John Fox, Coburg
Shelly Clark and Curtis Thomas, Creswell
Mike Fleck, Cottage Grove
Bill Meyer, City of Florence, and Port of Siuslaw
Lucy Vinis, Eugene
Sidney Washburne, Junction City
Bryan Cutchen, Oakridge
Beth Blackwell and Drew Larson, Springfield
Keith Weiss and Matt Michel, Veneta
Ryan Ceniga, Lane County
Vidal Francis, Oregon Department of Transportation (ODOT)
Paul Thompson, Central Lane Metropolitan Planning Organization (MPO)
Doug Barrett and Garrett Grey, Confederated Tribes
Sarah Mazze, Bicycle & Pedestrian Designated Stakeholder
John Marshall, Lane County Transportation Advisory Committee (LC TrAC)
Eugene Organ, Other Stakeholder
Cozette Reese, LTD

ABSENT: Highway 126 East; Dune City; Lowell; Westfir

OTHERS: Mark Bernard, ODOT; Anais Mathez, 3J Consulting; Bill Johnston, ODOT;
Naomi Zwerdling, ODOT; Brenda Wilson, Central Lane MPO; Becky Taylor,
Lane County

1. Call to order (Welcome and Introductions)

Chair Shelley Humble called the Lane Area Commission on Transportation (LaneACT) meeting to order at 5:30 pm.

2. Review agenda – additions or deletions

There were no additions or deletions to the agenda.

3. Consent items

- **Approve minutes from November 8, 2023 meeting**

Consensus: Postpone approval of the minutes from the LaneACT November 8, 2023, meeting to the January meeting. Staff to make grammatical corrections and resolve duplicate sentences before approval.

4. Comments from the audience

No one wished to address the LaneACT members.

5. Announcements and information sharing

ODOT Update

Mr. Francis shared information about Tina Kotek's promise of committing 19 million dollars to ODOT's maintenance services. This will focus on safety improvements and purchasing of new trucks. About 8 million of those dollars will be directed towards winter maintenance. In the last meeting, Mr. Francis spoke about reducing ODOT's level of service in the winter. Due to this update of funding, that level of service will be restored. About 7 million of those dollars will be focused on safety improvements along the highway. About 4.5 million will be used to make patches on the pavement along roads to reduce potholes. About 4 million will be used to replace the trucks that are used for snowplowing. The 19 million will be used during the next 23/24 biennium.

The All-ACT Modal Committee Chairs meeting recently occurred. Mr. Zako attended to represent LaneACT. Mr. Francis noted that they did send out the presentations from this meeting to everyone to review. The theme of this meeting was safety, safety needs and priorities were discussed frequently during the meeting.

The OTC met yesterday for a hybrid meeting to discuss tolling. They discussed a low-income tolling program that the commission asked ODOT to look into. This program would be for residents of Oregon and Washington who wish to enroll and who meet the criteria. They wished to implement a 50% discount to customers whose income was at or above the 200% threshold of the federal poverty level. They will provide a 10% discount to those whose income is at or above 300% of the federal poverty level. They will provide a 24% discount to those whose income was at or above the 400% federal poverty level. They also spoke about running a Tribal Exemption to tolling, adding an exemption to all tribes as well as to government vehicles. They are considering geographical tolling discounts, such as providing discounts for those commuting from farther away. They are also looking into exemptions for school buses or vanpools.

Mr. Marshall asked if the 19 million will cause an increase to ODOT funding. Mr. Francis responded that they had a shortfall predicted and that this funding would help to bring the budget back up to where it was expected to be for winter services. Costs of services and materials have risen as well, causing this funding to bring us back to what we needed for winter services.

Mr. Barrett asked if the Tribal Exemption will be for Tribal-owned vehicles or tribe member-owned vehicles. Mr. Francis responded that it would be an exemption for tribal members.

Councilor Clark asked about the federal poverty guidelines for 2024. She noted that for a family of four, household income would be about \$30,000 dollars. Mr. Francis responded that he did not know what the federal threshold is in regard to the minimum poverty level and that he will get back to Councilor Clark if she would like that exact number. Councilor Clark wanted to clarify if that standard is based on household income, personal income, or other indicators. She noted that for a family of four at 100% of the federal poverty level would have \$30,000 household income according to the chart that she was looking at. She noted that being 400% over the federal poverty level is still a small amount of money and that she appreciates the work that the OTC is doing to take that into account. Mr. Francis added that those percentages that low-income people may receive can be changed from the comments that the OTC will get from the public or other groups. This is the beginning of many discussions that will be had to help address tolling on low-income populations. Councilor Clark noted that it may be helpful for them to voice their support for this program. Chair Humble added that the last time that they spoke to the governor's office that they were not going to consider tolling. Mr. Francis responded that it may be helpful to have someone come to speak to LaneACT about tolling.

Mr. Barrett asked if there was any talk of raising the train trestle at Kushman when it floods so they do not have to have emergency vehicles go around it when it floods. He wanted to know the status of this project. Mr. Francis responded that during his last conversation with ODOT's rail division about that intersection or crossing that they did not have funding to do something there. They proposed to look into it during the next STIP cycle. He noted that Coos Bay Rail are open to having a project there, although it will impact their rail line. Mr. Francis also noted that more conversations will need to be had between the rail line and ODOT. Mr. Barrett said that he has observed that there is money available because of federally funded wind energy projects occurring in the area and that he hopes that this issue will be fixed soon.

Mr. Marshall asked if they knew that Reedsport was looking at an overpass in the area and was curious about the priority level of those projects. Mr. Francis responded that he was unaware of this project and asked which jurisdiction was doing this. Mr. Marshall responded that he would have to find more information about the project. They then discussed prioritization of projects. Chair Humble wanted to clarify that Mr. Barrett said that there was additional funding for railroads. Mr. Francis clarified that he was saying that there may be funding opportunities through the Biden administration to improve their lines of distribution and their port. The last time that he spoke to the rail company they were expecting some funding to come through. Barrett noted that they are trying to put a container ship in the Port of Coos Bay as well. There is money coming from that project and from the wind energy project and he knows that there is a lot of money coming into the area.

Mayor Weiss noted that he was invited to attend a meeting on December 9th to discuss the Pacific Coast Intermodal Port Project for the Port of Coos Bay with a group of leaders and dignitaries. They met at the Southwest Oregon Regional Airport in Coos Bay. In attendance were Mitch Landrieu, Paul Andrew, Senior White House Advisor and Infrastructure Coordinator for the President, Senator Wyden, Oregon Secretary of the Treasurer, and more Oregon

representatives and senators. There were several other leaders such as tribal leaders and the mayors of Coos Bay, North Bend, Reedsport, and himself. The meeting was hosted by John Burns, the CEO of Coos Bay Port. Mayor Weiss noted that he has a good history with John Burns as they allowed the City of Veneta to put an off-leash dog park on railroad right of way. The purpose of this meeting was to have united support from all stakeholders about the port project and to explain its benefits. The hope was that Mr. Landrieu would support the project and pitch it to the president. Mayor Weiss noted that he thought that Mr. Landrieu was supportive and cautiously optimistic.

This project has been scheduled for 2.3 billion dollars. There has not been a port that has been built in the United States since 1960. There are also no ports in the U.S. that can handle containers that has a connected railroad. This would be the largest port between San Francisco and Seattle. As part of this project, they would have to completely rebuild the railroad to handle containers. Product would be coming in internationally. This will be a major boom for the economy. Mayor Weiss noted that he empathized with Mr. Barrett as connecting roads along the coast can be difficult to traverse due to needed updates. He noted that they cannot make an overpass or underpass to the train trestle because of multiple issues, although if this project gets approved then this issue will be taken care of. He then asked if anyone had questions. Mr. Francis asked what the cost of the project would be. Mayor Weiss responded that is currently scheduled for 2.3 billion. They had a professor who was an economist work on the project estimates, and they arrived at that overall cost estimate.

Mr. Barrett noted that he likes the idea of boosting the local economy in the bay but that every time the bay is widened, they kill the eel grass and ruin the salmon population. The fish hatcheries, crabbing industry, salmon population, and lamprey population will be impacted. He then noted that the whole ecosystem is already off-kilter. He added that he hopes that they think about that when they are conducting analysis for this project.

LaneACT staff update

Ms. Mathez noted that they prepared a newsletter to go out for membership recruitment on In Motion for Eugene. It should have hit mailboxes this week. They have received three applications, two of which are for new alternatives for existing members. There is currently one application for a new position.

Central Lane MPO

Mr. Thopson shared that the MPO Policy Board had another short meeting last week. The MPO approved the slight adjustment of the MPO's boundary. This is based on changes in the census. They took in a very small additional piece of land near Goshen and a very small segment of land South of the eastern tip of Springfield. They also spoke about the allocation of federal transportation dollars and how they were spent. The MPO is also updating their public participation plan. The public participation plan was last updated in 2015, with much having changed since then. They are incorporating more virtual outreach and are incorporating more outreach where MPO staff is going to the public rather than the public going to them. They have launched a survey about public engagement preferences and have received about 200 responses. The survey closes this Friday. Mr. Thompson noted that he can send the survey to those who are interested if they have not already taken it, although they are happy with their response rate. He

added that in 2024 the MPO will be getting into some significant topics, one being that the federal government implemented the new greenhouse gas planning requirement. It requires all state department of transportation and all MPOs in the country to develop plans, targets, and benchmarks for reducing greenhouse gas emissions. These plans will need to be established by February 1st and MPOs will need to establish their own targets after that. The MPO is discussing how they will develop these plans and how they will establish and report on benchmarks. There will be a ramp-up for developing the next long-range plan for the MPO. This will involve looking at projects for the next 20 to 24 years in advance.

Member Updates

- Mr. Thompson shared that there is a renewed effort from the U.S. DOT from the federal railroad administration that will restart long range planning for Amtrak services. This will restore discontinued Amtrak routes or expanding Amtrak routes. This project has a long way to go, and Mr. Thompson is part of the Northwest working group. He shared a map of proposed possible new routes.
- Mr. Zako noted that on the proposed map that Mr. Thompson shared that there is a rail line that says Brightline and that within walking distance of that line is the only high-speed rail in America. The line was developed by a Mexican conglomerate from Miami to Orlando and that he is currently staying near that line in Florida.
- Ms. Mazze shared that they currently do not have funding for crossing guards and that, a small bit from ODOT. She had just read a report from 1985 for 4j school districts. This was a time when about half of children were walking or biking to school. This report noted that there had been several near misses, but no crashes. She noted that in the current day they have about three to ten crashes every year. There are more crashes but less students walking and biking to school today. She added that while she has a small amount of time left on LaneACT, she hopes that everyone else focuses on safe routes for all.
- Councilor Fox, City of Coburg, shared that they did not get a grant that they applied for, although they have been working with the county on developing a crosswalk for the Coburg Charter School.
- Mr. Thomas, City of Creswell, shared that they are working on some Highway 99 improvements, some I5 off ramp improvements, and are looking at a grant for some pedestrian crossings.
- Mayor Cutchen, City of Oakridge, shared that they are looking at a technical grant for their railroad trestle that goes to their industrial park. They are looking at converting it to pedestrian and bicycle use. It will help pedestrians and bicyclists to get around without having to cross highway 58. This will also help to convert Eugene to Crest Trail.
- Ms. Reese, chief officer of lane transit, notes that she is representing James Auten and Heather Murphy due to a scheduling conflict.
- Councilor Clark notes that that they are looking to wrap up their year until they all come back in January to the City of Creswell.
- Councilor Blackwell noted that they will have a recess until January.
- Mr. Larson noted that the city is putting in some application to ODOT's all roads transportation safety grant and has identified some pedestrian crossing and intersection improvements that they hope will be prioritized. They also had a kickoff meeting with ODOT regarding regional bicycle enhancement, focusing on improving regional bicycle parking throughout the City of Springfield. They are looking at about 200 racks.

- Mr. Marshall noted that they have also submitted an application for all roads transportation safety grant. They focused on improving visibility and stop signs along 19 intersections.
- Mayor Weiss, City of Veneta, noted that things have been well in Veneta. He also added that if this port is completed there will be more movement of materials by rail, reducing truck traffic by 10-15%.

6. LaneACT 24-25 Work Plan

Mr. Johnston shared that this is a follow-up conversation to their meeting last month. They also made edits to the work plan based on feedback received last month. They sent an addendum on Monday by email. They will need to have a draft ready for the OTC to review by December, although they are able to submit the draft by January if necessary. Mr. Johnston shared that he has done his best to make needed changes. He then left comments open to LaneACT.

Mr. Francis clarified that this is only the draft and by no means the final product. Mr. Johnston shared that the new addendum shows the track changes that they have made to the document to further refine projects, goals, and the culture of LaneACT. He mentioned that on page three, they added that the LaneACT Area Strategies Report that was developed in 2022 will provide some guidance. On page four, they speak more about the bylaws under Goal 2. These changes amend membership to include representatives from interest groups, to change membership terms, to not align with major holidays, and to review the officer election process and the role of the Steering Committee. Goal 3 suggested adjusting the meeting format and Mr. Johnston noted that he had tried to remove the controversial language. This goal now acknowledges that the role of the ACT has changed over the years and that LaneACT may not need to meet as much as they have in the past. This draft identifies this as a goal to work towards over the next two years.

Mr. Humble asked if this was a goal for the future to not meet every month. Mr. Johnston said that this is correct. Chair Humble noted that she was uncomfortable with that as a goal. This should be up to the membership to decide if frequency of meetings. She suggested changing the language to 'at members request, LaneACT may meet less than once every month'. Mr. Francis suggested that this be a further discussion. Mr. Johnston noted that this document is written in the voice of the LaneACT, so they would be directing themselves to have a discussion about meeting. Chair Humble noted that she is uncomfortable with the wording because this is not something that they are necessarily working towards. It should be up to the next members to decide. Mr. Johnston shared that he would change the wording.

Councilor Fox added that the audio has begun to glitch for those who are remote. He also wanted to add that he remembers Mr. Francis saying that the influence of the ACTs are going to be whittled down and that because of this other ACTs are choosing to meet quarterly. He thinks that there is an emphasis from ODOT employees to drive that to the ACTs and noted that they do not have to agree with it. He added that this is his opinion. Ms. Mazze added that the way that ODOT is heading with the next STIP, there will be less funding for non-highway projects and there will be less focus on pedestrian and bike projects. She added that they should leave this meeting stipulation due to this change in focus. Mr. Johnston referenced the email chain between Mr. Zako and himself. He noted the Mr. Zako had suggested framing the plan in reference to the six mission statements in the bylaws. Mr. Johnston suggested that they do not include these

mission statements in the bylaws, although they will still stand. This workplan is intended to be more focused. The OTC has goals for multi-mobility and that anything that LaneACT recommends is multi-modal. He then asked Ms. Mazze if she believed multi-mobility should be highlighted on its own. She noted that it could be more pronounced in Goal 1 and added that bike/ped projects were on many jurisdiction's priority lists. She noted that multi-mobility is not featured as prominently in Goal 1. Mr. Johnston suggested that they add more language to Goal 1 to prioritize multi-mobility.

Mr. Thompson suggested circling back to the frequency of meetings in the future. He added that he appreciated Chair Humble's suggestion of a change to the language. He has heard over a number of years that the ACT is interested in meeting for regular information sharing. There are things they can discuss that are not necessarily directed by the OTC. He noted that while he appreciates the suggestion to the language, that he is curious why there would need to be any language surrounding the meeting frequency all. He believes that if there are not any topics to discuss, then the ACT should simply cancel the meeting. Keeping the ACT as an active body that is scheduled to meet regularly, planning for topics to be discussed, and cancelling the meeting when there is nothing to discuss should be prioritized.

Chair Humble suggested a vote for striking the language. Mr. Marshall agreed that the language should be removed and that he does not see why a meeting cannot just be cancelled in the future. He also reflected on another committee that he is part of that meets once every two months and noted that it can be difficult to stay focused due to the infrequency of meetings. Councilor Blackwell shared that it is difficult to make a decision on this topic because she is still getting her footing. Councilor Clark shared that she is in concurrence with Mr. Marshall because she does not want to make it a goal to meet less and that she really appreciates meeting and connecting with other jurisdictions and reporting back to the City Council each month about projects and other information that was shared. She did note that she understood how funding for these meetings can be difficult to acquire. She agreed that if they have a full agenda that they should continue to meet and that if they do not have any topics to cover that they should cancel the meeting. Mayor Weiss noted how he agreed, although he did mention how he and others are on many other councils and that they can take up a lot of time. He suggested that they look for ways to shorten the meetings, such as cutting introductions. If they are having a meeting, there should be something important to discuss.

Mr. Francis added that he recognized that this meeting is very important to many here. He also noted how Mayor Weiss had a valid point, that they should be utilizing as much time as possible for good discussions. He noted that they were looking to see what other ACTs around the state have done, with many having reduced their meeting frequency. He also urged the ACT to think about who will make the call to cancel a meeting when that time comes. He also asked the ACT to think about how that change may benefit them and asked them to potentially try it out.

Mr. Zako shared that he believes that a work plan is not a set of answers but a set of questions. He noted that he is uncomfortable predetermining what some of those answers might be tonight. If the ACT is unsure, they should still be asking the question. He agreed with Mayor Weiss in that he wanted his work to be efficient and impactful. He would reframe the goal to be 'what

kind of procedural changes can they make in terms of how LaneACT operates in order to make sure that all of the members are spending their time efficiently and impactfully’.

Mayor Cutchen noted that they need to be cognizant of staff time that is available due to funding. They need to think about those who sent the schedules and send the agendas. He noted that funding can really impact meetings like this and added that if those in the room say that meeting every other month would suffice, then he agrees with them. Councilor Fleck agreed that the language should say that they will evaluate their meeting schedule. He also agreed that time should be well spent during meetings. It should not be a goal but an evaluation. Mr. Thompson noted that he enjoyed the direction this is going. This should be added to the review of the bylaws in some kind of process of guidance in the bylaws. He believes that the chair should be making that decision or that the Steering Committee should make the decision. Mayor Vinis noted that she agreed with Mr. Zako and suggested that this should be a conversation among the Steering Committee. She noted that the meeting is what prompts her to think about a topic and that due to time constraints she will not think about a topic until it is on the agenda. She also noted that she enjoyed sharing information and that the consistent LaneACT meetings has built many relationships across jurisdictions. She added that these meetings and relationships are valuable.

Chair Humble concluded that they would like to either change the wording to include the chair or the Steering Committee making decisions about the monthly meetings or to remove the language and insert it into the bylaws. This should occur after a robust decision and the bylaws evaluation. Mr. Zako noted that during the All-ACT Modal Committee Chairs meeting they were informed that there will be a major transportation funding bill that will be introduced in 2025. The OTC is asking for all multimodal committees to advise them and be partners with them in communicating legislative delegation. While they do not have money today, they might have it tomorrow. Mr. Zako shared that the ACT will need to further discuss this and that he cannot see how they will do this if they meet bimonthly. He noted that they will need to be communicating with local representatives.

Chair Humble asked for a ‘thumbs up/thumbs down’ vote for whether or not to remove the language about slowing meeting times and to tie the language into a bylaw goal. If they confirm that they want it back in the workplan they can add it back in. There was some confusion about the question.

Councilor Fleck suggested keeping it in the work plan but changing the language to include the ACT speaking more about it in the future. He noted frustration for taking so long to decide whether or not to talk about it.

Ms. Mathez suggested changing the language to ‘consider or evaluate the LaneACT meeting format and procedures.’ Mr. Zako noted that the goal is to have procedures and processes that are impactful and an effective use of their time. Change the language to ‘evaluate how LaneACT operates in order to ensure that they have a greater impact and do so more efficiently.’ Mr. Zako noted that he believes that this is a larger issue and not just about meetings. Chair Humble agreed with Mr. Zako. Mr. Thompson agreed that they have a goal to further discuss the meeting content and format.

Mr. Johnston shared that he has been taking notes and that he will create a revised draft. He added that they can send it to Salem or that they can postpone sending it until January. Chair Humble suggested reviewing the updated work plan in January before sending it out.

Mr. Thompson noted that there have been suggestions in the document and conversations in previous meetings about the OTC's code of conduct. The code of conduct template for all of their advisory committee meetings is not required but works as a template for the ACTs to work from. The template specifically says the advisory committee may use this language or change it. The code of conduct does not apply to LaneACT because they have never considered it before. He noted that he would like to see a review and consideration of the draft code of conduct and template in the workplan. Language surrounding that could be put into the draft that they will review next month. Mr. Johnston shared that they will be able to do that and that the code of conduct is in the context of updating the bylaws. It is implied that that will be discussed when the bylaws are considered. He then noted that they can take that language out if the ACT is not comfortable with it. Mr. Thompson noted that he does not think that this is a directing document for the ACT because it is only suggested and not adopted. He then added that he is uncomfortable with this. He added that this is another workplan element that they need to discuss. Mr. Johnston shared that he did receive directions from Salem that the bylaws needed to describe how the ACTs were adhering to the code of conduct. He did get word that the code of conduct is a suggestion and template. When they get to the process of updating the bylaws that is something for LaneACT to consider in more detail.

7. OR 126 East Highway Safety Study

Mr. Johnston noted that this agenda item is not critical to the meeting and that the next agenda meeting is far more important. He noted that they can postpone this presentation if the ACT agrees. The ACT agreed to postpone this presentation.

8. LaneACT Officer Nominating Committee update

Mr. Francis spoke about the process or sequence of the Nominating Committee, highlighting that he had previous conversations with Chair Humble and Vice Chair Zako. Mr. Francis urged members to not think in the past and to start anew. He noted that at the last Steering Committee meeting they agreed to postpone elections until January. He also added that at that time in January, the nominating committee will make recommendations for the new constituents. These recommendations have been for Mayor Weiss as the Chair, Councilor Clark as Vice Chair, and Mayor Vinis as the Ambassador. After these recommendations, the floor will be open to those who would like to make any recommendations. After that has concluded, the ACT will move forward with whatever transpires. The reason for postponing the election is because they wanted to have another Steering Committee meeting to help to better iron out the process for voting and determining roles. A question that may come up is 'why have a nominating committee if anyone can be nominated on the floor?'. The Nominating Committee will have helped to remove some contentious conversations that may have occurred if the voting happened on the floor. Mr. Francis then thanked everyone who was on the Nominating Committee. He then added that this committee will be helpful when having passionate and difficult conversations.

9. Future topics

Ms. Mathez spoke about the calendar that was at the end of the packet. For future topics they will be having Chair and Vice Chair appointments, they will be speaking more about the online applications they have received for the membership recruitments, they will also have to discuss the work plan in January and will be having an upcoming ODOT DEI training that was supposed to be in December but has been moved to January. They are currently clarifying the time needs for January to see if they will need to bump the DEI training to another month.

After these items there will be some conversations around the STIP. There is also a note of interest in working with sovereignty and priority with local tribes in February. They also have the member priorities process that will pick up in early spring. Councilor Clark noted that one item she would like to see added is the item that got tabled tonight because that is important information for everyone to learn. Mr. Johnston noted that they can bring that topic back in either January or during another time that it can be worked into the schedule. Mr. Zako also mentioned that they should make sure that Pete Petty is available and will be present for this presentation because of the information that will be given about Highway 126 East. Others agreed that this was a good idea.

Mr. Marshall asked if LaneACT was just Lane County. Mr. Francis responded that they are the only ACT that encompasses one county. Mr. Marshall then asked if the boundaries are adjustable for the ACT. Mr. Johnston added that they correspond with the planning areas for ODOT and that it would not be a simple process to change the boundaries. Mr. Marshall noted that he only brings this up because of Harrisburg. Mr. Johnston noted that he and the area manager 4 for that area talk all of the time and that they have funds to update their transportation systems plan. He also added that they are very aware of the relationship between Harrisburg and Lane County. Mr. Marshall noted that this made him feel slightly better. He added that many other jurisdictions feel the effects of the commuter traffic that comes from the Harrisburg area. Mr. Johnston added that in terms of ODOT planning efforts corridor planning comes into play, such as the Highway 126 East Safety Study. Originally the boundary stopped at the Lane County boundary, but they realized that they should extend the boundary to take that area into Lane County. They try to do what makes sense in terms of facility planning. The MPO also considers this region.

Councilor Clark noted that another helpful discussion item could be having jurisdictions speak more about the projects that they are working on or the grants that they have applied to. She noted that she observed some groups going after grants today. She observed that smaller communities lack the capacity for grant writing, so it may be helpful to share information or to carve out time for some competitive grant writing, learning what they can do to get some of that funding that seems to be going away. Chair Humble agreed that that would be a very helpful topic and also noted that it would be great to observe what kind of grants are out there for the different kinds of modes of travel. To have a presentation that highlights what those grants are and maybe getting a library started of sample grants from others to see how different jurisdictions have gone about it would be a helpful resource.

Mr. Zako wanted confirmation about when the next Steering Committee meeting will be. Ms. Mathez responded that it will be next Tuesday at 10:30am as noted in the agenda. Ms. Mathez confirmed that she will send out the Steering Committee information after this meeting.

Mr. Barrett noted that he knows that money does not usually go over the mountain but wanted to add that their roads are getting a little bit dangerous and that crashes are increasing. He asked for ODOT to look into increasing passing lanes.

10. Next Steps and Future Topics

Chair Humble thanked LaneACT members for their participation and wished members happy holidays.

The next Steering Committee meeting is scheduled for December 19th, 2023, at 10:30am and the next LaneACT meeting will be January 10th, 2023, at 5:30pm. Chair Humble adjourned the meeting at 7:34pm.

(Recorded by Journie Gering)

Agenda Item 6

LaneACT officer election

Presenters

- Members of the Officer Nominating Committee – Vidal Francis (ODOT), Mike Fleck (Cottage Grove), Paul Thompson (Central Lane MPO), Shelley Humble (outgoing Chair)
- Chair Shelley Humble – the LaneACT Chair will preside over the election

Action requested (quorum required)

1. Accept formal recommendation of the Officer Nominating Committee.
2. Invite additional nominations from the floor.
3. Agree on appointments by consensus, if possible.
4. If necessary, conduct an election by voting. (ACT members must agree on the method.)

Staff support

This summary memo was prepared by Bill Johnston, ODOT Area Planner and staff support to the LaneACT. If procedural questions arise during the election process staff will serve as the *parliamentarian*, to interpret the LaneACT Bylaws and Robert’s Rules of Order.

Summary

The LaneACT appointed an Officer Nominating Committee (Committee) at the October 11 meeting to identify LaneACT members who would be interested in serving as officers for 2024. The nominating committee met on November 1. After considering various individuals, the committee members agreed on a slate of candidates to recommend for election.

At the November 8 LaneACT meeting, Vidal Francis provided an update indicating the Committee would be recommending the following individuals: **(1)** Chair: Keith Weiss, Mayor, City of Veneta. **(2)** Vice Chair: Shelly Clark, Councilor, City of Creswell. **(3)** Ambassador: Lucy Vinis, Mayor, City of Eugene.

The Committee reconvened on December 22 to review and further discuss their previous decision. After some discussion, the Committee decided to revise their recommendation as follows: **(1)** Chair: Shelly Clark, **(2)** Vice Chair: Keith Weiss, **(3)** Ambassador: Rob Zako.

Attached

- A. Officer Nominating Committee considerations (1 page)
- B. Election procedure (2 pages)

Attachment A – Officer Nominating Committee considerations

Meeting #1 (November 1)

The Office Nominating Committee (Committee) met on November 1 to discuss potential candidates to serve as officers for 2024. Rob Zako had previously indicated his interest in serving as Chair, at the October LaneACT meeting. The Committee also discussed other candidates who had indicated an interest in serving, in informal discussions with Vidal Francis.

The Committee discussed the leadership qualities of the candidates. They also considered the criteria that were used by previous nominating committees. This included the amount of time the candidates had served on the ACT, and how much longer they would continue to serve.

After some discussion, the Committee members agreed on the following slate of candidates to recommend: **(1)** Chair: Keith Weiss, Mayor, City of Veneta. **(2)** Vice Chair: Shelly Clark, Councilor, City of Creswell. **(3)** Ambassador: Lucy Vinis, Mayor, City of Eugene.

LaneACT update (November 8)

Vidal Francis provided an update at the November meeting. He indicated the Committee would be recommending Keith Weiss, Shelly Clark, and Lucy Vinis to serve as officers for 2024. He explained that a formal recommendation would not be presented until the December meeting, when the election was scheduled to be held.

Steering Committee discussion (November 17)

On November 15, the LaneACT Chair, Shelley Humble, sent an email to the LaneACT members expressing her concerns about the nominating process. (A copy of the email was included in the packet for the December 13 LaneACT meeting.) In response to the Chair's concerns, the Steering Committee decided to postpone the election until the January meeting. They also encouraged the Committee to meet again, to review their recommendation.

Meeting #2 (December 22)

The Committee reconvened on December 22 to review and further discuss their previous decision. The discussion focused on why Rob Zako was not recommended to serve as Chair, even though he is currently serving as the Vice Chair. The members agreed that although this may have been the convention in the past, for some elections, there is no requirement in the LaneACT bylaws describing this automatic progression from Vice Chair to Chair.

Another point of discussion was whether Mayor Weiss was perhaps too busy to serve as Chair. He indicated in conversations with Committee members that he was enthusiastic about serving. He also acknowledged that he is very busy.

After some discussion, the Committee decided to revise their recommendation as follows: (1) Chair: Shelly Clark, (2) Vice Chair: Keith Weiss, (3) Ambassador: Rob Zako.

Attachment B – Election procedure

1. Accept formal recommendation of the Officer Nominating Committee.

- a. **Role of the Committee** – The LaneACT *Foundational Procedures and Policies* (2011) require the LaneACT to appoint a Nominating Committee to recommend a “slate of officers” to consider for election.
- b. **Committee recommendations** – The Committee is recommending candidates for all three officer positions. Refer the cover memo for this agenda item.

2. Invite additional nominations from the floor.

- a. **Robert’s Rules** – Robert’s Rules of Order, which are referred to in Section V.A of the Bylaws, indicate that candidates may also be nominated by members who did not participate in the nominating committee, at the meeting where elections are held. This is referred to as nominating “from the floor.”
- b. **Procedure** – When the Nominating Committee presents its recommendation, the Chair will ask if there are any other nominations from the floor. The Committee's nominations are treated the same as if they were made by members from the floor. A vote is not required to accept the Committee’s recommendations, or nominations received from the floor.

3. Agree on appointments by consensus, if possible.

- a. **Decision-making process** – The Bylaws state in Section V.B (Terms) that elections shall be decided as described in Section V.A (Decision Making). Section V.A. describes the general process the LaneACT is to follow in making all decisions.
- b. **Consensus** – The members will first attempt to reach a consensus, through discussion and negotiation. Consensus means that all voting members present can live with the decision. If no nominations are received from the floor, the members would simply be agreeing to appoint the individuals recommended by the Nominating Committee.
- c. **Contested election** – If additional nominations are received from the floor, there would be more than one candidate for one or more positions. This is referred to as a contested election. The members may attempt to resolve the conflict, and agree on the individuals to appoint, using the consensus approach. Most likely, a vote will be required to resolve the conflict. This is discussed in the following section.

4. If necessary, conduct an election by voting. (ACT members must agree on the method.)

- a. **When required** – A vote would be required if a consensus cannot be reached. As explained in the previous section, this could occur **(1)** if for some reason the members do not support the candidates recommended by the Nominating Committee, or **(2)** if the election is contested, when additional nominations are received from the floor.

- b. Vote to end discussion** – If a consensus cannot be reached, the decision will be made by an 80% supermajority of the members present. Before voting to decide the matter being considered, a separate motion and vote is required to end the discussion. The motion passes if a simple majority of the members agree.
- c. Supermajority vote** – When a vote is required to reach a decision, the Bylaws require 80% of the members present to agree (by voting yes). This is a high standard. The U.S. Constitution defines a supermajority as two-thirds (66%) of the vote. If the vote is to resolve a contested election, it may be difficult for any one candidate to achieve an 80% supermajority. In this case it may be necessary to temporarily suspend the supermajority requirement, to allow a candidate to be elected by a simple majority.
- d. Suspending the supermajority requirement** – The members would need to agree to suspend the supermajority requirement. If a consensus cannot be reached, a vote may be requested to resolve the matter. As described in Section 4.b, a separate motion and vote is required to end the discussion (to suspend the supermajority requirement). The motion passes if a simple majority of the members agree.

5. Method of voting

- a. Options** – Neither the LaneACT Bylaws or protocols specify a method of voting. Various methods are described in Robert’s Rules, including: a show of hands, by voice, by rising, by ballot, and by roll call (yeas and nays).
- b. Agreement** – The members need to agree on the method. If agreement cannot be reached by consensus, a vote may be requested to resolve the matter. Refer to Section 4.b.
- c. Ballot** – LaneACT staff recommends the ballot method. Balloting is more dignified, both for the voters and the candidates. Voters can indicate their preference privately, without feeling pressured to vote for any particular candidate. Secret ballots are prohibited. If a ballot is used, (1) the voter would need to indicate their name on the ballot, and (2) the ballots would be available for anyone to review, after the vote is taken.
- d. Balloting procedure** – Staff will distribute paper ballots to those members participating in person. Members will write their name on the ballot, indicate their preference for all positions (including those that are not contested), and return the ballot to staff. Members participating by videoconference will be asked to submit their preference by email. Staff will tally the votes and announce the outcome.
- e. Roll call** – Alternatively, the roll call method could be used. The members simply indicate their preferences verbally. Staff will then tally the votes and announce the outcome.

Agenda Item 7

LaneACT member appointments
(quorum required)

Presenter

Anais Mathez, LaneACT staff

Action requested *(quorum required)*

1. Appoint Bicycle & Pedestrian representative.
2. Appoint Other (at-large) representatives.

Summary

In October 2023, the LaneACT directed staff to begin a recruitment process to fill the following positions, which were either currently vacant or had terms ending on January 1, 2024.

- Trucking industry representative (1 position)
- Rail industry representative (1 position)
- Bicycle & pedestrian representative (1 position)
- Other (at-large) representatives (up to 6 positions)

An application form was posted on the LaneACT website. Staff then sent out an announcement by email, and a media release that appeared in Eugene's *InMotion* December newsletter. The application period was open through January 10.

Three applications were received. Megan Shull applied to serve as the Bicycle & Pedestrian representative. Brodie Hylton and Tiffany Edwards applied to serve as Other (at-large) representatives.

Additional information about the three applicants is provided on the following page. Their applications are also attached.

Attached

- A. Additional information
- B. Megan Shull's application
- C. Brodie Hylton's application
- D. Tiffany Edward's application

Agenda Item 7 – LaneACT member appointments

Additional information

Bicycle & Pedestrian representative

Sara Mazze's four-year term ended on January 1. She indicated she does not want to be reappointed.

Megan Shull is the current alternate representative for this position. She submitted an application to serve as the primary representative. (Refer to Attachment B.) Ms. Shull is the Safe Routes to School Program Coordinator for the Lane Council of Governments.

If confirmed, Ms. Shull has indicated she would appoint Jack Blashchishen to serve as the alternate. Mr. Blashchishen is the Safe Routes to School Coordinator for Springfield Public Schools. He also serves as a liaison to the City of Springfield Bicycle and Pedestrian Advisory Committee.

Mr. Blashchishen originally submitted an application to serve as the primary representative for this position. He subsequently clarified that he is interested in serving as the alternate.

Other representatives

The LaneACT Bylaws allow for up to six at-large ("Other") representatives to serve on the LaneACT. Currently, all these positions are vacant.

Brodie Hylton submitted an application to serve on the LaneACT in this capacity. (Refer to Attachment C.) Mr. Hylton is the Executive Director of Cascadia Mobility, which is a non-profit (501(c)(3)) transportation operator. According to the application, Cascade Mobility's mission is to improve access to and increase trips made by shared and active transportation. Cascadia Mobility operates the City of Eugene's bike share program (PeaceHealth Rides), and e-scooter share program.

Tiffany Edwards also submitted an application to serve on the LaneACT in this capacity. (Refer to Attachment D.) Ms. Edwards is the Vice President of Policy and Community Development for the Eugene Area Chamber of Commerce. Her role oversees policy, government and community relations and advocacy representing over 1200 businesses in the public, private and non-profit sector. Ms. Edwards is familiar with the LaneACT and attended monthly meetings while employed at the Lane Transit District from 2020-2023.

Applicant Criteria

1. Be able to attend monthly meetings on the 2nd Wednesday of each month, from 5:30 to 7:30 p.m. primarily in Springfield but at times at alternate locations;
2. Be willing to serve an up to 4-year term; and
3. Live in Lane County OR represent a business or organization that operates in Lane County.

Name:	Megan Shull		
Residential/Business Address:	859 Willamette St., Suite 500	Eugene	97401
	Street	City	Zip
Mailing Address:	859 Willamette St., Suite 500	Eugene	97401
	Street	City	Zip
Home Telephone:	541-513-6882 (best contact)	Work Telephone:	541-682-4023
FAX:	541-682-4099	E-Mail:	mshull@lcog.org
Employment:	Lane Council of Governments, Rural Safe Routes to School		

The LaneACT is recruiting for the following positions:

- Trucking Industry representative (1)
- Rail industry representative (1)
- Bicycle & pedestrian representative (1)
- Other stakeholder representatives with an interest in transportation issues (up to 6)

Stakeholders will be appointed to 4-year terms and may be reappointed to subsequent 4-year terms by LaneACT.

(OVER)

Please answer the following questions. Attach additional pages if necessary.

1. Please describe how your background, training and experience prepare you to represent the appropriate stakeholder position(s). Include employment, educational, vocational and skill training, degrees and certifications, licenses, participation on boards and committees, memberships, life experience, etc.

Currently, I am the Safe Routes to School program coordinator serving the rural school districts in Lane County. This position places me in these communities, working with students and staff, community members and organizations, and other local government to advocate for safe, active modes of transportation. In addition, both formal and continued education has provided me with knowledge as it relates to mobility and community engagement, further strengthening my ability to advocate for bicycle and pedestrian interests across Lane County. Lastly, I have served on the LaneACT since November 2022, as the alternate Bicycle and Pedestrian stakeholder.

2. If you are a member of an organization representing the appropriate stakeholder position(s), and/or if you have received an endorsement to serve on LaneACT from such an organization, please describe your membership(s) and/or endorsement(s).

Sarah Mazze, the current primary Bik/Ped stakeholder for the LaneACT, along with regional Safe Routes to School Program Coordinators, and other LaneACT members, encouraged me to apply for the primary stakeholder position.

3. Please provide any additional information about yourself which will help LaneACT select you.

I have a strong background in equity work with a focus on intersectionality. A lens I utilize working across a large, diverse Lane County. I have the benefit of working in many communities and the advantage of visiting sites regularly, context that can be important to this role.

In addition to answering the above questions, you may attach a resumé to provide additional information about yourself if you wish.

Thank you for applying to be a LaneACT Stakeholder!

Demographic Information (Optional):

The LaneACT collects information on race, ethnicity, national origin, and gender of applicants to the Commission to ensure the inclusion of all segments of the population affected by LaneACT. You have the option of providing this information. You may apply and be selected to be a LaneACT Stakeholder even if you do not wish to provide this information.

Gender	Female	Number of Persons in Your Household	2												
Annual Household Income:															
<input type="checkbox"/>	Less than \$25,000	<input type="checkbox"/>	\$25,000-\$44,999	<input checked="" type="checkbox"/>	\$45,000-\$74,999	<input type="checkbox"/>	More than \$75,000								
Disability	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Senior	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Youth	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	African American	<input type="checkbox"/>	Hispanic	<input type="checkbox"/>	American Indian/Alaskan Native	<input type="checkbox"/>	Asian								
<input type="checkbox"/>	Native Hawaiian and other Pacific Islander	<input type="checkbox"/>	Multiracial	<input checked="" type="checkbox"/>	White	<input type="checkbox"/>	Other								

Please Return Your Completed Application by January 10th, 2024.

Submit to LaneACT staff via email: anis.mathez@3j-consulting.com

Applicant Criteria

1. Be able to attend monthly meetings on the 2nd Wednesday of each month, from 5:30 to 7:30 p.m. primarily in Springfield but at times at alternate locations;
2. Be willing to serve an up to 4-year term; and
3. Live in Lane County OR represent a business or organization that operates in Lane County.

Name:	Brodie Hylton		
Residential/Business Address:	455 W 1st Ave	Eugene	97401
	Street	City	Zip
Mailing Address:	Same		
	Street	City	Zip
Home Telephone:	503-481-0418	Work Telephone:	
FAX:		E-Mail:	brodieh@cascadiamobility.org
Employment:	Cascadia Mobility		

The LaneACT is recruiting for the following positions:

- Trucking Industry representative (1)
- Rail industry representative (1)
- Bicycle & pedestrian representative (1)
- Other Stakeholder representative (up to 6)

Stakeholders will be appointed to 4-year terms and may be reappointed to subsequent 4-year terms by LaneACT.

(OVER)

Please answer the following questions. Attach additional pages if necessary.

1. Please describe how your background, training and experience prepare you to represent the appropriate stakeholder position(s). Include employment, educational, vocational and skill training, degrees and certifications, licenses, participation on boards and committees, memberships, life experience, etc.

I am the founding Executive Director of Cascadia Mobility, a 501(c)(3) professional transportation operator whose mission is to improve access to and increase trips made by shared and active transportation. Specifically, Cascadia Mobility operates the City of Eugene’s bike share program (PeaceHealth Rides), and e-scooter share program. I have spent over 15 years launching and operating large-scale car and bike share programs and companies. I have a BS and MBA from the University of Oregon. I am a driver, a transit rider, a bicyclist and a frequent user of bike and e-scooter share. I spend a significant amount of time considering and enacting ways we can more efficiently, safely, and equitably move people and goods through our roadways and public spaces.

2. If you are a member of an organization representing the appropriate stakeholder position(s), and/or if you have received an endorsement to serve on LaneACT from such an organization, please describe your membership(s) and/or endorsement(s).

I am applying as a representative of “other stakeholder representative” seat. My professional expertise is in the area of shared transportation.

3. Please provide any additional information about yourself which will help LaneACT select you.

Cascadia Mobility is partner in regional efforts to improve transportation access through provision of reliable transportation options, particularly shared transportation such as bike share. We work closely with the City of Eugene, LCOG, University of Oregon, LTD and other regional stakeholders. Startup funding for Cascadia Mobility was provided by ODOT in hopes that we might demonstrate a viable partnership model for shared transportation operations and funding. Were I personally unable to attend or serve on Lane ACT, I am supported by a network of community partners that share Cascadia Mobility’s vision for greater access to active and shared transportation.

In addition to answering the above questions, you may attach a resumé to provide additional information about yourself if you wish.

Thank you for applying to be a LaneACT Stakeholder!

Demographic Information (Optional):

The LaneACT collects information on race, ethnicity, national origin, and gender of applicants to the Commission to ensure the inclusion of all segments of the population affected by LaneACT. You have the option of providing this information. You may apply and be selected to be a LaneACT Stakeholder even if you do not wish to provide this information.

Gender	Male			Number of Persons in Your Household	4		
Annual Household Income:							
<input type="checkbox"/>	Less than \$25,000	<input type="checkbox"/>	\$25,000-\$44,999	<input type="checkbox"/>	\$45,000-\$74,999	<input checked="" type="checkbox"/>	More than \$75,000
Disability	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Senior	<input type="checkbox"/>
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Youth	<input type="checkbox"/>
<input type="checkbox"/>	African American	<input type="checkbox"/>	Hispanic	<input type="checkbox"/>	American Indian/Alaskan Native	<input type="checkbox"/>	Asian
<input type="checkbox"/>	Native Hawaiian and other Pacific Islander	<input type="checkbox"/>	Multiracial	<input type="checkbox"/>	White	<input type="checkbox"/>	Other

Please Return Your Completed Application by January 10th, 2024.

Submit to LaneACT staff via email: anis.mathez@3j-consulting.com

Applicant Criteria

1. Be able to attend monthly meetings on the 2nd Wednesday of each month, from 5:30 to 7:30 p.m. primarily in Springfield but at times at alternate locations;
2. Be willing to serve an up to 4-year term; and
3. Live in Lane County OR represent a business or organization that operates in Lane County.

Name:	Tiffany Edwards		
Residential/Business Address:	1401 Willamette Street	Eugene	97401
	Street	City	Zip
Mailing Address:	3839 Sterling Woods Drive	Eugene	97408
	Street	City	Zip
Home Telephone:	541-678-3370	Work Telephone:	
FAX:		E-Mail:	tiffanye@eugenechamber.com
Employment:	Eugene Area Chamber of Commerce		

The LaneACT is recruiting for the following positions:

- Trucking Industry representative (1)
- Rail industry representative (1)
- Bicycle and pedestrian representative (1)
- Other Stakeholder representative (up to 6)

Stakeholders will be appointed to 4-year terms and may be reappointed to subsequent 4-year terms by LaneACT.

(OVER)

Please answer the following questions. Attach additional pages if necessary.

1. Please describe how your background, training and experience prepare you to represent the appropriate stakeholder position(s). Include employment, educational, vocational and skill training, degrees and certifications, licenses, participation on boards and committees, memberships, life experience, etc.

I'm currently employed by a Eugene-based non-profit business association, serving as a senior executive. My role oversees policy, government and community relations and advocacy representing over 1200 businesses in the public, private and non-profit sector. I am responsible for developing, tracking and advocating for policies related to land use, transportation, housing, economic development, and business expansion and retention and the overall business regulatory environment. I have lived in Eugene since 2012 and my professional background includes over a decade of experience in advertising, a business owner for 8 years, and 16 years working in state and local politics. Prior to my current role, I oversaw the Government and Community relations for Lane Transit District for 3 years. I hold a

2. If you are a member of an organization representing the appropriate stakeholder position(s), and/or if you have received an endorsement to serve on LaneACT from such an organization, please describe your membership(s) and/or endorsement(s).

In my role as VP of Policy and Community Development for the Eugene Chamber of Commerce, I can confidently represent the voice of business and bring a perspective from a broad and diverse local business sector. Our membership of over 1200 businesses ranges from small businesses to large corporations, who are dependent on a thriving transportation and infrastructure system to promote mobility and transportation of goods and services and

3. Please provide any additional information about yourself which will help LaneACT select you.

I am quite familiar with LaneACT and the work of this Commission, having virtually attended its monthly meetings while employed at Lane Transit District from 2020-2023. I believe to have an elevated degree of knowledge about regional transportation, transit and transit/transportation and infrastructure funding at the local, regional, state and federal level. Paired with my tactical knowledge of the funding mechanisms is a strategic understanding to navigate the political components of decision-making.

In addition to answering the above questions, you may attach a resumé to provide additional information about yourself if you wish.

Thank you for applying to be a LaneACT Stakeholder!

Demographic Information (Optional):

The LaneACT collects information on race, ethnicity, national origin, and gender of applicants to the Commission to ensure the inclusion of all segments of the population affected by LaneACT. You have the option of providing this information. You may apply and be selected to be a LaneACT Stakeholder even if you do not wish to provide this information.

Gender	Female	Number of Persons in Your Household	3
Annual Household Income:			
<input type="checkbox"/>	Less than \$25,000	<input type="checkbox"/>	\$25,000-\$44,999
<input type="checkbox"/>		<input type="checkbox"/>	\$45,000-\$74,999
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	More than \$75,000
Disability	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Senior	<input type="checkbox"/>	Yes	<input type="checkbox"/>
	<input type="checkbox"/>	No	<input type="checkbox"/>
Youth	<input type="checkbox"/>	Yes	<input type="checkbox"/>
	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	African American	<input type="checkbox"/>	Hispanic
<input type="checkbox"/>		<input type="checkbox"/>	American Indian/Alaskan Native
<input type="checkbox"/>		<input type="checkbox"/>	Asian
<input type="checkbox"/>	Native Hawaiian and other Pacific Islander	<input type="checkbox"/>	Multiracial
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	White
<input type="checkbox"/>		<input type="checkbox"/>	Other

Please Return Your Completed Application by January 10th, 2024.

Submit to LaneACT staff via email: anis.mathez@3j-consulting.com

Agenda Item 8

LaneACT 2024-25 Work Plan

Presenters

Bill Johnston – ODOT Area 5 Planner (and LaneACT staff support)

Action requested (*quorum required*)

Review, revise if necessary, and approve the LaneACT work plan.

Summary

The Oregon Transportation Commission (OTC) has asked all the ACTs to prepare new two-year work plans using a template prepared by ODOT. The ACTs have been asked to submit their draft work plans for review and approval by January 2024.

An initial draft, prepared by LaneACT staff, was discussed at the November 8 meeting. A revised draft was discussed at the December 13 meeting.

Included in this meeting packet is another revised version, dated December 18. It incorporates changes discussed at the previous meeting, along with other changes recommended by the Steering Committee and LaneACT staff.

There are three versions of this document – A, B and C. They are all included in the meeting packet, so the members are aware of the various changes.

Version C incorporates all the changes described in Version A and Version B. Unless the LaneACT directs staff to make any additional changes at the January 10 meeting, this is the final draft recommended for adoption.

Attached is a summary of all the previous versions and revisions. The three versions of the December 18 draft are also attached.

Attachments

1. Summary of previous versions and revisions (1 page)
2. Revisions recommended by the Steering Committee (10 pages)
3. Additional refinements recommended by LaneACT staff (8 pages)
4. Final revised draft, recommended for adoption (6 pages)

Attachment 1 – Summary of previous versions and revisions

Prepared by Bill Johnston, ODOT Area 5 Planner and staff support for the LaneACT.

October 9 version – Developed by LaneACT staff (Vidal Francis and Bill Johnston). Presented to the LaneACT for discussion at the November 8 meeting.

December 4 version – This version was included in the original packet for the December 13 LaneACT meeting. It was revised to address concerns expressed by some members at the previous meeting.

December 11 version – This version was included in an addendum to the December 13 meeting packet. It incorporated additional refinements suggested by Rob Zako.

December 16 version – This version was prepared by staff for discussion with the Steering Committee on December 19. It was revised to reflected changes discussed with the LaneACT on December 13.

December 18 version – For discussion at the January 10 LaneACT meeting. There are three versions of this document, included in this meeting packet. The following is a summary:

Version A – Revisions recommended by the Steering Committee. This version incorporates changes proposed by Rob Zako. It includes changes that were not discussed with LaneACT on December 13. It does not include changes recommended by staff, in the December 16 version.

Version B – Additional minor refinements recommended by staff.

Version C – Final revised draft. This version incorporates all the changes described in Version A and Version B. Unless the LaneACT directs staff to make any additional changes at the January 10 meeting, this is the final draft recommended for adoption.

Agenda Item 8 – LaneACT 2024-25 Work Plan

Attachment 2 – Draft version A

Included in this meeting packet are three versions of the revised draft work plan:

- A. Revisions recommended by the Steering Committee
- B. Additional refinements recommended by LaneACT staff (Bill Johnston)
- C. Final revised draft, recommended for adoption.

Version A is presented in this attachment. There are 9 pages total, not including this cover sheet. Additional notes explaining the content and format of the document are provided on page 1.

Work Plan ~~for the LaneACT~~

January 2024 – December 2025

Comment from Bill Johnston: This document was prepared by Rob Zako. He provided it to the Steering Committee on December 18. It shows his proposed changes to the December 11 version of the draft work plan, prepared by LaneACT staff, that was discussed at the December 13 LaneACT meeting. The Steering Committee endorsed Rob’s changes and is presenting it to the LaneACT as their recommendation.

Rob’s edits are shown in track-changes format. He also deleted the notes that were included in the previous draft for explanation and inserted some new embedded comments to explain his changes.

I reformatted the document for presentation to the LaneACT on January 10. I made the following changes: (1) I converted Rob’s imbedded comments to conventional text, bracketed and highlighted in green. (2) I inserted a few comments of my own, also in bracketed green text. (3) I inserted a few missing paragraphs from the December 4 draft that Rob did not include. Refer to Sections 1 and 3. He may have mistakenly thought they were notes. I show the text as being deleted, which may or may not have been Rob’s intent.

This document is referred to as the December 18 draft, Version A. It will be included in the packet for the January 10 LaneACT meeting. Also include in the meeting packet is a clean version of the document with Rob’s changes accepted. The clean version includes some additional minor edits proposed by me, shown in track changes format. That document is referred to as Version B.

Here is a summary of the changes that are shown in Version B. (1) I removed the text that Rob suggests (in the comments that are included in this document) may not need to be included. He indicated in his comments that I should decide. (2) I re-inserted some text that Rob appears to have inadvertently deleted because he thought it was a note. Refer to Section 1, below. This is important language that needs to be included. (3) I removed all the notes shown in Version A (this document) and made some minor formatting refinements, so the document looks like a finished product.

Contents

1. Overview ~~(p.1)~~
2. LaneACT officers ~~(p.1)~~
3. Interest areas and priorities ~~(p.2)~~
4. Two-year goals and initiatives ~~(p.3)~~
5. Meeting topic plan ~~(p.5)~~
6. References ~~(p.7)~~

1. Overview

Area Commissions on Transportation (ACTs) provide venues for local elected officials and others to discuss regional transportation issues and provide input to the Oregon Transportation Commission (OTC) to inform their decisions. According to the *OTC Policy on Formation and Operation of ACTs*, each ACT is expected to prepare a two-year work plan that identifies their areas of interest and specific topics to discuss. This is intended to help focus the work of each ACT and clarify how the group will engage and inform regional and statewide issues.

~~ODOT provided a template for the ACTs to use in developing their work plans. The LaneACT adapted the template to develop this work plan. The LaneACT work plan includes the specific topics identified by the OTC and ODOT that all the ACTs are expected to discuss during the work plan period (calendar years 2024-2025). The work plan also includes some additional topics the LaneACT anticipates discussing. Consistent with the direction provided by the OTC and ODOT, these topics have a transportation nexus~~

Comment from Bill Johnston: The paragraph above was included in the December 11 version of the draft work plan that was discussed at the December 13 LaneACT meeting. Rob did not include it in the document he provided to the Steering Committee on December 18.

This may have been an oversight. He may have thought it was a note. (He moved it to an embedded comment, which is what he did with the other notes.) I have reinserted it and shown it as being deleted, which may or may not have been Rob's intent.

I recommend including this paragraph. It provides important context. Some of the language is included in the template provided by ODOT. The OTC may expect to see it included in the LaneACT work plan, especially the last sentence. I reinserted it in Version B of this document. The different versions of this document are explained in the comments on page 1.

2. LaneACT officers~~(t~~

Terms expire on 12/31/~~2023~~2024):

- Chair: Shelley Humble – Airport Manager, City of Creswell
- Vice-Chair: Rob Zako – Executive Director, Better Eugene Springfield Transportation
- Ambassador ~~to the OTC~~: Lucy Vinis – Mayor, City of Eugene

[Comment from Rob Zako: Insert officers for 2024 once elected.]

3. Interest areas and priorities

[Comment from Bill Johnston: The following paragraph was included in the December 11 version of the draft work plan that was discussed at the December 13 LaneACT meeting. Rob did not include it in the document he provided to the Steering Committee on December 18. This may have been an oversight. He may have thought it was a note. I have reinserted it and shown it as being deleted.]

~~The following are the LaneACT's current priorities. This is a consolidated (shorter) version of the priorities that were identified in the previous LaneACT work plan that was developed in 2016, which are still relevant. The list has been updated to include the transportation investment priorities identified in the LaneACT Area Strategies Report that was developed in 2022, and other minor refinements.~~

[Comment from Rob Zako: At a minimum, the list of LaneACT interest areas and priorities should include elements of our mission as stated in our Bylaws.]

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.

As summarized in LaneACT's mission, consistent with the roles and responsibilities outlined in the *Policy on Formation and Operation of ACTs*, major interest areas and priorities are to:

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

[Comment from Rob Zako: Retain the following language (from the previous draft prepared by LaneACT staff) if it adds to the language from the mission statement.]

B. Education

- Stay informed about new federal and state transportation policies, programs and projects.
- Stay informed about noteworthy local programs and projects in the LaneACT area.

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

[Comment from Rob Zako: Retain the following language (from the previous draft prepared by LaneACT staff) if it adds to the language from the mission statement.]

D. Public involvement

- Ensure the LaneACT is complying with Oregon Public Meetings Law (ORS 192.610 to 192.690). (The LaneACT Public Participation Plan fully complies with these laws.)
- Ensure the LaneACT is complying with supplemental ODOT public notification requirements. This requires public meetings to be posted on the State of Oregon Transparency website at the following link: <https://www.oregon.gov/transparency/Pages/Public-Meetings.aspx>

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

- IV. Review and monitor the condition of the Area's transportation system, using appropriate benchmarks;

- V. 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](#)

[Comment from Rob Zako: Retain the following language (from the previous draft prepared by LaneACT staff) if it adds to the language from the mission statement.]

A. Advisory and advocacy activities

- Respond to requests for input from the OTC and ODOT relating to the allocation of state and federal funds for transportation improvements.
- Provide input that reflects the investment priorities previously identified by the LaneACT. These priorities are described in the *LaneACT Area Strategies Report* developed in 2022. Four broad investment priorities (themes) are identified in the report: (1) Access, connectivity, and efficiency. (2) Safety, security, and health. (3) Equity. (4) Sustainability and resiliency. Additional explanation and more detailed strategies are included in the report.
- Advocate specifically for funding to improve the transportation system in the LaneACT area, when there are opportunities to do so.

~~C. LaneACT governance~~

[Comment from Rob Zako: These priorities are incorporated in revised Goal 2, in the following section.]

- ~~• Fulfill the administrative responsibilities described in the *OTC Policy on ACT Formation and Operation* and the *LaneACT Bylaws*. This includes electing officers and recruiting representatives from special interest groups (stakeholders) to participate as members of the ACT.~~
- ~~• Provide training for new members. In addition to helping them understand the role and responsibilities of an ACT, provide some insight into the history and culture of the LaneACT.~~
- ~~• Periodically review and update LaneACT governing documents. This includes the LaneACT Bylaws, special protocols, and the LaneACT Public Participation Plan.~~

4. Two-year goals and initiatives

Goal 1: Develop [and advocate for](#) a list of priority [transportation projects](#) ~~needs~~ for the LaneACT area

- [Build on the *Area Strategy Report* that LaneACT accepted in May 2022.](#)
- [Solicit investment and policy priority needs from members.](#)
- [Review member needs and identify themes, referencing the *Area Strategy Report*.](#)
- [Distill to a shorter list of area priority needs.](#)
- [Join together to advocate for these needs, including as part of the effort by the Oregon Legislature to adopt a transportation package during the 2025 session.](#)

Goal 2: Review and strengthen LaneACT’s structure and processes to be more effective and efficient

[Comment from Rob Zako: Retain the following language (from the previous draft prepared by LaneACT staff) if it adds to Goal 2.]

C. LaneACT governance

- Fulfill the administrative responsibilities described in the *OTC Policy on ACT Formation and Operation* and the *LaneACT Bylaws*. This includes electing officers and recruiting representatives from special interest groups (stakeholders) to participate as members of the ACT.
 - Provide training for new members. In addition to helping them understand the role and responsibilities of an ACT, provide some insight into the history and culture of the LaneACT.
 - Periodically review and update LaneACT governing documents. This includes the LaneACT Bylaws, special protocols, and the LaneACT Public Participation Plan.
- ~~The list of priority needs identified by each LaneACT member, compiled in 2023, will provide a starting point. Each member jurisdiction has already identified the highest priority projects within their community. The *LaneACT Area Strategies Report* developed in 2022 may also provide some guidance.~~
 - ~~LaneACT will attempt to refine the list, narrowing it down to the top priorities for the LaneACT area as a whole. LaneACT has developed lists of priority projects in the past, without too much difficulty. However, those lists focused on major projects on state highways. For this exercise, additional effort will be required to consider other types of projects. This may be more challenging. It may not be possible to agree on what the priorities are.~~
 - ~~One possible outcome is that LaneACT may only identify examples of the types of projects they believe are priorities for the LaneACT area. This would not be inconsistent with direction provided by ODOT management. They would like the Legislature to focus on funding categories of investment, rather than earmarking specific projects.~~
 - ~~LaneACT may choose to distinguish projects by category. For instance, expensive projects vs less expensive projects; projects on state highways vs projects on local roadways; motor vehicle projects vs pedestrian and bicycle projects.~~

~~Goal 2: Update the LaneACT bylaws~~

- ~~The LaneACT bylaws were last updated in 2019, to incorporate a few minor refinements.~~
- ~~In 2020 the OTC and ODOT initiated a major review to determine if the ACTs were still needed and, if so, whether the role of the ACTs needed to be redefined. In 2021 the OTC approved a package of recommendations developed by ODOT management. This initiative was referred as the *ACT Reset and Refocus*. The implementation actions were described in a separate work plan.~~
- ~~In 2022, the OTC approved ODOT’s recommended updates to the *OTC Policy on Formation and Operation of ACTs*, to be consistent with the direction provided in the *ACT Reset and Refocus* documents. This was one of the tasks identified in the implementation work plan. ODOT also~~

developed a code of conduct the ACTs are expected to adopt and adhere to. (Refer to the Work Plan template instructions provided by Amanda Pietz on April 12, 2023.)

- The LaneACT bylaws need to be updated to reflect this new direction provided by the OTC. The LaneACT may consider other changes such as: (1) amending the membership to include representatives from different special interest groups, (2) changing the officer and member terms (start and end dates) to better align with local elections and to avoid major holidays; (3) review the officer election process and the role of the Steering Committee.

Goal 3: Update the LaneACT Public Participation Plan

- The *OTC Policy on Formation and Operation of ACTs* requires the ACTs to comply with Oregon public meeting laws. The policy also requires ACT bylaws to specify the ACT's public involvement process. The LaneACT bylaws refer to a separate, standalone Public Participation Involvement Plan.
- The LaneACT Public Participation Plan was originally adopted, by the LaneACT, in 2011. It was updated in 2013. It fully complies with Oregon public meeting laws. However, it doesn't reflect the most recent direction provided by the OTC, in the ACT Reset and Refocus documents, to expand public engagement if possible, especially for the purpose of advancing ODOT's social equity goals.
- The LaneACT Public Participation Plan needs to be updated to include some discussion about social equity. Other refinements may be required to ensure the document is consistent with updated LaneACT bylaws, described in Goal 2.

Goal 4: Adjust LaneACT meeting format

- The ACT Reset and Refocus documents recognize the role of the ACTs has changed since they were originally formed in the late 1990s. (The LaneACT was formed in 2010.) The ACTs are no longer directly involved in allocating funding for specific projects. The ACTs still have a role in providing input to the OTC, on specific topics, when input is requested. However, their primary purpose is to provide a forum for sharing information.
- Given this reduced level of responsibility, the LaneACT understands it may not be necessary to meet every month as they have in the past. Meeting every other month may be sufficient. This would be consistent with the other ACTs. Most of the other ACTs have transitioned to an every-other-month meeting format. (Some ACTs meeting quarterly.)
- Continuing to meet every month, if there is not a need to do so, creates an unnecessary burden on LaneACT members and LaneACT staff. It takes a significant amount of effort to prepare for and conduct meetings. This has both a direct and indirect cost, in terms of paying for contract staff support and diverting ODOT staff from their other important responsibilities.
- It may not be possible to make this transition immediately. As described in this work plan, the LaneACT intends to develop a list of priority projects for the LaneACT area. (Refer to Goal 1.) This could require a significant amount of time and effort in the first year of this two-year work plan. It may not be possible to transition from a monthly meeting format to meeting less frequently until the second year of the work plan.

- ~~• The LaneACT may consider other changes to the meeting format such as: (1) conducting some meetings by videoconference only, and (2) installing a second camera in the meeting room to better facilitate hybrid meetings.~~

5. Meeting topic plan

The following is a list of specific topics the LaneACT anticipates discussing during this work plan period (2024–2025). This list includes topics identified by ODOT, along with additional topics identified by the LaneACT.

An approximate timeframe for discussing these topics is also provided. Refer to the calendar of future topics included in each LaneACT meeting packet for a more current and accurate list of topics planned for the upcoming six-month period.

[Comment from Rob Zako: Reformat this section as a calendar, with topics identified by ODOT bolded and additional topics identified by LaneACT not bolded.]

[Response from Bill Johnston. This is the format specified in the template provided by ODOT. If the LaneACT wants to also present these topics in a calendar format, it would be a supplemental document attached as an appendix to the work plan. Note that the second paragraph above refers to the calendar or future topic included in each LaneACT meeting packet. The calendars included in the meeting packets are updated for each meeting, to reflect the most current schedule. If a calendar was attached to the work plan, it would not accurately reflect the actual schedule. I don't recommend including a calendar in the work plan. The narrative description below is sufficient.]

A. Topics identified by ODOT

- 2027–2030 STIP development
 - [Comment from Rob Zako: If these dates are past, do they need to be included in the work plan?]
 - May-June 2023: This phase will focus on introducing the public to the STIP and the funding constraints for the 2027–2030 STIP. ODOT seeking ACT input on funding priorities.
 - August-October 2023: This phase will focus on seeking input on the funding scenarios.
- Connect Oregon
 - Likely early to mid-2024
- Oregon Highway Plan
 - ACT engagement in this plan update to begin in 2024
- Rail Plan
 - ACT engagement in this plan update in 2024
- Transportation Safety Action Plan
 - Next update on this plan to begin in late 2024

- Issues of statewide interest (e.g., revenue and funding discussions, legislation, etc.)
- Identify regional funding needs and priorities
- Seek support for legislative funding requests
- Equity and transportation
 - Engage diverse voices
 - Consider equity in transportation plans, projects and processes

B. Additional topics identified by the LaneACT

The following are additional topics and tasks identified by the LaneACT. Some of these overlap with the topics identified by ODOT.

- Develop a list of priority projects for the LaneACT area – Refer to Section 4, Goal 1.
 - This effort will begin in early 2024. It will take approximately four meetings to complete.
- Update the LaneACT bylaws – Refer to Section 4, Goal 2.
 - This effort will begin in late 2024. It will take approximately three meetings to complete. A subcommittee will probably be formed to work through the details.
- Update the LaneACT Public Participation Plan – Refer to Section 4, Goal 3.
 - This effort will begin in 2025, after the bylaws have been updated. It will take approximately two meetings to complete.
- Legislative updates – Receive regular updates during the legislative session.
- Grant opportunities – Inform LaneACT members about state and federal grant opportunities.
 - This will occur at various times during the year as grants are announced.
- Local transportation successes and challenges – Allow time during LaneACT meetings for members to describe noteworthy transportation-related planning and construction projects in their communities.
- Other topics – Budget time (when planning future meetings) for unanticipated topics or emerging issues that may be identified by the OTC, ODOT or the LaneACT.

6. References

[Comment from Rob Zako: Reorder chronologically.]

- *OTC Policy on Formation and Operation of the Area Commissions on Transportations (ACTs)*, ~~revised~~, Approved June 18, 2003; amended January 20, 2022. https://www.oregon.gov/odot/Get-Involved/ACT/OTC_ACTpolicy.pdf
- *LaneACT Bylaws*— Approved November 9, 2010; revised June 12, 2019. https://www.oregon.gov/odot/Get-Involved/ACT/LaneACT_Bylaws.pdf

- ~~LaneACT Public Participation Plan—originally adopted in 2011; updated in 2013. Adopted August 10, 2011; edited March 13, 2013. https://www.oregon.gov/odot/Get-Involved/ACT/LaneACT_PublicParticipation.pdf~~
- ~~ODOT Reset and Refocus documents—(1) Resetting OTC/ACT Engagement, discussed with the OTC on December 1, 2020. (2) Refocus of Area Commissions on Transportation (ACTs): Next Steps and Recommendations, discussed with the OTC on March 11, 2021. (3) Implementation Work Plan: ACT Engagement Refocus, discussed with the ODOT on May 13, 2021. (4) Advisory Committee Code of Conduct, developed by the ODOT Statewide ACT Project Steering Team, finalized in March 2023.~~
- ~~Instructions for preparing ACT work plans—(1) Email from Amanda Pietz (ODOT Policy, Data, and Analysis Division Administrator) dated April 12, 2023. Refer to attachment titled: Work Plan Template Instructions. (2) Email from Amanda Pietz dated May 31, 2023. Refer to additional instructions in the body of the message, and to the attachment titled: ACT Work Plan Info.~~
- ~~LaneACT Bylaws—revised June 12, 2019.~~
- LaneACT [July 2016](#) – [June 2017 Work Plan](#)—~~this is the most recent previous version.~~ https://www.oregon.gov/odot/Get-Involved/ACT/LaneACT_WorkPlan.pdf
- ~~LaneACT Public Participation Plan—originally adopted in 2011; updated in 2013.~~
- LaneACT Area Strategies Report—~~completed in, May 2022.~~ [\[insert link\]](#)
- ODOT Reset and Refocus documents:
 - ~~—(1) Resetting OTC/ACT Engagement, discussed with the OTC on December 1, 2020. (2)~~
 - ~~Refocus of Area Commissions on Transportation (ACTs): Next Steps and Recommendations, discussed with the OTC on March 11, 2021. (3)~~
 - ~~Implementation Work Plan: ACT Engagement Refocus, discussed with the ODOT on May 13, 2021. (4)~~
 - ~~Advisory Committee Code of Conduct, developed by the ODOT Statewide ACT Project Steering Team, finalized in March 2023.~~
- Instructions for preparing ACT work plans:—(1)
 - ~~Email from Amanda Pietz (ODOT Policy, Data, and Analysis Division Administrator) dated April 12, 2023. Refer to attachment titled: Work Plan Template Instructions. (2)~~
 - ~~Email from Amanda Pietz dated May 31, 2023. Refer to additional instructions in the body of the message, and to the attachment titled: ACT Work Plan Info.~~

Agenda Item 8 – LaneACT 2024-25 Work Plan

Attachment 3 – Draft version B

Included in this meeting packet are three versions of the revised draft work plan:

- A. Revisions recommended by the Steering Committee
- B. Additional refinements recommended by LaneACT staff (Bill Johnston)
- C. Final revised draft, recommended for adoption.

Version B is presented in this attachment. There are 7 pages total, not including this cover sheet. Additional notes explaining the content and format of the document are provided on page 1.

Work Plan

January 2024 – December 2025

Comment from Bill Johnston: This version of the document is referred to as the December 18 draft, Version B. It incorporates the changes shown in Version A that were proposed by Rob Zako and recommended by the Steering Committee. The changes that were shown in track-changes format have been accepted.

This document also includes some additional minor refinements recommended by LaneACT staff (me). Here is a summary:

- I removed the text that Rob suggested may not need to be included. He indicated in his comments (in Version A) that I should decide. I've shown the edits in track-changes format.
- I re-inserted some text that Rob appears to have inadvertently deleted because he thought it was a note. Refer to Section 1, below. This is important language that needs to be included.
- I removed all the notes that were shown in Version A. I also made some minor formatting refinements, so the document looks like a finished product.

Contents

1. Overview
2. LaneACT officers
3. Interest areas and priorities
4. Two-year goals and initiatives
5. Meeting topic plan
6. References

1. Overview

Area Commissions on Transportation (ACTs) provide venues for local elected officials and others to discuss regional transportation issues and provide input to the Oregon Transportation Commission (OTC) to inform their decisions. According to the *OTC Policy on Formation and Operation of ACTs*, each ACT is expected to prepare a two-year work plan that identifies their areas of interest and specific topics to discuss. This is intended to help focus the work of each ACT and clarify how the group will engage and inform regional and statewide issues.

ODOT provided a template for the ACTs to use in developing their work plans. The LaneACT adapted the template to develop this work plan. The LaneACT work plan includes the specific topics identified by the OTC and ODOT that all the ACTs are expected to discuss during the work plan period (calendar years 2024-2025). The work plan also includes some additional topics the LaneACT anticipates discussing. Consistent with the direction provided by the OTC and ODOT, these topics have a transportation nexus and are limited to topics the LaneACT has an ability to influence.

Comment from Bill Johnston: The paragraph above was included in the December 11 version of the draft work plan that was discussed at the December 13 LaneACT meeting. It appears Rob may have inadvertently deleted it, assuming it was a note. (Refer to Version A.)

I recommend including this paragraph. It provides important context. Some of the language is included in the template provided by ODOT. The OTC may expect to see it included in the LaneACT work plan, especially the last sentence.

2. LaneACT officers

Terms expire on 12/31/2024:

- Chair: Shelley Humble – Airport Manager, City of Creswell
- Vice-Chair: Rob Zako – Executive Director, Better Eugene Springfield Transportation
- Ambassador: Lucy Vinis – Mayor, City of Eugene

[Comment from Bill Johnston: This section will be revised to show the 2024 officers.]

3. Interest areas and priorities

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.

This section describes the LaneACT’s interest areas and priorities. ~~As summarized in LaneACT’s mission, This language comes directly from the mission statement included in the LaneACT bylaws. It is consistent with the roles and responsibilities outlined in the *Policy on Formation and Operation of ACTs*, ~~major interest areas and priorities are to:~~~~

- A. Provide a local forum for sharing information, understanding, coordinating, and gaining consensus around transportation plans, policies, projects and funding.

[Comment from Bill Johnston: The following text was included in the December 11 version of the draft work plan that was discussed at the December 13 LaneACT meeting. The Steering Committee is recommending revising this section of the document to include language from the LaneACT mission statement. With this change, the previous language is no longer relevant.]

~~B. Education~~

- ~~• Stay informed about new federal and state transportation policies, programs and projects.~~
- ~~• Stay informed about noteworthy local programs and projects in the LaneACT area.~~

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

~~D. Public involvement~~ [This text was included in the December 11 version.]

- ~~• Ensure the LaneACT is complying with Oregon Public Meetings Law (ORS 192.610 to 192.690). (The LaneACT Public Participation Plan fully complies with these laws.)~~
- ~~• Ensure the LaneACT is complying with supplemental ODOT public notification requirements. This requires public meetings to be posted on the State of Oregon Transparency website at the following link: <https://www.oregon.gov/transparency/Pages/Public-Meetings.aspx>~~

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

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

E. 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.~~

~~A. Advisory and advocacy activities~~ [This text was included in the December 11 version.]

- ~~• Respond to requests for input from the OTC and ODOT relating to the allocation of state and federal funds for transportation improvements.~~
- ~~• Provide input that reflects the investment priorities previously identified by the LaneACT. These priorities are described in the LaneACT Area Strategies Report developed in 2022. Four broad investment priorities (themes) are identified in the report: (1) Access, connectivity, and efficiency. (2) Safety, security, and health. (3) Equity. (4) Sustainability and resiliency. Additional explanation and more detailed strategies are included in the report.~~
- ~~• Advocate specifically for funding to improve the transportation system in the LaneACT area, when there are opportunities to do so.~~

4. Two-year goals and initiatives

Goal 1: Develop and advocate for a list of priority transportation needs for the LaneACT area

- Build on the *Area Strategy Report* ~~that the~~ LaneACT ~~accepted~~ completed in May 2022.
- Solicit investment and policy priority needs from members.
- Review member needs and identify themes, referencing the *Area Strategy Report*.
- ~~Distill to~~ Develop a shorter list of area priority needs.

- ~~Join together to a~~Advocate for these needs, [to ODOT and the OTC](#), including as part of the effort by [Individual members may also advocate to](#) the Oregon Legislature, to adopt a [The Legislature may be considering a](#) transportation [funding](#) package during the 2025 session.

Goal 2: Review and strengthen LaneACT’s structure and processes to be more effective and efficient

[Comment from Bill Johnston: The following text was included in the December 11 version of the draft work plan, in Section 3. The Steering Committee recommends placing the text in this section.]

C.—LaneACT governance

- ~~Fulfill~~Ensure the administrative responsibilities described in the *OTC Policy on ACT Formation and Operation* and the *LaneACT Bylaws* [are fulfilled](#). This includes electing officers and recruiting representatives from special interest groups (stakeholders) to participate as members of the ACT.
- Provide training for new members. In addition to helping them understand the role and responsibilities of an ACT, provide some insight into the history and culture of the LaneACT.
- ~~Periodically r~~Review and update LaneACT governing documents. This includes the LaneACT Bylaws, special protocols, and the LaneACT Public Participation Plan.
- [Consider changing the officer and member terms \(start and end dates\) to better align with local elections and to avoid major holidays](#)
- [Review the officer election process and the role of the Steering Committee. Consider expanding the Steering Committee, to include more than three members \(Chair, Vice Chair, Area Manager\).](#)

[Comment from Bill Johnston: The last two bullets were included in the December 11 version of the draft work plan. I recommend including them here, to provide more substance to this goal. Some members specifically asked to include a reference to the Steering Committee.]

5. Meeting topic plan

The following is a list of specific topics the LaneACT anticipates discussing during this work plan period (2024–2025). This list includes topics identified by ODOT, along with additional topics identified by the LaneACT.

An approximate timeframe for discussing these topics is also provided. Refer to the calendar of future topics included in each LaneACT meeting packet for a more current and accurate list of topics planned for the upcoming six-month period.

Comment from Bill Johnston. Rob (and the Steering Committee) recommend reformatting this section to appear as a calendar. LaneACT staff does not agree with this proposed change. This is the format specified in the template provided by ODOT. If the LaneACT wants to also present these topics in a calendar format, it would need to be a supplemental document attached as an appendix.

Note that the second paragraph above refers to the calendar of future topic included in each LaneACT meeting packet. The calendars included in the meeting packets are updated each month to reflect the

most current schedule. If a calendar was included in this work plan it would be almost immediately out of date. The timeframe included in the narrative below is intentionally conceptual, to allow flexibility.

Note also that the topics and tasks described in the narrative include some details that would be difficult to shown in calendar format. This format is more practical and easier to read.

A. Topics identified by ODOT

- 2027–2030 STIP development
 - ~~May-June 2023: This phase will focus on introducing the public to the STIP and the funding constraints for the 2027–2030 STIP. ODOT seeking ACT input on funding priorities.~~
 - ~~August-October 2023: This phase will focus on seeking input on the funding scenarios.~~
 - Initial outreach to the ACTs occurred in late 2023.
 - The OTC will provide additional opportunities for the ACTs to provide input in 2024.
- Connect Oregon
 - Likely early to mid-2024
- Oregon Highway Plan
 - ACT engagement in this plan update to begin in in 2024
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 - ACT engagement in this plan update in 2024
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- Issues of statewide interest (e.g., revenue and funding discussions, legislation, etc.)
- Identify regional funding needs and priorities
- Seek support for legislative funding requests
- Equity and transportation
 - Engage diverse voices
 - Consider equity in transportation plans, projects and processes

B. Additional topics identified by the LaneACT

The following are additional topics and tasks identified by the LaneACT. Some of these overlap with the topics identified by ODOT.

- Develop a list of priority projects for the LaneACT area – Refer to Section 4, Goal 1.
 - This effort will begin in early 2024. It will take approximately four meetings to complete.
- Update the LaneACT bylaws – Refer to Section 4, Goal 2.
 - This effort will begin in late 2024. It will take approximately three meetings to complete. A subcommittee will probably be formed to work through the details.

- Update the LaneACT Public Participation Plan – Refer to Section 4, Goal 3.
 - This effort will begin in 2025, after the bylaws have been updated. It will take approximately two meetings to complete.
- Legislative updates – Receive regular updates during the legislative session.
- Grant opportunities – Inform LaneACT members about state and federal grant opportunities.
 - This will occur at various times during the year as grants are announced.
- Local transportation successes and challenges – Allow time during LaneACT meetings for members to describe noteworthy transportation-related planning and construction projects in their communities.
- Other topics – Budget time (when planning future meetings) for unanticipated topics or emerging issues that may be identified by the OTC, ODOT or the LaneACT.

6. References

- *OTC Policy on Formation and Operation of the Area Commissions on Transportations (ACTs)*. Approved June 18, 2003; amended January 20, 2022. https://www.oregon.gov/odot/Get-Involved/ACT/OTC_ACTpolicy.pdf
- *LaneACT Bylaws*. Approved November 9, 2010; revised June 12, 2019. https://www.oregon.gov/odot/Get-Involved/ACT/LaneACT_Bylaws.pdf
- *LaneACT Public Participation Plan*. Adopted August 10, 2011; edited March 13, 2013. https://www.oregon.gov/odot/Get-Involved/ACT/LaneACT_PublicParticipation.pdf
- *LaneACT July 2016 – June 2017 Work Plan*. https://www.oregon.gov/odot/Get-Involved/ACT/LaneACT_WorkPlan.pdf
- *LaneACT Area Strategies Report*, May 2022. https://www.oregon.gov/odot/Get-Involved/Pages/ACT_Lane.aspx
- ODOT Reset and Refocus documents:
 - Resetting OTC/ACT Engagement, discussed with the OTC on December 1, 2020.
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- Instructions for preparing ACT work plans:
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 - Email from Amanda Pietz dated May 31, 2023. Refer to additional instructions in the body of the

message, and to the attachment titled: *ACT Work Plan Info*.

Agenda Item 8 – LaneACT 2024-25 Work Plan

Attachment 4 – Draft version C

Included in this meeting packet are three versions of the revised draft work plan:

- A. Revisions recommended by the Steering Committee
- B. Additional refinements recommended by LaneACT staff (Bill Johnston)
- C. Final revised draft, recommended for adoption.

Version C is presented in this attachment. There are 5 pages total, not including this cover sheet. Additional notes explaining the content and format of the document are provided on page 1.

Work Plan

January 2024 – December 2025

Comment from LaneACT staff (Bill Johnston): This version of the document is referred to as the December 18 draft, Version C. It incorporates all the changes described in Version A and Version B. Unless the LaneACT directs staff to make any additional changes at the January 10 meeting, this is the final revised draft that staff recommends for adoption.

Contents

1. Overview
2. LaneACT officers
3. Interest areas and priorities
4. Two-year goals and initiatives
5. Meeting topic plan
6. References

1. Overview

Area Commissions on Transportation (ACTs) provide venues for local elected officials and others to discuss regional transportation issues and provide input to the Oregon Transportation Commission (OTC) to inform their decisions. According to the *OTC Policy on Formation and Operation of ACTs*, each ACT is expected to prepare a two-year work plan that identifies their areas of interest and specific topics to discuss. This is intended to help focus the work of each ACT and clarify how the group will engage and inform regional and statewide issues.

ODOT provided a template for the ACTs to use in developing their work plans. The LaneACT adapted the template to develop this work plan. The LaneACT work plan includes the specific topics identified by the OTC and ODOT that all the ACTs are expected to discuss during the work plan period (calendar years 2024-2025). The work plan also includes some additional topics the LaneACT anticipates discussing. Consistent with the direction provided by the OTC and ODOT, these topics have a transportation nexus and are limited to topics the LaneACT has an ability to influence.

2. LaneACT officers

Terms expire on 12/31/2024:

- Chair: Shelley Humble – Airport Manager, City of Creswell
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[Comment from Bill Johnston: This section will be revised to show the 2024 officers.]

3. Interest areas and priorities

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.

This section describes the LaneACT’s interest areas and priorities. This language comes directly from the mission statement included in the LaneACT bylaws. It is consistent with the roles and responsibilities outlined in the *Policy on Formation and Operation of ACTs*.

- A. Provide a local forum for sharing information, understanding, coordinating, and gaining consensus around transportation plans, policies, projects and funding.
- B. Engage key stakeholders and the general public with a process consistent with state and federal laws, regulations and policies.
- C. As applicable, consider all modes and aspects of the transportation system, including air, marine, rail (freight and passenger), road, transit, bicycle, pedestrian, and pipelines.
- D. Review and monitor the condition of the Area’s transportation system, using appropriate benchmarks.
- E. 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.

4. Two-year goals and initiatives

Goal 1: Develop and advocate for a list of priority transportation needs for the LaneACT area

- Build on the *Area Strategy Report* the LaneACT completed in May 2022.
- Solicit investment and policy priority needs from members.
- Review member needs and identify themes, referencing the *Area Strategy Report*.
- Develop a shorter list of area priority needs.
- Advocate for these needs, to ODOT and the OTC. Individual members may also advocate to the Oregon Legislature. The Legislature may be considering a transportation funding package during the 2025 session.

Goal 2: Review and strengthen LaneACT’s structure and processes to be more effective and efficient

- Ensure the administrative responsibilities described in the *OTC Policy on ACT Formation and Operation* and the *LaneACT Bylaws* are fulfilled. This includes electing officers and recruiting representatives from special interest groups (stakeholders) to participate as members of the ACT.
- Provide training for new members. In addition to helping them understand the role and responsibilities of an ACT, provide some insight into the history and culture of the LaneACT.

- Review and update LaneACT governing documents. This includes the LaneACT Bylaws, special protocols, and the LaneACT Public Participation Plan.
- Consider changing the officer and member terms (start and end dates) to better align with local elections and to avoid major holidays
- Review the officer election process and the role of the Steering Committee. Consider expanding the Steering Committee, to include more than three members (Chair, Vice Chair, Area Manager).

5. Meeting topic plan

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An approximate timeframe for discussing these topics is also provided. Refer to the calendar of future topics included in each LaneACT meeting packet for a more current and accurate list of topics planned for the upcoming six-month period.

A. Topics identified by ODOT

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- Identify regional funding needs and priorities
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- Equity and transportation
 - Engage diverse voices
 - Consider equity in transportation plans, projects and processes

B. Additional topics identified by the LaneACT

The following are additional topics and tasks identified by the LaneACT. Some of these overlap with the topics identified by ODOT.

- Develop a list of priority projects for the LaneACT area – Refer to Section 4, Goal 1.
 - This effort will begin in early 2024. It will take approximately four meetings to complete.
- Update the LaneACT bylaws – Refer to Section 4, Goal 2.
 - This effort will begin in late 2024. It will take approximately three meetings to complete. A subcommittee will probably be formed to work through the details.
- Update the LaneACT Public Participation Plan – Refer to Section 4, Goal 3.
 - This effort will begin in 2025, after the bylaws have been updated. It will take approximately two meetings to complete.
- Legislative updates – Receive regular updates during the legislative session.
- Grant opportunities – Inform LaneACT members about state and federal grant opportunities.
 - This will occur at various times during the year as grants are announced.
- Local transportation successes and challenges – Allow time during LaneACT meetings for members to describe noteworthy transportation-related planning and construction projects in their communities.
- Other topics – Budget time (when planning future meetings) for unanticipated topics or emerging issues that may be identified by the OTC, ODOT or the LaneACT.

6. References

- *OTC Policy on Formation and Operation of the Area Commissions on Transportations (ACTs)*. Approved June 18, 2003; amended January 20, 2022. https://www.oregon.gov/odot/Get-Involved/ACT/OTC_ACTpolicy.pdf
- *LaneACT Bylaws*. Approved November 9, 2010; revised June 12, 2019. https://www.oregon.gov/odot/Get-Involved/ACT/LaneACT_Bylaws.pdf
- *LaneACT Public Participation Plan*. Adopted August 10, 2011; edited March 13, 2013. https://www.oregon.gov/odot/Get-Involved/ACT/LaneACT_PublicParticipation.pdf
- *LaneACT July 2016 – June 2017 Work Plan*. https://www.oregon.gov/odot/Get-Involved/ACT/LaneACT_WorkPlan.pdf
- *LaneACT Area Strategies Report*, May 2022. https://www.oregon.gov/odot/Get-Involved/Pages/ACT_Lane.aspx

(continued)

- ODOT Reset and Refocus documents:
 - Resetting OTC/ACT Engagement, discussed with the OTC on December 1, 2020.
 - *Refocus of Area Commissions on Transportation (ACTs): Next Steps and Recommendations*, discussed with the OTC on March 11, 2021.
 - *Implementation Work Plan: ACT Engagement Refocus*, discussed with the ODOT on May 13, 2021.
 - *Advisory Committee Code of Conduct*, developed by the ODOT Statewide ACT Project Steering Team, finalized in March 2023.
- Instructions for preparing ACT work plans:
 - Email from Amanda Pietz (ODOT Policy, Data, and Analysis Division Administrator) dated April 12, 2023. Refer to attachment titled: *Work Plan Template Instructions*.
 - Email from Amanda Pietz dated May 31, 2023. Refer to additional instructions in the body of the message, and to the attachment titled: *ACT Work Plan Info*.

Agenda Item 9

Equity guidance for ODOT advisory committees

Presenter

Lisa Brown – ODOT Office of Equity & Civil Rights

Action requested

No action required. For discussion only.

Summary

The Oregon State Legislature passed legislation in 2021 (House Bill 2985) directing ODOT to diversify the membership of its advisory committees, in terms of racial, ethnic, and ability composition.

Ability refers to physical ability. It is the preferred term for what used to be referred to as disability. The Abilities community is the preferred term what used to be referred to as people with disabilities.

At the January 10 LaneACT meeting, Lisa Brown from the ODOT Office of Equity & Civil Rights will provide a presentation explaining these new requirements, and the implications to the LaneACT. Time will be allowed for questions and discussion.

Attached

Presentation (14 pages)

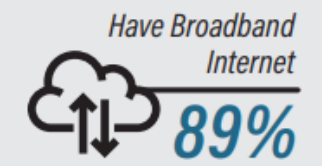
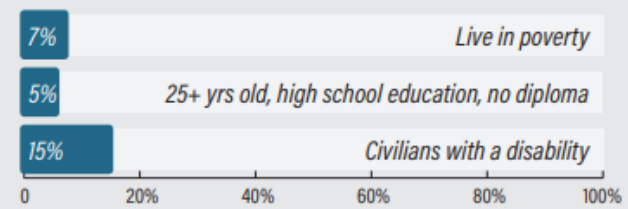
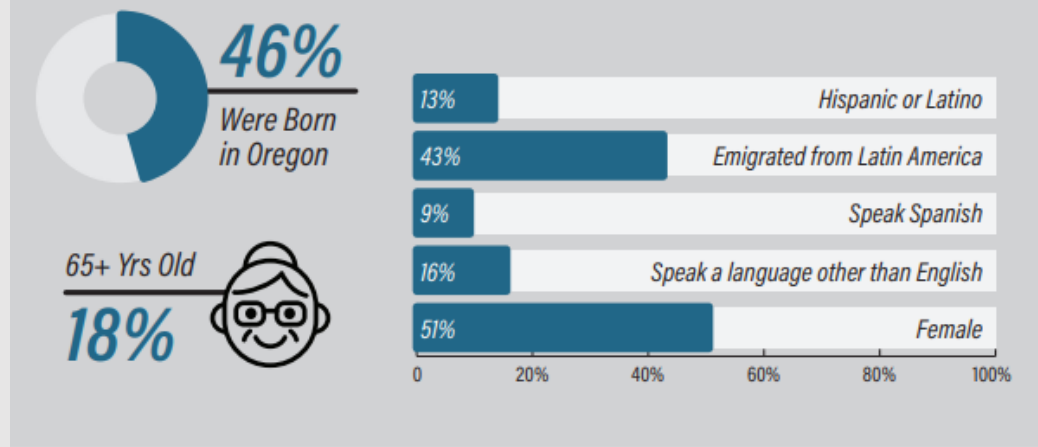
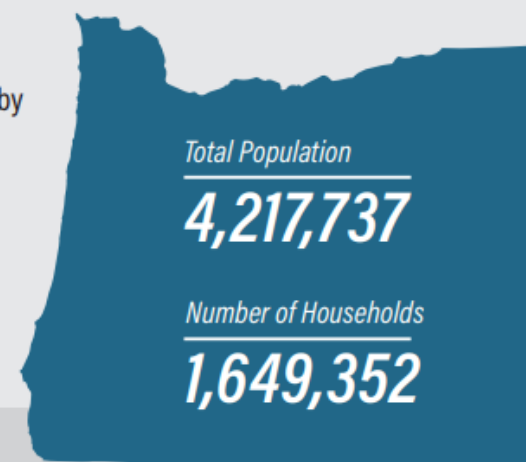


Equity Guidance for ODOT Advisory Committees

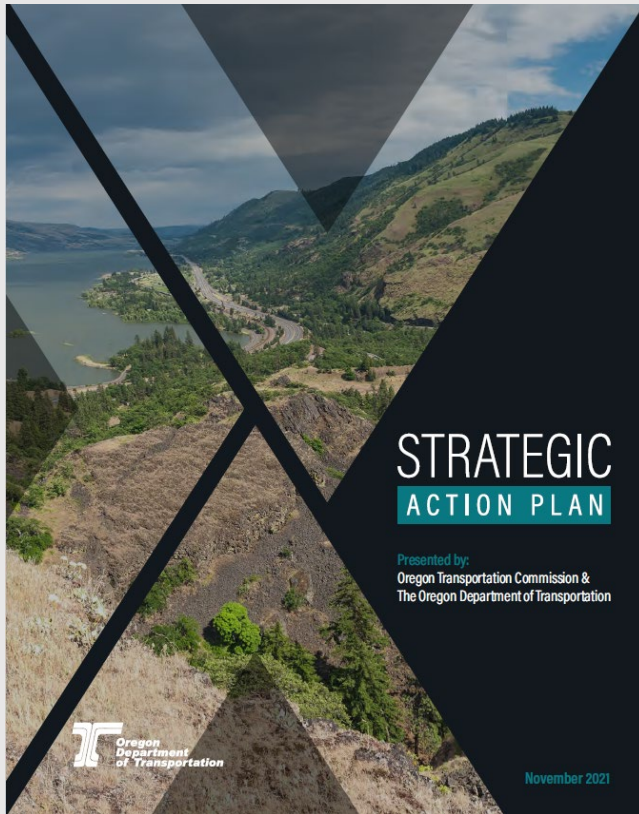
Overview

Effective January 1, 2022, House Bill 2985, directs ODOT to diversify its advisory committees to reflect Oregon's population's racial, ethnic, and ability composition, as determined by the most recent American Community Survey.

Understanding transportation needs starts by getting to know the people we serve. Especially those historically excluded from processes. We can perform at our innovative best when we respect the voices and experiences of all Oregonians!



Objective



The bill explicitly calls out ODOT’s statutory advisory committees; however, in alignment with ODOT’s Strategic Action Plan and our value of embracing equity and fostering a culture of inclusion, the agency will include all advisory committees in this mandate.



Why??

- Utilize the viewpoints of those who reside in the communities ODOT serves and who are likely to be affected by the decisions ODOT makes.
- Prioritize diversity, equity, and inclusion by identifying and addressing systemic barriers to ensure all Oregonians benefit from transportation services.



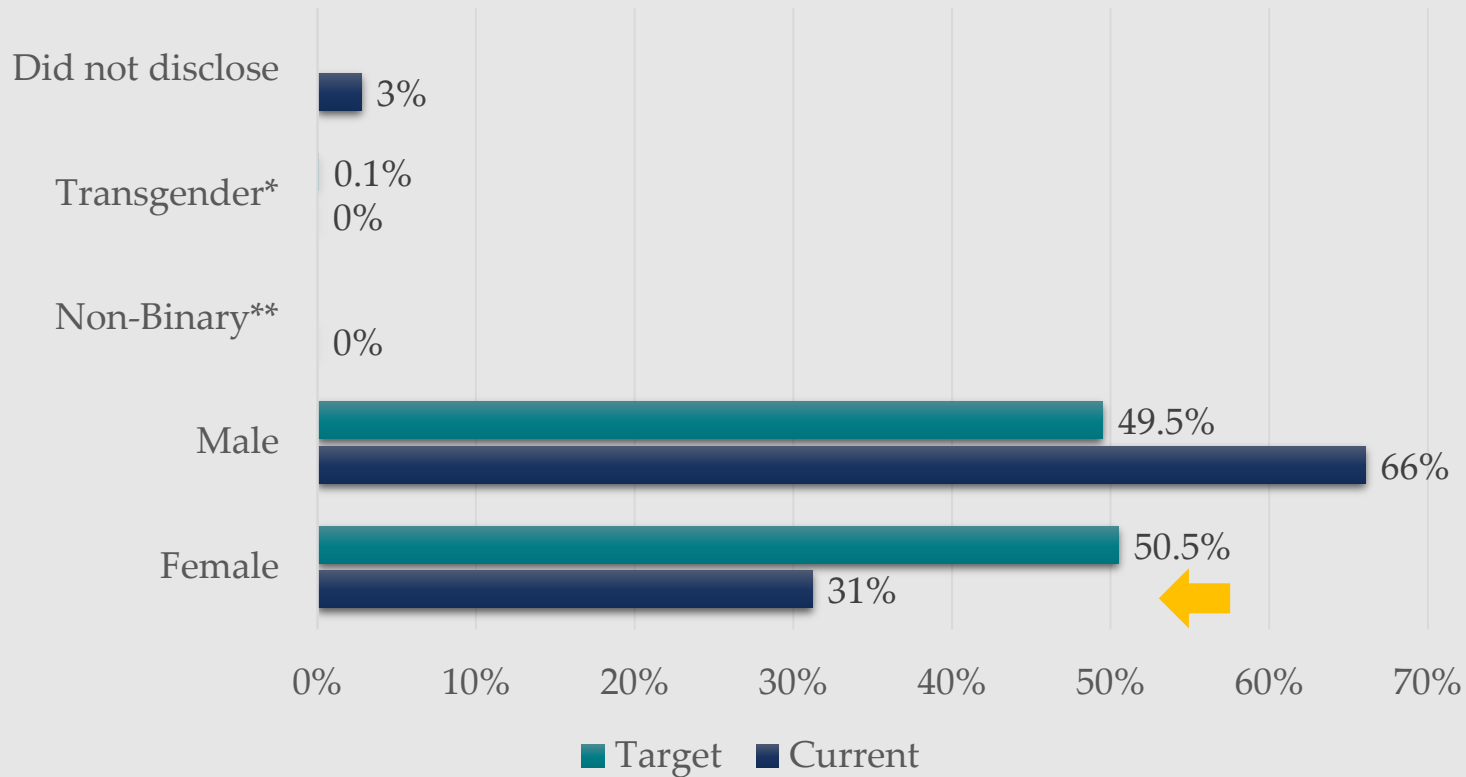
Blind Spots: Broaden Perspectives



- Examine our network
- Open the door (recruitments)
- Encourage ideas (guidance)

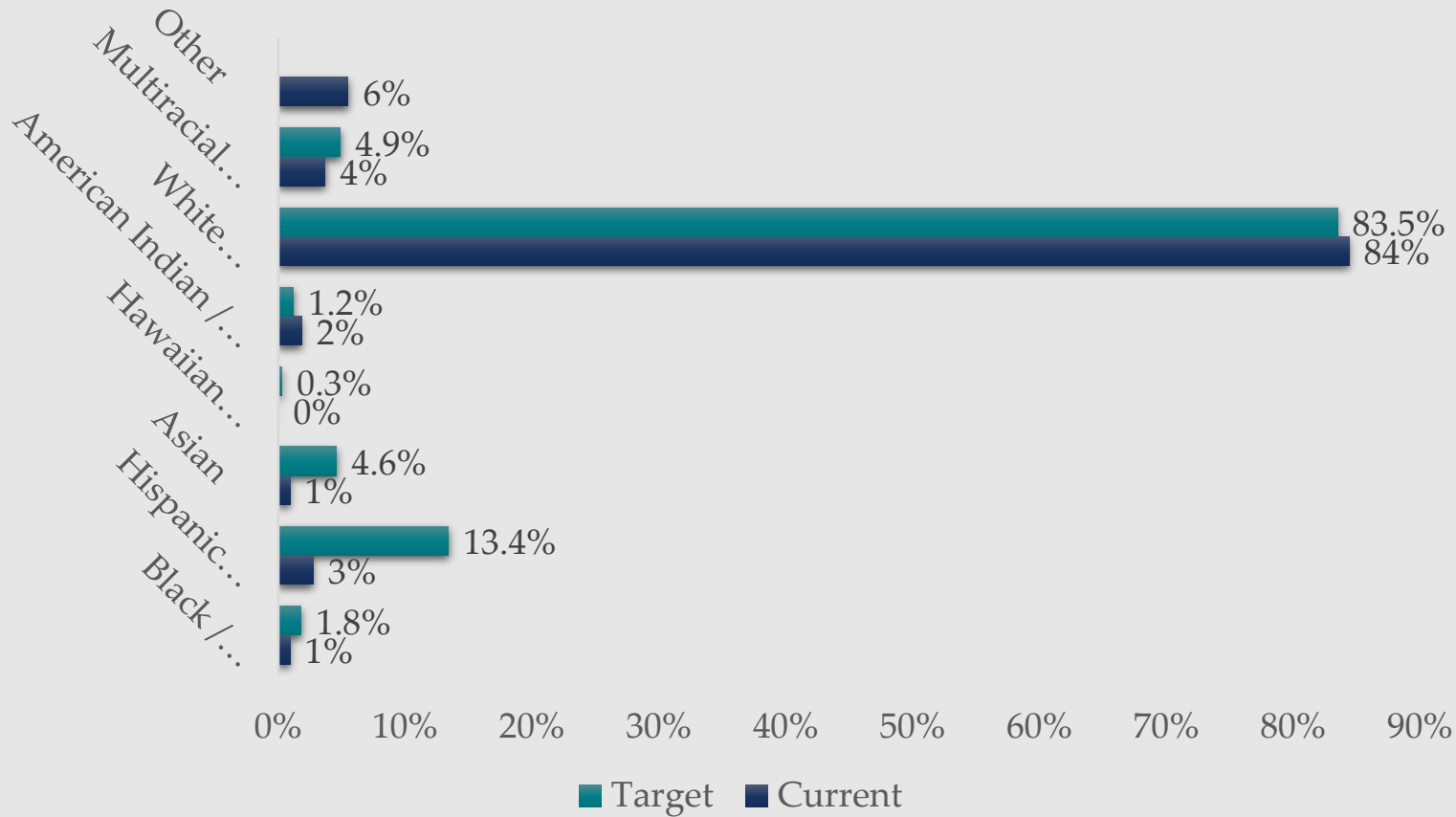
Consider – Who’s Perspective is Missing?

Committee Gender Demographics



Consider – Who’s Perspective is Missing?

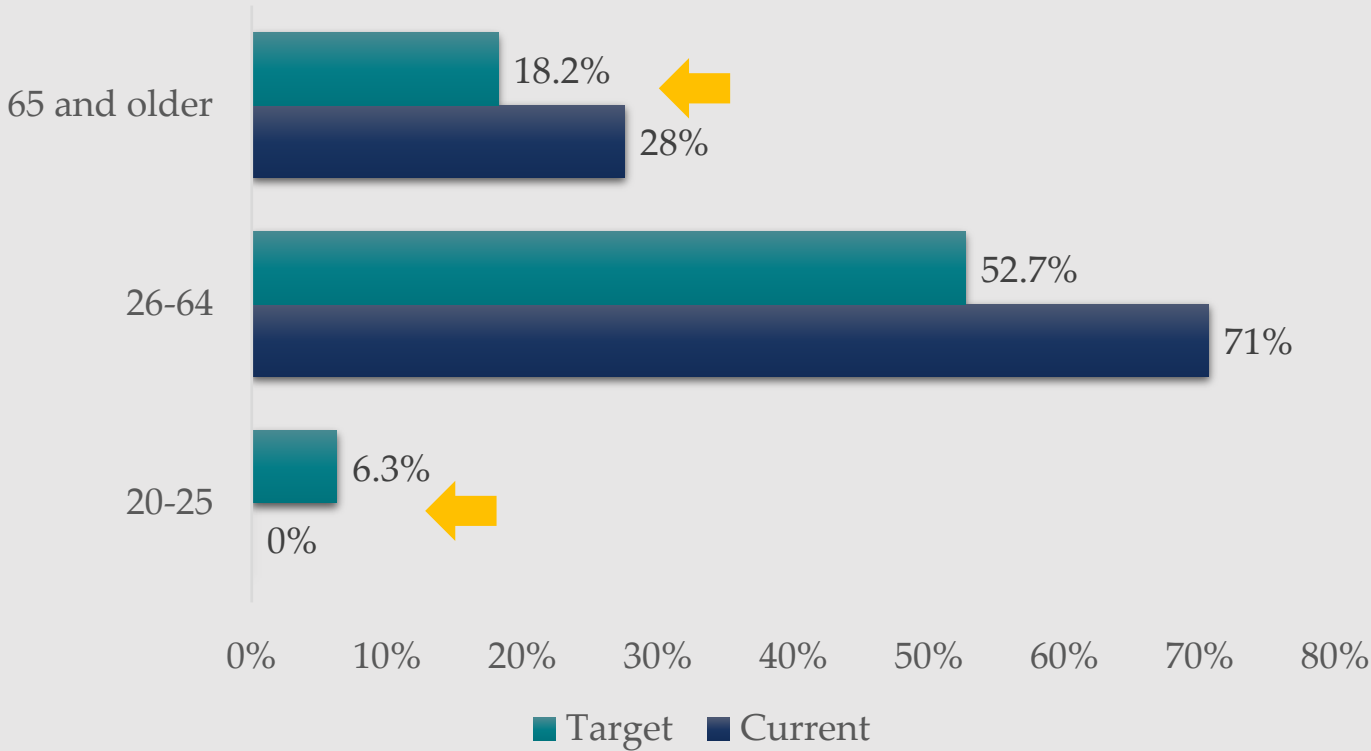
Committee Race/Ethnicity Demographics



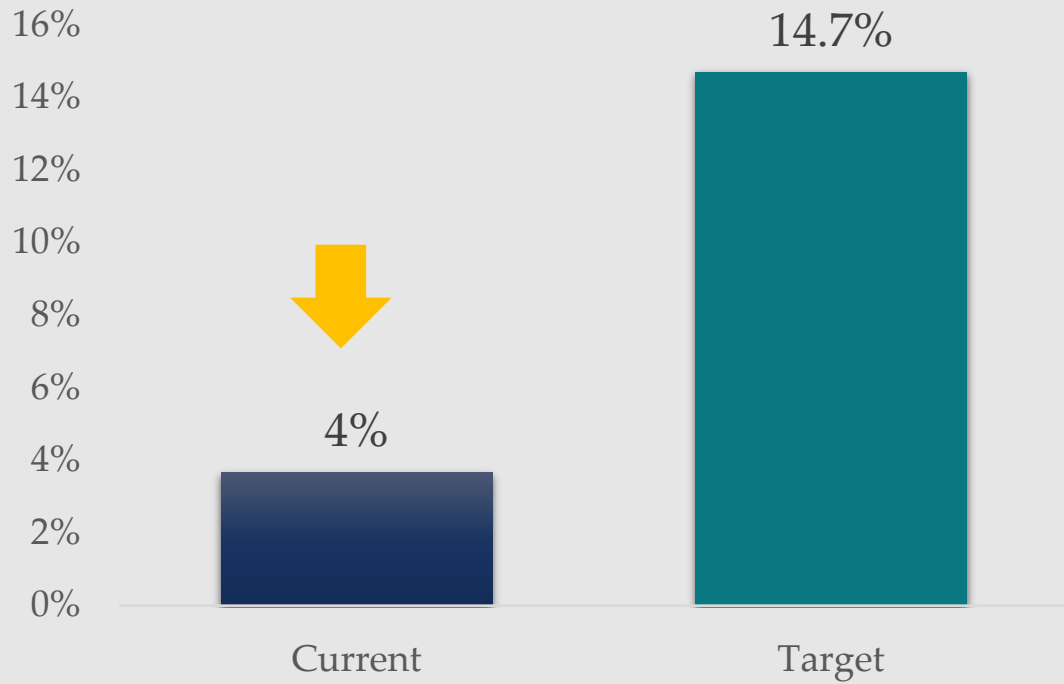


Consider – Who’s Perspective is Missing?

Committee Age Demographics



A person with developmental, psychological, learning or physical disability





Challenges we heard about...

- How to determine the diversity within the “communities we serve”
- How to do equitable engagement
- Who to reach out to when committees have an opening
- How to ensure tokenism does not occur
- How to ensure diverse members are valued and voices are honored





Committee Guidance Objectives



- Reflect on ODOT and Committee values
- Utilize the ODOT Social Equity Lens in decision making
- Incorporate diversity, equity and inclusion into guiding principles
- Ensure inclusive practices and environment
- Take personal ownership and accountability for equitable outcomes
- Sets expectations and standards for membership makeup
- Sets expectations and standards for issues and complaints
- Provides guidance on committee compensation options and requirements
- Provides guidance on equitable engagement and outreach
- Provides guidance on equitable recruitments and onboarding practices
- Offers diversity, equity and inclusion training resources

What is equity?

1

Equity acknowledges that not all people, or all communities, are starting from the same place.




2

Equity is the effort to provide different levels of support based on an individual's or group's needs in order to achieve fairness in outcomes.

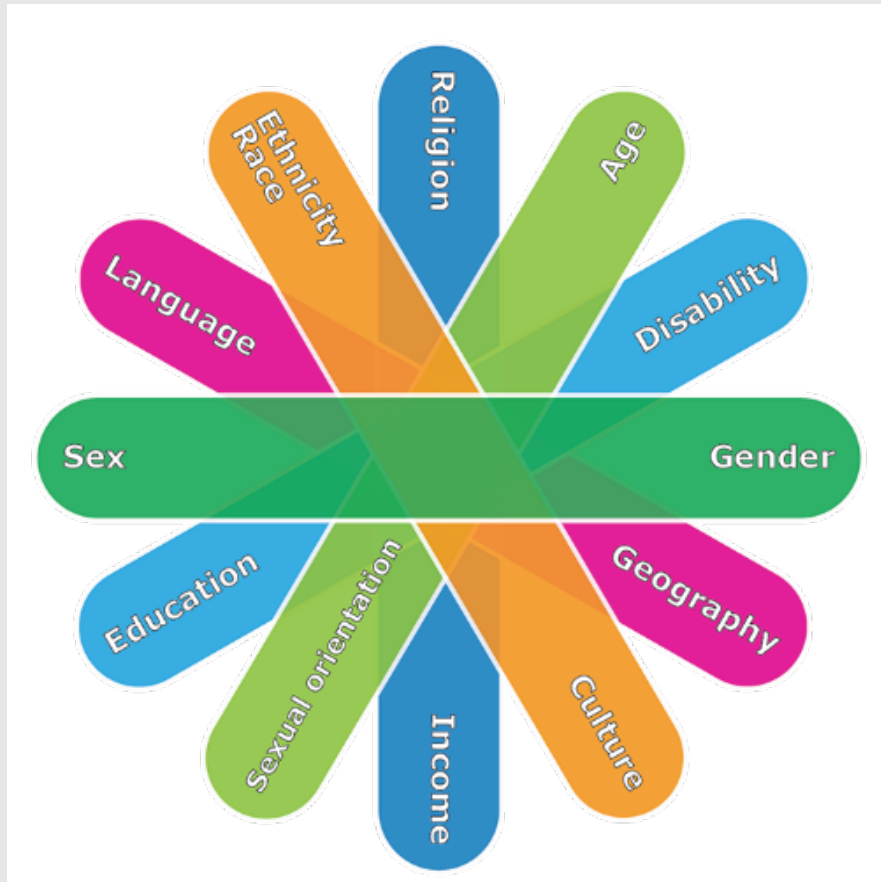
3

Equity actionably empowers communities most impacted by systemic oppression and requires redistribution of resources, power, and opportunity to those communities.

Equity illustrated

Equality	Equity	Justice
		
<p>The assumption is that everyone benefits from the same supports. This is equal treatment.</p>	<p>Everyone gets the supports they need (this is the concept of "affirmative action"), thus producing equity.</p>	<p>All 3 can see the game without supports or accommodations because the cause(s) of the inequity was addressed. The systemic barrier has been removed.</p>

Intersectionality



- Intersectionality is a framework for understanding how individuals' various social and political identities result in unique combinations of discrimination and privilege. Intersectionality identifies multiple factors of advantage and disadvantage.

Questions?



<p style="text-align: center;">December 13, 2023</p> <ul style="list-style-type: none"> • LaneACT 2024-25 Work Plan • LaneACT Officer Nominating Committee update 	<p style="text-align: center;">January 10, 2024</p> <ul style="list-style-type: none"> • LaneACT officer elections • LaneACT 2024-25 Work Plan • ODOT-DEI Training 	<p style="text-align: center;">February 14, 2024</p> <ul style="list-style-type: none"> • STIP • STIF-D Proposal Review • OR 126 E Highway Safety Study
<p style="text-align: center;">March 13, 2024</p> <ul style="list-style-type: none"> • Sovereignty and Working with Tribes • Member Priorities Process 	<p style="text-align: center;">April 10, 2024</p> <ul style="list-style-type: none"> • Member Priorities Process 	<p style="text-align: center;">May 8, 2024</p> <ul style="list-style-type: none"> • Member Priorities Process
<p style="text-align: center;">June 12, 2024</p> <ul style="list-style-type: none"> • 	<p style="text-align: center;">July 10, 2024</p> <ul style="list-style-type: none"> • 	<p style="text-align: center;">August 14, 2024</p> <ul style="list-style-type: none"> •
<p style="text-align: center;">September 11, 2024</p> <ul style="list-style-type: none"> • 	<p style="text-align: center;">October 9, 2024</p> <ul style="list-style-type: none"> • 	<p style="text-align: center;">November 13, 2024</p> <ul style="list-style-type: none"> •

The topics listed are tentative and subject to change.

Future potential topics (schedule to be determined)

- Advance regulations for autonomous vehicles
- Low toll program
- 126E Highway Safety Study
- Competitive grant writing

LaneACT Attendance 2022-2023

Stakeholder	JAN '22	FEB '22	MAR'22	APR '22	JUL'22	AUG'22	SEP'22	OCT'22	NOV'22	DEC'22	JAN'23	FEB'23	MAR'23	APR'23	MAY'23	JUN'23	JUL'23	AUG'23	SEP'23	OCT'23	NOV'23	DEC'23		
Coburg	X		X	X		A	A	A	A	X	X	X	X	X	A	X	X	X		X	X	X		
Cottage Grove	X		X	X		A	X	A	X	X	X	X	X	X	X	X	X	A		X		X		
Creswell	X		X	X		X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X		
Dunes City	X		X	X		A	A	A	A	A	A	A	X	A	A	X	A	A		A	A	A		
Eugene	X		X	X	N O M E E T I N G	X	X	X	X	A	X	X	A	X	A	X	X	X	N O M E E T I N G	X	A	X		
Florence	X		X	X		X	X	X	A	X	X	A	X	A	A	X	X			A	X	X		
Junction City	X		X	A		X	A	X	X	A	A	X	X	X	X	X	X			X	X	X		
Lowell	A		X	X		X	A	A	X	X	X	A	A	X	X	X	X	A			A	A	A	
Oakridge	X		X	X		A	A	A	A	A	A	X	X	X	X	X	X	X			X	X	X	
Springfield	X	R E C E S S	X	X		X	X	X	A	A	X	A	X	X	X	A	A	X			X	X	X	
Veneta	X		X	X		X	X	X	X	X	X	X	X	X	X	X	X	X			X	X	X	
Westfir	X		X	X		X	A	A	A	A	A	A	A	A	A	A	A	A			A	A	A	
Lane County	X		X	X		X	X	X	X	X	A	A	A	A	X	X	X	X			A	X	X	
Port of Siuslaw	X		A	A			X	X	X	X	A	A	X	A	X	A	A	X		X		A	X	X
Lane Transit District	X		X	X		X	X	X	X	A	X	X	A	X	X	X	X	X		A	A	X		
CTCLUSI	X			A	X	X	X	X	X	X	X	X	A	X	X	X	X	X		X	X	X		
ODOT Area 5	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X		
Central Lane MPO	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X		
Lane County TrAC	X			A	X	X	X	X	X	X	X	X	X	X	X	X	A	X	X		X	X	X	
CLMPO CAC - Vacant					X	X		X	X	X	X		X	X	X									
Highway 126 E	X		X	X		X	X	X	X	X	X	X	X	X	X	A	X	X		A	A	A		
DS Trucking - Vacant	X		X	A																				
DS Rail - Vacant	X		X	X																				
DS Bike/Ped						X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X		
DS Envir LU	X		X	X		X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X		
OS - Eugene Organ	X		X	X		X	X	A	X	A	X	X	A	A	A	X	A	X		A	X	X		
OS - VACANT	X		X	X																				
OS-VACANT	X		A	X																				
OS - Shelley Humble	X		A	X		X	X	X	X	X	X	X	X	X	X	X	X	X		A	X	X		
OS - NOT UTILIZED	A		A	A																				
TOTAL	26	No Meeting	22	24	No Meeting	20	18	16	19	14	17	21	15	22	17	18	20	20	No Meeting	14	17	20		

Membership 2022-23
Last Update December 2023

Jurisdiction	Member	Email	Phone	Address	Term Start	Term End
Lane County						
Primary Rep	Ryan Ceniga Commissioner	Ryan.Ceniga@lanecountyor.gov	541.682.4203	125 E 8 th Avenue, PSB Eugene, OR 97401		
Alternate Rep	David Lovell Commissioner	David.Loveall@lanecountyor.gov				
Coburg						
Primary Rep 1	John Fox Councilor	councilorfox@ci.coburg.or.us	541.682.7850	PO Box 8316 Coburg OR 97408		
Primary Rep 2	Cathy Engebretson Councilor	councilorengbretson@ci.coburg.or.us	541.682.7850	PO Box 8316 Coburg OR 97408		
Alternate Rep	Nancy Bell Mayor	mayor@ci.coburg.or.us	541.682.7850	PO Box 8316 Coburg OR 97408		
Cottage Grove						
Primary Rep	Mike Fleck Councilor	councilorfleck@cottagegrove.org		923 S. U Street Cottage Grove OR 97424		
Alternate Rep	TBD					
Creswell						
Primary Rep	Shelly Clark Councilor	shclark@creswell-or.us	541.895.2531	PO Box 276 Creswell OR 97426	01/01/21	12/31/24
Alternate Rep	Curtis Thomas City Planner	cthomas@creswell-or.us	541.895.2913	PO Box 276 Creswell OR 97426		
Dunes City						
Primary Rep	Robert Orr Councilor	robertvorr@gmail.com	541.997.3338	83541 Jensen Ln. Florence, OR 97439		
Alternate Rep	Jamie Mills City Recorder	recorder@dunescityor.com	541.997.3338	PO Box 97 Westlake OR 97493		
Eugene						
Primary Rep	Lucy Vinis Mayor	lvinis@eugene-or.gov	541.682.8347	125 East 8 th Avenue 2 nd Floor, PSB Eugene OR 97401		
Alternate Rep	Alan Zelenka Councilor	alan.zelenka@ci.eugene.or.us	541.682.8343	125 East 8 th Avenue 2 nd Floor, PSB Eugene OR 97401		

Florence						
Primary Rep	Bill Meyer Councilor	bill.meyer@ci.florence.or.us	541.997.8237	250 Hwy 101 Florence OR 97439		
Alternate Rep	Mike Miller Public Works Director	mike.miller@ci.florence.or.us	541.997.4106	250 Hwy 101 Florence OR 97439		
Junction City						
Primary Rep	Sidney Washburne Councilor	swashburne@cityofjc.com	541.998.2153	PO Box 250 Junction City OR 97448		
Alternate Rep	Sandi Thomas Councilor	stthomas@cityofjc.com	541.998.2153	PO Box 250 Junction City OR 97448		
Lowell						
Primary Rep	Don Bennett Mayor	donbennett47@q.com	541.937.2312	540 Sunridge Lane Lowell OR 97452		
Alternate Rep	TBD					
Oakridge						
Primary Rep	Bryan Cutchen Mayor	mayor@ci.oakridge.or.us	541.782.2258	PO Box 1410 Oakridge, OR 97463		
Alternate Rep	Rick Zylstra Community Services	rzylstra37@gmail.com				
Springfield						
Primary Rep	Beth Blackwell Councilor	bblackwell@springfield-or.gov		225 5 th Street Springfield OR 97477		
Alternate Rep	Sean VanGordon Mayor	svangordon@springfield-or.gov		225 5th Street Springfield OR 97477		
Veneta						
Primary Rep	Keith Weiss Mayor	kweiss@ci.veneta.or.us	541.935.2191	PO Box 458 Veneta OR 97487	1/1/21	
Alternate Rep	Matt Michel City Planner	mmichel@ci.veneta.or.us	541.935.2191	PO Box 458 Veneta OR 97487		
Westfir						
Primary Rep	D'Lynn Williams Mayor	mayor@ci.westfir.or.us		47365 1 st Street Westfir OR 97492		
Alternate Rep	TBD					
Confederated Tribes of Coos, Lower Umpqua and Siuslaw						
Primary Rep	Doug Barrett	doug.barrett@ctclusi.org	541-888-7512	P.O. Box Florence, OR 97439		
Alternate Rep	Garrett Gray	ggray@ctclusi.org	541.888.9577	1245 Fulton Avenue Coos Bay OR 97420		

Port of Siuslaw						
Primary Rep	Bill Meyer Board Commissioner	See City of Florence	See Florence	100 Harbor Street Florence OR 97439		
Alternate Rep	David Huntington Manager	port@portofsiuslaw.com		100 Harbor Street Florence OR 97439		
Lane Transit District						
Primary Rep	Heather Murphy Board Member	Heather.murphy@ltd.org		PO Box 7070 Springfield OR 97475		
Alternate Rep	Jameson Auten General Manager	jameson.auten@ltd.org		PO Box 7070 Springfield OR 97475		
ODOT Area Manager						
Primary Rep	Vidal Francis Area 5 Manager	vidal.t.francis@odot.oregon.gov	541.726.5227	2080 Laura St. Springfield, OR 97477		
Alternate Rep	Bill Johnston Area 5 Planner	bill.w.johnston@odot.state.or.us	541.747.1354	2080 Laura St. Springfield, OR 97477		
Central Lane MPO						
Primary Rep	Paul Thompson Transportation and Infrastructure Program Manager	pthompson@lcog.org	541.682.4405	859 Willamette St., Suite 500 Eugene OR 97401	2009	<i>ongoing</i>
Alternate Rep	Brenda Wilson Executive Director	bwilson@lcog.org	541.682.4395	859 Willamette St., Suite 500 Eugene OR 97401		
LC TrAC						
Primary Rep	John Marshall	jmarshall47@gmail.com		Email only.		
Alternate Rep						
Highway 126 East						
Primary Rep	Pete Petty	ppetty541@aol.com		49460 McKenzie Hwy Vida OR 97488		
Alternate Rep	Charles Tannenbaum	caroltan@q.com	541.736.8575	40882 McKenzie Hwy Springfield OR 97478		

Designated Stakeholders						
Trucking	VACANT					
Rail	VACANT					
Bicycle & Pedestrian	Sarah Mazze	mazze_s@4j.lane.edu	541.790.7492	1975 W. 8th Ave, Eugene OR 97402	Term start	Term Expires January 12, 2024
Alternate	Megan Shull	mshull@lcog.org	541-682-4023	859 Willamette St., Suite 500, Eugene	Term start	Term Expires January 12, 2024
Environmental Land Use	Rob Zako	rob@best-oregon.org	541.343.5201 (H) 541.606.0931 (W)		Term start	Term Expires June 30, 2024
Alternate	Brett Morgan	brett@friends.org	503.497.1000 x122		Term start	Term Expires June 30, 2024
Other Stakeholders						
Disability Community	Eugene Organ	eorgan@comcast.net	541.683.6556	2850 Pearl Street Eugene OR 97405	Term start	Term Expires July 14, 2025
Aviation	Shelley Humble	shumble@creswell-or.us	541.895.2913 (W) 541.953.9197 (C)	PO Box 276 Creswell OR 97405	Term start	Term Expires July 14, 2025
Other	VACANT					
Other	VACANT					

LaneACT Member Support Staff 2022-23
Last Update December 2023

Jurisdiction	Support Staff	Email
Lane County	Becky Taylor; Sasha Vartanian	becky.taylor@lanecountyor.gov ; sasha.vartanian@lanecountyor.gov ;
Coburg		
Cottage Grove		
Creswell		
Dunes City		
Eugene	Rob Innerfeld, <i>Transportation Planning Manager</i>	Rob.Innerfeld@ci.eugene.or.us
Florence		
Junction City		
Lowell		
Oakridge		
Springfield		
Veneta		
Westfir		
Confederated Tribes of Coos, Lower Umpqua, and Siuslaw		
Port of Siuslaw		
Lane Transit District		
ODOT Area Manager		
Central Lane MPO		
LC TrAC		
Highway 126 East		
Trucking		
Rail		
Bicycle & Pedestrian		
Environmental Land Use		
Disability Community		
Aviation		

LaneACT Steering Committee meeting summary

December 19, 2023

Attending

- Shelley Humble – Chair
- Rob Zako – Vice Chair
- Vidal Francis – ODOT Area 5 Manager
- Lucy Vinis – LaneACT Ambassador (City of Eugene)
- Paul Thompson – LaneACT member (Central Lane MPO)
- Shelly Clark – LaneACT member (City of Eugene)
- Jamison Auten – LaneACT member (LTD)
- John Marshall – LaneACT member (Lane County Transportation Advisory Committee)
- Bill Johnston – ODOT Area 5 Planner (and LaneACT staff)
- Anais Mathez – LaneACT staff
- Naomi Zwerdling – ODOT Region 2 Planning and Development Review Manager

Note: This meeting summary was prepared by Bill Johnston.

Code of conduct (Item 1 on the Steering Committee meeting agenda)

- The template developed by ODOT was provided to the Steering Committee in advance of the meeting.
- Rob Zako suggested that the LaneACT adopt a code of ethics. He likes the template provided by ODOT. He thinks the LaneACT should adopt it as is. He proposed discussing this topic at the January 10 LaneACT meeting, followed by formal adoption in February.
- Bill Johnston noted that the January agenda is full.
- Chair Humble directed staff to include it in the agenda packet as an information item. She will mention to the members, during her announcements, that this topic will be discussed at the February meeting.
- Paul Thompson indicated that he would like to suggest some minor edits to the template. He will discuss them with the Steering Committee at the January meeting.

LaneACT officer election process (Item 2)

- The purpose of this discussion was to prepare for the election that will be held at the January meeting.
- The meeting agenda indicated that the Steering Committee needed to agree on a recommended method of voting (roll call or ballot), in case any nominations are received “from the floor” at the meeting, in addition to the candidates recommended by the Officer Nominating Committee. The meeting agenda clarified that the method of voting needs to be approved by the members, at the meeting.
- Chair Humble suggested voting by roll call, rather than ballot, because it provides “trace-ability.”
- (LaneACT staff previously explained that if a ballot is used it would not be a secret ballot. Each member will be required to write their name on the ballot. The votes will be tabulated on a worksheet that will show how each member voted.)
- Rob commented. He doesn’t think elections are needed or appropriate. His interpretation of the LaneACT bylaws is that officer appointments will be made by consensus. A vote is only required if a consensus can’t be reached. He acknowledged that others may have different opinions.

- (The bylaws indicate that officers will be elected by the voting members, and that elections shall be decided using the general decision-making process. That is, by consensus if possible, otherwise by supermajority vote. Robert's Rules of Order indicate that nominations from the floor are allowed even when a nominating committee recommends a slate of candidates.)
- Rob commented on his situation. He stated that if he was not appointed to serve as an officer, he would interpret this a vote of no confidence and would not continue to lead the area priority effort.
- Lucy Vinis suggested the Nominating Committee reconvene to reconsider their recommendation.
- (The committee previously decided to recommend Keith Weiss (City of Veneta) and Shelly Clark (City of Creswell) to serve as Chair and Vice Chair. They also recommended Mayor Vinis continue to serve as LaneACT Ambassador.)
- Chair Humble suggested the Nominating Committee could develop an alternative slate of candidates, and that both slates could be presented to the ACT. No one else indicated their support for this approach.
- The group agreed that the Nominating Committee should meet again, prior to the January 10 LaneACT meeting. Those members of the committee that were present indicated that December 21 or 22 would be best. (The committee did meet on December 22.)

Member appointment and update on other recruitment efforts (Item 3)

- The group briefly discussed the three individuals who submitted applications to serve on the LaneACT.
- Megan Shull and Jack Blashchishen would like to serve as bicycle/pedestrian representatives. Brodie Hylton would like to serve as an at-large stakeholder, with some interest in shared transportation.
- Rob didn't have any concerns with any of the applicants. He thought the LaneACT members might want to discuss Brody Hylton's application, because of his interest in micro-mobility (shared bicycles and scooters).
- Paul noted that Megan Shull is an LCOG employee.

LaneACT work plan (Item 4)

- Two versions of the draft work plan were provided to the Steering Committee in advance of the meeting.
- Version A was a revised version of the working document, prepared by LaneACT staff (Bill Johnston), that was discussed with the LaneACT at the November and December meetings. It incorporated some changes (shown in track changes format) to address the concerns discussed at the previous LaneACT meeting.
- Version B was a revised draft prepared by Rob Zako, proposing more extensive changes not discussed at the LaneACT meeting.
- Rob said he thought the two versions were similar, and that the LaneACT is close to reaching consensus.
- Lucy suggested providing a clean version only. The changes could be explained in a summary document.
- Paul recommended providing a track changes version, so that everyone can see what has changed.
- Vidal proposed including both versions (A and B) in the packet and letting the LaneACT members decide what version they like best.
- Paul suggested Rob and Bill collaborate in developing a coherent track changes version. He also proposed including some text suggesting the LaneACT would consider the possibility of expanding the Steering Committee at some point in the future.
- Bill noted that, because of the holidays, there is less time than usual to prepare for the January LaneACT meeting. He indicated he didn't have time to collaborate in developing another draft.

- Bill explained that his version is the working draft that has been discussed with the LaneACT at the last two meetings. It's intended to represent the preferences of the entire ACT. The latest version doesn't show many edits (in track changes format) because the previous changes have already been incorporated. It represents the progression of discussion with the LaneACT. He noted that Rob's version, by comparison, has extensive edits, including a considerable amount of new text.
- Rob responded, explaining that he had intended to collaborate with Bill in developing a single document.
- To help resolve this dilemma concerning which version to use, Bill suggested that the Steering Committee could simply move forward with Rob's recommended changes, if that was their preference. The group was satisfied with this solution.
- Paul suggested that the revised document be referred to as the Steering Committee's recommendation, rather than Rob's recommendation. Bill clarified that it is not staff's recommendation.

LaneACT January 10 meeting agenda (Item 5)

- Rob suggested meeting in January by Zoom only. Chair Humble indicated she would prefer to have a hybrid meeting. This gives members the option to participate either in person or by videoconference.
- Rob asked staff to revise the description of Item 6 on the draft agenda (LaneACT officer elections) to reflect the discussion that occurred at this meeting. Specifically, he asked staff to remove the reference to voting.

Upcoming topics and events (Item 6)

- The group did not discuss this item.

Code of Conduct

{The following language is recommended but may be revised by each advisory committee.}

Purpose

The primary mission of the **[NAME] Area Commission on Transportation OR [Modal] Advisory Committee** is to advise the Oregon Transportation Commission (OTC) on state and regional policies, funding, and investments affecting the transportation system.

To achieve this mission, each advisory committee meeting should be an open forum where members feel secure sharing their values and viewpoints and all opinions are respected. Additionally, any reference to or discussions about advisory committee members outside of meetings should be respectful.

The Code of Conduct policy sets expectations to guide [advisory committee name] members in their actions during and outside of advisory committee meetings. This policy establishes options for managing conflict and a process for addressing unacceptable behavior.

Conduct

During Advisory Committee Meetings

- Communicate in a respectful and professional manner
- Hold oneself accountable
- Respect physical and verbal boundaries
- Build positive relationships
- Act in the best interest of the advisory committee's agreed-upon purpose
- Avoid personal comments that are intended to, or could reasonably be construed to, offend others
- Create opportunities for everyone to speak
- Exercise tolerance of the perspectives and opinions of others
- Refrain from making inappropriate comments
- Be welcoming to speakers and treat them with respect

Outside of Advisory Committee Meetings

- Communicate in a respectful manner
- Limit discourse outside of meetings
- Discuss topic areas thoughtfully rather than attacking individual behaviors
- Be aware of the public nature of written notes, calendars, voicemail messages, and e-mail
- Understand proper political involvement
- Make no promises on behalf of the advisory committee in unofficial settings

Managing Meetings

Advisory committee Chairs play an important role in ensuring meetings are open to all those who wish to participate in a respectful and constructive manner.

ODOT advisory committee staff, whether or not a member of the advisory committee, should encourage members to participate by establishing and maintaining open and constructive meetings and partner with the advisory committee Chair.

To encourage respectful dialogue and meeting efficiency, ODOT advisory committee staff and advisory committee Chair should ensure meetings should be conducted with the following actions:

Maintain control	Set clear expectations of time allotment and goals.
Keep to the agenda	Note when discussion has wandered away from the agenda topic and get back to the agenda item when necessary.
Encourage full participation	Ensure a respectful and safe environment for everyone to participate; free of insults, disrespect, yelling or other inappropriate behavior.
Discourage time monopolizing	Some members may monopolize time and discourage others from participation. The Chair should discourage this behavior and encourage quieter members to participate by allotting them time to speak.
Weigh all contributions and summarize discussion points	It is important to recognize all participation and consider all contributions. The Chair should note all the viewpoints and summarize impartially before any decisions are made.
Keep calm with strong leadership	advisory committee Chairs are considered leaders and others look to them to stay calm and provide fairness to all members.

Addressing Unacceptable Behavior

During Advisory Committee Meetings

Advisory committee Chairs and ODOT advisory committee staff should follow the steps below when addressing unacceptable behavior during advisory committee meetings. Advisory committee members may also assume this responsibility:

1	Redirect	Redirecting discussions back to the agenda topic may prevent escalated behavior and language.
2	Verbal warning	Any member or attendee acting inappropriately will be notified by the ODOT advisory committee staff or advisory committee Chair of such with a verbal warning.

3	Asked to leave meeting	Following a verbal warning, anyone who continues acting inappropriately will be asked by ODOT advisory committee staff or advisory committee Chair to leave the meeting for the remainder of the meeting.
4	Written warning	A written warning from ODOT advisory committee staff or advisory committee Chair will be issued to anyone who is asked to leave a meeting or is found to behave inappropriately toward an advisory committee member or other participant(s).
5	Warning of removal from advisory committee	ODOT advisory committee staff or advisory committee Chair may issue a warning of advisory committee termination to any member who continuously behaves inappropriately during or outside of meetings resulting in more than two written warnings in a span of 12 months.
6	Removal from advisory committee	The ODOT advisory committee member should consult with the advisory committee Chair for removal of any advisory committee member who behaves inappropriately. This decision will be based on the severity and/or frequency of behavior resulting in written warnings.

Outside of Advisory Committee Meetings

In instances where inappropriate behavior associated with the advisory committee has occurred to anyone affiliated with the advisory committee (members, staff, the public, presenters), the following steps should be taken to address this behavior:

1	Verbal warning	Any member or attendee acting inappropriately will be notified by ODOT advisory committee staff or advisory committee Chair with a verbal warning that their behavior is offensive or inappropriate.
2	Warning of removal from advisory committee	A written warning from ODOT advisory committee staff or advisory committee Chair will be issued to anyone who has engaged in unacceptable behavior toward an advisory committee member or advisory committee meeting participants outside of the meeting whether in person, via email or other methods.
3	Written warning	The ODOT advisory committee staff or advisory committee Chair will issue a warning of advisory committee termination to any member who continues behavior after initial warning.
4	Removal from advisory committee	The ODOT advisory committee staff should consult with the advisory committee Chair for removal of any advisory committee

		member who behaves inappropriately. This decision will be based on the severity and/or frequency of behavior resulting in written warnings.
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Reporting

Anyone witnessing or experiencing inappropriate behavior related to advisory committee activities may wish to discuss informally with advisory committee Chair or ODOT advisory committee staff and may wish to resolve the issue personally. Advisory committee Chairs and ODOT advisory committee staff should be available to anyone wishing to discuss concerning behavior.

Advisory committee Chairs should make themselves easily approachable and available for anyone who wishes to discuss concerning behavior or incidents. Advisory committee Chairs will determine if and when inappropriate behavior has occurred and work closely with advisory committee staff to determine appropriate next steps and communicate with those parties involved. It is understandable that some actions or behavior may need additional exploration for determining if action is needed and advisory committee Chairs will work closely with ODOT advisory committee staff to make the most informed decision.

Behavior that is considered unacceptable toward anyone associated with advisory committees should be reported as soon as possible to the designated individual(s) such as ODOT advisory committee staff or advisory committee Chair. Any member of the advisory committee, general public, staff, or presenters should report inappropriate or offensive behavior as soon as possible.

Reporting Inappropriate Behavior

Reports of inappropriate behavior can be to ODOT advisory committee staff or advisory committee Chair made by phone, email, or in person and can be made into formal record or not. If individuals feel comfortable doing so, it is recommended to document as many details as possible including related statements, physical actions, or other details as soon as possible after the incident. Reports of such behavior should be made to the ODOT advisory committee staff and include the advisory committee Chair and staff if they are not involved in the incident. Any incidents that involved the ODOT advisory committee staff, advisory committee Chair and other staff should be reported to the ODOT appointing authority(ies) related to the advisory committee.

A report should contain the following:

- Names of all parties involved including witnesses.
- Date(s), time(s), and locations of occurrence.
- Specific and detailed account of conduct believed to be inappropriate or offensive.
- Include related screenshots, recording, or other documents.

Responding to a Report of Inappropriate Behavior

The following steps should be completed when responding to a report or following an event:

- Provide specific information to facilitate understanding of what actions were deemed inappropriate.
- Offer resources or training to support the individual in addressing inappropriate behavior.
- Provide information on next steps if the actions occur again.
- Be made aware of any retaliation that occurs.
- Dismiss member, if necessary, by following the process described in the [advisory committee name] Bylaws or others guiding documents.
- Report back to those who filed the initial report or to the group if deemed appropriate.

Additional Resources Available

The following resources related to codes of conduct and inappropriate behavior may be useful:

State of Oregon Department of Administrative Services State HR Policy on Professional Workplace Behavior: <https://www.oregon.gov/das/Policies/50-010-03.pdf>

Contentious Meetings: Managing and Preventing <https://www.naco.org/articles/contentious-meetings-managing-and-preventing>