



R1ACT – Formation Committee

Initial Meeting Agenda

Thursday, May 7

10:30 AM—12:00 PM

Conference Room B, ODOT Region 1, 123 NW Flanders, Portland

Participants: Councilor Craig Dirksen, Metro; Neil McFarlane, TriMet; Commissioner Diane McKeel, Multnomah County; Commissioner Steve Novick, City of Portland; Chair Ron Rivers, Hood River County; Commissioner Roy Rogers, Washington County; Commissioner Paul Savas, Clackamas County; Rian Windsheimer, ODOT Region 1; Bill Wyatt, Port of Portland

Meeting Goals:

- Review and approve proposal for initial terms of service
- Review and consider appointments
- Review and potentially endorse draft bylaws
- Discuss ACT meeting schedule

10:30 to 10:40 Welcome, introductions and agenda review
Rian Windsheimer

ACTION ITEMS

10:40 to 10:50 Review of nomination process and adoption of initial terms of service proposal
Kelly Brooks

10:50 to 11:20 Nominee review and consideration
Rian Windsheimer (followed by group discussion)

INFORMATION / DISCUSSION ITEMS

11:20 to 11:45 Review and potential endorsement of draft bylaws
Kelly Brooks and Andrew Plambeck

11:45 to Noon ACT scheduling and next steps
Kelly Brooks and Andrew Plambeck

Materials:

Agenda, list of nominees, draft bylaws, proposal for initial terms of service



R1ACT Initial Appointment Term Proposal

ACT members will serve four-year, renewable terms as outlined in the bylaws. In order to maintain continuity and preserve institutional memory, the terms shall be staggered in such a way that the entire ACT membership cannot turn over in the same year.

To achieve this, some members must be initially appointed to two-year terms while others will serve full four-year terms. This will set a schedule that will allow roughly half the ACT to be appointed or reappointed every two years.

Below is a proposal for such a structure:

| Four-Year Term | Two-Year Term |
|-----------------------------------|-------------------------------|
| Clackamas County | Multnomah County |
| Hood River County | Metro |
| Washington County | TriMet |
| ODOT | Port of Portland |
| Rural Transit Stakeholder | City of Portland |
| Clackamas County Stakeholder | Clackamas County Stakeholder |
| Clackamas County Stakeholder | Clackamas County Stakeholder |
| Clackamas County Stakeholder | Hood River County Stakeholder |
| Hood River County Stakeholder | Hood River County Stakeholder |
| Multnomah County Stakeholder | Multnomah County Stakeholder |
| Multnomah County Stakeholder | Multnomah County Stakeholder |
| Multnomah County Stakeholder | Multnomah County Stakeholder |
| Washington County Stakeholder | Washington County Stakeholder |
| Washington County Stakeholder | Washington County Stakeholder |
| Active Transportation Stakeholder | Washington County Stakeholder |
| Freight Stakeholder | |

R1ACT Initial Nominations

| Position | Representative | Affiliation |
|----------------------------|-----------------------|---|
| Active Transpo Stakeholder | | |
| 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 Beavercreek |
| Freight Stakeholder | | |
| 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

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

Table of Contents

PURPOSE..... 2

AUTHORITY 2

MISSION 2

MEMBERSHIP..... 3

 Voting Membership..... 3

 Non-voting Membership 3

 Alternates 4

 Appointments, Nominations and Balance of Representation..... 4

 Terms of Service 5

 Officers and Executive Committee 5

 Attendance..... 6

 Coordination..... 6

OPERATION 7

 Meetings 7

 Decision-Making..... 7

 Public Involvement 7

 Work Program 7

 Technical Assistance 8

 Support Staff 8

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

| Public Agencies | Stakeholders appointed by counties or coordinating committees*** | Stakeholders appointed at large |
|--------------------------------|---|--|
| Counties (4)* | Clackamas (4) | Active Transportation (1) |
| Cities (4+)** | Hood River (2) | Freight (1) |
| ODOT (1) | Multnomah (6) | |
| Metro (1) | Washington (4) | |
| TriMet (1) | | |
| Rural Transit (1) | | |
| Port of Portland (1) | | |
| Total Voting Membership | | 31 Members |

*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

Alternates will be selected in the same manner as the primary member. 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. An alternate representing an elected official must also be an elected official. Stakeholder members do not have alternates.

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 voted on by all ACT members.

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, the full ACT shall vote to either continue the member's term or appoint a replacement.

Officers and Executive Committee

A Chair and Vice-Chair shall be elected by the initial members and subsequently by the full ACT. 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 and develop and update the ACT work plan.

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
 - 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.

Work Program

R1ACT's Executive Committee shall develop an annual work plan that is reviewed and adopted 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 develop agendas and develop and monitor the work plan. 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.

Technical Assistance

R1ACT can form standing or ad hoc committees such as a technical committee as needed. Consideration will be given to existing advisory committees across Region 1 to avoid duplication and redundancy.

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.