



## Region 1 Area Commission on Transportation

Meeting Agenda

Thursday, July 16

2:00 – 4:00 p.m.

Room 103, Washington Street Conference Center, 102 SW Washington St., Hillsboro

### Meeting Goals:

- Appoint Active Transportation Stakeholder

**2:00 to 2:05** Welcome, introductions and agenda review  
*Commissioner Roy Rogers*

### ACTION ITEMS

**2:05 to 2:15** Commission administration  
*Kelly Brooks and Andrew Plambeck*

1. Approval of minutes from May 7 Formation Committee meeting
2. Appointment of Active Transportation Stakeholder

### INFORMATIONAL ITEMS

**2:15 to 2:35** Port of Portland presentation  
*Sebastian Degens, Port of Portland*

**2:35 to 2:50** Oregon Transportation Commission overview and pre-meeting  
*Kelly Brooks, ODOT*

**3:00 to 4:00** Discussion with the Oregon Transportation Commission

### Materials:

Agenda, R1ACT roster, adopted bylaws, June 8 meeting minutes, memo to Oregon Transportation Commission

**Region 1 Area Commission on Transportation  
Members**

<b>Position</b>	<b>Representative</b>	<b>Affiliation</b>
Active Transpo Stakeholder	Steph Routh	
City of Portland	Steve Novick*	Commissioner, Portland
Clack Co	Paul Savas	Commissioner, Clackamas County
Clack Co Stakeholder	Bill Avison**	Avison Lumber
Clack Co Stakeholder	Jeff Gudman*	Councilor, Lake Oswego
Clack Co Stakeholder	Brian Hodson*	Mayor, Canby
Clack Co Stakeholder	Lori DeRemer*	Mayor, Happy Valley
Clack Co Stakeholder	Bill Merchant	Vice Chairman, Hamlet of Beaver Creek
Freight Stakeholder	Pia Welch	Fed-Ex
Hood River Co	Ron Rivers	Chair, Hood River County
Hood River Co Stakeholder	Steve Bickford**	Mt. Hood Winery
Hood River Co Stakeholder	Jess Groves	Commissioner, Port of Cascade Locks
Hood River Co Stakeholder	Peter Cornelison**	Councilor, Hood River
Metro	Craig Dirksen	Councilor, Metro
Mult Co	Diane McKeel	Commissioner, Multnomah County
Mult Co Stakeholder	Shane Bemis**	Mayor, Gresham
Mult Co Stakeholder	Joseph Santos-Lyons****	APANO
Mult Co Stakeholder	Sam Breyer	Centennial School District
Mult Co Stakeholder	Brian Newman***	OHSU
Mult Co Stakeholder	Tom Chamberlain**	Oregon AFL-CIO
Mult Co Stakeholder	Chris Oxley**	Portland Trail Blazers
ODOT Region 1	Rian Windsheimer	Region 1 Manager, ODOT
Port of Portland	Bill Wyatt	Port of Portland
Rural Transit Stakeholder	Julie Wehling	Canby Area Transit
TriMet	Neil McFarlane	TriMet
Wash Co	Roy Rogers	Commissioner, Washington County
Wash Co Stakeholder	Denny Doyle*	Mayor, Beaverton
Wash Co Stakeholder	Jeffrey Dalin*	Mayor, Cornelius
Wash Co Stakeholder	Krisanna Clark*	Mayor, Sherwood
Wash Co Stakeholder	John Cook*	Mayor, Tigard
Wash Co Stakeholder	Pam Treece**	Westside Economic Alliance

\*City stakeholder

\*\*Business/labor stakeholder

\*\*\*Health stakeholder

\*\*\*\*Environmental justice stakeholder

**Region 1 Area Commission on Transportation (R1ACT)**

**Bylaws**

**Adopted June 8, 2015**

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## **PURPOSE**

The Region 1 Area Commission on Transportation (R1ACT) is an advisory body established to provide a forum for stakeholders to collaborate on transportation issues affecting Oregon Department of Transportation (ODOT) Region 1. R1ACT is intended to strengthen state and local partnerships in transportation planning, programming and development.

## **AUTHORITY**

ORS 184.610 to 184.666 gives the Oregon Transportation Commission (OTC) the authority to establish the policies for the operation of ODOT and for the administration of programs related to transportation. The Area Commissions on Transportation (ACTs) are advisory bodies chartered under authority of the OTC. The OTC retains oversight and final decision-making authority to assure efficient management of the state transportation system. ACTs provide valuable input and recommendations to that process.

R1ACT is a voluntary association of government and non-government transportation stakeholders and has no legal regulatory, policy or administrative authority. The ACT process and resulting recommendations shall comply with relevant laws, regulations and policies. As an advisory body to the OTC with authority to make recommendations on policy or administration, R1ACT meets the definition of a “Governing Body” and falls under the requirements of the Public Meetings Law, ORS 192.610 to 192.690. R1ACT members shall comply with the requirements of Oregon Government Standards and Practices laws concerning conflict of interest.

## **MISSION**

The primary mission of R1ACT is to advise the OTC on state and regional policies affecting ODOT Region 1’s transportation system. In accordance with this purpose, R1ACT shall:

1. Provide a forum for coordinating, learning, understanding and gaining consensus around transportation plans, policies, projects and funding;
2. Provide recommendations to the OTC regarding program funding allocations for the Statewide Transportation Improvement Program (STIP) and other funding opportunities and programs;
3. Engage key stakeholders and the general public with a process consistent with state and federal laws, regulations and policies;
4. Recommend short- and long-term transportation investment priorities based on state and local plans and addressing identified needs of ODOT Region 1’s transportation system while balancing local, regional and statewide perspectives; and

- Communicate and coordinate regional recommendations, priorities and activities, and collaborate with other organizations and interests, including as applicable the Joint Policy Advisory Committee on Transportation (JPACT), other ACTs, ODOT advisory committees, the Governor’s Regional Solutions Centers (RSCs), county coordinating committees, regional partnerships and investment boards, state legislators, Oregon’s congressional delegation, and other agencies and stakeholders.

**MEMBERSHIP**

**Voting Membership**

<b>Public Agencies</b>	<b>Stakeholders appointed by counties or coordinating committees***</b>	<b>Stakeholders appointed at large</b>
Counties (4)*	Clackamas (4)	Active Transportation (1)
Cities (4+)**	Hood River (2)	Freight (1)
ODOT (1)	Multnomah (5)	
Metro (1)	Washington (4)	
TriMet (1)		
Rural Transit (1)		
City of Portland (1)		
Port of Portland (1)		
<b>Total Voting Membership</b>		<b>31 Members</b>

\*One Commissioner per county

\*\*A minimum of one city elected official per county

\*\*\*One stakeholder per county should represent business or labor

**Non-voting Membership**

The following officials and organizations shall be invited to be non-voting, ex officio members of R1ACT:

- Oregon Department of Environmental Quality (DEQ)
- Regional Solutions Team Coordinator
- Oregon Transportation Commissioners
- State legislators representing parts of Region 1
- Members of Congress representing parts of Region 1

R1ACT may nominate and elect other ex officio members from the following categories on either an ad hoc or ongoing basis:

- State and federal agencies

- Tribal governments
- City and county transportation departments
- Regional groups that have an interest in transportation issues such as land use and housing advocates, regional partnerships, regional investment boards and law enforcement agencies.

### **Alternates**

Only ACT members representing the Clackamas County, Hood River County, Multnomah County, Washington County, the City of Portland, the Port of Portland, ODOT, TriMet and Metro shall designate alternates. Alternates will be selected by the primary member and approved by the nominating body. In order to ensure good representation, when a primary member is unable to attend a meeting, the member should contact the designated alternate to serve in the member's place. An alternate may only vote when the primary member is absent. The alternate's vote will be assumed to represent the vote of the ACT member for whom they are standing in.

### **Appointments, Nominations and Balance of Representation**

The initial nomination and appointment process will occur as follows:

1. ODOT, the four county commissions, City of Portland, TriMet, Metro and Port of Portland representatives will be selected by their respective governing bodies prior to the first official meeting of the ACT. These agencies will be the official appointing body for additional members, except for the active transportation and freight positions, for the initial appointment process only. Future appointments will be approved by the full ACT.
2. Rural transit agencies will caucus to nominate a rural transit representative.
3. At least one city per county must serve on the ACT. City representatives may be selected by a caucus of mayors or other process determined by the cities in each county. The cities may also choose to route all of their nominations (city, stakeholder and business/labor) through the next step.
4. Each county will solicit nominations for its respective business/labor and stakeholder members according to the following:
  - The Clackamas County Coordinating Committee and County Commission will solicit nominations.
  - Hood River County will develop a coordinating committee or other mechanism to solicit and nominate candidates.
  - The East Multnomah County Transportation Committee (EMCTC) and City of Portland will solicit and nominate candidates.
  - The Washington County Coordinating Committee will solicit and nominate candidates.

Cities may be appointed as stakeholders through the county/coordinating committee processes with a minimum of one city per county (in addition to the City of Portland). Nominating entities should also consider appointments from agriculture, timber, tourism and citizen representatives.

5. ODOT staff will work with the nominating entities (counties, city caucuses, etc.) to ensure that the ACT retains a diversity of stakeholder input and meets the following guidelines:
  - A minimum of 50% representation by elected officials, Port of Portland and transit districts.
  - A representative from the fields of environmental justice and health.
6. The members appointed in Step 1 will appoint the rural transit representative, city representatives and stakeholder representatives.
7. The active transportation and freight representatives will be nominated via an application process administered by ODOT. The nominations will be approved by the ACT members appointed through the previous step.

Ongoing membership nominations will follow the initial protocols to fill vacancies or reappoint members at the end of membership terms. Appointments shall be confirmed by a vote of the ACT.

### **Terms of Service**

To preserve institutional knowledge and ensure continuity, R1ACT members shall serve staggered four-year terms. Initially, some members may be appointed to partial terms expiring in less than four years to set the schedule for this framework. If a stakeholder member changes employment or organizational status, a vote of the ACT will decide to either continue the member's term or appoint a replacement. The nine self-appointed members of the Formation Committee shall be automatically reappointed to represent their entities. If a Formation Committee member leaves his or her appointed position, the nominating entity shall immediately nominate a replacement.

### **Officers and Executive Committee**

A Chair and Vice-Chair shall be elected by a vote of the ACT. The Chair and Vice-Chair may not be appointed to the ACT by the same county. The Chair shall preside at all meetings attended, sign documents and correspondence, orient new members, approve agendas, represent the ACT in other venues and serve as R1ACT's official spokesperson. The Vice-Chair shall serve as the Chair's primary alternate and shall preside at R1ACT meetings in the Chair's absence. The Chair, Vice-Chair and ODOT representative will form an Executive Committee to set agendas, schedule meetings, and facilitate the development of the ACT workplan by the ACT. R1ACT can form standing or ad hoc subcommittees as necessary to consider policy and

technical issues and report back to the ACT. Consideration will be given to existing advisory committees across Region 1 to avoid duplication and redundancy.

Officers shall serve two-year terms starting at the first meeting of the calendar year. Officers may be elected to more than one term in office.

### **Attendance**

All voting members of R1ACT are expected to participate in all meetings or send an alternate if applicable. If a voting member fails to participate in three (3) consecutive meetings, or to send an alternate, the ACT will notify the nominating entity that the position must be reappointed.

### **Coordination**

As part of its regular report to the OTC, R1ACT shall review how it coordinates with other bodies and interests.

Key membership categories will be met by the following requirements:

- Elected officials
  - One county commissioner from each county will be a voting member
  - At least one city per county will be a voting member, in addition to the City of Portland
  - The elected Metro Councilor appointed as chair of JPACT will be a voting member
  - Among the 16 county stakeholder appointments (beyond the one county and one city representative from each county), at least two must be elected officials
  
- Freight and Mobility
  - A freight representative will be a voting member
  - The Port of Portland will be a voting member
  
- Active Transportation and Transit
  - An active transportation representative will be a voting member
  - The region's largest transit district (TriMet) will be a voting member
  - A rural transit representative will be a voting member
  
- Private Sector, Health and Environmental Justice
  - One representative per county must be a business or labor stakeholder
  - One representative must be able to represent the connection between transportation and public health

- One representative must be able to actively represent Title VI protected classes and address disproportionately high and adverse human health and environmental effects of programs, policies and activities on minority populations and low-income populations

## **OPERATION**

### **Meetings**

R1ACT shall meet at regular intervals as determined by the ACT or as scheduled by the Executive Committee. Meetings may take place in different parts of the region as determined by the Executive Committee.

### **Decision-Making**

R1ACT will use a collaborative approach to problem-solving in which all members seek consensus first. Consensus means that all members agree to accept the decision even though some members may not fully agree with all aspects of the decision. Members are encouraged to voice their perspectives and have all views recorded.

Eighteen votes are required to advance a decision in an instance that consensus cannot be reached. The R1ACT minority would then be empowered to produce and record a report outlining the minority's opinions on the decision that would be presented along with the majority recommendation.

### **Public Involvement**

For R1ACT to fulfill its advisory role in prioritizing transportation problems and solutions and recommending projects, the ACT will involve the public and stakeholders in its decision-making and follow a Public Involvement Plan. As R1ACT considers local, regional and statewide transportation issues, it will provide public information and involve the public in its deliberations. To comply with federal environmental justice requirements, the public involvement process will include a strategy for engaging minority and low-income communities in transportation decision-making.

R1ACT will comply with Oregon's Public Meetings Law, ORS 192.610 to 192.690.

### **Work Program**

R1ACT's Executive Committee shall facilitate the development of an annual workplan by R1ACT members. The work plan can be amended at any time by consensus or a vote of the

ACT. The Executive Committee shall meet as needed to facilitate the development of and monitor the workplan. R1ACT shall review work plans and accomplishments at least once every two years and submit a report to the OTC. The report shall review R1ACT functions including staffing, public participation and coordination with other entities.

**Support Staff**

R1ACT will be staffed by ODOT. ODOT will provide planning staff assistance to R1ACT and financial support sufficient for administration of the ACT to meet OTC expectations.

REGION 1 AREA COMMISSION ON TRANSPORTATION

Meeting Minutes

June 8, 2015 Gresham, Oregon

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Attendees: Bill Avison, Steve Bickford, Tom Chamberlain, Mayor Krisanna Clark, Mayor John Cook, Councilor Peter Cornelison, Councilor Shirley Craddick (Alternate), Mayor Lori DeRemer, Mayor Denny Doyle, Jess Groves, Councilor Jeff Gudman, Mayor Brian Hodson, Neil McFarlane, Commissioner Diane McKeel, Bill Merchant, Brian Newman, Commissioner Steve Novick, Chris Oxley, Chair Ron Rivers, Commissioner Roy Rogers (Chair), Joseph Santos-Lyons, Commissioner Paul Savas (Vice-Chair), Pam Treece, Julie Wehling, Rian Windsheimer, Bill Wyatt

Absent: Mayor Shane Bemis, Sam Breyer, Mayor Jeffrey Dalin

Rian Windsheimer welcomed ACT members and convened a round of introductions.

Rian Windsheimer gave an overview of the agenda.

Kelly Brooks asked the Formation Committee to approve the meeting minutes from the May 7, 2015, Formation Committee meeting.

Commissioner Paul Savas moved, and Commissioner Roy Rogers seconded, approval of the minutes. The minutes were approved unanimously.

Motion: The ACT was asked to appoint a chair and a vice-chair. Chair Ron Rivers nominated Commissioner Roy Rogers to serve as chair, and Councilor Gudman seconded his nomination.

- ✓ Commissioner Roy Rogers was appointed chair unanimously.

Motion: Councilor Jeff Gudman nominated Commissioner Paul Savas to serve as vice-chair, and Mayor Krisanna Clark seconded his nomination.

- ✓ Commissioner Paul Savas was appointed vice-chair unanimously.

Kelly Brooks walked the ACT through an overview of the draft bylaws and outlined the task force process that led to the creation of the ACT. She also reviewed the Formation Committee meeting and what feedback was gained from it. She opened a discussion about the size and scope of the executive committee.

Councilor Shirley Craddick distributed a letter from Councilor Craig Dirksen asking that the bylaws be amended to include the chair of the Joint Policy Advisory Committee on Transportation (JPACT) as a member of the executive committee.

Councilor Shirley Craddick moved to amend the bylaws to include the chair of JPACT as a member of the executive committee. Neil McFarlane seconded the motion.

Commissioner Paul Savas asked that the amendment be altered to include one member from each county in the executive committee. Councilor Shirley Craddick declined.

Commissioner Steve Novick said that the ACT workplan should be coordinated with the JPACT workplan and suggested that the bylaws state that the workplan will be developed in coordination with the JPACT chair.

Rian Windsheimer explained that ODOT staff was attempting to narrow the scope of the executive committee, and that the full ACT would provide input and approve the workplan.

Bill Wyatt clarified that the decision had already been made that the power lies in the full ACT, and that the executive committee will need the full ACT's blessing. He noted that the ACT represents more than the MPO boundary, so it wouldn't necessarily make sense to include the JPACT chair but not other representatives from outside the Metro boundary. He suggested that the executive committee be very narrowly focused and that policy questions be handled by the full ACT or a subcommittee.

Councilor Shirley Craddick asked how the ACT would manage to handle the large task of developing the workplan.

Rian Windsheimer responded that the Formation Committee had discussed potentially creating a subcommittee specifically for that work.

Commissioner Paul Savas noted that the bylaws don't necessarily preclude the ACT from expanding the executive committee at a future meeting.

Commissioner Steve Novick suggested stating in the bylaws that the executive committee would: "facilitate the development of the ACT workplan by the ACT" rather than proposing a finished product for approval.

Motion: Commissioner Steve Novick moved to amend the bylaws to include that language. Mayor Denny Doyle seconded the motion.

Councilor Shirley Craddick withdrew her motion pending consideration of Commissioner Steve Novick's motion.

- ✓ The motion to include in the bylaws language that the executive committee "facilitate the development of the ACT workplan by the ACT" was adopted unanimously.

Joseph Santos-Lyons expressed concern about the section regarding alternates, stating that members representing environmental justice and health provide unique voices among the ACT and should be included in the list of members who have alternates.

Tom Chamberlain stated that he would support such language if it also included stakeholders representing labor.

Bill Avison pointed out that many members will not be able to make every single meeting.

Brian Newman asked for clarification on the process that led to the alternates policy.

Commissioner Roy Rogers explained that the Formation Committee discussed the matter of “how big is too big?” and tried to keep the number of total members manageable.

Mayor Lori DeRemer explained that many mayors are community volunteers and would benefit from alternates, but also that having a number of alternates at every meeting would dilute the effectiveness of the group.

Mayor Krisanna Clark agreed, and iterated that she is an unpaid full-time volunteer, but that there needs to be consistency in the process and sending alternates would not present the same level of engagement.

Bill Wyatt asked that members remember that it will also be a two-way street, and the group should pace meetings appropriately to get the work done. There will always be pressure to have more agenda items and more things to discuss, but it’s important to keep in mind what needs to get done.

Commissioner Paul Savas explained that during the task force process, they started with no alternates, but three people eventually appointed alternates and new people arrived and changed the course of the process. He said it’s tough to maintain progress when new people come in and aren’t up to speed.

Joseph Santos-Lyons expressed that he understood the points made, and considering that the bylaws will be revisited early next year, it would make it easier to prioritize attendance as long as fair notice is given for meeting dates and the workplan schedule.

Brian Newman asked about the potential for participating via teleconference.

Commissioner Roy Rogers acknowledged that the possibility exists if the ACT wants to explore it.

Commissioner Steve Novick asked to also amend the workplan language to match the executive committee language, stating that the ACT would collaborate on the workplan with JPACT.

Commissioner Roy Rogers responded that such a change could be problematic because of the parts of the ACT that are outside the MPO boundary.

Councilor Shirley Craddick mentioned that federal law requires the MPO to coordinate projects within the MPO.

Commissioner Paul Savas responded that since many members of JPACT also serve on the ACT, it would be natural that any workplan approved by the ACT would coordinate with JPACT's workplan.

Commissioner Roy Rogers asked if someone was moving to include language on coordination with JPACT.

Motion: Commissioner Steve Novick moved to include language to state "facilitate the development of an annual workplan by R1ACT members....The committee shall meet as needed to facilitate the development of and monitor the workplan." Commissioner Paul Savas seconded the motion.

✓ The language was adopted by a vote. 25 in favor; one opposed.

Motion: Commissioner Steve Novick moved to add "R1ACT will coordinate with JPACT" to the workplan section of the bylaws. Councilor Shirley Craddick seconded the motion.

Commissioner Roy Rogers suggested altering that language to read: "coordinate with the MPO and all affected parties."

Commissioner Paul Savas suggested that if the language is going to identify one group by name, it should identify all, including coordinating committees and transit agencies.

Jess Groves said that he views a push to coordinate specifically with everyone as likely to just create more meetings and more work for everyone.

Chair Ron Rivers said that one of his hesitations to initially join the ACT was that considering he's from a rural county, most of his constituents don't know what JPACT is. He doesn't support the motion.

Mayor Denny Doyle said that no matter how the bylaws are written, JPACT members who also serve on the ACT will ensure coordination.

✓ The motion failed with four votes in favor.

Commissioner Rogers moved to adopt the bylaws as amended. Bill Avison seconded the motion.

✓ The bylaws were approved as amended unanimously.

Kelly Brooks opened a discussion of whether members prefer one central location or various locations around the region.

Mayor John Cook expressed a preference for meetings at Metro, because of the adjacent parking garage.

Mayor Brian Hodson suggested that occasionally, maybe once per quarter, it would be beneficial to hold meetings elsewhere in a region to see different parts of the system.

Andrew Plambeck asked for feedback about the time and date of the meetings.

Multiple members expressed standing conflicts, and the group asked for a Doodle poll to be sent for the September meeting that could be used to inform future scheduling.

Andrew Plambeck explained the process for applications for the at-large active transportation and freight stakeholders, and named the recommendations made by ODOT's Oregon Freight Advisory Committee (OFAC) and Oregon Bicycle and Pedestrian Advisory Committee (OBPAC).

Motion: Councilor Jeff Gudman moved to appoint Pia Welch as the freight stakeholder. Commissioner Paul Savas seconded the motion.

✓ The motion passed unanimously.

Discussion began of the two top candidates that received identical scores from OBPAC, Steph Routh and Gerik Kransky. Kelly Brooks provided some background on each candidate.

Rian Windsheimer asked if rather than have to make a decision immediately, ACT members would be more comfortable submitting a preference via email and then voting to approve a final recommendation at the July meeting. The group agreed.

Kelly Brooks noted the lack of time to move into the informational item regarding the Statewide Transportation Improvement Program (STIP), and offered to present to ACT members by appointment or in small groups before the July meeting. She noted that she has already presented to most county coordinating committees and City of Portland staff. She also committed to sending some materials about the STIP to ACT members via email.

Commissioner Roy Rogers adjourned the meeting.



# Oregon

Kate Brown, Governor

## Oregon Transportation Commission

Office of the Director, MS 11

355 Capitol St NE

Salem, OR 97301-3871

**DATE:** July 2, 2015  
**TO:** Oregon Transportation Commission

*[Original signature on file]*

**FROM:** Matthew L. Garrett  
Director

**SUBJECT:** **Workshop 6** - Participate in a panel discussion with members of the Region 1 Area Commission on Transportation (R1ACT).

**Requested Action:**

Participate in a panel discussion with members of the Region 1 Area Commission on Transportation (R1ACT).

**Background:**

The Oregon Transportation Commission provided a provisional charter to R1ACT in February 2015. The R1ACT met for the first time in June to adopt its bylaws and appoint Washington County Commissioner Roy Rogers as Chair, and Clackamas County Commissioner Paul Savas as Vice-Chair.

**Discussion Topics:**

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

1. ODOT's mission is "To provide a safe, efficient transportation system that supports economic opportunity and livable communities for Oregonians." How do you view the ACT's role in supporting that mission?
2. What do you see as the greatest challenges and opportunities facing the ACT?

**Attachments:**

- Attachment A – R1ACT Bylaws
- Attachment B – R1ACT Membership Roster

**Copies (w/attachments) to:**

Jerri Bohard	Travis Brouwer	Tom Fuller	Clyde Saiki
Paul Mather	Rian Windsheimer	Kelly Brooks	Shelli Romero
Rich Watanabe	Joanna Robert	Andrew Plambeck	