

Work Plan

January 2024 – December 2025

Adopted by the LaneACT on January 10, 2024

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1. Overview

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), the Oregon Department of Transportation (ODOT), and other governing bodies and agencies, 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. The work plan is intended to help focus the activities of the ACT and clarify how the group will engage and inform regional and statewide issues.

The LaneACT work plan includes specific topics identified by the OTC and ODOT that all the ACTs are expected to discuss during the work plan period (calendar years 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 12/31/2024)

- **Chair:** Shelly Clark – Councilor, City of Creswell
- **Vice-Chair:** Keith Weiss – Mayor, City of Creswell
- **Ambassador:** Rob Zako – environmental & land use representative

3. Interest areas and priorities

This section describes the LaneACT's interest areas and priorities. This language comes directly from the mission statement included in the LaneACT bylaws.

- A. Provide a local forum for sharing information, understanding, coordinating, and gaining consensus around transportation plans, policies, projects and funding.
- B. Engage key stakeholders and the general public with a process consistent with state and federal laws, regulations and policies.
- C. As applicable, consider all modes and aspects of the transportation system, including air, marine, rail (freight and passenger), road, transit, bicycle, pedestrian, and pipelines.
- D. Review and monitor the condition of the Area's transportation system, using appropriate benchmarks.
- E. Recommend short and long-term transportation investment priorities based on state and local plans and addressing identified needs of the Area's transportation system while balancing local, regional and statewide perspectives.

4. Two-year goals and initiatives

Goal 1: Develop and advocate for a list of priority transportation needs for the LaneACT area

- Build on the *Area Strategy Report* the LaneACT completed in May 2022.
- Solicit investment and policy priority needs from members.
- Review member needs and identify themes, referencing the *Area Strategy Report*.
- Develop a shorter list of area priority needs.
- Advocate for these priority needs.
- Look for opportunities to engage more with legislators and other decision makers outside the ACT.

Goal 2: Review and strengthen LaneACT's structure and processes to be more effective and efficient

- Ensure the administrative responsibilities described in the *OTC Policy on ACT Formation and Operation* and the *LaneACT Bylaws* are fulfilled. This includes electing officers and recruiting representatives from special interest groups (stakeholders) to participate as members of the ACT.
- Provide training for new members. In addition to helping them understand the role and responsibilities of an ACT, provide some insight into the history and culture of the LaneACT.
- Review and update LaneACT governing documents. This includes the LaneACT Bylaws, special protocols, and the LaneACT Public Participation Plan.
- Consider changing the officer and member terms (start and end dates) to better align with local elections and to avoid major holidays.
- Review the officer election process and the role of the Steering Committee. Consider expanding the Steering Committee, to include more than three members (Chair, Vice Chair, Area Manager).
- Adopt a code of conduct for LaneACT members.
- Clarify the role of LaneACT staff and the level of support provided.

5. Meeting topic plan

The following is a list of specific topics the LaneACT anticipates discussing during this work plan period (2024–2025). The list includes topics identified by ODOT, along with additional topics identified by the LaneACT. An approximate timeframe for discussing these topics is provided. Refer to the calendar of future meetings included in each LaneACT meeting packet for a more current list of topics planned for the upcoming six-month period.

A. Topics identified by ODOT

- 2027–2030 STIP development
 - Initial outreach to the ACTs occurred in late 2023.
 - The OTC will provide additional opportunities for the ACTs to provide input in 2024.
- 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 three meetings to complete. A committee will probably be formed to work through the details.
- 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 committee will probably be formed to work through the details.

- A code of conduct will either be incorporated into the bylaws or adopted separately.
- 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)*. Approved June 18, 2003; amended January 20, 2022. https://www.oregon.gov/odot/Get-Involved/ACT/OTC_ACTpolicy.pdf
- *LaneACT Bylaws*. Approved November 9, 2010; revised June 12, 2019. https://www.oregon.gov/odot/Get-Involved/ACT/LaneACT_Bylaws.pdf
- *LaneACT Public Participation Plan*. Adopted August 10, 2011; edited March 13, 2013. https://www.oregon.gov/odot/Get-Involved/ACT/LaneACT_PublicParticipation.pdf
- *LaneACT July 2016 – June 2017 Work Plan*. https://www.oregon.gov/odot/Get-Involved/ACT/LaneACT_WorkPlan.pdf
- *LaneACT Area Strategies Report*, May 2022. https://www.oregon.gov/odot/Get-Involved/Pages/ACT_Lane.aspx
- ODOT Reset and Refocus documents:
 - Resetting OTC/ACT Engagement, discussed with the OTC on December 1, 2020.
 - *Refocus of Area Commissions on Transportation (ACTs): Next Steps and Recommendations*, discussed with the OTC on March 11, 2021.
 - *Implementation Work Plan: ACT Engagement Refocus*, discussed with the ODOT on May 13, 2021.
 - *Advisory Committee Code of Conduct*, developed by the ODOT Statewide ACT Project Steering Team, finalized in March 2023.
- Instructions for preparing ACT work plans:
 - Emails from Amanda Pietz (ODOT Policy, Data, and Analysis Division Administrator) dated April 12 and May 31, 2023.