

1 **SOUTH WEST AREA COMMISSION ON TRANSPORTATION**
2 **(SWACT)**

3
4 **BYLAWS**

5
6 **I. PURPOSE**

7 The South West Area Commission on Transportation (SWACT) will be an advisory
8 commission to the Oregon Transportation Commission (OTC) representing the South
9 West area of Oregon (Coos, Curry, and Douglas Counties). SWACT was formed to
10 strengthen the state/local partnership in transportation planning, programming and
11 development.
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13 **II. MISSION**

- 14 • To provide a forum of local government agencies and the private sector to discuss,
15 understand, and coordinate transportation issues affecting the entire South West area.
- 16 • To review the process for determining transportation infrastructure, capital
17 investments, and project prioritization in the South West area.
- 18 • To recommend priorities for state transportation infrastructure and capital
19 investments such as the Statewide Transportation Improvement Program (STIP)
20 through the development of an implementation strategy based on state and local
21 transportation plans related to the South West area.
- 22 • To educate the public, neighboring regions, legislators, and other interested
23 organizations about South West area transportation issues.
- 24 • To advise the Oregon Transportation Commission on state and regional policies
25 affecting South West Oregon's transportation system.
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27 **III. RATIONALE FOR GEOGRAPHIC BOUNDARIES**

28 The geographic area of SWACT is Coos, Curry, and Douglas Counties. The primary
29 rationale for selecting this area is the connections with the I-5 corridor, namely highways
30 38 and 42. These two highways provide the links from the South Coast to the I-5
31 Corridor through Douglas County.
32

33 **IV. MEMBERSHIP**

34 Membership will be comprised as described below:
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36 **Interstate 5 Corridor Group (I-5, 138 East)**

37 Douglas County

38 Riddle, Myrtle Creek, Canyonville, Winston, Roseburg, Sutherlin, Oakland, Glendale,
39 Yoncalla

40 Cow Creek Band of Umpqua Tribe of Indians

41 Umpqua Transit

42 Other Stakeholders

43 ODOT Area Manager
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3 **Hwy 38/42 Group (Hwy 38, 42, 101 North of 42, Powers, Coos River,**
4 **Cape Arago)**

5 Coos County/Douglas County

6 Drain, Elkton, Reedsport, Lakeside, North Bend, Coos Bay, Coquille, Myrtle Point,
7 Powers

8 Oregon International Port of Coos Bay

9 Port of Umpqua

10 Port of Coquille

11 Confederated Tribes of Coos - Lower Umpqua - Siuslaw Indians

12 Coquille Indian Tribe

13 Coos County Transit Agency

14 Other Stakeholders

15 ODOT Area Manager

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17 **Hwy 101 South Group (Hwy 101 south of 42, 42 S)**

18 Curry County

19 Bandon, Port Orford, Gold Beach, Brookings

20 Port of Bandon

21 Port of Port Orford

22 Port of Gold Beach

23 Port of Brookings

24 Curry County Public Transit

25 Other Stakeholders

26 ODOT Area Manager

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28 When "Other Stakeholder" positions become vacant, ODOT staff shall be responsible to
29 advertise the vacant positions in newspapers of general circulation. Proposed Other
30 Stakeholders shall be approved for Subgroup membership by the Steering Committee.

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32 Each sub group shall be responsible for nominating new Steering Committee members
33 from their respective area and forwarding those nominations to the Steering Committee.
34 The Steering Committee will select a representative(s) from the nominations forwarded.

35
36 The ODOT Area Manager shall serve as the Chair for each subgroup.

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39 The Steering Committee may appoint ex officio membership (non-voting) from the
40 following categories:

- 41
42
- 43 • Oregon Transportation Commissioners, state legislators, and local congressional aides
 - 44 • Community Solutions Team
 - 45 • State and federal agencies such as US Forest Service, BLM, Fish and Wildlife,
46 Department of Environmental Quality, Department of Land Conservation and
Development, Department of Aviation

- City and county road district or department
- Regional groups that have an interest in transportation issues such as housing advocates, regional partnerships and regional investment boards, law enforcement agencies, etc.

V. STEERING COMMITTEE

Due to the large geographic area and number of members a Steering Committee has been established which will:

- Set the work plan for the SWACT
- Make final decisions and recommendations for the SWACT to the Oregon Transportation Commission
- Receive prioritized recommendations from the subgroups and prioritize them if necessary
- Provide the link between the subgroups

Membership of the Steering Committee will be selected by each subgroup as follows:

| I-5 | 38/42 | 101 South |
|--|--|--|
| 1 City Representative | 1 City Representative | 1 City Representative |
| 1 County Representative | 1 County Representative | 1 County Representative |
| 3 Other Subgroup Members (1 must be private sector) | 3 Other Subgroup Members (1 must be private sector) | 2 Other Subgroup Members (1 must be private sector) |
| ODOT Area Manager | ODOT Area Manager | ODOT Area Manager |

For the purposes of the Steering Committee, each Steering Committee member will select one alternate. The member first, and alternate second, are both authorized to vote on SWACT in the absence of the other. If neither is in attendance, then another may vote by written authority from the primary member.

SWACT meetings will be presided over by a Chair. A Chair and Vice-Chair will be nominated from and elected by the members of the Steering Committee for a two-year term starting January of each even numbered year.

ODOT staff will facilitate meetings. A quorum for decision-making purposes will be 50% of the membership of the Steering Committee. SWACT will strive for complete consensus when making decisions by quorum. When consensus cannot be arrived at, decisions will be made by a majority of members in attendance. Any member of the Steering Committee can call for a decision to be made.

Agendas, minutes, and action items will be noticed in advance, to all ACT members and alternates who will be provided time to review the issues prior to the Steering Committee meeting.

1 **VI. MEETING LOCATION AND STAFF SUPPORT**

2 Meetings will be held at least once each quarter within the geographic boundaries of the
3 area. A minimum of one meeting each 12 months shall be held in each of the subgroup
4 areas. Meeting field trips may be made a part of the regular meeting to allow greater
5 community input on local issues and priorities. Meetings will be open to the public and
6 minutes and agendas will be distributed in advance. ODOT will staff the meeting. The
7 public will be invited to participate in the process and there will be a standing agenda
8 item for public input with a three minute limit per person. All meetings will be
9 advertised in advance.

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11 **VII. ASSURANCE OF REGIONAL COORDINATION**

12 SWACT shall communicate and coordinate regional priorities with other organizations,
13 including the following:

- 14 -Other ODOT Regions and ACTs
- 15 -Metropolitan Planning Organizations (MPOs)
- 16 -Community Solutions Team
- 17 -Regional Partnerships and Regional Investment Boards
- 18 -ODOT advisory committees

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20 **VIII. COORDINATION WITH ADJACENT AREAS AND STATE**
21 **LEGISLATORS**

22 Adjoining area commissions such as Rogue Valley ACT and State Legislators will be on
23 SWACT's regular mailing list and invited to attend SWACT meetings.

24
25 **IX. SWACT WORK PLAN**

- 26 • Become educated on Transportation funding, programs, and processes as they relate
27 to the area
- 28 • Develop guidelines to determine when a transportation condition becomes a problem
29 to be solved (problem thresholds)
- 30 • Develop regional criteria for selecting transportation projects to solve problems
31 (criteria to be based on local, regional and statewide community livability and
32 economic development guidelines)
- 33 • Develop a public involvement process for SWACT planning and decision-making
34 activities consistent with state and federal policies and rules.
- 35 • Participate in the update of the STIP
- 36 • Provide recommendations to the OTC regarding program funding allocations for the
37 STIP, balancing local, regional and statewide perspectives.
- 38 • Provide input into ODOT corridor plans/refinement plans or local transportation
39 system plans (TSPs) that contain projects of regional significance (for example a new
40 highway bypass).
- 41 • Provide input into prioritization of long-range planning projects in the ODOT Region
42 planning work programs.
- 43 • Coordinate the transportation efforts of the SWACT with related community
44 development planning efforts.

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- Make recommendations to ODOT regarding special funding opportunities and programs.
- Provide a report to the Oregon Transportation Commission at least once every two years.

X. PROPOSED TECHNICAL ASSISTANCE

SWACT will select and make use of Technical Advisory Committee(s) as needed. Efforts will be made to utilize existing technical advisory groups as much as possible.

XI. AMENDMENTS

Steering Committee may amend the bylaws after giving not less than 30 days notice to all members of SWACT.