

**Cascades West Area Commission on Transportation  
Executive Committee Meeting**

Thursday, December 4, 2025  
4:00 pm – 4:30 pm

**VIRTUAL MEETING**

Via Teams by clicking [HERE](#)  
Meeting ID: 293 362 974 568 4  
Passcode: L5SD9Ni6

Contact: Erica Bratton, [erica.bratton@odot.oregon.gov](mailto:erica.bratton@odot.oregon.gov)

**AGENDA**

- |                |   |  |
|----------------|---|--|
| <b>1. 4:00</b> | <b>Welcome</b>  | <b>Chair<br/>Commissioner<br/>Pat Malone</b> |
| <b>2. 4:05</b> | <b>Minutes for October 9<sup>th</sup>, 2025 Executive Committee Meeting<br/><a href="#">(Attachment A, page 3)</a></b>  | <b>Chair</b>                                 |
| <b>3. 4:05</b> | <b>CWACT Full Commission Agenda <a href="#">(Attachment B, page 6)</a><br/><i>Approve the CWACT Full Commission Meeting Agenda for the<br/>December 18<sup>th</sup>, 2025, meeting at the ODOT District 4 Office (3700<br/>SW Philomath Blvd, Corvallis).</i></b> | <b>ODOT Staff</b>                            |
| <b>4. 4:15</b> | <b>Work Plan for 2025-2027</b><br><ul style="list-style-type: none"> <li>• Draft work plan <a href="#">(Attachment C, page 9)</a></li> </ul>  | <b>ODOT Staff</b>                            |
| <b>5. 4:25</b> | <b>Other Business</b><br><ul style="list-style-type: none"> <li>• Executive Committee 2026 Membership – Walter Chuck<br/>(Chair) and Roger Nyquist (Chair-Elect)</li> <li>• Member Comments</li> </ul>  | <b>ODOT Staff</b>                            |
| <b>6. 4:30</b> | <b>Adjournment</b>  | <b>Chair</b>                                 |

		<b>CWACT Executive Committee</b>	<b>2025</b>
Last Name	First Name	Email	Representing
Malone	Pat	<a href="mailto:pat.malone@bentoncountyor.gov">pat.malone@bentoncountyor.gov</a>	Benton County (Chair)
Walter	Chuck	<a href="mailto:wchuck@co.lincoln.or.us">wchuck@co.lincoln.or.us</a>	Lincoln County (Chair-Elect)
Nyquist	Roger	<a href="mailto:rnyquist@co.linn.or.us">rnyquist@co.linn.or.us</a>	Linn County
Silvia	Frank	<a href="mailto:frank.silvia@cityoftoledo.org">frank.silvia@cityoftoledo.org</a>	City of Toledo
Saalsaa	Rich	<a href="mailto:rsaalsaa@philomathoregon.gov">rsaalsaa@philomathoregon.gov</a>	City of Philomath
Hickam	Mike	<a href="mailto:mhickam@cityofmillersburg.org">mhickam@cityofmillersburg.org</a>	Millersburg
Hildebrant	Christine	<a href="mailto:Christine.D.Hildebrant@odot.oregon.gov">Christine.D.Hildebrant@odot.oregon.gov</a>	ODOT

**QUORUM REQUIREMENT:** “A quorum for the Executive Committee shall be a majority of the members and there shall be as least one representative from each county present” (CWACT Bylaws: Article V – Committees Section A.2)

**CWACT EXECUTIVE COMMITTEE**  
**Thursday, October 10, 2025**  
**4:00 pm to 4:30 pm**  
**Microsoft Teams Remote Connection**

**DRAFT MINUTES**

<b>Members</b>	<b>Jurisdiction</b>	<b>Attended</b>
Rich Saalsaa	Benton County	Yes
Pat Malone	Benton County	Yes
Frank Silvia	Lincoln County	No
Walter Chuck	Lincoln County	Yes
Mike Hickam	Linn County	Yes
Roger Nyquist	Linn County	No
Christine Hildebrant	ODOT	No
<b>Alternates</b>	<b>Jurisdiction</b>	<b>Attended</b>
James Feldmann	ODOT	Yes

**Guests:** None

**Staff:** ODOT Admin Erica Bratton

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>DECISION / CONCLUSION</b>
1. Welcome and Agenda Review	<p>The meeting was called to order at 4:00 pm by the Chair, Commissioner Pat Malone.</p> <p>James Feldman conducted Roll Call with the executive committee members that were in attendance.</p> <p>New members Mike Hickam and Walter Chuck were introduced.</p> <p>There were no changes to the agenda.</p>	<b>The meeting was called to order at 4:00 pm by the Chair Commissioner Pat Malone.</b>
2. Approve Minutes of June 12, 2025	The June 12, 2025, meeting did not meet quorum so there are no minutes to approve.	

<p><b>3. Approve The October CWACT FC Meeting Agenda</b></p> <p><b>Action: Approval of CWACT FC Meeting Agenda</b></p>	<p>James Feldman shared the draft agenda with the CWACT Exec members for their review. This agenda is ready for members to approve should it be satisfactory.</p> <p>The Executive Committee approved the CWACT Full Commission Agenda for the October 23, 2025, meeting with additional details added to the Work Plan Discussion section and with the addition of a note regarding the December meeting being rescheduled to December 18<sup>th</sup> or canceled.</p>	<p><b>The Executive Committee approved the CWACT Full Commission Agenda for the October 23, 2025, meeting with additional details added to the Work Plan Discussion section and with the addition of a note regarding the December meeting being rescheduled to December 18<sup>th</sup> or canceled.</b></p>
<p><b>4. ACT Modal Chair Meeting on October 28, 2025</b></p> <p><b>Action: Discussion</b></p>	<p>The ACT Modal Chair meeting is being held on October 28, 2025. Commissioner Pat Malone is not able to attend; another member of the Executive Committee will need to go in his place. Councilor Walter Chuck will attend the meeting if no one else is able to attend.</p> <p>Each Act is being asked to fill out slide two (attachment A) with accomplishments and challenges and be ready to speak for 5 to 7 minutes about these topics and the meeting.</p> <p>James Feldman will look over past meeting minutes for accomplishments and challenges and bring a draft of slide two to the Full Commission meeting on October 23.</p>	<p><b>The ACT Modal Chair meeting is being held on October 28, 2025. Commissioner Pat Malone is not able to attend; another member of the Executive Committee will need to go in his place. Councilor Walter Chuck will attend the meeting if no one else is able to attend.</b></p>
<p><b>5. Cancel or Reschedule December CWACT Full Commission Meeting</b></p>	<p>James Feldman asked for feedback from the Executive Committee members regarding canceling or rescheduling the December CWACT FC meeting.</p> <p>The Executive Committee members agreed to bring this topic to the October FC meeting and decide then.</p>	
<p><b>6. Other Business:</b></p> <ul style="list-style-type: none"> <li>• Executive Committee Membership Changes</li> </ul>	<p>Councilor Mike Hickam has replaced Councilor Jackie Montague and Councilor Walter Chuck has replaced Councilor Claire Hall.</p> <p>Commissioner Pat Malone has a schedule conflict and may not be</p>	

<ul style="list-style-type: none"><li>• Member Comments</li></ul>	able to attend the October Full Commission meeting.  James Feldman mentioned that the funding package HB 3991 will be discussed at the October FC meeting.	
7. Adjournment	The next CWACT Executive Committee Meeting is scheduled for Thursday, December 11, 2025.	<b>The meeting was adjourned at 4:30 pm by Chair Commissioner Pat Malone.</b>

**CWACT Full Commission Meeting**  
**Thursday, December 18<sup>th</sup>, 2025**  
**5:00 pm - 7:00 pm**

**HYBRID MEETING**

ODOT District 4 Office  
 3700 SW Philomath Blvd, Corvallis, Oregon 97333

**VIA TEAMS VIDEO**

Teams Link by clicking [Here](#)  
 Meeting ID: 245 288 333 462 3  
 Passcode: k6tB34d6

**Dial in by phone**

[+1 971-277-1965,498136104#](tel:+19712771965,498136104) United States, Portland  
 Phone conference ID: 498 136 104#

**Contact: Erica Bratton ([Erica.Bratton@odot.oregon.gov](mailto:Erica.Bratton@odot.oregon.gov))**

**AGENDA**

- |         |  |  |
|---------|--|--|
| 1) 5:00 | <b>Welcome and Agenda Review</b>   | <b>Commissioner<br/>Pat Malone Chair</b> |
| 2) 5:05 | <b>Public Comments</b><br><i>This time is reserved for members of the public to comment on issues related to the CWACT's activities.</i>               | <b>Chair</b>                             |
| 3) 5:10 | <b>No Minutes to Approve for October 23<sup>rd</sup>, 2025 meeting (no quorum)</b><br><br><i>ACTION: Information</i>                                   | <b>Chair</b>                             |
| 4) 5:10 | <b>ODOT's Capital Investment Plan (CIP) Presentation (Attachment A)</b><br><br><i>ACTION: Discussion</i>   | <b>Amanda Pietz,<br/>ODOT</b>            |
| 5) 6:00 | <b>Technical Committee Formation for January Work Session</b><br><i>Discuss CIP priority project and work plan</i><br><br><i>ACTION: Decision</i>      | <b>ODOT Staff</b>                        |
| 6) 6:15 | <b>CWACT Work Plan</b><br><i>Discussion of the 2026-2027 work plan ahead of February 2026 approval (Attachment B)</i><br><br><i>ACTION: Discussion</i> | <b>ODOT Staff</b>                        |
| 7) 6:30 | <b>Agency Update</b>   | <b>ODOT Staff</b>                        |

- Oregon Transportation Commission & HB 3991 legislation update (referendum)

**ACTION:** Discussion

- 8) 6:45 Other Business** **Chair & ODOT Staff**
- ACT/Modal Chair Meeting (October 28<sup>th</sup>) Recap
  - ACT Membership for 2026
  - Local jurisdiction updates

**ACTION:** Discussion

- 9) 7:00 Adjournment** **Chair**
- The next CWACT Full Commission Meeting is scheduled for February 26<sup>th</sup>, 2025*

**Primary Members:**

Last Name	First Name	Representing	Category
Malone	Pat	Benton County	Chair
Chuck	Walter	Lincoln County	Vice Chair
Nyquist	Roger	Linn County	Primary
Kentta	Robert	Conf. Tribes of Siletz Indians	Primary
Van Drimmelen	Chris	City of Albany	Primary
Olson	Ava	City of Corvallis	Primary
Short	Kathy	City of Depoe Bay	Primary
Conti	Dominic	City of Lebanon	Primary
Mark	Rick	City of Lincoln City	Primary
Hickam	Mike	City of Millersburg	Primary
Cuthbertson	Jeanni	City of Monroe	Primary
Kaplan	Jan	City of Newport	Primary
Saalsaa	Rich	City of Philomath	Primary
Sanchez	Angelita	City of Sweet Home	Primary
Samaniego	Joe	City of Tangent	Primary
Silvia	Frank	City of Toledo	Primary
Townsend	Jerry	City of Waldport	Primary
Collins	Barry	City of Yachats	Primary
Sylvia	Gil	Port of Newport	Primary
Bronstein	Sarah	Benton County – Private Sector	Primary
Steele	Janet	Linn County – Private Sector	Primary
Hildebrant	Christine	ODOT	Primary

**QUORUM REQUIREMENT:** *For the purpose of conducting official business, a quorum shall exist when either:*

- 1. Representatives from fifty-one (51) percent (%) of the voting members are in attendance; or*
- 2. The following representatives are present:*
  - Two of three county commissioners*
  - Two additional representatives from each county, whether cities, ports, private sector members, or CTSI representatives.*

*(CWACT Bylaws: Article VI – Organization Procedures Section B)*

**November 2025**

**DRAFT Work Plan**

*Approved at the [DATE], 2025 CWACT Meeting*

**Cascades West Area Commission on Transportation**

**2026-2027**

## Introduction

Area Commissions on Transportation (ACTs) offer venues to discuss regional transportation issues and provide input to the Oregon Transportation Commission (OTC) to inform their decisions. Per the [OTC ACT Policy on Formation and Operation](#), each ACT is expected to prepare a two-year Work Plan that identifies their areas of interest and priorities. Doing so is intended to help focus the work of each ACT and clarify how the group will engage and inform regional and statewide issues. The Work Plan is pre-populated with statewide items that the OTC and ODOT have identified will benefit from ACT engagement. Within this Work Plan the ACT should identify the topics to be covered over the next two years, recognizing things will arise that will require ACT attention that are not yet anticipated. Any identified topic should have a transportation nexus and be tailored to the ACTs ability to contribute or influence.

The Cascades West Area Commission on Transportation (CWACT) received its charter (*Appendix 1*) 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 (OCWCOG) 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 operate as a standing commission of the Oregon Cascades West Council of Governments, wherein the OCWCOG Board of Directors appoints CWACT members annually.

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 work plan summarizes the approach of the CWACT to advance its mission over the work plan period.

## ACT Officers (2025)

Pat Malone, Benton County Commissioner, Chair  
Walter Chuck, Lincoln County Commissioner, Chair-Elect

## ACT Officers (2026)

Walter Chuck, Lincoln County Commissioner, Chair  
 Roger Nyquist, Linn County Commissioner, Chair-Elect

#### ACT Officers (2027)

Linn County Commissioner, Chair  
 Benton County Commissioner, Chair-Elect

#### Membership and Organization

Each public jurisdiction within the three counties is eligible to participate as a CWACT member. The current voting membership includes up to twenty cities, three counties, two port districts, an intermodal facility, and the Confederated Tribes of Siletz Indians. Representatives of jurisdictions are elected officials and alternates may be local jurisdiction staff members. Additionally, each county can appoint two private sector members and the current representatives have substantial backgrounds in private business, transit, bike/ped, rail, freight and ports. The ODOT Area Manager also serves as a voting member. Any transit or transportation district within the three counties can appoint a voting member as well.

Ex officio (non-voting) members include all state legislators that represent portions of the three counties, the Oregon Coastal Zone Management Association, a staff member of the Corvallis Area Metropolitan Planning Organization, a staff member of the Albany Area Metropolitan Planning Organization and the Chairs of the Cascades West Senior Services Advisory Council and the Cascades West Disability Services Council. Additionally, a member of the Mid-Willamette Valley ACT (MWACT) serves as an ex-officio member, and a CWACT member serves as an ex-officio member of MWACT.

The organizational structure is outlined in the attached Bylaws that were adopted in April, 1999, and amended in 2001, January 2005, and April 2023. CWACT jurisdictions believe its current membership broadly and accurately represent the integrated transportation interests in the three-county area. Refer to *Appendix 2* for a list of full committee members and their affiliation.

CWACT has a written protocol with the Albany Area Metropolitan Planning Organization (MPO) and the Corvallis Area MPO to ensure coordinated efforts.

#### Public Involvement

CWACT members encourage and support 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 the attached Policy on Formation and Operation of Area Commissions on Transportation, adopted by the Oregon Transportation Commission on June 13, 2003. The Cascades West Area Commission on Transportation uses videoconferencing technology for its bimonthly meetings. The videoconference connects members at the OCWCOG office in Albany with members attending at the Toledo office of OCWCOG. With the large size of the CWACT region videoconferencing allows the public to be involved in meetings without the need to travel long distances.

Refer to *Appendix 3* for more details on the public involvement process.

### Interest Areas and Priorities

*Appendices 4 & 5* provide a regional list of prior interest areas gathered during a Technical Advisory Committee brainstorming on June 15th, 2021 and a summarized priorities memo from the October 24<sup>th</sup>, 2024 full commission meeting. These may be summarized as shown below along with the associated two-year goals.

CWACT Interest Areas and Priorities:

- Bring funding and attention to Cascades West Region to improve the transportation system and benefit our members (Goals 1, 3 and 4)
- Emphasize priority corridors to improve safety between key destinations (Goals 1-4)
- Emphasize regional transit connections and work to connect major destinations (Large Employers, airports, transit centers, etc.) in the Cascades West region with frequent and reliable service (Goals 1-4)
- Emphasize regional multi-modal network connections and work to connect major destinations in the Cascade West Region with safe off-street options (Goals 1-4)
- Address growing popularity of the coast as a destination and the subsequent transportation challenges it brings including congestion and evacuation planning (Goals 1 and 4)
- Improve coordination between the ACT and DLCD. Land use and transportation are interconnected and better coordination is needed (Goals 1 and 4)

### Two-Year Goals and Initiatives

Goals relate to the ACT priorities articulated above and have related outcomes.

**Goal 1:** Have more influence over ODOT project selection in the Cascades West Region

**Goal 2:** Maintain a regional project priority list

**Goal 3:** Reinforce Oregon Transportation Commission feedback loop when CWACT input is requested

**Goal 4:** Leverage state and federal funding opportunities to support local efforts to apply for regional priority projects

### Meeting Topic Plan

CWACT expects to cover and discuss the following statewide topics:

- STIP/CIP funding
  - 2024-2027 current projects
  - 2027-2030 STIP development: 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.
  - Capital Investment Plan

- Grant opportunities
  - Federal
    - Federal Lands Access Program
  - State
    - Connect Oregon (potentially in 2026)
    - Oregon Community Paths
    - Safe Routes to School Grants
    - Statewide Transportation Improvement Fund
- Policy & planning updates
  - Oregon Highway Plan (ACT engagement in this plan update to begin in 2024)
  - Rail Plan
  - Transportation Safety Action Plan
- Issues of statewide interest (e.g., revenue and funding discussions)
- Identify regional funding needs and priorities
  - See ACT Priorities topic above
- Equity and transportation
  - Engage diverse voices
  - Consider equity in transportation plans, projects, and processes
- Emerging Issues
  - Vehicle electrification, micro-mobility, etc.

### Calendar Plan

Meeting	Primary Topics	Secondary Topics
Holiday 2025	<ul style="list-style-type: none"> <li>• CIP/STIP Funding Priorities</li> <li>• Regional Funding needs and priorities</li> </ul>	<ul style="list-style-type: none"> <li>• CWACT Region Construction Update</li> </ul>
February 2026	<ul style="list-style-type: none"> <li>• Member Orientation</li> <li>• Membership Updates</li> <li>• CIP/Work Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Regional Funding needs and Priorities – cont.</li> </ul>
April 2026	<ul style="list-style-type: none"> <li>• Grant Opportunities</li> <li>• Connect Oregon</li> <li>• Oregon Highway Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Regional Funding needs and Priorities – cont.</li> </ul>
June 2026	<ul style="list-style-type: none"> <li>• Revenue and Funding Discussions</li> <li>• Membership Updates</li> </ul>	<ul style="list-style-type: none"> <li>• Emerging Issues – Micro-mobility</li> </ul>
August 2026 (Optional summer recess)	n/a	n/a
October 2026	<ul style="list-style-type: none"> <li>• Grant Opportunities</li> </ul>	

Meeting	Primary Topics	Secondary Topics
Holiday 2026 (Tentative)	<ul style="list-style-type: none"> <li>• Revenue and Funding Discussions</li> </ul>	<ul style="list-style-type: none"> <li>• CWACT Region Construction Update</li> </ul>
February 2027	<ul style="list-style-type: none"> <li>• Member Orientation</li> <li>• Membership Updates</li> <li>• Grant Opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Transportation Policy Changes</li> </ul>
April 2027	<ul style="list-style-type: none"> <li>• Oregon Highway Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Transportation Plans Updates (as needed)</li> <li>• Regional Funding Needs and Priorities</li> </ul>
June 2027	<ul style="list-style-type: none"> <li>• Revenue and Funding Discussions</li> </ul>	
August 2027 (Optional summer recess)	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
October 2027	<ul style="list-style-type: none"> <li>• Grant Opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Transportation Policy Changes</li> </ul>

## Appendices

## Appendix 1: Charter Letter



# Oregon

John A. Kitzhaber, M.D., Governor

Oregon Transportation Commission  
355 Capitol St. NE  
Salem, OR 97310

October 14, 1998

FILE CODE:

Grace Crunican, Director  
Oregon Department of Transportation  
135 Transportation Building  
Salem, OR 97310

**Authorization of Initial Charter for the Cascades West  
Area Commission on Transportation**

The Oregon Transportation Commission (OTC) has considered the proposal for formation of the Cascades West Area Commission on Transportation and has reviewed the initial charter offered for this area commission. The Cascades West Area Commission on Transportation is granted on initial charter authorizing the formation and operation of the area commission.

The charter recognizes the Cascades West Area Commission on Transportation as an official advisory body to the OTC on transportation issues within and affecting the Benton, Linn, and Lincoln county area of Oregon. The charter is subject to the following provisions:

- The charter is effective through June 2000 and is subject to renewal for subsequent periods of time upon approval of the OTC;
- The area commission will make periodic progress reports to the OTC on its formation and work;
- The area commission is authorized to perform all of the functions recommended by the State Advisory Committee of the Oregon Transportation Initiative.

The Oregon Transportation Commission commends the leaders of the Cascades West for their willingness to partner with us in planning and developing a safe and efficient transportation system for our citizens. We look forward to our work together as we strive to enhance Oregon's livability and economic opportunities through thoughtful transportation investments.

Henry H. Hewitt  
Chairman

Cc: Oregon Transportation Commission Members  
Gary Johnson  
Dave Bishop → Bob P. Sims

*Appendix 2: Full Commission Members (As of December 18<sup>th</sup>, 2025)*

<b>First</b>	<b>Last</b>	<b>Represents</b>
Rob	Emmons	City of Albany
Christine	Van Drimmelen	City of Albany
Ava	Olson	City of Corvallis
Rory	Rowan	City of Corvallis
Kathy	Short	City of Depoe Bay
Ron	Whitlatch	City of Lebanon
Dominic	Conti	City of Lebanon
Rick	Mark	City of Lincoln City
Mitch	Parson	City of Lincoln City
Mike	Hickam	City of Millersburg
Mark	Raum	City of Millersburg
Lisa	Lindner	City of Monroe
Jeanni	Cuthbertson	City of Monroe
Derrick	Tokos	City of Newport
Jan	Kaplan	City of Newport
Rich	Saalsaa	City of Philomath
Jessica	Andrade	City of Philomath
Angelita	Sanchez	City of Sweet Home
Ken	Bronson	City of Sweet Home
Joe	Samaniego	City of Tangent
Frank	Silvia	City of Toledo
Jerry	Townsend	City of Waldport
Greg	Dunn	City of Waldport
Barry	Collins	City of Yachats
Catherine	Whitten-Carey	City of Yachats
Pam	Barlow-Lind	Confederated Tribes of Siletz Indians
Robert	Kentta	Confederated Tribes of Siletz Indians
Gary	Stockhoff	County- Benton
Pat	Malone	County- Benton
Sarah	Bronstein	County- Benton - Private Sector
Walter	Chuck	County- Lincoln
Sherrie	Springer	County- Linn
Roger	Nyquist	County- Linn
Janet	Steele	County- Linn - Private Sector
Gil	Sylvia	Port of Newport
Jeff	Lackey	Port of Newport
Christine	Hildebrant	ODOT
James	Feldmann	ODOT

### *Appendix 3: Public Involvement*

#### **Public Involvement**

ACT meetings will comply with the meetings of the Oregon Public Meetings Laws, 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 members 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 new 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 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 proposals, and their dispositions.

- Results of all votes/decisions. Secret ballots prohibited.
- Substance of all discussion.
- Reference of 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 shall be provided in languages other than English.<sup>7</sup>
- 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.).
- Notices posted on ACT website, along with links to meeting agendas, past meeting minutes, technical materials and documentation.

### **Meeting Materials**

- Provide 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 the 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.

## **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 the proposals before the ACT and to forward their own proposals. Public commentary may be taken at any time during the ACT meeting. Copies of all correspondence received prior to the meeting shall 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.



plus  
- Minimum 24  
hours Notice

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

- Same as  
Regular  
Meetings

- Same as  
Regular  
Meetings

- Same as  
Regular  
Meetings  
plus  
- Room with  
"listening"  
device

- Same as  
Regular  
Meetings

Appendix 4: Regional projects list updated from TAC Brainstorm on June 6<sup>th</sup>, 2021

Safety	Congestion Mitigation	Bike/Pedestrian	Bridges	Planning
U.S. 20 Intersection safety improvements at Knox Butte Road	I-5 Corridor improvements between Knox Butte and U.S. 20 (Albany, Linn County)	U.S. 20 Shared use path extension from Riverside Drive to Looney Lane (Linn County)	U.S. 20 Railroad bridge replacement at U.S. 20 near 59th Street (Sweet Home, Linn County)	U.S. 20 high capacity transit study (Lincoln, Benton & Linn counties)
U.S. 20 Intersection safety improvements pedestrian/safety improvements from Toledo to Newport (Lincoln County)	I-5 Park & Ride improvements at OR 34, including EV charging (Linn County)	U.S. 20 Shared use path on north side of U.S. 20 from 60th Street to Quartzville Drive (Sweet Home, Linn County)	OR 229 Bridge modification (City of Siletz, Lincoln County)	Corvallis to Sea Trail study
OR 34 Intersection safety improvements at Riverside Drive and Orleans Drive (Benton County)	U.S. 20 Signal improvements in North Albany (Albany, Benton County)	U.S. 20 Corvallis to Albany path, including segment from HP to downtown Corvallis (Benton County)	General bridge/culvert replacement/improvements (Lincoln, Benton & Linn counties)	U.S. 20 Shared use path from North Albany into downtown study (Albany, Linn County)
OR 99W Intersection safety improvements at Granger Avenue (Benton County)	U.S. 20/OR 34 Signal improvements (Corvallis, Benton County)	U.S. 20 enhanced crossings (rectangular rapid flashing beacon) at Benton Street and Eads Street (Newport, Lincoln County)		U.S. 20 Shared use path from Merloy to Rainwater study (Benton County)
U.S. 101 Safety improvements from East Devils Lake Road to Logan Road, also congestion mitigation and bike/ped (Lincoln City, Lincoln County)	U.S. 20 Signal improvements at 1st Avenue and Lyons Street, right turn north onto bridge (Albany, Benton County)	U.S. 20/OR 34 Couplet west segment completion (Philomath, Benton County)		U.S. 101 Yaquina Bay Bridge replacement study (Newport, Lincoln County)

Safety	Congestion Mitigation	Bike/Pedestrian	Bridges	Planning
OR 226 Intersection safety improvement at Richardson Gap Road (Linn County)	OR 99W Signal improvements/added capacity from Circle Boulevard to Elks Drive (Corvallis, Benton County)	OR 99W Shared use path between north Corvallis and Adair Village (Benton County)		Coastal evacuation route improvements, including south of Yaquina Bay to U.S. 20 (Lincoln County)
OR 226 Safety & ADA improvements (Scio, Linn County)		U.S. 101 sidewalk from NW 25th Street to NW 36th Street (Newport, Lincoln County)		Bellfountain Road freight route study (Benton County)
		U.S. 101 enhanced crossings (rectangular rapid flashing beacon) at NW 60th, NW 55th, and NW 31st (Newport, Lincoln County)		Regional EV charging station plan (Lincoln, Benton & Linn counties)
		U.S. 101 Oregon Coast Trail & Oregon Coast Bike Route completion (Lincoln County)		
		U.S. 101 Signal improvements at SE 40th Street with shared use path connection to 35th Street and sidewalk connection to Ferry Street (Newport, Lincoln County)		
		OR 164 Shared use path between Millersburg and Jefferson (Linn County)		

Appendix 5: Updated and prioritized project list from October 24<sup>th</sup>, 2024 Full Commission meeting

**Primary**

Project	Type of Project	Notes
<b>Evacuation Routes and Messaging (Lincoln County)</b>	Planning/Implementation	
<b>U.S. 101 Beverly Beach Road Stabilization (Lincoln County)</b>	Scoping/Design/Construction	
<b>U.S. 20/OR 34 Philomath Boulevard Safety and Efficiency Improvements (Benton County)</b>	Design/Construction	SW 15th to SW 53rd improvements identified by CAMPO
<b>I-5 Corridor Improvements/Widening at Millersburg Interchange and U.S. 20 Interchange (Linn County)</b>	Scoping/Design/Construction	Validate previous work and narrow down needs

**Secondary**

Project	Type of Project	Notes
<b>U.S. 101 Yaquina Bay Bridge Replacement (Lincoln County)</b>	Scoping	
<b>SW 53rd Railroad Underpass (Benton County)</b>	Design/Construction	
<b>Corvallis to Albany Path (Benton County)</b>	Design/Construction	
<b>U.S. 20 Long Term Improvements (Lincoln, Benton, Linn County)</b>	Design/Construction	
<b>U.S. 20 East Junction (Toledo, Lincoln County)</b>	Design/Construction	Road sinking and drainage issues