

Agenda

December 13, 2023

5:30 to 7:30 PM

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

<https://us06web.zoom.us/j/88646485216?pwd=RjJnVWtMNnFuK0pXQVp4dFBKcXl2Zz09>

To dial in using your phone:

+1 (669) 900-6833

Meeting ID: 886 4648 5216

Passcode: 525130

Meeting highlights

- **LaneACT 2024-25 Work Plan**
- **OR 126 East Highway Safety Study**
- **LaneACT Officer Nominating Committee update**

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 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 3)
- 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)** **6:00**
 - ODOT update – Vidal Francis
 - LaneACT staff update – Anais Mathez
 - Central Lane Metropolitan Policy Committee update – Paul Thompson
 - Member updates – all

6. **LaneACT 2024-25 Work Plan (quorum required)** **6:15**
Summary: Review, discuss, and approve draft work plan.
Presenters: Bill Johnston – ODOT; Vidal Francis – ODOT
Attachments: Summary memo and draft work plan (page 8)
7. **OR 126 East Highway Safety Study** **6:45**
Summary: Presentation and discussion.
Presenters: Bill Johnston – ODOT; Lacy Brown – DKS Associates
Attachments: Summary memo (page 23)
8. **LaneACT Officer Nominating Committee update** **7:10**
Summary: Update on process for electing officers to serve for 2024.
The Area Manager will also respond to the November 15 email from LaneACT Chair Shelley Humble concerning this topic.
Presenter: Vidal Francis – ODOT Area 5 Manager
Attachments: Summary memo and November 15 email (page 24)
9. **Future topics** **7:25**
Summary: Refer to the calendar of future topics.
Presenter: Anais Mathez – LaneACT staff

Additional attachments and other information (for information only)

- Calendar of future topics (page 31)
- Monthly attendance report (page 32)
- Membership list (November 2023) (page 33)
- LaneACT Steering Committee – summary of November 17 meeting (page 38)
- Central Lane MPO meeting agendas and minutes – <https://www.lcog.org/bc-mpc>

Upcoming meetings

- December 19 – Steering Committee (10:30 to 11:30 AM)
- January 10 – LaneACT (5:30 to 7:30 PM)
- January 19 – Steering Committee (11:00 to noon)
- February 14 – 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, please 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 Shelly 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 multi-modal 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 can not 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 on tip 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.

Mr. 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 for 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 tasked 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 at 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. Ms. Humble asked if the letter that was sent out related 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.

Mr. 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.

Ms. Humble shared that the Core Critical Oregon Airport Revenue Grant, part of the ASAP team 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 January. 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.

Agenda Item 6

LaneACT 2024-25 Work Plan

Presenters

Bill Johnston – ODOT Area 5 Planner; Vidal Francis – ODOT Area 5 Manager

Action requested *(quorum required)*

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

Summary

The Oregon Transportation Commission (OTC) has asked all of 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 December 2023.

A draft work plan for the LaneACT, prepared by LaneACT staff, was included in the November 8 meeting packet. The LaneACT reviewed and discussed the draft at that meeting.

Attached is a revised draft that is intended to address the concerns expressed by some LaneACT members at the previous meeting. It also incorporates other changes, identified by staff, to comply with the content and formatting requirements specified by ODOT.

Also attached is a two-page supplement to this summary memo. It provides a summary of the changes that were made to the previous draft LaneACT work plan. It also describes the process for obtaining approval from the OTC.

At the meeting on December 13, the LaneACT members will have an opportunity to discuss the revised draft work plan and make additional refinements. Staff is requesting (and recommends) formal approval at this meeting.

The intent of the OTC and ODOT is for this to be a relatively straightforward process. The work plans do not need to be lengthy or detailed. The ACTs are asked to focus on what can be accomplished within the next two years. The ACTs will have an opportunity to update their work plans every two years.

Attachments

- A. Additional information (2 pages)
- B. Draft 2024-25 work plan for the LaneACT (6 pages)

6. LaneACT member recruitment

Ms. Mathez noted that they currently have alive 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. Mr. Zako urged the ACT to share this information via word of mouth and that some groups to reach out to are 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. Ms. 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 then they ben to deliberate with the nominating committee. Ms. 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. Mr. 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 the LaneACT as a whole. Mr. 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. Ms. 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. Ms. Humble noted that they should give a lot of time to work through Goals 2 and 3 because there will be any options and perspectives to work through. Ms. Mathez asked if this work plan is complete when they have a list of priority project complete and adjected 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.

Ms. Humble noted they she wanted to make sure that 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 the 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 the LaneACT has is just a recommendation that is being considered because they wanted to be conscious about the time spent in meetings.

Ms. Humble added that the OTC does fully support the 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. Ms. Humble also expressed her opinion that meeting once a month is crucial to the 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.

Mr. 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. Ms. 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. Mr. 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. Ms. 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 the LaneACT as well as thanking Mr. 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. Mr. Zako noted that It may be difficult for the ACT to transition to 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. Mr. 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. Mr. 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 the 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.

Ms. 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 plus 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.

Mr. 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. Mr. 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. Mr. 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

Ms. 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. Ms. Humble adjourned the meeting at 7:34pm.

(Recorded by Journie Gering)

Additional Information

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

1. Changes to previous draft work plan

The following is a summary of the changes I made to the previous draft (dated October 9) that was included in the November 8 meeting packet. These changes are also described in the revised draft included in the packet for this meeting. (Refer to the comments in green.)

I did not include a strikethrough-underline version showing the edits in track changes format. I recommend LaneACT members focus on the revised version included in this packet. Anyone wanting to compare versions can refer to the original draft included in the November 8 packet.

Interest areas and priorities (refer to Section 3 of the work plan)

The previous draft included all the priorities included in the 2016 LaneACT work plan.¹ This is an extensive list of topics and activities that is somewhat difficult to read, because it's so extensive. I consolidated this list into a shorter version that highlights the LaneACT's primary areas of interest and activities they are likely to be engaged in within the next two years.

Two-year goals and initiatives (refer to Section 4)

I didn't make any changes to the first goal statement. This describes the LaneACT's intent to develop a list of priority projects for the LaneACT area.

I made some minor modifications to the second goal statement. This explains the need to update the LaneACT bylaws, to reflect new direction provided by the OTC and ODOT in the 2021 *ACT Reset and Refocus* documents. These documents are available to review on the ODOT ACT webpage. [[link](#)]

I inserted a new Goal 3 identifying the need to update the LaneACT Public Participation Plan.

I made some significant changes to Goal 4 (referred to as Goal 3 in the previous draft) concerning the LaneACT meeting format. This generated considerable discussion at the November 8 LaneACT meeting. I removed the most controversial language. Specifically, I removed the paragraph that refers to the ACT the code of conduct. (There is still a reference to this in the Goal 2 discussion.) I also clarified that it may not be possible for the LaneACT to transition to an every-other-month meeting format right away. Hopefully this version is more agreeable to the LaneACT members.

¹ The 2016 LaneACT work plan is available to review on the LaneACT website. [[link](#)]

Meeting topic plan (refer to Section 5)

I revised the description of the additional topics and tasks identified by the LaneACT (Section B). Specifically, I inserted bullets describing the LaneACT priority needs initiative, and the update of the LaneACT bylaws. Both of these were identified as priority tasks in the goals section. I also added some text to better explain the scope and timeframe of the other tasks.

References (refer to Section 6)

I inserted some additional references. These are documents that are referred to in the draft LaneACT work plan.

2. Approval process

The following is a summary of the process for obtaining approval from the Oregon Transportation Commission (OTC).

- ODOT management (Amanda Pietz – Policy, Data, and Analysis Division Administrator) originally asked the ACTs to submit their draft workplans by October 2023. This due date was subsequently extended to December 2023.
- After the LaneACT has approved the draft work plan, I will submit it to OTC staff their review. I will attach the LaneACT Bylaws. (This is specified in the instructions.)
- OTC staff will require several months to complete their review. (They are responsible for reviewing work plans for all 12 ACTs.) If the work plan is acceptable, they will forward it to the OTC for their approval.
- If modifications are required, and if they are minor, I will make the modifications myself and return the revised version to the OTC for reconsideration. If the requested modifications are more substantive, I will coordinate with the LaneACT to obtain their approval.

Work Plan for the LaneACT

2024-2025

[ODOT has provided the ACTs with a template for them to use in developing their work plans for the next two-year period. LaneACT staff have adapted the template to develop this draft work plan for the LaneACT. The comments [in bracketed green text] are intended to help guide the LaneACT while the draft is being developed and refined. These comments will not be included in the final version.]

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.4)
6. References (p.6)

1. Overview

[The ODOT template provides the following text for the ACTs to include in their work plans. LaneACT staff has modified the text to explain how the LaneACT adapted the template for their needs.]

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 (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 12/31/2023)

- 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

[section break]

3. Interest areas and priorities

[The following instructions, in italics, are included in the template provided by ODOT. They are included in this draft work plan so the LaneACT is aware of what the OTC and ODOT would like included. These instructions will not be included in the final version.]

Include and describe a list of ACT interest areas and priorities specific to your ACT and those listed in the ACT Charter. This is the space to detail the priorities as discussed and agreed upon by the individual ACT. This can include a range of topics such as improve economic vitality, decrease crashes, support climate change actions, improve public transportation connections and accessibility, etc. with a nexus to how the ACT can support such outcomes.

[The following text is new. It was not included in the October 9 draft.]

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.

[The text included in the October 9 draft has been modified to read as follows.]

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.

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.

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.

- Periodically review and update LaneACT governing documents. This includes the LaneACT Bylaws, special protocols, and the LaneACT Public Participation Plan.

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>

4. Two-year goals and initiatives

[The following instructions, in italics, are included in the template provided by ODOT. They will not be included in the final version.]

Use this space to provide the ACT two-year goals and initiatives. Be specific. These goals should relate to the ACT priorities articulated above and have related outcomes and/or strategies. Examples include: learn more about growing industries and related regional transportation needs, engage more members of the public, seek understanding of connection between housing and transportation, etc. tied to tangible desired outcomes of how the ACT will engage in, advance, inform, or learn about different topics in order to advance transportation goals.

Goal 1: Develop a list of priority projects for the LaneACT area

- 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.
- 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 text included in the October 9 draft has been revised, slightly, to read as follows.]

- 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.

Goal 3: Update the LaneACT Public Participation Plan

[This is a new goal that was not included in the October 9 draft.]

- 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

[This goal, referred to as Goal 3 in the October 9 draft, generated considerable discussion at the November 8 LaneACT meeting. It has been revised to read as follows. Hopefully this version is more agreeable.]

- 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 exchanging 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.

- 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.

5. Meeting topic plan

[The following instructions, in italics, are included in the template provided by ODOT. They will not be included in the final version.]

Each ACT should identify a two-year meeting plan with dates/timing and discussion topics. All ACTs have a minimum list of topics (provided by OTC staff). This section should include that minimum list and others selected to support and inform the ACT members. Examples of required topics include Federal Infrastructure Bill presentations, STIP process, Connect Oregon review, Oregon Transportation Plan and other modal plan updates. Optional topic examples include regional priorities, ODOT Climate Change initiatives, Strategic Action Plan Implementation, Oregon State Rail Plan Implementation, etc.

[The text included in the October 9 draft has been revised to read as follows.]

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.

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.
- 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

- OTC Policy on Formation and Operation of the Area Commissions on Transportations (ACTs), revised January 20, 2022. https://www.oregon.gov/odot/Get-Involved/ACT/OTC_ACTpolicy.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*.

Agenda Item 7

OR 126 East Highway Safety Study

Presenter

Bill Johnston – ODOT; Lacy Brown – DKS Associates

Action requested

No action required. For discussion only.

Summary

OR Highway 126 East, also known as McKenzie Highway, is a 66-mile two-lane highway connecting the Eugene/Springfield area to U.S. 20 (in Linn County). There are many small communities along the highway. It's also a popular route for tourists and recreational users, and a designated freight route.

ODOT and Lane County are concerned about the number and severity of crashes along this highway. To address these concerns, ODOT is preparing a highway safety study to better understand the cause of the crashes and to identify low-cost, high-benefit improvements that can be constructed within the next five years.

Work on the study began in August 2022. The final report will be completed in January 2024.

At the December 13 LaneACT meeting, Lacy Brown from DKS Associates will provide a slide presentation describing the study and the recommended improvements. There will be an opportunity for LaneACT members to ask questions and discuss the study.

Additional information

- A slide presentation will be provided at the meeting

Agenda Item 8

LaneACT Officer Nominating Committee update

Presenter

Vidal Francis – ODOT Area 5 Manager

Action requested

No action required. For discussion only.

Summary

The LaneACT appointed a nominating committee at the October 11 meeting to identify LaneACT members who would be interested in serving as officers for 2024. The following members were appointed: Vidal Francis (ODOT Area Manager); Mike Fleck (Councilor, City of Cottage Grove); Paul Thompson (Central Lane MPO); Shelley Humble (outgoing Chair).

The nominating committee met on November 1. After considering various individuals, the committee members agreed on a slate of candidates to recommend for election.

Vidal Francis provided an update at the November 8 LaneACT meeting. He informed the LaneACT that the committee will be recommending Keith Weiss (Mayor, City of Veneta), Shelly Clark (Councilor, City of Creswell), and Lucy Vinis (Mayor, City of Eugene) to serve as LaneACT Chair, Vice Chair, and Ambassador to the OTC.

Note that this was only an update. Vidal explained that a formal recommendation would not be presented until the December meeting. (The Steering Committee has since postponed elections until January.) The packet for that meeting will include a summary explaining the committee’s rationale for selecting the individuals they are recommending.

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 is attached, along with a timeline of events. In response to the Chair’s concerns, the Steering Committee decided on November 17 to postpone the election until the January 10 LaneACT meeting.

At the December 13 LaneACT meeting, members of the Steering Committee will explain why the election has been postponed until January. Vidal Francis has also requested time to respond to Shelley Humble’s email.

Attached

- A. Email from Shelley Humble, LaneACT Chair, dated November 15, 2023 (4 pages)
- B. Timeline of events (2 pages)

From: [Shelley Humble](#)
To: [Beth Blackwell](#); [JOHNSTON Bill W](#); [Brenda Wilson](#); [Charles Tannenbaum](#); [Councilor Alan Zelenka](#); [Councilor Bill Meyer](#); [Councilor Engebretson](#); [Councilor John Fox](#); [Councilor Mike Fleck](#); [Councilor Robert Orr](#); [Councilor Sandi Thomas](#); [Shelly Clark](#); [Councilor Sidney Washburne](#); [Curtis Thomas](#); [David Huntington](#); [Doug Barrett](#); [Eugene Organ](#); [Garrett Gray](#); [Heather Murphy](#); [Jameson Auten](#); [Jamie Mills](#); [John Marshall](#); [Matt Michel](#); [Mayor Bryan Cutchen](#); [Mayor D'Lynn Williams](#); [Mayor Don Bennett](#); [Mayor Nancy Bell](#); [Mayor Sean VanGordon](#); [Mayor Vinnis](#); [Mayor Weiss](#); [Megan Shull](#); [Mike Miller](#); [Paul Thompson](#); [Pete Petty](#); [Rick Zylstra](#); [Rob Zako](#); [Ryan Ceniga](#); [Sarah Mazze](#); [Shelley Humble](#); [FRANCIS Vidal T](#)
Cc: jbrown@rvtd.or; [WEST James E](#); [CRAWFORD Savannah](#)
Subject: FW: LaneACT Nominating Committee Proposed Slate
Date: Wednesday, November 15, 2023 6:12:43 PM

[LaneACT staff adjusted the formatting of this email to improve readability. Spaces were inserted between the paragraphs.]

All,

I feel that I need to respond to this email (below) and the events that played out during the LaneACT meeting on November 8th. To say that I am concerned is an understatement. I believe in transparency and for this reason I am including Rob Zako, Councilor Shelly Clark, Mayor Weiss and the entire LaneACT membership on this email, they all deserve to understand the “behind the scenes” that took place that are not in keeping with the LaneAct By-Laws or mission.

1. I spoke to Rob after the meeting when I discovered that he was unaware of the proposed slate. Staff purposefully did not intend to nor complete the second bullet point stated below. There was no information in the packet – it was all very hush hush, playground bullying tactics! There is NO excuse for this behavior, it is unprofessional and inexcusable behavior from the ODOT Area 5 Manager and staff.
2. After speaking with Rob, I then reached out to Paul Thompson to understand the context of the entire Nominating Committee Meeting, not the abridged/glossed over version in this email that I received from Ms. Mathez. Again, I am very concerned as should all of the membership if the events that transpired by ODOT staff is acceptable behavior.
3. I understand that unprofessional personal negative comments were made by ODOT staff near the beginning of the meeting after Rob was initially suggested as the nominee for LaneACT Chair. Pointed and personal reasons were stated for not following the ascension of the vice-chair to chair as has been the established procedures of the past - so long as the vice-chair was willing. I understand that staff bluntly stated that Rob would not be chair so long as current staff were involved (paraphrasing but I believe the correct sentiment). In fact, perhaps as proof that staff was trying to justify the proposed “behind the scenes” plot, staff created an 11-page document of past officer elections. A complete waste of staff time, time that we have been continuously informed is very limited.
4. I believe that this is just another attempt by the ODOT Area 5 manager to manipulate/coerce the LaneAct membership into acquiescing to their management views of the LaneAct, NOT the wishes of the OTC which the LaneACT serves.
5. This again was proven with the Work Plan draft revised date of October 9, 2023, Goal 3: Adjust LaneACT member expectations and meeting format, bullet point #3, the attempt again to reduce the number of meetings. ALSO, please note bullet point #2 of this Goal, and ponder the substance of the Nominating Committee meeting.
6. As stated in #4 above, the membership will need to be very focused to ensure that we are following the guidelines outlined by the OTC, NOT ODOT staff, when working through Goal 2: Update the LaneACT Bylaws.

I have been trying to believe that this is just an adjustment period with a new ODOT Area 5 Manager,

ODOT staff, and the cancellation of LCOG staff. As I understand the hierarchy of the LaneACT: we are an advisory commission to the OTC. The very first sentence of the OTC's Policy on Formation and Operation of ACTs states "The Oregon Transportation Commission (OTC) established the Area Commissions on Transportation (ACTs) to improve communication and interaction between the OTC and local stakeholders who share a transportation-focused community of interest." The Policy goes on to state that "The mission of the ACTs is to provide a forum for the discussion and coordination of current and future transportation issues and to make recommendations to the OTC" and further states that "The ACTs are advisory bodies chartered under authority of the OTC."

ODOT is the staff support and the Area 5 Manager is just ONE member, no more no less than each and every LaneACT member – we are not an advisory committee to ODOT staff or to Area 5, we are a committee reporting to the OTC! The OTC Policy states that "ODOT will . . . Assign an Area Manager or other manager within the Region with good communication skills as its voting representative to the ACT. The ODOT representative shall: Serve as a voting member of the ACT . . . Provide staffing support to the ACT . . . Inform the ACT . . . Provide project status . . . Conduct a biennial review of the ACT . . . [and] Provide documentation to the OTC." That is all! That being said, I believe that it is imperative that the LaneACT membership stay vigilant and invested to carry out OTC's requests.

I believe that Rob is owed an apology for the treatment that he received from this Area 5 staff and that we need to start the slate anew at the next LaneACT meeting or convene another Nominating Membership Committee meeting prior to the December LaneACT meeting.

Respectfully,

Shelley Humble
LaneACT Chair

From: Shelley Humble
Sent: Thursday, November 09, 2023 1:03 PM
To: Rob Zako <rob@best-oregon.org>
Subject: FW: LaneACT Nominating Committee Proposed Slate

From: Anais Mathez <anais.mathez@3j-consulting.com>
Sent: Wednesday, November 01, 2023 11:47 AM
To: Shelley Humble <shumble@creswell-or.us>
Cc: councilorfleck@cottagegrove.org; pthompson@lcog.org; FRANCIS Vidal T <Vidal.T.FRANCIS@odot.oregon.gov>; JOHNSTON Bill W <Bill.W.JOHNSTON@odot.oregon.gov>
Subject: RE: LaneACT Nominating Committee Proposed Slate

[EXTERNAL]
Chair Humble,

The meeting was not recorded. Here are some brief notes from the group:

Overview –

The group discussed the process of electing officers, including nominations from the floor and the voting process. They deliberated on nominations for chair, vice chair, and ambassador roles within their organization. Concerns were raised about the leadership abilities of certain individuals, and it was agreed that the nominating committee should present the slate with little to no commentary. The next steps included reaching out to the nominated individuals to confirm their interest in their respective roles and communicating with Chair Humble regarding the proposed slate.

Next Steps-

- *Confirm with Mayor Weiss that he is willing to become chair.*
- *Reach out to Rob to explain why he was not nominated and ask if he would consider withdrawing his name from consideration*
- *Contact Mayor Vinnis to confirm her willingness to continue serving as ambassador.*
- *Contact each of the nominated individuals to confirm their interest in their respective positions*
- *Have LaneACT staff present the nominating committee's recommendations verbally at the Nov. 8 meeting*

The Nominating Committee discussed having a neutral party share the committee's recommendations at the Nov 8 meeting, and proposed staff report out instead of a vested member from the Nominating Committee.

Thank you,
Anais

Anais Mathez, AICP | Project Manager | 3J Consulting
She/Her | O: 503.946.9365 x227 | C: 845.270.3134

From: Shelley Humble <shumble@creswell-or.us>
Sent: Wednesday, November 1, 2023 11:25 AM
To: Anais Mathez <anais.mathez@3j-consulting.com>
Cc: councilorfleck@cottagegrove.org; pthompson@lcog.org; FRANCIS Vidal T <Vidal.T.FRANCIS@odot.oregon.gov>; JOHNSTON Bill W <Bill.W.JOHNSTON@odot.oregon.gov>
Subject: RE: LaneACT Nominating Committee Proposed Slate

All,

My apologies but my 8:15 a.m. meeting ran over and I am just now getting to my office. Is there a recording of the meeting? If so, I would like to listen to the meeting as time allows.

I like the slate of officer choices and I'm very excited to have elected officials interested and willing to serve. I appreciate all of the nominating committee members time that has gone into this process. The only change that I would like to see for the LaneAct meeting presentation is that one of the committee members present and not staff.

Again, to the Nominating Committee Members, thank you for your time and I apologize that I was unable to attend.

Shelley Humble
Chair, LaneAct

From: Anais Mathez <anais.mathez@3j-consulting.com>
Sent: Wednesday, November 01, 2023 11:10 AM
To: Shelley Humble <shumble@creswell-or.us>
Cc: councilorfleck@cottagegrove.org; pthompson@lcog.org; FRANCIS Vidal T <Vidal.T.FRANCIS@odot.oregon.gov>; JOHNSTON Bill W <Bill.W.JOHNSTON@odot.oregon.gov>
Subject: LaneACT Nominating Committee Proposed Slate

[EXTERNAL]
Chair Humble,

The Nominating Committee met this morning and had a robust discussion regarding the election of chairs for 2024. We were sorry to miss you in the conversation, but understand you are under some busy deadlines this week.

To keep you in the loop of the outcome from our meeting, the Nominating Committee identified the following slate of officers for the LaneACT:

1. Chair: Mayor Keith Weiss
2. Vice-Chair: Councilor Shelly Clark
3. Ambassador: Mayor Lucy Vinnis

Please let us know if you have any feedback or input on this proposed slate. I plan to provide an update on behalf of the Nominating Committee at our Nov 8th meeting.

Thank you,
Anais

Anais Mathez, AICP | Project Manager | 3J Consulting
She/Her | O: 503.946.9365 x227 | **C:** 845.270.3134

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Timeline of Events

Compiled by Vidal Francis, ODOT Area 5 Manager. Updated December 4, 2023.

1. October 11 LaneACT meeting

The LaneACT appointed an Officer Nominating Committee. This topic was combined with a discussion about member recruitment and Steering Committee format.

The LaneACT Vice Chair, Rob Zako, led the first portion of the discussion concerning member recruitment and Steering Committee format. (The LaneACT Chair, Shelley Humble, was not in attendance for this portion of the meeting.) The Vice Chair then turned the discussion over to me for the nominating committee portion of the discussion.

I indicated that I wanted to serve on the committee, and then asked if others were interested in serving. Councilor Mike Fleck from Cottage Grove volunteered. The Vice Chair asked Paul Thompson, the Central Lane MPO representative, if he was willing to serve on the committee. He indicated that he was. He also suggested that the current Chair, Shelley Humble, be appointed to serve.

The LaneACT then moved, by consensus, to appoint these LaneACT members (Vidal Francis, Mike Fleck, Paul Thompson and Shelley Humble) to serve on the Officer Nominating Committee.

2. October 19

LaneACT staff (Anais Mathez) sent a Doodle poll to the members of the nominating committee, asking them to indicate their availability for an upcoming meeting. The doodle poll indicated that everyone was available to meet on November 1 at 10 a.m. Staff then sent out a formal meeting request. All the committee members responded, confirming they were available to meet.

3. October 23

LaneACT staff posted a public notice on the LaneACT webpage announcing that the nominating committee would meet on November 1.

4. November 1 nominating committee meeting

LaneACT staff (Anais) emailed the following agenda to the committee prior to the meeting (on 10/31/2023):

- Overview of the process – Bill Johnston
- Open discussion/clarification of process – All
- Begin nominating – all

Attached to the email was a discussion paper, prepared by Bill Johnston (ODOT staff support to the LaneACT) describing the nominating process that had been used in previous years, along with a proposed process to follow this year. I previously asked Bill to research this topic and report his finding to the nominating committee.

Neither Anais or Bill participated in the discussion to select the nominees to recommend for election. They did respond to questions and offered a few suggestions concerning the election process. Note also that Chair Humble was not able to attend the meeting. She had a last-minute conflict that prevented her from participating.

The meeting lasted about an hour. The group agreed, unanimously, to recommend the following LaneACT members to serve as officers for 2024:

- Chair: Keith Weiss – Mayor, City of Veneta
- Vice Chair: Shelly Clark – Councilor, City of Creswell
- Ambassador: Lucy Vinis – Mayor, City of Eugene

The committee agreed to follow up with Chair Humble after the meeting to see if she had any concerns with the committee’s recommendations. Shortly after the meeting ended, LaneACT staff (Anais) emailed Chair Humble to ask if she had any concerns. She replied right away (within 30 minutes). She said:

“I like the slate of officer choices and I’m very excited to have elected officials interested and willing to serve. I appreciate all of the nominating committee members time that has gone into this process. The only change that I would like to see for the LaneAct meeting presentation is that one of the committee members present and not staff.”

Anais also contacted the nominees to confirm they were willing to serve. They indicated they were.

5. November 7 LaneACT meeting

I provided an update on the progress of the nominating committee. I reported that the committee had decided to recommend that Keith Weiss, Shelly Clark and Lucy Vinis be elected (at the December meeting) to serve as officers for the upcoming year.

Bill Johnston clarified that LaneACT members would be invited to nominate other candidates “from the floor” at the December meeting. In previous years the LaneACT did not follow this standard parliamentary procedure.

6. November 15

The LaneACT Chair, Shelley Humble, sent an email to all the LaneACT members expressing her concerns with the nominating process. Her criticism was directed at ODOT staff (me and Bill), suggesting we had somehow “coerced and bullied” the committee into selecting our preferred candidates. She cc’d OTC Chair Julie Brown and several ODOT Region 2 managers.

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

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			
Coburg	X		X	X		A	A	A	A	X	X	X	X	X	A	X	X	X		X	X			
Cottage Grove	X		X	X		A	X	A	X	X	X	X	X	X	X	X	X	A		X				
Creswell	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	X	A	A	A	X	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			
Florence	X		X	X		X	X	X	X	A	X	X	A	X	A	A	X	X		X	A	X		
Junction City	X		X	A		X	A	X	X	A	A	X	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	X		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	X	A	A	X	A	X	X	X	A	A		X		X	X	
Veneta	X		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	A
Lane County	X		X	X		X	X	X	A	X	X	A	A	A	X	X	X	X		X	X		A	X
Port of Siuslaw	X		A	A			X	X	X	X	A	A	X	A	X	A	A	X		X	X		A	X
Lane Transit District	X		X	X		X	X	X	X	A	X	X	A	X	X	X	X	X	X		A	A		
CTCLUSI	X			A	X		X	X	X	X	X	X	X	A	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		
Central Lane MPO	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	A	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			
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			
DS Envir LU	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			
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			
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				

X=present
A=absent

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	sthomas@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

November 17, 2023

Attending

- Shelley Humble – Chair
- Rob Zako – Vice Chair
- Vidal Francis – Area 5 Manager
- Lucy Vinis – LaneACT member (City of Eugene)
- Keith Weiss – LaneACT member (City of Veneta)
- Shelly Clark – LaneACT member (City of Eugene)
- Paul Thompson – LaneACT member (Central Lane MPO)
- Jameson Auten – LaneACT member (Lane Transit District)
- Bill Johnston – ODOT Area 5 Planner

Introductory comments

The Chair instructed everyone to ignore the statement on the agenda indicating that local staff may attend Steering Committee meetings but not participate in the discussion.

Draft Lane ACT Work Plan (Item 1 on the Steering Committee meeting agenda)

- Vidal referred to an email from the ODOT Policy, Data, and Analysis Division (PDAD) Administrator (Amanda Peitz) regarding the upcoming ACT Chairs meeting on December 7 (from 9-noon). The ACTs have been asked to provide an update on the status of their new work plans. This is to include a description of the two-year goals, initiatives, and desired outcomes.
- Bill noted that the LaneACT has not yet completed their work plan. It's scheduled to be adopted at the December 8 meeting. Rob indicated that he and Shelley would provide a verbal update at the meeting.

2024 LaneACT officer elections (Item 2)

- The group discussed the email that Shelley Humble sent to all the members of the LaneACT on November 15 concerning the Officer Nominating Committee.
- The discussion focused on the nomination and election process. The group did not make any decisions, or deliberate toward making a decision, concerning the actual election of officers. (Officers are elected by all members of the ACT.)
- The Chair, Vice Chair, and ODOT Area Manager (the Steering Committee) agreed to postpone the election of officers until the January 10 LaneACT meeting. This was originally scheduled for the December 13 meeting.
- Vidal requested 15 minutes on the December 13 meeting agenda to respond to Shelley's email.

December 13 LaneACT agenda (Item 3)

- The Steering Committee made the following changes to the draft agenda that LaneACT staff provided for them (on November 15) to review and refine.
- The Steering Committee decided to postpone officer elections until the January 10 meeting. (This was Item 7 on the draft agenda.) However, 15 minutes will be provided on the December 13 agenda for Vidal to respond to Shelley's email concerning the Officer Nominating Committee.

- The LaneACT work plan discussion (Item 8) will be moved to the top of the agenda (Item 6).

Upcoming topics and events (Item 4)

ODOT Diversity, Equity and Inclusion (DEI) training (Item 4.a)

- There may or may not be room on the December 8 LaneACT agenda for this item.
- Vidal and Bill are waiting to hear back from the ODOT Office of Equity & Civil Rights (Erika McCalpine), to determine how much time the speaker will require.

Upcoming LaneACT and Steering Committee meeting schedule (Item 4.b)

- The group did not discuss this item.

Member & LaneACT priorities (Item 4.c)

- The group did not discuss this item.