

**Cascades West Area Commission on Transportation
Biennial Report
Presented to the
Oregon Transportation Commission**

September 15, 2009

The Cascades West Area Commission on Transportation (CWACT) received its charter from the Oregon Transportation Commission in October 1998. For nearly a decade prior to this date, the Transportation Advisory Committee of Oregon Cascades West Council of Governments served in many respects as an Area Commission on Transportation; providing a forum for regional transportation dialogue, coordination and decision-making. The CWACT continues to serve as a standing committee of Oregon Cascades West Council of Governments.

The Cascades West Area Commission on Transportation operates under the following mission statement:

The concerns of the Cascades West Area Commission on Transportation (CWACT) shall include issues that affect the regional transportation system and its links to areas beyond the region. The Commission recognizes that developing and improving the transportation system is a long-term process. Therefore, CWACT strives to build and sustain the consensus and support for project priorities, plans and policies that benefit the region's transportation system.

This report summarizes the structure and recent activities of the CWACT in the fulfillment of its mission.

Membership and Organization

The CWACT boundary encompasses Linn, Benton and Lincoln Counties. Each public jurisdiction within those counties is eligible to participate as a CWACT member. The current voting membership includes nineteen cities, three counties, two port districts, one tribe, three private sector members (appointed by County Commissioners) and the ODOT Area Manager. Representatives of jurisdictions are elected officials and alternates may be staff members. Ex officio (non-voting) members include all state legislators that represent portions of the three counties, neighboring ACTs, the Oregon Coastal Zone Management Association (OCZMA), the director of the Corvallis Area Metropolitan Planning Organization (CAMPO), and the Chairs of the Cascades West Senior Services Advisory Council and the Cascades West Disability Services Council. The Oregon Cascades West Council of Governments (OCWCOG) Board of Directors formally appoints the members and alternates of the CWACT. The ODOT Area Manager is considered a member without the necessity of formal appointment.

Although the membership is large, the group has generally been effective at reaching consensus for major decisions. For those instances when it is not possible to reach consensus, a motion must receive 75 percent of the votes for passage.

The organizational structure is outlined in the Bylaws (Attachment 1) that were adopted in April, 1999, and amended in 2001 and January 2005. The Bylaws serve as the Operating Agreement for the CWACT, under the Oregon Transportation Commission's 2003 Policy on Formation and Operation of Area Commissions on Transportation. The January 2005 amendment incorporated the provisions outlined in the 2003 OTC Policy, including the public involvement requirements. The January 2005 Bylaws have served the CWACT very well during the past four years. The CWACT members have recently once again reviewed the Bylaws and determined that no changes were needed.

The CWACT structure includes a seven member Executive Committee: one Commissioner from each county, one city representative from each of the three counties (selected by a caucus of members from each of the counties) and a Technical Committee (including public works directors, engineers and planners).

The Cascades West Area Commission on Transportation uses videoconferencing technology for several of its bimonthly meetings. The videoconference connects members at the OCWCOG office in Albany with members attending at the Toledo office of OCWCOG. Meetings are also sometimes held at other locations, including meetings in the past year in Newport and Corvallis.

The CWACT meetings are very well attended. Typically, 18-20 voting members attend meetings with an additional ten to twelve other people including alternates, staff and guests. This is a strong record of attendance for a region that encompasses a large geographic area, with long distances for some members to travel to meetings.

The Oregon Cascades West Council of Governments provides staff and technical support to the CWACT with funding provided through an Intergovernmental Agreement between ODOT and OCWCOG.

Geographic Boundary

Extending from the crest of the Cascades to the central coast, the communities of Linn, Benton and Lincoln Counties are linked by several important transportation infrastructures. Interstate 5, Highway 101 and Highway 99 provide north-south connections not only between communities and between regions, but also between the CWACT region and Washington, California, Canada and Mexico. Highway 20 (and its connections with Highway 34) stretches from the eastern CWACT boundary of the crest of the Cascades to the western boundary of the coast; connecting every CWACT community with a population of more than 5,000 with the exception of Lincoln City. The CWACT area is served by the Union Pacific mainline which, together with two connecting short line freight rail systems, is an important economic factor for many local communities. Two port districts, The Port of Newport and the Port of Toledo, serve the

CWACT area. It is important to note the significant role the ports play in the local and regional economy, including the economic impact of the recent decision by the National Oceanic and Atmospheric Administration to relocate its Marine Operations Pacific Center to Newport. Six general aviation airports serve the CWACT area: Newport (state), Albany, Lebanon (state), Toledo (state), Corvallis and Siletz Bay (state).

The CWACT area corresponds to ODOT's (Region 2) Area 4 and Maintenance District 4.

The communities in the CWACT area have a long and very strong commitment to working together on challenging and complex public policy issues. In response to the periodic reporting item included in the ACT guidelines, the communities in the CWACT area believe the current CWACT boundary contains an area of long-standing common interest and has served the communities very well for more than a decade. There is no need or desire to change the CWACT boundary.

Coordination of Activities

The CWACT coordinates its activities with other regions and organizations on a variety of levels. On an official level, neighboring ACTs, the director of the Oregon Coastal Zone Management Association and the director of the Corvallis Area Metropolitan Planning Organization serve as ex-officio members of the CWACT. There are also overlapping memberships, including state and federal organizations, which strengthen coordination. For example, the current CWACT Vice Chair serves as the President of the Association of Oregon Counties, a member of the CWACT Executive Committee serves on the Transportation Committee of the National League of Cities, and the Vice Chair of the OCWCOG Board of Directors serves on the ODOT Public Transit Advisory Committee.

Although there are no transit districts in the CWACT region important public transit services and special transportation services are provided through several local programs, with limited regional connections. Several voting members of CWACT, in their city and county roles, are responsible for policy and fiscal decisions related to public transit; and they bring this important experience and perspective to the CWACT discussion and decision-making table.

Public Involvement

The communities in the Cascades West Area Commission on Transportation have a long history, dating back prior to the formal ODOT charter, of stakeholder participation and public involvement in regional transportation items. As indicated in its Bylaws, CWACT encourages and supports public involvement by implementing the methods outlined in Attachment A of the Policy on Formation and Operation of Area Commissions on Transportation, adopted by the Oregon Transportation Commission on June 13, 2003. Given the size of the CWACT region, it is important to note that videoconferencing

technology allows the public to be involved in CWACT meetings without the need to travel long distances.

Key Activities and Initiatives

The CWACT has been involved in the past few years in a wide variety of transportation activities and issues which includes the STIP, non-STIP Highway items, ConnectOregon, planning, legislation and administrative rules, and transit and alternative modes as listed below. (TC) identifies involvement of Technical Committee

STIP

- Develop prioritization process and factors/criteria (TC)
- Solicit proposals for consideration
- Review proposals/discuss with project proponents (TC)
- Hold public workshops
- Following a public hearing, prioritize projects (TC)

Non-STIP Highway items

- Review and prioritize transportation enhancement projects (TC)
- Comments to OTC regarding draft policy on earmarks (TC)
- Review and prioritize earmark proposals (TC)
- Identification of “large unfunded projects” (TC)
- Identification of “enhanced funding” projects (TC)

ConnectOregon

- Develop review process
- Develop project priorities
- Review applications
- Rank and prioritize projects

Planning

- Review and provide comments to OTC on Oregon Transportation Plan update (TC)
- Review and provide comments to ODOT on Transportation Enhancement Program policies and procedures (TC)
- Review and approve CWACT/Corvallis Area MPO Protocols
- Review and comment on Corvallis Area MPO Transportation Plan
- Review and comment on Corvallis Area MPO TIP
- Receive updates on the efforts of West Coast Corridor Coalition
- Support funding for a Highway 20 corridor study

Rail

- Formation of Rail Task Force
- Rail Task Force review of ConnectOregon rail projects
- Discussion with stakeholders regarding freight mobility
- Support of federal funding for Bailey Line
- Review and comment on ODOT Intercity Rail Study

Legislation and Administrative Rules

- Support continued Business Energy Tax Credit funding for small transit programs
- Discussion with Senator Metsger regarding transportation funding package
- Support of congressional funding for Lincoln City US 101 project
- Support increase in Small City Allotment program
- Support state Jobs and Transportation Act, with specific recommendations
- Review of Federal Recovery and Reinvestment Act and serve as a clearinghouse to share information with local agencies
- Review of re-authorization of SAFETEA-LU and serve as a clearinghouse to share information with local agencies

Transit and alternative modes

- Receive updates on public transportation and special transportation programs
- Discussion with ODOT Public Transit Administrator Michael Ward
- Review and comment on ODOT tolling and pricing policy study

The CWACT Technical Committee plays a key role in the activities of the organization. Composed primarily of public works staff from the member jurisdictions, the committee often reviews and comments on issues before they are presented to the CWACT. The Technical Committee's comments and recommendations are important considerations when the CWACT makes its decisions. The Technical Committee was particularly helpful, during the past nine months, in sharing complex information regarding the American Recovery and Reinvestment Act (ARRA) with local government staff members, particularly smaller cities which have limited technical staff. Members of the Technical Committee, together with CWACT staff, provided technical assistance to some communities regarding applications for ARRA funds.

Importance of the CWACT to Local Communities

The public and private policy makers serving the communities in Linn, Benton and Lincoln Counties continue to express their strong support for the Cascades West Area on Transportation. Specific items which are frequently mentioned include:

- Regional System Improvements
- Greater Knowledge about Transportation
- Stronger Regional Ties
- Integration of Transportation Systems

Regional System Improvements

An important example of regional system improvements over a long period of time is the significant partnership effort related to Highway 20 improvements throughout the CWACT region. When the CWACT was formed in 1998, the major transportation issue for the group was the need for improvements on Highway 20, with an emphasis on safety

and regional economic benefits. In the past decade most of the major improvements have been completed or are in progress. The CWACT consistently maintained Highway 20 as a regional priority and ODOT and the OTC have provided substantial fiscal support to address the highway challenges. The projects have included the Albany couplet, the Philomath couplet, the Cline Hill project and the current Pioneer Mountain-Eddyville project. The cost of the current project, with the recently approved ARRA-funded project on the western edge, is approaching \$200 million and represents a remarkably successful partnership, between the CWACT communities, ODOT, the federal government and many others, over a long period of time.

Greater Knowledge about Transportation

Regional and state transportation items, the STIP process, OTC policies and ODOT operations, are complex. A decade ago many local officials did not have extensive knowledge about regional transportation issues. With the formation of the CWACT, local officials have become very familiar with transportation challenges and opportunities and have a much better understanding of the complex and integrated elements of transportation planning, construction and operation. Many CWACT members have served five years or more and indicate their participation has been particularly helpful in understanding and addressing integrated and multi-modal transportation challenges.

Stronger Regional Ties

Supported and encouraged by their years of service on the CWACT, many CWACT members have developed and improved working relationships with other members from throughout the three counties and other parts of the state. For example, CWACT members serve on boards and committees of the Association of Oregon Counties, the League of Oregon Cities, the Oregon Metropolitan Planning Organization Consortium, the West Coast Corridor Coalition, the Oregon Freight Advisory Committee, the Oregon Transit Association and the Oregon Local Program Committee. Representatives from the Linn-Benton-Lincoln region bring their CWACT background and experience to these important groups; and, in return, bring back to the CWACT important information and perspectives from other regions. In addition to addressing statewide issues, participation in these groups offers an opportunity for CWACT members to work with other leaders on issues and opportunities that cross regional boundaries.

Integration of Transportation Systems

Although highways continue to be the largest component of the CWACT regional transportation system effort, the CWACT has also clearly been involved in a variety of non-highways efforts including rail, ports, public transit and transportation demand management (transportation options). For example, the CWACT was involved in the ConnectOregon II decisions; and it looks forward to the recently approved ConnectOregon III funding.

Observations and Concerns

In line with the roles and responsibilities in the CWACT Bylaws, the CWACT wishes to share the following observations and concerns with the Oregon Transportation Commission and to offer its commitment to work with the OTC, ODOT and other transportation partners in addressing these challenges.

- The impact of the State transportation system on local systems
- Limited resources and collective decisions to best use the resources
- Transportation alternatives and connections
- The importance of integrated and coordinated planning

The impact of the State transportation system on local systems

Many communities in the CWACT region share the same challenge as communities throughout the state: the state highway also serves as “Main Street”. In those towns, the design and function of the state facility has a major influence on the character of the downtown area, the availability of parking and pedestrian safety. For example, in Lincoln County, Highway 101 carries the “Main Street” traffic in five communities, but it also carries all of the north-south freight traffic, tourist traffic and commuters.

In other communities state highways divide communities and limit the connections of the local system. For example, in Albany Interstate 5 bisects the city and allows only three connections between the east and west sides of town.

ODOT and local governments are challenged to balance the conflicting functions of a city transportation network with the need to move highway traffic efficiently.

The Cascades West Area Commission on Transportation wishes to acknowledge the very important efforts of ODOT to address these challenges in the past several years. Although not every community member may agree, the construction of the Philomath Couplet (and the Albany Couplet which is a different type of “Main Street”) have significantly improved local traffic congestion. The CWACT also acknowledges the very helpful efforts of the Region 2, Area 4 Manager and her staff in working with Lincoln City and the City of Corvallis in a mutual effort to address the “Main Street” and highway (and, in Corvallis, a major bridge) challenges. The CWACT also very much appreciates the effort of the Area Manager in working with local communities and potential developers; helping to bring forward all issues, in a timely manner, to assist partners in their collective efforts to resolve challenges.

Other ODOT efforts, including Transportation Enhancement funds to assist Waldport, Brownsville, Philomath and Corvallis in their “Main Street” efforts are recognized and appreciated by the CWACT.

Limited resources and collective decisions to best use the resources

The CWACT is well aware that, even with the approval of the 2009 Jobs and Transportation Act, transportation resources are limited. The ODOT Director's office recently reported that the projected 2010-2013 revenues for preservation, bridge, operations and maintenance will be \$247 million less than the original 2010-2013 STIP estimate, which is about 25% less than the original estimate.

The Jobs and Transportation Act will provide an important revenue increase of about 50% to cities and counties, and the CWACT communities very much appreciate this assistance. But the revenue available for state modernization projects (not earmarked in the bill) is estimated at a total of \$72 million in 2010-2013. Combined with the original 2010-2013 STIP estimate of \$117 million, a total of about \$47 million will be available each year for modernization projects in the state. To place this in perspective, the estimated cost of the long-standing and highest priorities in the CWACT area are: \$30 million for Highway 101 improvements in Lincoln City; \$50 million for improvements on Highway 20/34 between Philomath and Corvallis improvements; and \$5 million for widening Highway 99 in Corvallis. Although specific cost estimates have not yet been made, the I-5 project in the Albany area and the Corvallis/Willamette River crossing projects will each likely cost more than \$200 million.

CWACT members have joined in the chorus of people expressing concern about the legislative decision to fund specific projects rather than using the long-standing project selection process with its partnership of local public involvement, Area Commissions on Transportation and the Oregon Transportation Commission. In simple terms, legislation that bypasses ACTs and advisory committees limits opportunities for public involvement and discussion. It also reduces the commitment of members to stay involved in the activities of ACTs and other transportation planning groups.

Transportation alternatives and connections

Autos and trucks are the primary modes of transportation in our region and will continue to be in the foreseeable future. But, with limited funding for increasing highway capacity and an increase in the volume of traffic, transportation stakeholders need to take advantage of alternatives. In the CWACT region, that includes freight alternatives related to rail and ports; and passenger alternatives including public transit, carpool/vanpool options, and bike/ped programs. Additionally, with a growing senior population, transportation programs serving seniors and people with disabilities are more important than ever.

The CWACT appreciates the significant financial resources provided to local transit programs by the federal government during the past few years. We know that some members of the Oregon Transportation Commission have used transportation services provided by Lincoln County Transit and Corvallis Transit; and all OTC members are invited to join us for a tour of the transit programs in our region.

OCWCOG and the City of Corvallis have been involved in carpool and vanpool programs for more than a decade. The CWACT appreciates the annual ODOT Region 2 funding of \$110,000 (and statewide vanpool start up grants in 2005-2009). But the needs far outstrip the resources. Additional and sustainable support from ODOT is needed for local staffing, in addition to support for a statewide carpool match program that could provide employment-related transportation options (particularly in small cities and rural areas that have no public transit options), reduce congestion in larger communities, and reduce air emissions throughout the state.

The importance of integrated and coordinated planning

CWACT shares the belief that “we cannot simply build our way out of our transportation challenges” and that integrated, coordinated planning is required. An important element of this is the comprehensive review of the function and characteristics of transportation facilities and services; particularly a review at the regional level. More than a decade ago the CWACT developed, in partnership with ODOT, an interim corridor strategy for a 115 mile segment of Highway 20/34. The strategy reviewed highway, rail, airport, transit and bike/ped programs in relationship to transportation balance, regional connectivity, congestion, and safety; in addition to reviewing transportation issues in relation to economic, social, environmental and energy impacts.

CWACT suggests it is time for ODOT to once again participate, with local and regional partners, in corridor planning efforts including Highway 20 between Albany-Corvallis-Philomath.

Attachment: Bylaws
CWACT Membership

BY-LAWS

Cascades West Area Commission on Transportation

The concerns of the Cascades West Area Commission on Transportation (CWACT) shall include issues that affect the regional transportation system and its links to areas beyond the region. The Commission recognizes that developing and improving the transportation system is a long-term process. Therefore, CWACT strives to build and sustain the consensus and support for project priorities, plans and policies that benefit the region's transportation system.

ARTICLE I PURPOSE AND RESPONSIBILITIES

The Cascades West Area Commission on Transportation (CWACT) is established by the Oregon Cascades West Council of Governments (CWCOG) and is chartered by the Oregon Transportation Commission (OTC) as an advisory body. The CWACT shall carry out the following functions in the Cascades West region, which consists of Linn, Benton and Lincoln Counties:

- A. Provide a vehicle for the OTC to communicate with the Cascades West region regarding transportation issues.
- B. Provide input, advice and recommendations to ODOT and the OTC with regard to policies and plans considered by the state.
- C. Provide an avenue for communication with state and federal legislators regarding regional transportation issues.
- D. Advise the CWCOG Board on transportation matters.
- E. Provide a forum for local governments to communicate and collaborate on local, regional and state transportation issues.
- F. Recommend State Transportation Improvement Program (STIP) priorities to the OTC and the CWCOG Board based on state and local transportation plans related to the Area.
- G. Establish and monitor benchmarks for regional transportation improvements
- H. Communicate and coordinate activities with other regions and organizations, including:
 - Corvallis Area MPO
 - Other ODOT Regions
 - Governor's Economic Revitalization Team
 - Rural Investment Board

- ODOT Advisory Committees
- I. Advocate issues to neighboring regions and outside organizations.
 - J. Establish a public process that is consistent with state and federal laws, regulations and policies.
 - K. As applicable, consider all modes and aspects of the Transportation System in formulating recommendations, taking into account the provision of elements and connections between air, marine, rail, highway, trucking, transit, bicycle and pedestrian facilities.
 - L. Provide documentation to the OTC of the public process and resulting recommendation forwarded by the ACT including alternatives for solutions and outcomes of decisions.
 - M. Provide a report to the OTC at least once every two years.

ARTICLE II MEMBERSHIP

Representation on the CWACT shall be as follows:

- A. Each of the following entities shall be invited to nominate one representative and one alternate as voting members of the CWACT:
 1. All incorporated cities in the Cascades West region
 2. Linn, Benton and Lincoln Counties
 3. All port districts in the Cascades West region
 4. All recognized Indian tribes in the Cascades West region
- B. Representatives from the entities identified in Article II (A) shall be elected officials of that entity. Alternates need not be elected officials.
- C. Transportation districts and transit districts within the Cascades West region shall each be invited to nominate one representative and one alternate as voting members of the CWACT.
- D. The Board of Commissioners from each County shall nominate, in consultation with the other voting CWACT members in that county, two (2) private parties representing business and other transportation interests to be voting members of the CWACT.
- E. The Oregon Department of Transportation (ODOT) Area Manager shall be a voting member of the CWACT.

- F. Alternates shall be allowed to vote in the absence of the representative or if a representative declares a conflict of interest. In no instance will an entity be allowed more than one vote.
- G. Ex officio membership (non-voting) may be drawn from the following categories:
 - 1. State legislators (all legislators that represent portions of the Cascades West region)
 - 2. Representatives of other groups that represent regional transportation interests, such as the Coastal Policy Advisory Committee on Transportation and the Mid-Willamette Valley Area Commission on Transportation
 - 3. Representatives of regional groups that have an interest in transportation issues, such as housing advocates and work force quality groups
 - 4. Two representatives of alternate modes, such as bicycle or pedestrian (to be appointed by the CWCOG Board)
 - 5. The Chairs of the CWCOG Senior Services Advisory Council and the CWCOG Disabilities Services Advisory Council
 - 6. Special interest groups invited to participate as particular issues are addressed by the CWACT, such as housing advocates or law enforcement agencies
 - 7. The Executive Director of each MPO within the CWACT region
- H. The CWCOG Board, according to the CWCOG Articles of Agreement, will formally appoint the members and alternates of the CWACT. The ODOT Area Manager and the state legislators will be considered members without the necessity of formal appointment.
- I. The entire voting membership shall serve a term of two years. Approximately fifty percent of the voting members shall be (re)appointed each year.
- J. Eligible entities, as described in Article II (A), that are not members of the CWACT shall receive a biannual invitation to join.
- K. An entity that does not nominate a representative according to Article II (B) shall be notified, in writing, that it is no longer a member of CWACT. The entity will be allowed to re-join the CWACT at the beginning of the next term.
- L. Nominations for representative and alternate must be submitted by the eligible entities no later than March 31 following the beginning of those entities terms as established under Article II (H) or following an invitation to join.
- M. Terms shall begin on January 1.

ARTICLE III OFFICERS AND STAFFING

- A. Officers shall consist of a Chair and a Chair-Elect, both of which shall be County Commissioners. The Chair and Chair-Elect shall be from different counties, and

the positions shall rotate among the Commissioners from each of the three counties.

- B. Officers shall serve one-year terms and the Chair-Elect shall assume the office of Chair upon completion of a one-year term as Chair-Elect.
- C. The Chair shall preside at all CWACT meetings and shall be an ex-officio member of all committees. The Chair may vote on any item before the CWACT; however, she/he may not vote if her/his vote would create a tie. The Chair is the official spokesperson for the CWACT unless this responsibility is specifically delegated. The CWACT Chair shall appoint chairs of all committees.
- D. In the absence of the Chair, the Chair-Elect shall execute all the functions of the Chair. In the event that the Chair cannot complete her/his full-term, the Chair-Elect shall assume the office of Chair and serve the remainder of the term and a new Chair-Elect selected.
- E. No person shall serve as Chair or Chair-Elect for a period of more than twenty-three (23) consecutive months.
- F. Terms for all officers shall begin on January 1.
- G. The CWCOG and ODOT will provide staff support for the CWACT

ARTICLE IV COMMITTEES

- A. Executive Committee
 - 1. An Executive Committee shall consist of one County Commissioner from each County, the ODOT Area Manager and one additional representative from each County. The Executive Committee shall include the Chair and Chair-Elect. The additional representative of each County shall be selected annually by representatives of that County at a regularly scheduled meeting of the ACT.
 - 2. A quorum for the Executive Committee shall be a majority of the members and there shall be at least one representative from each County present.
 - 3. Alternates may serve on the Executive Committee if the representative is not able to attend a meeting and if the representative so decides.
 - 4. The Executive Committee shall meet as called by the Chair to
 - (a) Act on behalf of the full CWACT between meetings.
 - (b) Take needed timely action on issues within the context of decisions or positions previously taken by the full CWACT. However, the Executive Committee shall refrain from action on items that can wait for a regular CWACT meeting, and refrain from making decisions regarding project priorities.
 - (c) Take action in situations determined by the Chair to be emergencies.
 - (d) Be responsible for routine housekeeping duties, such as determining the content of agendas.

5. Meetings of the Executive Committee shall be conducted in compliance with the Oregon Public Meetings Law as described in ORS192.610 through ORS192.690.
6. Decisions and recommendations of the Executive Committee will be communicated to the membership of the CWACT. When possible that communication shall be in writing via a memorandum.

B. Technical Committee

1. A Technical Committee shall be formed as a standing committee of the CWACT and it shall:
 - (a) Act at the direction of the CWACT and provide information, advice and recommendations to the CWACT
 - (b) Identify issues and make the CWACT aware of those issues
2. Each entity that is a voting member of the CWACT shall be invited to nominate a representative to the Technical Committee. Members of the Technical Committee need not be elected officials.
3. The Chair of the Technical Committee shall serve as an ex-officio member of the ACT.

ARTICLE V ORGANIZATION PROCEDURES

- A. The CWACT shall meet quarterly or as necessary to fulfill its responsibilities. Meeting locations will be determined by the membership.
- B. For the purpose of conducting official business, a quorum shall exist when representatives from fifty-one (51) percent of the voting members are in attendance.
- C. Decisions shall be reached by a consensus process whenever possible. If it is not possible to obtain concurrence of all voting members present, a seventy-five (75) percent concurrence of the voting members present shall be necessary for approval.
- D. Prior to participating in the process of updating the State Transportation Improvement Program (STIP), the members shall establish a specific procedure to be used. That procedure shall *at least* describe the role of the Technical Committee, public outreach efforts, a timeline and a description of the decisionmaking process the CWACT will use to establish regional STIP priorities.
- E. Recommendations to the CWCOG Board to repeal, amend, add to or replace these bylaws may be made by a seventy-five (75) percent majority vote of the voting membership present. Such changes shall be presented at one meeting of the CWACT and acted upon at a subsequent meeting. A positive vote to change shall be forwarded to the CWCOG Board for action at their next meeting.
- F. The CWCOG Board may initiate a change in these bylaws. Such change shall be presented at one meeting of the Board. If it receives a positive, majority vote, it

shall be referred to the CWACT for comment. Subsequently, it shall be presented for adoption by the Board with the comment of the CWACT. A seventy-five percent vote of the CWCOG Board is required to adopt the proposed change.

- G. Roberts' Rules of Order Revised will serve as the parliamentary authority for the operation of the CWACT in all cases not covered by these bylaws. The CWACT may formulate additional specific standing rules and rules of order to govern the conduct of its meetings provided they do not conflict with these bylaws.
- H. The Chair may call special meetings for any purpose or purposes. Notice of time and place of any special meeting shall be given to each member, either personally or by personal mail or electronic mail, at least three days prior to such meetings. Notice shall state the purpose of the meeting. The public shall be notified of special meetings by posting a meeting notice on the CWACT worldwide web site.
- I. If a member (representative or alternate) is not in attendance (physically or electronically) during two (2) consecutive full ACT meetings, the Chair will notify, in writing, the highest elected official of the entity being represented. If the representative is one of the private sector members, the notification will be sent to the County Commission of the county from which that private sector member was appointed. The notification will state that unless either the representative or alternate are in attendance during at least one of the two next meetings, the member will be removed from membership in the CWACT for the remainder of the term that the representative was serving. The member will be allowed to re-join the CWACT at the beginning of the next term. If the discontinued member was a private sector representative, the relevant county may immediately appoint a new representative to fill out the term of the discontinued member.
- J. Only representatives or alternates that have been appointed to the CWACT according to Article II (G) shall be allowed to participate in any consensus process or voting process. All entities described under Article II (A) are entitled to attend CWACT meetings and participate in meeting discussions.
- K. Meetings of the CWACT shall be conducted in compliance with the Oregon Public Meetings Law as described in ORS192.610 through ORS192.690.
- L. The CWACT will encourage and support public involvement by implementing the methods outlined in Attachment A of the Policy on Formation and Operation of Area Commissions on Transportation, adopted by the Oregon Transportation Commission on June 18, 2003.
- M. Each CWACT member shall be given a copy of these bylaws and subsequent amendments.

Bylaws Adopted April 1, 1999
Amended September 20, 2001
Amended January 20, 2005

Attachment A Public Involvement

ACT meetings will comply with the requirements of the Oregon Public Meetings Law, ORS 192.610 to 192.690. "Meeting" means the convening of a governing body of a public body for which a quorum is required to make a decision or deliberate toward a decision on any matter." ORS 192.610(5). Meetings include information-gathering sessions, working lunches and electronic meetings. All ACT meetings will be open to public attendance and any member of the public may attend any meeting of the ACT.

A. MINIMUM REQUIREMENTS FOR REGULARLY SCHEDULED MEETINGS

The ACT will conduct all meetings in accordance with the following minimum requirements and will strive to meet the preferred standards. The regular meeting requirements will be supplemented with the methods found in Table 1 if the meeting falls into the following additional categories:

- Developing project priorities for Draft STIP using approved criteria.
- Draft STIP public hearing.
- Special meetings.
- Electronic meetings.

Meeting Notice

- Advance notice to interested persons and stakeholder groups on ACT mailing list and to news media which have requested notice.
- Notices must include time, place, agenda (principal subjects) and name of person and telephone number (including TTY number) at the public body to contact to make a request for an interpreter for the hearing impaired or for other communication aids.
- A good faith effort must be made to provide an interpreter for hearing-impaired persons on receipt of proper notice. ORS 192.630(5).

Meeting Materials

- For decision items, distribute information to everyone in attendance at the meeting.
- Provide time on the agenda for general public comment.

Meeting Schedule

- If regularly scheduled meetings are not possible, the minimum standard is to provide extra public notification by following the Preferred method of meeting notification.

Meeting Location

- Meets accessibility requirements of the Americans with Disabilities Act (ADA).
- No meeting may be held in buildings where discrimination (race, sex, age, national origin, color, creed, disability) is practiced. ORS 192.630(3).
- Generally held within the geographic boundaries of the ACT's jurisdiction. Training sessions may be held anywhere.
- Contains adequate seating and facilities to encourage attendance by the general public.

Meeting Minutes--Minutes shall be prepared for all ACT meetings. Minutes must include at least:

- Members present.
- All motions, proposals and resolutions proposed, and their disposition.
- Results of all votes/decisions. Secret ballots prohibited.
- Substance of all discussion.
- Reference to all documents discussed (confidentiality of records exempt from disclosure may be protected).
- After each ACT meeting the ACT shall prepare and distribute the minutes prior to the next ACT meeting.
- As appropriate to the Area, meeting minutes should be provided in languages other than English.⁷
- Minutes must be preserved for a reasonable time.

B. PREFERRED STANDARD FOR REGULAR MEETINGS

In addition to the minimum requirements, the preferred standard for regular meetings includes:

Meeting Notice

- One week advance notice.
- Notices posted at local public institutions (city hall, library, community center, etc.).
- Notice posted on ACT website, along with links to meeting agendas, past meeting minutes, technical materials and documentation.

Meeting Materials

- Provide an advance agenda one week prior to the meeting, either on the ACT website or through the mail.
- For decision items, provide technical materials and supporting documentation one week prior to the ACT meeting. Materials can be distributed through the ACT website and/or through the mail.
- Provide copies of all correspondence received prior to the meeting to ACT members and the public attending the meeting.

Meeting Schedule

- Regular schedule (e.g., meetings at 1:00 p.m. on the last Thursday of each month).

Meeting Location

- Easily accessible by public transportation.

Meeting Minutes--

- Post minutes from the meeting on the ACT website.

⁷ A Governor's task force is currently working on methodology for meeting the federal requirements for Limited English Proficiency. Public involvement at the ACTs will need to comply with the guidance developed.

C. EXECUTIVE SESSIONS

The responsibilities of the ACT do not include work permitted in an executive session (ORS 192.660).

D. CONTROL OF MEETINGS

- The presiding officer has inherent authority to keep order at meetings—can “reasonably” regulate the use of cameras and tape recorders.
- No smoking is permitted at any meeting of the ACT.

E. ROLES AND RESPONSIBILITIES

Roles and responsibilities of parties engaged in public involvement activities on behalf of ACT will be designated in the joint agreement identified in Section V.B, Staffing and Financial support.

F. PUBLIC COMMENT

The public shall be provided opportunities to speak to the merits of proposals before the ACT and to forward their own proposals. Public comment may be taken at any time during the ACT meeting. Copies of all correspondence received prior to the meeting should be available for ACT members and the public at the meeting. The ACT public involvement process shall demonstrate explicit consideration and response to public input during the planning and program development process.

Type of Meeting	Meeting Notice		Meeting Materials		Meeting Schedule		Meeting Location	
	Minimum	Preferred	Minimum	Preferred	Minimum	Preferred	Minimum	Preferred
Developing Project Priorities for Draft STIP Using Approved Criteria	-Same as Regular Meetings	-Same as Regular Meetings Plus -Paid Advertising	-Same as Regular Meetings	-Same as Regular Meetings plus -In establishing outreach activities for specific projects or topics consider locations that would be frequented by that community (e.g., social service organizations, schools).				
Draft STIP Public Hearing	-Same as Regular Meetings plus -Paid Advertising	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	Same as Developing Project Priorities for Draft STIP Using Approved Criteria
Special Meetings	-Same as Regular Meetings plus -Minimum 24 hours Notice	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings	-Same as Regular Meetings
Electronic Requirements apply to all meetings by electronic means (e.g., personal computers).	-Same as Minimum for meeting type listed above. All procedural and formal requirements apply (minutes, notices, etc.). ORS 192.670.	- Same as Preferred for appropriate meeting type listed above	-Same as Regular Meetings	Same as Regular Meetings plus -Room with "listening" device	-Same as Regular Meetings			

Attachment A Table 1

Current CWACT Membership

	Last	First	Represents	Category 1	Term Ends
	Johnston	Doris	Pacific Power	Primary	2009
	Friedt	Stephan	Linn-Benton Loop Commission	Primary	2009
	Barlow-Lind	Pam	Confederated Tribes of Siletz I	Alternate	2009
	Kentaa	Robert	Confederated Tribes of Siletz I	Primary	2009
	Lyons	Monica	City of Toledo	Primary	2009
	Denlinger	Adam	City of Toledo	Alternate	2009
	Button	Leslie	City of Siletz	Primary	2009
	Smith	Daniel	City of Siletz	Alternate	2009
	Bain	William	City of Newport	Primary	2009
	Bertuleit	Jeff	City of Newport	Alternate	2009
	Cowan	Scott	City of Millersburg	Primary	2009
	Roberts	Beverly	City of Harrisburg	Primary	2009
	Loshbaugh	John	City of Harrisburg	Alternate	2009
	Rogers	Steve	City of Corvallis	Alternate	2009
	Brauner	Hal	City of Corvallis	Primary	2009
	Reid	Ralph	City of Albany	Primary	2009
	Irish	Ron	City of Albany	Alternate	2009
	Modrell	Linda	Benton County	Primary	2009
	Dixon	Jay	Benton County	Alternate	2009
	Steele	Janet	Albany Area Chamber of Comr	Primary	2009
	Gray	Cody	Port of Toledo	Primary	2010
	Strom	Stu	Port of Toledo	Alternate	2010
	Goblirsch	Ginny	Port of Newport	Primary	2010
	Keeler	Maureen	Port of Newport	Alternate	2010
	Nyquist	Roger	Linn County	Primary	2010
	Lindsey	John	Linn County	Alternate	2010
	Lindly	Don	Lincoln County	Primary	2010
	Thompson	Terry	Lincoln County	Alternate	2010
	Rieseck	David	City of Yachats	Primary	2010
	Harrison	Allen	City of Waterloo	Primary	2010
	Cutter	Dann	City of Waldport	Primary	2010
	Welch	Herman	City of Waldport	Alternate	2010
	Leahy	Dan	City of Tangent	Primary	2010
	Wagner	Jim	City of Tangent	Alternater	2010
	Markell	Eric	City of Sweet Home	Primary	2010
	Martin	Craig	City of Sweet Home	Alternate	2010
	Wilson	Earl	City of Scio	Primary	2010
	Schaudt	Ken	City of Philomath	Primary	2010
	Sloan	Rocky	City of Philomath	Alternate	2010
	Brissette	Rick	City of Lincoln City	Primary	2010
	Bradley	Lila	City of Lincoln City	Alternate	2010
	Elliott	Bob	City of Lebanon	Primary	2010
	Ruef	Jim	City of Lebanon	Alternate	2010
	Doerfler	Wade	City of Halsey	Primary	2010
	Parker	Kathy	City of Halsey	Alternate	2010
	White	Jim	City of Depoe Bay	Primary	2010
	Laverty	Mike	City of Depoe Bay	Alternate	2010

8/24/2009

Current CWACT Membership

	Currier	Bill	City of Adair Village	Primary	2010
	Tucker	Alice	City of Adair Village	Alternate	2010
	Payne	Vivian	ODOT	Primary	Permanent
	Verger	Joanne	District 5	Ex officio	
	Morrisette	Bill	District 6	Ex officio	
	Bonakdar	Ali	Corvallis Area MPO	ExOfficio	
	Brown	Terry	Disability Services Ad. Comm.	ExOfficio	
	Cowan	Jean	District 10	ExOfficio	
	Barnhart	Phil	District 11	ExOfficio	
	Sprenger	Sherrie	District 17	ExOfficio	
	Olson	Andy	District 15	ExOfficio	
	Gelser	Sara	District 16	ExOfficio	
	Thompson	Jim	District 23	ExOfficio	
	Girod	Fred	District 9	ExOfficio	
	Boquist	Brian	District 12	ExOfficio	
	Morse	Frank	District 8	ExOfficio	
	Beyer	Roger	District 9	ExOfficio	
	Potter	Tim	Mid Willamette ACT	ExOfficio	
	McKinley	Larry	ODOT	ExOfficio	
	Chickering	Sonny	Northwest ACT	ExOfficio	
	Husing	Onno	OR Coastal Zone Mgmt. Assoc	ExOfficio	