

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

Thursday, February 13, 2025

4:00 pm – 4:30 pm

**VIRTUAL MEETING**

Via Teams by clicking [HERE](#)

Meeting ID: 250 346 049 991

Passcode: 2cT9wW

Mobile One Click Number

[+1 872 242 8088](tel:+18722428088)

Phone Conference ID: 215 088 947#

Contact: Justin Peterson, [jpeterson@ocwcog.org](mailto:jpeterson@ocwcog.org)

**AGENDA**

1.	4:00	<b>Welcome</b>	<b>Chair Commissioner Pat Malone</b>
2.	4:05	<b>Approve Minutes of November 21, 2024, Meeting (Attachment A)</b> <i><b>ACTION: Approval of meeting minutes</b></i>	<b>Chair</b>
3.	4:10	<b>Approve CWACT Full Commission Agenda (Attachment B)</b> <i>Approve the CWACT Full Commission Meeting Agenda for the February 27, 2025, meeting at the Albany ABC Conference Room.</i>	<b>Staff, Justin Peterson</b>
4.	4:20	<b>Other Business</b> <ul style="list-style-type: none"><li>Executive Committee Appointments</li><li>Member Comments</li></ul>	<b>ODOT/CWACT Staff</b>
5.	4:30	<b>Adjournment</b> <i>The next CWACT Executive Committee Meeting is scheduled for Thursday, April 10, 2025.</i>	<b>Chair</b>

**CWACT Executive Committee**

Last Name	First Name	Email	Representing
Silvia	Frank	<a href="mailto:frank.silvia@cityoftoledo.org">frank.silvia@cityoftoledo.org</a>	City of Toledo
Hall	Claire	<a href="mailto:cehall@co.lincoln.or.us">cehall@co.lincoln.or.us</a>	Lincoln County
VACANT			
Malone	Pat	<a href="mailto:pat.malone@bentoncountyor.gov">pat.malone@bentoncountyor.gov</a>	Benton County
Montague	Jackie	<a href="mailto:jackie.montague@cityofalbany.net">jackie.montague@cityofalbany.net</a>	City of Albany
Nyquist	Roger	<a href="mailto:rnyquist@co.linn.or.us">rnyquist@co.linn.or.us</a>	Linn County
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)

The Cascades West COG facilities are accessible to persons with disabilities. If you will need any special accommodations to attend the meeting contact Ashlyn Muzechenko at least 24 hours prior to the meeting. She can be reached at [amuzechenko@ocwcog.org](mailto:amuzechenko@ocwcog.org).

**CWACT EXECUTIVE COMMITTEE**  
**Thursday, November 21, 2024**  
**4:00 pm to 5:00 pm**  
**Microsoft Teams Remote Connection**

**DRAFT MINUTES**

<b>Members</b>	<b>Jurisdiction</b>	<b>Attended</b>
Vacant	Benton County	VACANT
Pat Malone	Benton County	Yes
Frank Silvia	Lincoln County	Yes
Claire Hall	Lincoln County	No
Jackie Montague	Linn County	Yes
Roger Nyquist	Linn County	No
Christine Hildebrandt	ODOT	Yes
<b>Alternates</b>	<b>Jurisdiction</b>	<b>Attended</b>
James Feldmann	ODOT	Yes

**Guests:** There were no guests present.

**Staff:** CED Planner Justin Peterson, CED Planning Manager Matt Lehman, CED Director Jaclyn Disney, and CED Administrative Assistant Ashlyn Muzechenko.

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>DECISION / CONCLUSION</b>
<b>1. Welcome and Agenda Review</b>	<p>The meeting was called to order at 4:02 pm by the Vice Chair, Commissioner Pat Malone.</p> <p>Staff Justin Peterson conducted Roll Call with the executive committee members that were in attendance.</p> <p>There were no changes to the agenda.</p>	<b>The meeting was called to order at 4:02 pm by the Vice-Chair Commissioner Pat Malone.</b>
<b>2. Approve Minutes of October 10, 2024 (Attachment A)</b>	Albany City Councilor, Jackie Montague, moved to approve the October 10, 2024, CWACT Executive Committee Meeting Minutes; James Feldmann with ODOT seconded. The motion carried successfully.	<b>Councilor Jackie Montague, moved to approve the October 10, 2024, CWACT Executive</b>

<b>Action: Approve minutes</b>		<b>Committee Minutes; James Feldmann seconded. The motion carried successfully.</b>
<b>3.</b> Approve December CWACT FC Meeting Agenda  <b>Action: Approval of CWACT FC Meeting Agenda</b>	<p>Peterson 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>Councilor Montague moved to approve the CWACT Full Commission agenda. Councilor Frank Silvia seconded. The motion carried successfully.</p>	<b>Councilor Montague moved to approve the CWACT Full Commission agenda. Councilor Silvia seconded. The motion carried successfully.</b>
<b>4.</b> Other Business: <ul style="list-style-type: none"> <li>Executive Committee Appointments</li> <li>Member Comments</li> </ul>	<p><b>Executive Committee Appointments:</b></p> <p>Peterson shared a reminder that the commissioners need to appoint the Executive Committee members for next year at the December CWACT FC meeting.</p> <p>Councilors Silvia and Montague confirmed continuing to serve on CWACT for Executive and Full Commission for the 2025 calendar year.</p> <p>The group agreed to hold off on electing Executive Committee members until the February meeting as there will be new appointments happening in January for some of the City Councils.</p> <p><b>Member Comments:</b></p> <p>Feldmann noted that staff are always looking for agenda item topics and encouraged members to share their ideas with staff for building upcoming agendas.</p>	
<b>5.</b> Adjournment	The next CWACT Executive Committee Meeting is scheduled for Thursday, February 13, 2025.	<b>The meeting was adjourned at 4:20 pm by Vice-Chair Commissioner Pat Malone.</b>

**CWACT Full Commission Meeting**  
**Thursday, February 27, 2025**  
**5:00 pm - 7:00 pm**

**HYBRID MEETING: WITH TEAMS VIDEO/CALL IN AVAILABLE**

Albany ABC Conference Room; OCWCOG Albany Office  
 1400 Queen Ave SE, Albany, Oregon 97322

**VIA TEAMS VIDEO/CALL-IN AVAILABLE**

**Teams Link by clicking [HERE](#)**

Meeting ID: 221 574 644 93

Passcode: JC7EGw

**Mobile One Click Number**

**[+1 872 242 8088](tel:+18722428088)**

Phone Conference ID: 638 963 468#

**Contact: Justin Peterson; [jpeterson@ocwcog.org](mailto:jpeterson@ocwcog.org)**

**AGENDA**

1)	5:00	<b>Welcome and Agenda Review</b> <i>Welcome to Linn County!</i>	<b>Commissioner Pat Malone Chair</b>
2)	5:05	<b>Public Comments</b> <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>Approve Minutes of October 24, 2024, meeting (Attachment A)</b>  <b>ACTION: Approval of Minutes</b>	<b>Chair</b>
4)	5:15	<b>Caucus to Select Executive Committee Members (Attachment B)</b> <i>CWACT members caucus to select County representatives to serve on the Executive Committee for 2025. Each county will take turns caucusing to accommodate the hybrid format.</i>  <b>ACTION: Elect County Member to Serve on Executive Committee</b>	<b>Chair</b>
5)	5:20	<b>Introduction for New Members</b> <ul style="list-style-type: none"> <li>• xxxxx</li> </ul> <b>ACTION: Discussion</b>	<b>Staff, Justin Peterson and Matt Lehman</b>
6)	5:50	<b>Transportation Options Program</b> .....  <b>ACTION: Discussion</b>	<b>Staff, Ana Duffy</b>

7)	6:10	<b>Ride Line Program</b> ..... <b>ACTION:</b> <i>Discussion</i>	<b>Staff, Britny Chandler</b>
8)	6:40	<b>Other Business</b> <ul style="list-style-type: none"> <li>• 2025 Meeting Schedules (Attachment C1 and C2)</li> <li>• Membership Renewal Reminders</li> <li>• Oregon Transportation Commission Updates</li> <li>• Statewide Transportation Improvement Fund Discretionary Grant Updates (Attachment D)</li> <li>• Intercity Bus Study Information (Attachment E)</li> </ul>	<b>Staff, Justin Peterson</b>
9)	7:00	<b>Adjournment</b> <i>The next CWACT Full Commission Meeting is scheduled for April 24, 2025.</i>	<b>Chair</b>

**Primary Members:**

Last Name	First Name	Representing	Category
Malone	Pat	Benton County	Primary
Bronstein	Sarah	Benton County – Private Sector	Primary
Montague	Jackie	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
Peterson	Bonnie	Conf. Tribes of Siletz Indians	Primary
Hall	Claire	Lincoln County	Primary
Nyquist	Roger	Linn County	Primary
Steele	Janet	Linn County – Private Sector	Primary
Hildebrant	Christine	ODOT	Primary
Sylvia	Gil	Port of Newport	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)