

Meeting Agenda

June 10, 2026

5:30 – 7:30 PM

This meeting will be conducted by videoconference only
(there is no in-person option)

To join the meeting from your computer, tablet or smartphone

[click here to join the meeting](#)

Meeting ID: 248 054 201 449 8 Passcode: C42dS73e [Download Teams](#) | [Join on the web](#)

To call in (audio only): +1 (971) 277-1965 (Portland) Phone conference ID: 179 289 681#

Meeting highlights

- **Connect Oregon 2026 grant applications**
- **ODOT Transportation Safety Action Plan**
- **LaneACT work plan**

***Note:** The times listed for each topic are approximate. The Chair may change the order of the topics if necessary to conduct the meeting more efficiently. Individuals interested in a particular item are advised to arrive at the start of the meeting.*

- 1. Call to order** – Jennifer Yeh, LaneACT Chair (5 minutes) 5:30
Meeting attendance will be taken prior to the first action item (Item 5), to determine whether a quorum of members is present.
- 2. Review and approve agenda** (5 minutes) 5:35
- 3. Comments from the audience** (5 minutes) 5:40
The LaneACT Chair will ask if there are any comments. Please state your name and address.
- 4. Announcements and information sharing** (10 minutes) 5:45
 - a. Announcements from the Chair – Jennifer Yeh
 - b. ODOT update – Vidal Francis
 - c. Central Lane MPO update – Paul Thompson
 - d. Member updates – all (please be brief)

5. **Consent items** (a quorum [12] is required for this action item) (5 minutes) 5:55
Action required: Approved in one action, by consensus, the routine items listed below. If a member would like to discuss an item, that item will be removed from the consent agenda and considered separately.
Presenter: Jennifer Yeh – LaneACT Chair
Items to approve:
a. Minutes from April 8 meeting (page 4)
6. **ACT & Modal Committee Chairs meeting** (10 min.) 6:00
Summary: A meeting was held in Corvallis on May 6. Vidal Francis represented the LaneACT. He will provide a summary of the meeting.
Presenter: Vidal Francis – ODOT Area 5 Manager
Attachment: none
7. **Connect Oregon 2026 grant applications** (quorum required, 10 min.) 6:10
Action required: **(1)** Provide a recommendation to approve (or not approve) a request from the City of Eugene Airport for \$3.9 M to expand Concourse A.
(2) Appoint two members to represent the LaneACT at a special Region 2 Review Committee meeting in July or August.
Presenter: Bill Johnston – LaneACT staff
Attachments: topic summary, project description (page 8)
8. **ODOT Transportation Safety Action Plan** (35 min.) 6:20
Summary: ODOT is updating the TSAP, which guides investments to reduce crashes on Oregon roads. The public comment period is open from June 15 to July 31. Staff from the Transportation Safety Office will provide a presentation.
Presenter: Walt McCallister – Safe Communities Program Manager
Attachments: topic summary, slide presentation (page 18)
9. **LaneACT Bylaws Committee** (quorum required, 15 min.) 6:55
Action requested (Steering Committee recommendation): **(1)** Renew the committee’s authorization to develop recommendations for updating the bylaws.
(2) Expand the authorization to include developing a charter for the LaneACT.
The LaneACT established the committee in 2024. The effort was paused in 2025 because ODOT was updating the *OTC Policy on Formation and Operation of ACTS*. Now that the policy has been updated, the committee is ready to resume their effort. ODOT has also developed a new charter template the LaneACT needs to adapt (for the LaneACT) and adopt.
Presenters: Matt Michel – Committee Chair; Bill Johnston – LaneACT staff
Attachments: topic summary, policy document, charter template (page 28)

10. LaneACT work plan (20 min.) 7:10

Action requested: Provided input for the Steering Committee to consider in developing the LaneACT 2026-2027 work plan.

Presenter: Bill Johnston – LaneACT staff

Attachments: topic summary, suggestions, template (page 62)

11. Adjourn (meetings may end early) 7:30

Additional attachments (for information only)

- Future meetings and topics (page 69)
- LaneACT member roster (page 70)

Upcoming meetings

- No LaneACT meeting in July
- July 15 (Wed) – Steering Committee (9:00–10:00)
- August 12 (Wed) – LaneACT (5:30–7:30)
- No LaneACT meeting in September

Notes

1. This meeting packet was prepared by Bill Johnston, LaneACT staff.
2. The packet is posted on the LaneACT website prior to each meeting. [[link](#)]
3. To be included on the email notification list, contact Bill Johnston at: bill.w.johnston@odot.oregon.gov
4. People with disabilities may request special accommodation. Upon request, meeting materials can be made available in alternative formats. Please call 503-986-2600 or the statewide relay at 7-1-1 at least 48 hours prior to the meeting, or send an email request to: ODOTeeo@odot.oregon.gov

Lane Area Commission on Transportation

April 8, 2026 meeting minutes

Format – this meeting was conducted in person with a videoconference option

Present – members eligible to vote at this meeting, alphabetical by last name
(14 members present; 12 members required for quorum)

Jameson Auten – Lane Transit District

Nancy Bell – Coburg

Doug Barrett – Confederated Tribes

Robert Carp – Florence

Bryan Cutchen – Oakridge

Vidal Francis – ODOT

Shelley Humble – special interest (airports)

Brodie Hylton – special interest (micro-mobility)

Ken Kohl – Lane County Transportation Advisory Committee (LC TrAC)

Megan Shull – special interest (micro-mobility)

Becky Taylor – Lane County (alternate)

Paul Thompson – Central Lane MPO

Maureen Wright – Veneta

Jennifer Yeh – Eugene (LaneACT Chair)

Present – alternate members; not eligible to vote because primary member is present
Garret Grey (Confederated Tribes), Bill Johnston (ODOT), Matt Michel (Veneta)

Absent – primary voting members not represented by an alternate

Clark Kent (Creswell), Tiffany Edwards (economic development), Pete Petty (126 East), Kori Rodley (Springfield), (Rob Zako (environmental & land use), vacant (Port of Siuslaw)

Other members – non-participating jurisdictions; not included in quorum calculation
Cottage Grove, Dunes City, Junction City, Lowell, Westfir

Other attendees

Lee Beyer (OTC), Rob Inerfeld (Eugene), Matt Jensen (Coquille Indian Tribe), Brandon Melton (LTD), Cassidy Mills (Lane County), Cosette Rees (LTD), Ian Roholt (ODOT), Ken Shonkwiler (ODOT)

1. Call to order

Jennifer Yeh (Chair) called the meeting to order at 5:32 p.m.

2. Review and approve agenda

Bill Johnston noted that a revised version of the agenda was sent by email the day before the meeting. It was exactly the same as the original agenda that was included in the meeting packet except the order of the last two items was reversed. The LTD presentation was moved to the end to ensure there was enough time for the Capital Investment Plan discussion.

3. Comments from the audience

Megan Shull, commenting on behalf of the LCOG Youth Transportation Advisory Council (not as a LaneACT member), explained that the co-chairs of the council wanted to attend this meeting to express their concerns about roadway safety, but they had a conflict. Instead, they provided a written statement. Ms. Shull shared it with the group using the chat feature in MS Teams.

4. Announcements and information sharing

ODOT update – Vidal Francis noted that the 2026 session of the Oregon Legislature ended on March 6. They passed two bills that provide some additional funding for ODOT. He referred to Senate Bill 1601 and House Bill 5204. redirects \$218 M to the State Highway Fund. Mr. Francis also noted that Governor Kotek is convening a work group of transportation funding experts and advocates to develop recommendations for the Legislature to consider in 2027.

Mr. Francis noted that ODOT has received many complaints about the new roadway surface that was installed on the bridge over the Willamette River in Springfield, between Downtown and Glenwood. It is uneven and rough. He explained that ODOT and the contractor are considering options to fix the problem.

Central Lane MPO update – Bill Johnston provided an update on behalf of Paul Thompson, who sent him an email in advance of the meeting indicating he would be late. Mr. Johnston noted that the MPO Policy Board met on April 2. They reviewed the draft work program for fiscal year 2027 and the 2027-2030 MTIP. The public comment period for both documents is still open. He also noted that the Policy Board had an extensive discussion about the Capital Investment Plan (CIP) the LaneACT will be discussing later in the agenda. Mr. Thompson joined the meeting just as Mr. Johnston was finishing the update.

Megan Shull noted that May is Bike Month. There are many events planned. She also commented on ODOT's Safe Routes to School Program. Recent budget cuts have reduced the funding available for construction projects. However, ODOT is still accepting applications for technical assistance grants.

5. Consent items (action item)

Bill Johnston noted a correction to February 11 meeting minutes. Paul Thompson, in his email, noted that the minutes incorrectly indicate that the MPO Policy Board approved \$1 M in funding for new projects. The correct amount is \$26 M. Mr. Johnston explained that it is not necessary to revise the February minutes. It is sufficient to note the correction in the minutes for this meeting. No other corrections were noted. The members approved the minutes, with this correction.

6. Expressway classification review

Bill Johnston explained that ODOT is reviewing the state highways that are classified as expressways to confirm the classifications are still appropriate. Three highways in the Eugene-Springfield area are classified as expressways. A map showing the highways was included in the meeting packet.

ODOT is inviting comments from the public. Mr. Johnston clarified there is no need for the LaneACT to formally endorse these classifications. If the members have any comments, they should submit them to ODOT either as individuals or on behalf of the local government or agency they represent. None of the members had any questions or comments at the meeting.

7. ODOT Capital Investment Plan – LaneACT priorities (action item)

Vidal Francis introduced the topic. He noted that Ken Shonkwiler, ODOT Capital Investment Plan Project Manager, had joined the meeting to respond to questions if necessary.

Bill Johnston provided a short presentation. He referred to the documents that were included in the meeting packet. He recalled that the LaneACT discussed this topic at the previous meeting and that objective for this meeting was to agree on a list of projects to recommend to ODOT, to include in the CIP.

Included in the packet was a proposed list of projects recommended by staff. It identified the top five priority projects in rank order, and an additional 10 lower-priority projects, also in rank order.

Mr. Johnston explained staff's rationale for ranking the projects in the order they were ranked. Staff (Vidal Francis, Ian Roholt, Bill Johnston) relied on their familiarity with the projects. They considered input provided by the members. They also considered whether the projects would be competitive when they were reviewed by the CIP selection committee.

OUTCOME: After a considerable amount of discussion, the group decided to accept staff's recommendation without any changes.

The following is a summary of the discussion that occurred at the meeting.

Lee Beyer (OTC Vice Chair) noted that this is a new process. It will enable ODOT to develop projects over longer period of time, which will result in more accurate cost estimates.

A few of the members suggested changing the order of certain projects, moving them up or down on the list. No one suggested moving any of the top tier projects (top five) to the lower tier.

Paul Thompson noted that the LaneACT projects will be competing with projects from around the state. It is important for the LaneACT to select projects that will be competitive.

The group debated whether the projects needed to be ranked. Ken Shonkwiler explained that the specific order of the projects is not important to the CIP project selection committee. The ranking has no effect on the final score.

He clarified that the selection committee will only be scoring the top five projects submitted by each of the ACTs. The additional 10 projects identified by each ACT will be included in a separate list of lower-priority projects ODOT may consider in the future for further evaluation.

8. LTD rural shuttle service

Cosette Rees and Brandon Melton from the Lane Transit District (LTD) provided a slide presentation describing LTD's new rural shuttle service. The slides were included in the meeting packet. None of the members had any questions or comments.

9. Adjourn

Chair Yeh adjourned the meeting early at 7:09 p.m.

Notes

1. This meeting was recorded in video format using Microsoft Teams. A verbatim transcript was generated automatically. A copy of the transcript is available upon request.
2. These minutes were prepared by Bill Johnston (staff) based on the meeting transcript, the recording, and informal notes taken at the meeting.
3. This document was finalized (as a draft) on June 3 for the LaneACT to review and approve at the June 10 meeting.
4. Corrections, if any, will be noted in the minutes from the June 10 meeting (or the following meeting, if there is not a quorum of members present to approve the minutes).

Agenda Item 7

Connect Oregon 2026 grant applications

Presenter

Bill Johnston – LaneACT staff

Action required

1. Provide a recommendation to approve (or not approve) a request from the City of Eugene for \$3.9 M to expand Concourse A at the Eugene Airport.
2. Appoint two members to represent the LaneACT at a special Region 2 Review Committee meeting in July or August.

Summary

The State Legislature established the Connect Oregon program in 2005 to fund non-highway modes of transportation (aviation, rail, marine). This competitive grant program is administered by ODOT with assistance from other state agencies.

\$30 M is available for the 2026 grant program. This is less than the \$46 M that was available for the previous two grant programs in 2021 and 2024. Applications for the 2026 program were due on March 27. ODOT received 37 applications requesting \$81 M in funding.

There is only one application in the LaneACT area. The City of Eugene requested \$3.9 M to expand Concourse A at the Eugene Airport. This simplifies the LaneACT's task. The LaneACT simply needs to recommend approving (or not approving) the request.

A special Region 2 Review Committee comprised of representatives from each ACT will convene in July or August to review and rank all the Region 2 applications. A statewide review committee will review the recommendations from each Region and the modal review committees in September. The OTC will make the final funding decision in December.

Attached is additional information about the City of Eugene's airport expansion project, and the other Region 2 projects. Also attached are ethics guidelines prepared by Connect Oregon staff. Please review these guidelines. Anyone who has conflict of interest should disclose the conflict at the beginning of the meeting.

Attachments

- A. Summary of City of Eugene grant application (5 pages)
- B. Table showing all Region 2 applications (1 page)
- C. Ethics guidelines (3 pages)

Attachment A

Eugene Airport – Concourse A Expansion and ADA Lift

This attachment provides a summary of the funding request submitted by the City of Eugene. The complete 43-page application is available to view and download on the Connect Oregon webpage. Instructions are provided below.

Project summary

The City of Eugene is requesting \$3.9 M in Connect Oregon funding to expand Concourse A at the Eugene Airport. The total project cost is \$17.5 M. The balance of the funding (\$13.6 M) is from FAA grants and passenger facility charges.

Detailed description

The existing Concourse A holdrooms provide 7,756 sf of seating space, which is undersized for the current fleet mix. This project will add approximately 7,000 sf to the currently underutilized connector bridge and will act as a central shared seating space serving all of the Concourse A gates. In addition to seating, this expansion will allow for the construction of an ADA emergency exit lift from the airside. Currently ADA access is through a single public area elevator which may be inaccessible due to mechanical failure or an emergency event. The scope of the project includes remodeling the first-floor family restroom and the A-Gate restrooms. In addition, the HVAC equipment and lighting will be replaced.

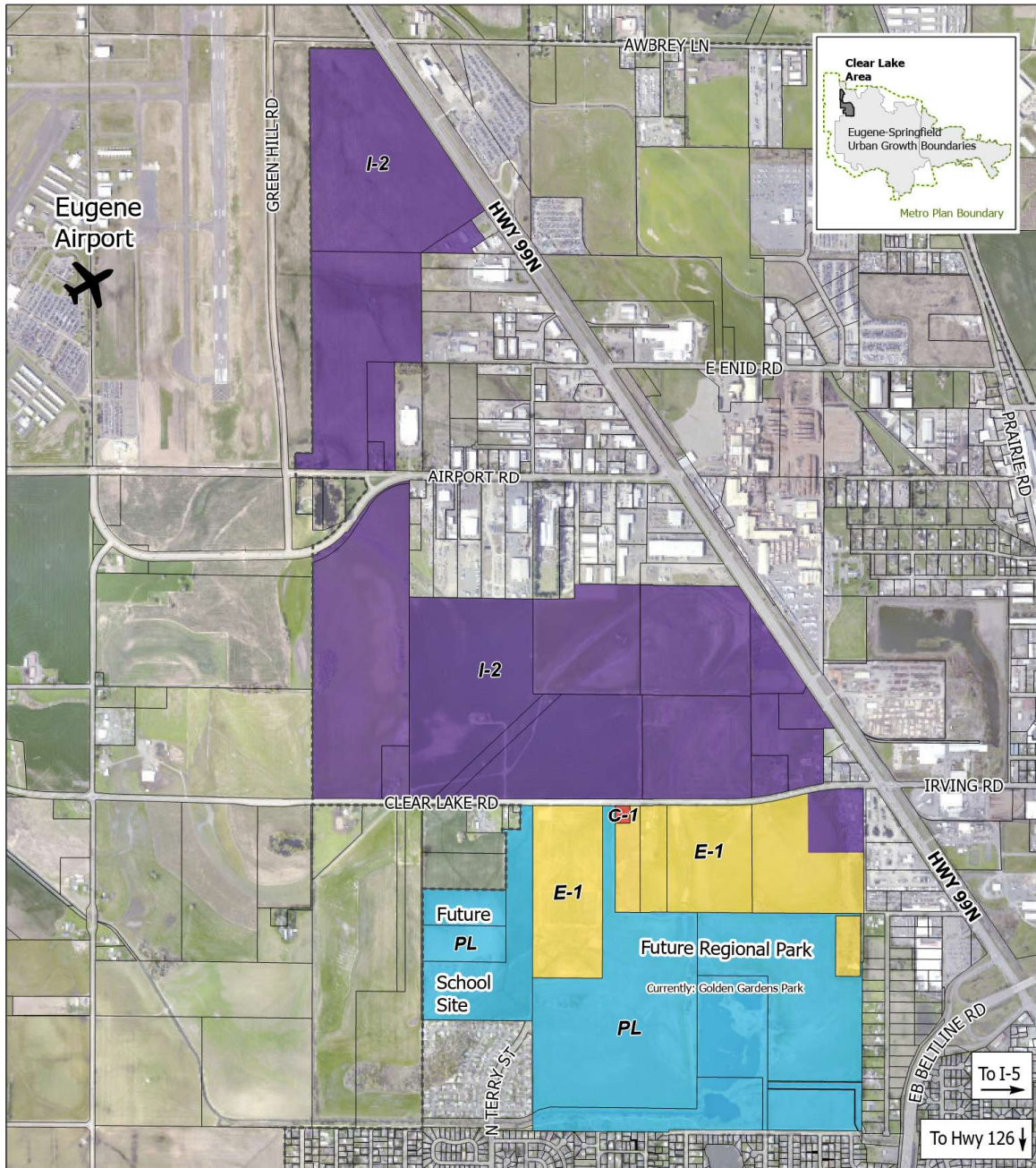
Drawings and illustrations

Attached are several drawings and illustrations that are included in the application packet.

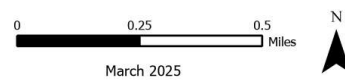
Additional information

The complete 43-page application is available to view and download on the Connect Oregon webpage. [\[link\]](#) **Instructions:** **(1)** Scroll down to the Applications Under Review section. **(2)** Below the table is a small window labeled Show. Change the number of applications shown per page from 10 to 50. **(3)** Above the table is a sort button. Select the Name (Ascending) or Mode (A-Z) option. **(4)** Scroll down to application number 2A536.

Clear Lake Industrial Area



- Eugene UGB
- Tax lots
- Zoning Upon Annexation**
- E-1 Campus Employment
- I-2 Light-Medium Industrial
- PL Public Land
- C-1 Neighborhood Commercial



March 2025

For more information contact:

Ethan Nelson (City of Eugene) 541-543-1095

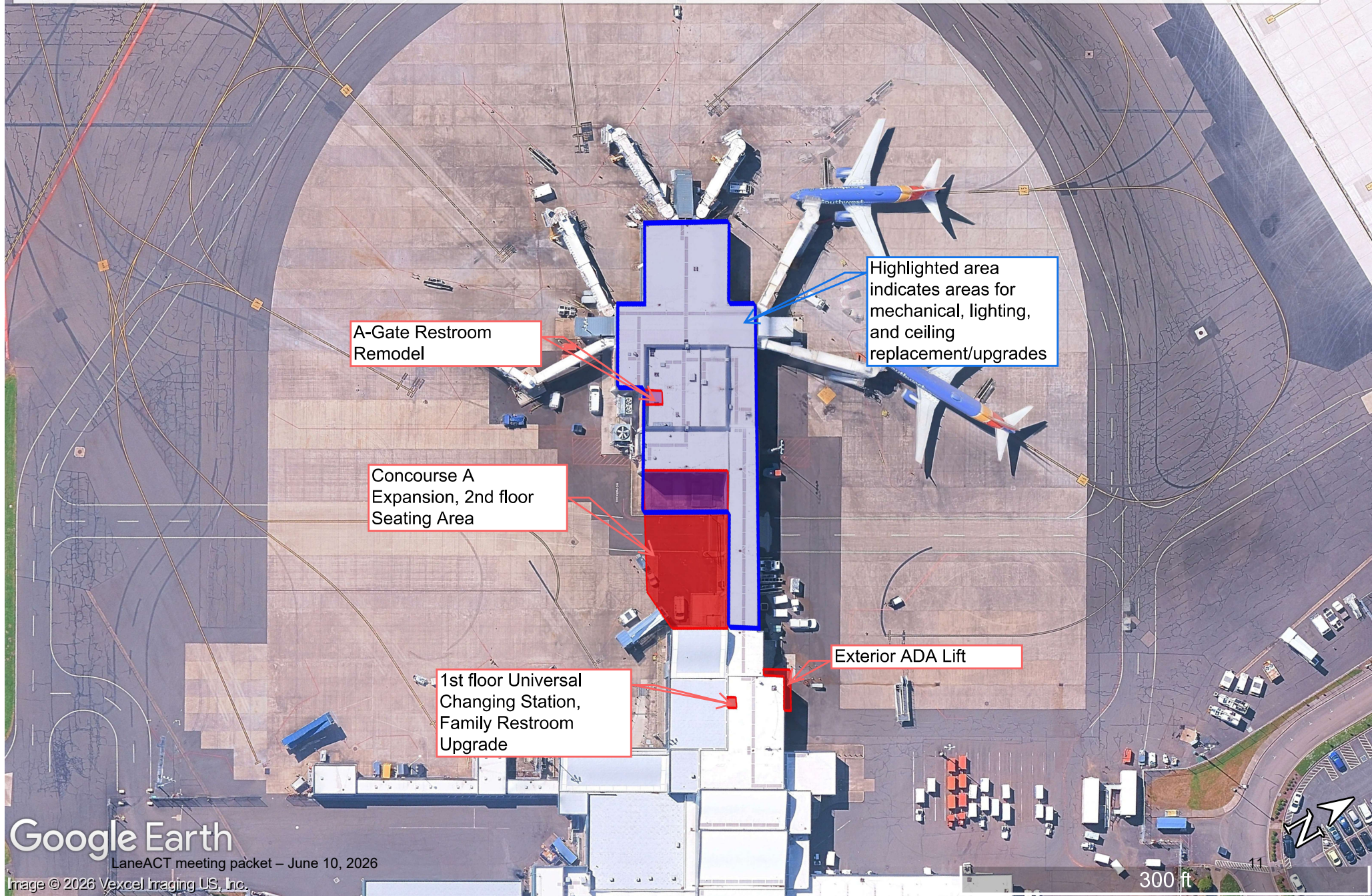
enelson@eugene-or.gov

Zack Reeves (CFM Advocates) 541-908-5175

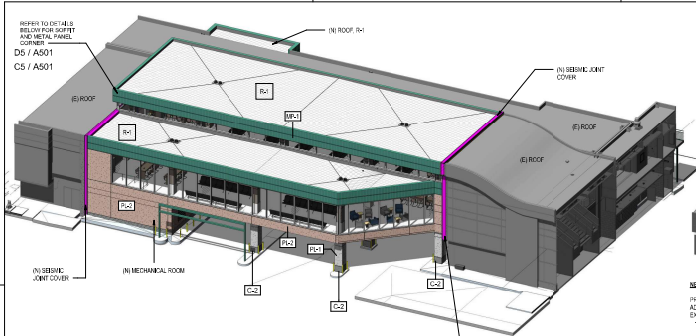
zackr@cfmpdx.com

Concourse A Expansion

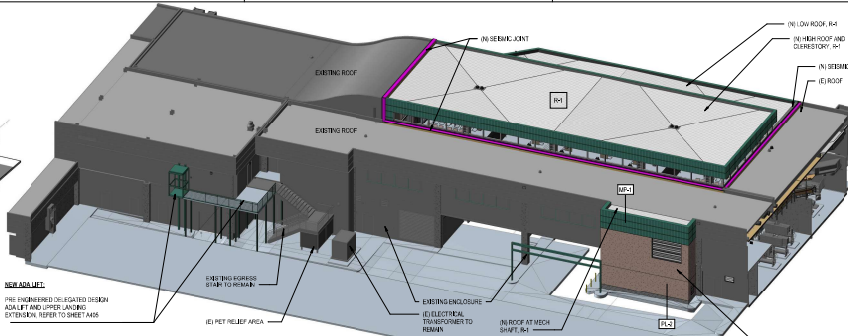
The project will add approximately 7,000 sq ft to the connector bridge as central seating space for the existing A gates. Specific components of the improvements include but are not limited to building demolition, civil site improvements, foundations, superstructure construction, exterior enclosure, HVAC improvements, plumbing improvements, fire protection, electrical improvements, ADA lift, existing restroom reconfiguration, and furnishings.



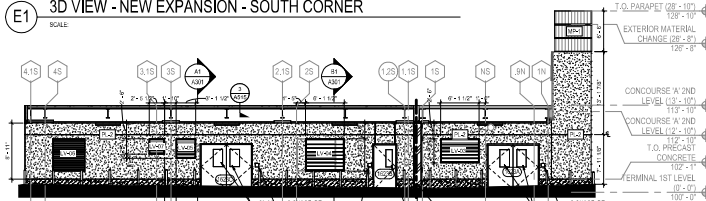




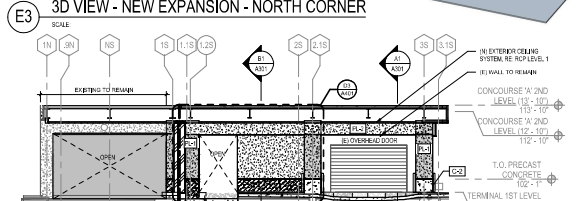
E1 3D VIEW - NEW EXPANSION - SOUTH CORNER



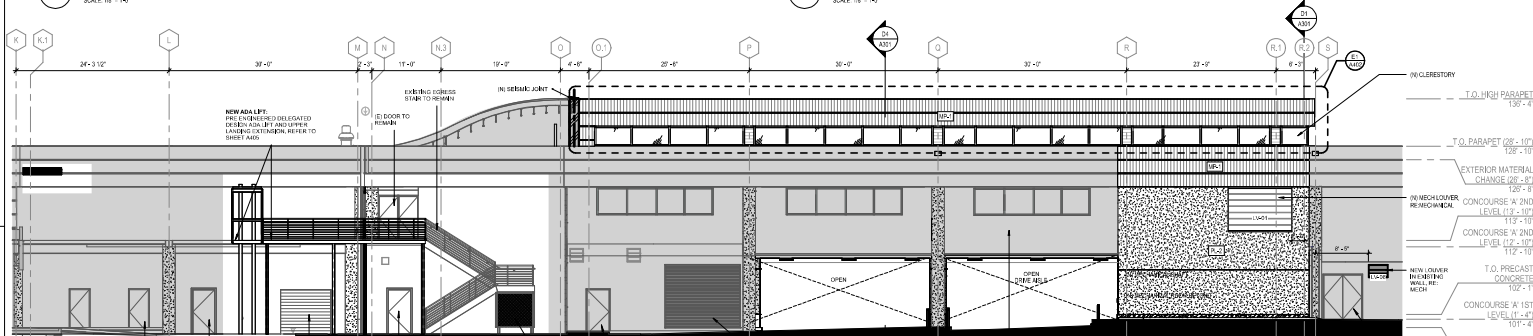
E3 3D VIEW - NEW EXPANSION - NORTH CORNER



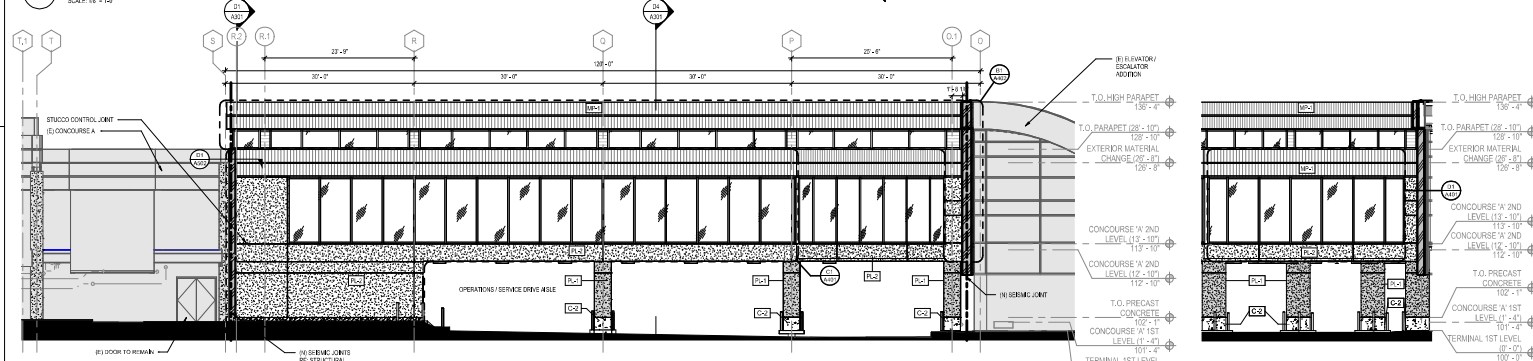
D1 LEVEL 1 WEST ELEVATION - (N) MECHANICAL ROOM



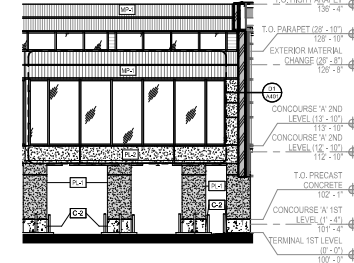
D3 LEVEL 1 EAST ELEVATION AT THE EXPANSION



C1 NORTH ELEVATION - NEW EXPANSION



A1 SOUTH ELEVATION - NEW EXPANSION



A5 SOUTH ELEVATION - ANGLED WALL

EXTERIOR FINISH LEGEND	
	C4- PRECAST CONCRETE WITH LIGHT SAND BLAST FINISH
	C5- CAST IN PLACE CONCRETE WITH 30-1 SAND BLAST FINISH
	F1- STUCCO WALL/CURING SYSTEM, GRAY OUTLINATION HOOD SYSTEM WITH (GR-FM)S, LIGHT SERIE COLOR.
	F2- STUCCO WALL/CURING SYSTEM, GRAY OUTLINATION HOOD SYSTEM WITH (GR-FM)S, DARK SERIE COLOR.
	M1- METAL PANEL, ALUMINOUM PLUS FINISH OF SIMILAR MANUFACTURE.
	G1- GLAZ. CLEAR GLAZING (RE-ENLARGED ELEVATIONS)
	G2- SPANDOL GLAZING (RE-ENLARGED ELEVATIONS)
	R1- NEW TPO ROOF SYSTEM ON METAL DECK, SLOPE TO DRAIN 1/4" IN 10', REFER TO SECTION FOR DETAILS.
	E1- EXTERIOR LAY-IN CEILING SYSTEM
	G3- 2" BY 4" EXTERIOR SOFFIT SYSTEM, 30' MIN TYPE B CORE
	J1- EXTERIOR SEISMIC JOINT SYSTEM BACK COVER COLOR MATCH WITH COLOR BACK COVER COLOR (CLEAR ANODED) ARROW REPRESENTS 3/8" W/40" BURR SLOPE OF 1:8" IN 10"
	A1- AREA NOT IN WORK SCOPE OF WORK
	I1- SLOPE BY TAPERED INSULATION ON P.V. DECK
	F3- FLAT INSULATION ON SLOPED STRUCTURAL DECK

EXTERIOR FINISH SCHEDULE - BOD

CATEGORY	TYPE	MANUFACTURE	PRODUCT NAME	DESCRIPTION	COMMENTS
01200	C4	CONCRETE	PRECAST CONCRETE BASE	PRECAST CONCRETE WITH LIGHT SAND BLAST FINISH	
01300	C5	CONCRETE	CAST IN PLACE CONCRETE	CAST IN PLACE CONCRETE WITH 30-1 SAND BLAST FINISH	
01410	F1	STUCCO	STUCCO WALL SYSTEM	STUCCO WALL SYSTEM, GRAY OUTLINATION HOOD SYSTEM WITH (GR-FM)S, LIGHT SERIE COLOR	
01420	F2	STUCCO	STUCCO WALL SYSTEM	STUCCO WALL SYSTEM, GRAY OUTLINATION HOOD SYSTEM WITH (GR-FM)S, DARK SERIE COLOR	
01430	M1	METAL PANEL	ALUMINOUM PLUS FINISH	ALUMINOUM PLUS FINISH OF SIMILAR MANUFACTURE	
01440	G1	GLAZING	GLAZING	GLAZING, CLEAR GLAZING (RE-ENLARGED ELEVATIONS)	
01450	G2	GLAZING	GLAZING	GLAZING, SPANDOL GLAZING (RE-ENLARGED ELEVATIONS)	
01460	R1	ROOF	TPO ROOF SYSTEM	NEW TPO ROOF SYSTEM ON METAL DECK, SLOPE TO DRAIN 1/4" IN 10'	
01470	E1	CEILING	EXTERIOR LAY-IN CEILING SYSTEM	EXTERIOR LAY-IN CEILING SYSTEM	
01480	G3	SOFFIT	EXTERIOR SOFFIT SYSTEM	2" BY 4" EXTERIOR SOFFIT SYSTEM, 30' MIN TYPE B CORE	
01490	J1	SEISMIC JOINT	EXTERIOR SEISMIC JOINT SYSTEM	EXTERIOR SEISMIC JOINT SYSTEM, BACK COVER COLOR MATCH WITH COLOR BACK COVER COLOR (CLEAR ANODED)	
01500	A1	AREA NOT IN WORK	AREA NOT IN WORK	AREA NOT IN WORK SCOPE OF WORK	

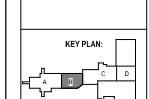
RS&H
 RSM Oregon
 Architects - Engineers - Planners, P.C.
 452 S. Usher St., Suite 1100
 Eugene, OR 97402
 541-683-7000
 www.rsh.com
 Oregon Registration No. 007247

P.VOT

Eugene
 CITY OF EUGENE

PROJECT TITLE:
 EUG CONCOURSE A EXPANSION

PROJECT ADDRESS:
 2881 EDWARDS DRIVE
 EUGENE, OREGON 97402



NO.	DESCRIPTION	DATE
1	ISSUED FOR BIDDING	10/30/2025
2	REVISION	
3	REVISION	
4	REVISION	
5	REVISION	
6	REVISION	
7	REVISION	
8	REVISION	
9	REVISION	
10	REVISION	

DATE REVISION: 10/30/2025
 REVISION BY: RSM
 DRAWN BY: RSM
 DESIGNED BY: RSM

PROJECT NUMBER:
 20241812027
 © 2024 RS&H, INC.

REGISTERED ARCHITECT
 MARK P.
 RIVERSIDE, IL
 APR-14151
 STATE OF OREGON

SHEET TITLE:
 BUILDING OVERALL ELEVATIONS & EXTERIOR FINISH SCHEDULE

SHEET ID:
A201

PROJECT STATUS:
 ISSUED FOR CONSTRUCTION

Connect Oregon 10 (2026) – Region 2 applications (not ranked)

June 3, 2026

MODE	Public/ Private	County	APP. #	APPLICANT	PROJECT NAME	TOTAL PROJECT COST	CO GRANT FUNDS REQUESTED	TOTAL PROJECT MATCH	% MATCH	Total Statutory Consideration Score	Equity Consideration	Climate Consideration	Region Priority
M	PU	Clatsop	2M532	Port of Astoria	Pier 2 West Rehabilitation	\$ 36,164,008.00	\$ 10,426,950.00	\$ 25,737,058.00	71%	96	LP	SP	
M	PU	Columbia	2M535	Port of Columbia County	Port Westward Beaver Dock Modernization	\$ 10,150,000.00	\$ 2,500,000.00	\$ 7,650,000.00	75%	95	NP	SP	
R	PR	Benton	2R528	PHILOMATH SAWMILL, LLC	PHILOMATH PLANERMILL Ph1.	\$ 236,775.00	\$ 165,743.00	\$ 71,032.00	30%	90	LP	SP	
R	PR	Linn	2R540	CLTLab, LLC	Timberlab Connection to P&WR	\$ 4,336,074.00	\$ 3,035,252.00	\$ 1,300,822.00	30%	89	SP	SP	
R	PR	Marion	2R530	Portland & Western Railroad	Woodburn to Wilsonville Rail Modernization, Safety, and Capacity Improvement Project	\$ 698,855.00	\$ 349,427.50	\$ 349,427.50	50%	84	LP	LP	
M	PU	Clatsop	2M533	City of Warrenton	Warrenton Marina E Dock Replacement	\$ 2,800,000.00	\$ 2,500,000.00	\$ 300,000.00	11%	82	LP	LP	
M	PR	Clatsop	2M534	Pacific Seafood	Pacific Seafood - Warrenton - Fuel & Ice Dock Repair	\$ 2,116,230.00	\$ 1,481,361.00	\$ 634,869.00	30%	78	LP	LP	
M	PU	Lincoln	2M537	Port of Newport	Port of Newport International Terminal Dolphin Installation	\$ 1,625,929.00	\$ 1,138,150.00	\$ 487,779.00	30%	78	LP	LP	
A	PU	Lane	2A536	City of Eugene	Eugene Airport Concourse A Expansion and ADA Lift	\$ 17,457,830.00	\$ 3,897,360.00	\$ 13,560,470.00	78%	69	LP	LP	
A	PR	Marion	2A529	Aurora Airport Improvement Association	Aurora Airport - Secure Internal Circulation Road	\$ 1,380,190.00	\$ 966,133.00	\$ 414,057.00	30%	67	LP	LP	
M	PU	Lincoln	2M538	Port of Newport	Port of Newport South Beach Dredging	\$ 1,500,000.00	\$ 1,050,000.00	\$ 450,000.00	30%	67	SP	SP	
A	PR	Yamhill	2A531	Trimble Aviation	McMinnville Airport Terminal Construction and Quonset Hangar Remodel	\$ 750,000.00	\$ 525,000.00	\$ 225,000.00	30%	63	LP	LP	
A	PU	Benton	2A527	City of Corvallis	Corvallis Airport Hangar Taxilane Improvement	\$ 2,620,560.00	\$ 800,000.00	\$ 1,820,560.00	69%	58	LP	LP	
R	PU	Linn	2R541	City of Harrisburg	Harrisburg 4th Street Corridor Railroad Rehabilitation and Grade Crossing Improvement Project	\$ 4,006,810.00	\$ 2,804,767.00	\$ 1,202,043.00	30%	52	LP	NP	

Connect Oregon Ethics Review

Preface

This document is an ethics review for those who will be involved in the application review process including modal committee members, regional committee members and final review committee members.

Connect Oregon

The Connect Oregon selection process is a rigorous review process that involves review from modal committees, regional committees and a final review committee in addition to staff review.

Public Official

According to ORS 244.020(14), “Public Official” means any person who, when an alleged violation of this chapter occurs, is serving the State of Oregon or any of its political subdivisions or any other public body as defined in ORS 174.109 as an elected official, appointed official, employee or agent, irrespective of whether the person is compensated for the services.

This includes:

- Public Employees
- Elected Officials
- Members of Boards and Commissions
- Volunteers
- Relative:
 - ORS 244.020(15) “Relative” means:
 - (a) The spouse, parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law of the public official or candidate;
 - (b) The parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law of the spouse of the public official or candidate;
 - (c) Any individual for whom the public official or candidate has a legal support obligation;
 - (d) Any individual for whom the public official provides benefits arising from the public official’s public employment or from whom the public official receives benefits arising from that individual’s employment; or
 - (e) Any individual from whom the candidate receives benefits arising from that individual’s employment.

Safeguard of the Public Trust

“The Legislative Assembly declares that service as a public official is a public trust, and that as one safeguard for that trust, the people require all public officials to comply with the applicable provisions of this chapter.” ORS 244.010 (1)

Conflict of Interest

In brief, a public official is met with a conflict of interest when participating in an official action could result in a financial effect to the public official, a relative of the public official or a business with which either are associated.

Statutory conflicts of interest have three components:

1. An **“action”**, **“decision”**, or **“recommendation”** made in an **“official capacity”**, which causes;
2. A private pecuniary benefit or detriment, for;
3. The **“public official”**, the public officials **“relative”**(s), or a **“business associated with which the person is associated”**, the public official or the public official’s relative.

Types of Conflict of Interest

Oregon Government Ethics law identifies and defines two types of conflicts of interest. An actual conflict of interest is defined in ORS 244.020(1) and a potential conflict of interest is defined in ORS 244.020(12).

Actual Conflict of Interest

- Any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit or detriment of the person or the persons relative or any business with which the person or a relative of the person is associated unless the pecuniary benefit or detriment arises out of circumstances described in subsection (12) of this section.
- *If the financial effect of an action is both **specific** and **certain**, then that action presents an actual conflict of interest.*

Potential Conflict of Interest

- Any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which could be to the private pecuniary benefit or detriment of the person or the persons relative, or a business with which the person or the persons relative is associated, unless the pecuniary benefit or detriment arises out of the following:
 - (a) An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.
 - (b) Any action in the persons official capacity which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the persons relative or business with which the person or the persons relative is associated, is a member or is engaged.
 - (c) Membership in or membership on the board of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.

When to Declare a Conflict of Interest

Officials on Boards or Commissions and Elected Officials ORS 244.120(2)

- When any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which **would** be to the private pecuniary benefit or detriment of the person or the person's relative or any business with which the person or the person's relative or any business with which the person or a relative of the person is associated.
- When any action or any decision or recommendation by a person acting in the capacity as a public official, the effect of which **could** be to the private pecuniary benefit or detriment of the person or the person's relative, or a business with which the person or the person's relative is associated
- Disclosure must occur when appointed officials are met with a conflict of interest, regardless whether the conflict is actual or potential.

How to Declare a Conflict of Interest

Officials on Boards or Commissions & Elected Officials ORS 244.120(2)

- Must publicly announce the nature of the conflict of interest on each occasion the conflict arises.
- Must publicly announce **potential** conflicts of interest, on each occasion **before taking action**.
- Must publicly announce **actual** conflicts of interest, on each occasion, and **refrain** from participating in **discussion, debate, or voting** on the issue out of which the actual conflict arises.

For more information

Oregon Government Ethics Commission
<http://www.oregon.gov/OGEC/Pages/generalinfo.aspx>

Agenda Item 8

ODOT Transportation Safety Action Plan

Presenters

Walt McCallister – ODOT Safe Communities Program Manager

Action requested

No action required. For discussion only.

Summary

The Federal Highway Administration (FHWA) requires every state to have a Strategic Highway Safety Plan (SHSP). The SHSP is a statewide plan that provides a comprehensive framework for reducing fatalities and serious injuries. The SHSP identifies key safety needs and guides safety investments in infrastructure and safety behavior programs. FHWA requires states to update their safety plans every five years.

In Oregon, the SHSP is referred to as the Transportation Safety Action Plan (TSP). It was developed by ODOT with input from other agencies, local governments, interest groups, and individuals.

ODOT is currently updating the TSP. It was last updated in 2021. A draft of the new update will be released for public review and comment on June 15. The comment period ends on July 31.

At the LaneACT meeting on June 10, staff from the ODOT Transportation Safety Office will provide a presentation describing the new plan. A copy of the slide presentation is attached. Additional information is available on the ODOT TSAP webpage. [[link](#)]

Attached

Slide presentation (9 pages)

Draft 2026 Transportation Safety Action Plan

Walt McAllister, Safe Communities Program Manager

June 10, 2026



1

Presentation Objectives

- Highlight key elements of the TSAP
- Review what we learned from safety partners & crash data
- Discuss approval process and opportunities for input

2

What is the TSAP?

The Transportation Safety Action Plan unifies transportation safety planning in Oregon for:

- All users
- On all roads
- Across all agencies & jurisdictions

The TSAP establishes the vision of zero deaths and life changing injuries on Oregon's transportation system.



3

How does Oregon implement the TSAP?



4

Key elements of the draft 2026 TSAP

- Advances Oregon Transportation Plan policy direction – Safe System Approach
- Sets clear safety targets – 30% reduction of fatal and serious injuries by 2035, Zero by 2050
- Uses data to focus on the most important safety issues, making the total system safer for all
- Addresses main causes and behaviors that lead to fatal and serious injury crashes
- Identifies updated strategic actions to implement over the next 5-years, in alignment with other safety plans

5



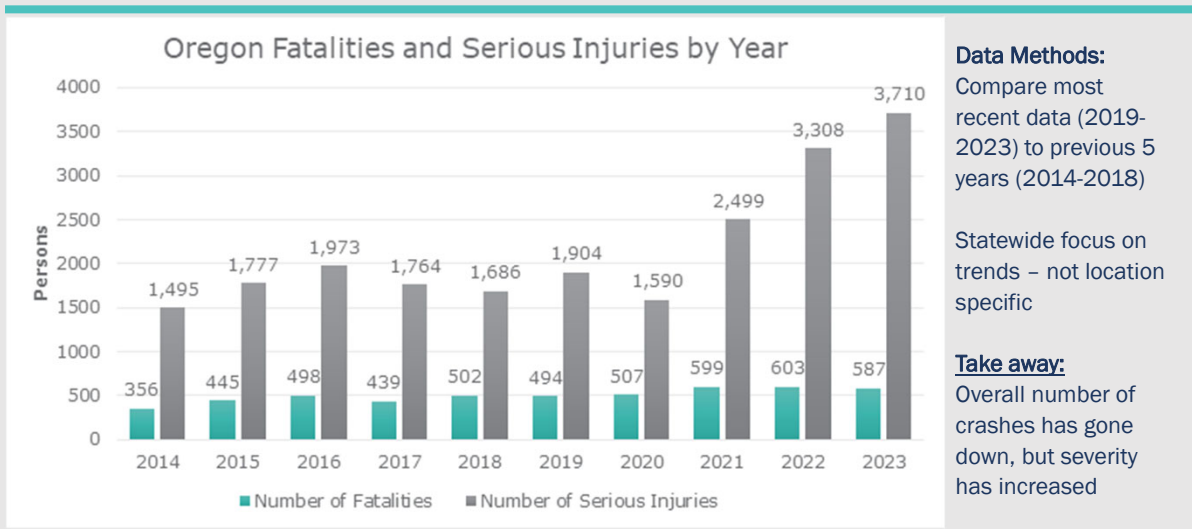
6

What we learned from partners

- **Safety Vision:** zero fatalities and serious injuries is the only acceptable goal.
- **Targeted Investment:** Strategically invest limited resources in proven countermeasures that have high impact.
- **Enforcement Capacity:** Limited staff constrains traffic enforcement to address risky behaviors.
- **System Maintenance:** Aging infrastructure and decreased funding amplify long-term safety risks.
- **Land Use and Safety:** Transportation solutions are context sensitive to the surrounding community – need to support transportation options and reduce multi-modal risk.

7

What we learned from safety data: Trends by year



8

What we learned from safety data: Top contributing factors

Proportion of Fatal and Serious Injury (FSI) Crashes 2019-23

	39%	38%	25%	24%	23%	14%	14%
	Roadway Departure Crashes	Intersection Crashes	Speed-Related Crashes	Aging Drivers Involved Crashes (65+)	Alcohol and/or Other Drugs Involved Crashes	Young Drivers (15-20) Involved Crashes	Motorcycle Involved Crashes
# FSI Crashes	5,299	5,201	3,360	3,196	3,179	1,962	1,903



9

What we learned from safety data: Top contributing factors

+44%
All FSI Crashes

Percent Increase in Number of FSI Crashes 2014-18 to 2019-23

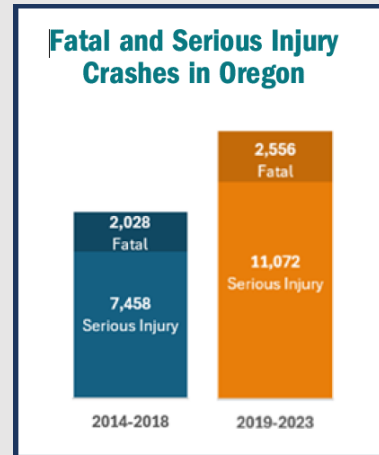
	+116%	+68%	+54%	+53%	+52%	+50%	+49%
	Distracted Driver Involved Crashes	Unrestrained Occupant Involved Crashes	Aging Drivers (65+) Involved Crashes	Medium and Heavy Truck Involved Crashes	Intersection Crashes	Alcohol and/or Other Drugs Involved Crashed	Speed-Related Crashes
'14-'18	806	900	2,082	527	3,413	2,121	2,251
'19-'23	1,737	1,513	3,196	805	5,201	3,179	3,360



10

What we learned from safety data: Additional analysis

- 2.5% of fatal and serious injury crashes involve a bicyclist and 8.5% involve a pedestrian, need to consider as core to solutions.
- Fatal and serious injury crashes are evenly split between state (49%) and local (51%) roads
- Most fatal and serious injury crashes occur on arterial roads statewide (62%)
- More fatal and serious injury crashes occur in urban areas (58%) than rural areas (42%), with roadway departure, impairment and aging drivers common in both
 - Intersection are primarily an urban issue
 - Speeding is primarily a rural issue



11

Draft 2026 TSAP Emphasis Areas

Top Tier

- Roadway Departure
- Intersections
- Speed-related
- Alcohol and/or Other Drugs

Second Tier

- Aging Drivers (65+)
- Pedestrians and Bicyclists
- Young Drivers (15-20)
- Unrestrained Occupants
- Distracted Drivers
- Medium and Heavy Trucks
- Motorcycles

12



13

Project Schedule and Approval Timeline

- **June-July 2026**
 - Public review of draft TSAP: June 15th - July 31st
 - Public hearing: July 8th with the OTSC
- **August 2026**
 - Refinement of the draft TSAP to incorporate public comment and testimony
- **September 2021**
 - Recommend TSAP adoption by OTSC
- **October 2026**
 - TSAP adoption by OTC

14



15

Discussion

- Feedback or questions on the draft TSAP?
- What are the key safety topics and/or Emphasis Areas you think we should focus on for implementation?



16

Opportunities to Stay Informed and Engaged

- Project Website at <https://www.oregon.gov/odot/Safety/Pages/TSAP.aspx>
- Receive e-mail [newsletter](#)
- Email comments/questions to safety@odot.Oregon.gov

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Mary.M.Mcgowan@odot.Oregon.gov

Walt McAllister, TSO Safe Communities Program Manager
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Agenda Item 9

LaneACT Bylaws Committee

Presenters

Matt Michel – Committee Chair; Bill Johnston – LaneACT staff

Action requested (LaneACT Steering Committee recommendation)

(1) Renew the committee’s authorization to develop recommendations for updating the bylaws. (2) Expand the authorization to include developing a charter for the LaneACT.

Summary

The LaneACT established the Bylaws Committee on July 10, 2024 to develop recommendations for updating the bylaws. The following LaneACT members volunteered to participate: ~~Shelley Clark (Creswell)~~, Vidal Francis (ODOT), Matt Michael (Veneta), Tiffany Edwards (Eugene Chamber of Commerce), Shelley Humble (Creswell Airport), and Paul Thompson (MPO).

At the following meeting on September 11, the LaneACT provided additional direction to define the scope of the update, process, and timeframe. They also appointed Matt Michael to serve as the chair of the committee.

The committee met five times between September 2024 and March 2025. The LaneACT paused the committee’s effort because ODOT was updating the *OTC Policy on Formation and Operation of ACTS*. This is an important document that establishes the framework for the bylaws. Now that the policy has been updated (OTC still needs to formally adopt it), the committee is ready to resume their effort.

ODOT has also developed a new charter template the LaneACT needs to adopt by the end of the year. It includes many provisions that are currently contained in the bylaws. (The LaneACT does not have charter.) Some effort will be required to determine how to adapt the template for the LaneACT. Some provisions in the bylaws may need to be removed.

The Steering Committee recommends that the scope of work for the Bylaws Committee be expanded to include developing a draft charter for the LaneACT to review and approve.

Attachments

- A. Updated OTC ACT policy (18 pages)
- B. ACT charter template (15 pages)

**POLICY ON
FORMATION AND OPERATION OF
AREA COMMISSIONS ON TRANSPORTATION (ACTs)
(2026 Update)**

INTRODUCTION

The Oregon Transportation Commission (OTC) established the Area Commissions on Transportation (ACTs) to improve communication and interaction between the OTC and local partners who share a transportation-focused community of interest. That dialogue will include the OTC, local officials, legislators, the business community and appropriate partners, and the Oregon Department of Transportation (ODOT).

Through the ACTs, the OTC expects to:

- Broaden opportunities for advising the OTC on policy, investment and project issues.
- Implement policy.
- Improve project recommendations and coordination at the local level.
- Hear diverse regional transportation perspectives.
- Increase partner support for and commitment to projects.
- Establish expectations for policies, projects, and programs.
- Collaboratively co-advance goals such as climate, equity, safety, and the economy.

The OTC adopted *Policy on Formation and Operation of Area Commissions on Transportation* to provide answers to common questions about the purpose, formation, and function of ACTs and to encourage a reasonable degree of consistency statewide in their role and operation.¹ The document is intended to provide statewide consistency for the ACTs while balancing local needs for flexibility and uniqueness. Each ACT will adopt a Charter to further define its operating procedures. Topics addressed include the following:

- 1. Mission**
- 2. Roles and Responsibilities**
- 3. Authority**
- 4. ACT Structure and Membership**
- 5. Operations of the ACT**
- 6. Basis for Decision Making**
- 7. Coordination**

The OTC will give significant weight to recommendations from the ACTs that follow the procedures described in this document. The ACT, however, is an advisory body to the OTC, and the OTC is the final decision-maker.

¹ See Attachment B.

To clarify the document, a glossary² was prepared which defines the terms Region, Regional, Area, Transportation System, and a series of verbs used throughout the document. The verbs convey varying levels of action or responsibility and include the following: must, shall, will, should, and may.

As the need arises, the OTC may review this document and update as appropriate.

DRAFT

² See Attachment C.

POLICY ON FORMATION AND OPERATION OF AREA COMMISSIONS ON TRANSPORTATION (ACTs)

1. MISSION

The mission of the ACTs is to provide a forum for the discussion and coordination of current and future transportation issues and to make recommendations to the OTC.

2. ROLES AND RESPONSIBILITIES

ACTs have a primary role of establishing priorities, seeking public input and making recommendations to the OTC regarding perspectives within their area related to policies, funding, investments, system operations, and projects. ACTs may also be requested to provide input to the OTC on investments and projects of statewide importance and on statewide policy issues.

A. Primary Role of the ACTs

At a minimum, ACTs shall perform the following:

- Provide a forum for understanding and discussing transportation issues.
- Establish a public involvement process that is consistent with state and federal laws, regulations, and policies.
- Inform the development and ongoing implementation of the Oregon Transportation Plan (OTP) and associated mode and topic plans.
- Identify Regional considerations, needs, opportunities, and priorities specific to the geography of each ACT and in consideration of locally adopted plans to inform ODOT's Capital Investment Plan.
- Develop, and periodically update a two-year work plan. The format must be consistent with the template provided by ODOT and include the priorities established by the OTC and ODOT for the upcoming two-year period. The work plan may also include other topics of interest to the ACT, provided (1) they are topics that the ACT has an ability to influence, and (2) ODOT has the resources to provide staff support.
- Provide recommendations to the OTC regarding program funding allocations for various investment programs, including safety, economy, climate and equity while balancing local, area, regional, and statewide needs and perspectives.³ Ex. Connect Oregon
- Make recommendations to ODOT regarding special funding opportunities and programs.
- Advance the priorities of the OTC as stated in the Strategic Action Plan, Oregon Transportation Plan and other ODOT plans and documents.
- Communicate and coordinate Regional priorities with other organizations, including the following:

³ Techniques ACTs may use to achieve statewide perspective include interacting with other ACTs, hosting forums on statewide issues such as access management and highway segment designations and having the ODOT Director or OTC liaison attend and participate in ACT meetings. By using criteria established by the OTC and adherence to those standards, ACTs achieve a statewide vantage point.

- Other ODOT Regions and ACTs
- Metropolitan Planning Organizations (MPOs)
- Regional Solutions Teams (RST)
- Regional partnerships and regional investment boards
- ODOT advisory committees
- 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.
- Consider climate and accessibility implications when making recommendations and balance other objectives such as safety, mobility, accessibility, livability, health, and state of good repair.

B. Optional Activities of the ACTs

In addition to the primary responsibilities described above, ACTs may (if they choose) provide advice on activities such as:

- ODOT corridor plans or local Transportation System Plans (TSPs) that include projects of regional significance (e.g. a new highway bypass).
- OTC and ODOT investment strategies, investments, projects and policies for other programs and categories that have advisory committees or processes in place.
- Special funding opportunities. Examples include STIP Fix-It, Enhance, Active and Public Transportation, Safe Routes to School, and Federal Lands Access Program.
- Other transportation related policy or funding issues relevant to a particular ACT.

C. Role of OTC

Success of the ACT is linked to communication with the OTC. The OTC will:

- Designate two OTC members as the liaisons to the ACTs who should:
 - Between liaisons, attend at least one meeting of each ACT annually.
 - Engage with ACT members during ACT meetings.
 - Report on OTC priorities and important topics regularly to each ACT.
 - Provide ACT information and updates at OTC meetings on a regular basis.
- OTC liaisons will interact frequently with the ACTs, periodically attending meetings and providing opportunities to hear and report ACT comments to the OTC, resulting in the ACTs receiving feedback on OTC actions taken based upon ACT input.
- Facilitate communication between the OTC and the ODOT representative to the ACT.
- Describe expectations and provide adequate lead time when requesting input from the ACT.
- Give significant weight to recommendations from ACTs.
- Approve ACT Charters and Work Plans.

D. Role of ODOT Staff

ODOT staff have a key role in the operation of the ACT. ODOT will:

- Provide financial assistance (including Equitable Engagement Compensation Policy) and support for primary activities of the ACT. To a lesser extent, support for optional ACT activities (e.g. subgroup meetings and special projects). ODOT will determine the appropriate level of support.
- Provide information (and formal training if necessary) to the ACTs to enhance their understanding of state and federal programs and issues.
- Provide guidance on the development of charters, work plans and membership.
- Provide or ensure technical and policy-related information in a timely and meaningful manner to assist the ACT in fulfilling responsibilities to provide recommendations to the OTC on topics where input has been requested.
- Assign a senior manager to serve as an ODOT representative and a voting member of the ACT. The ODOT representative will:
 - Provide or coordinate staffing support to the ACT, as described in Section 5.B of this document. This includes preparing agenda items and presentations for ACT meetings and coordinating with the ACT chair.
 - Inform the ACT about ODOT discussions with the OTC concerning investment decisions, and opportunities to provide input. Follow up with the ACT to inform them how their input was considered.
 - Inform the ACTs about new technical standards or policy developments relating to transportation safety, bicycle and pedestrian facilities, trucking, rail, public transportation, scenic byways, state and local government relationships, climate change, equity, and other relevant topics.
 - If both the Chair and Vice Chair resign, or cannot serve, the ODOT representative will serve as the Interim Chair in their absence.

In addition to providing guidance and assistance to the ACT, as described in the previous bullets, ODOT staff is charged with ensuring the ACT is following the direction provided by the OTC and the code of conduct, as well as ensuring that agenda items align with OTC and ODOT business and have a transportation nexus. ODOT staff have authority over the allocation of ODOT resources, which will impact meeting frequency and scheduling, among other work to support the ACT.

3. AUTHORITY

ORS 184.610 to 184.665 gives the OTC the authority to establish the policies for the operation of ODOT and for the administration of programs related to transportation. The ACTs are advisory bodies chartered under authority of the OTC. The OTC may charter an ACT when it demonstrates, and if it maintains, a structure consistent with the requirements contained in this document. The OTC retains oversight and final decision-making authority to assure efficient management of the state Transportation System. ACTs provide valuable input and recommendations to that process.

An ACT is a voluntary association of government and non-government transportation partners and has no legal regulatory, policy, or administrative authority. The ACT process and resulting recommendations shall comply with relevant laws, regulations, and policies. As an advisory body to the OTC with authority to make recommendations on policy or administration, ACTs meet the definition of a “Governing Body” and fall under the requirements of the Public Meetings Law (ORS 192.610 to 192.690). ACT’s members shall comply with the requirements of Oregon Government Standards and Practices laws concerning conflict of interest.

ACTs should apply a statewide perspective to address the Transportation System with primary focus on the state Transportation System (see Glossary, Attachment C). ACTs may also consider Regional and local transportation issues. Multi-ACT collaboration may be requested to facilitate consideration of issues that have a broader geographic scope than any one ACT. The needs of urban and rural areas may be different, and discussions may include ACT representatives from more than one ODOT Region to help focus discussions on corridor or system needs.

4. ACT STRUCTURE AND MEMBERSHIP

A. Geographic Coverage

ACTs provide important input to the OTC. They are familiar with local issues and provide a regional perspective. The OTC and ODOT have established boundaries for each ACT representing a “geographical community of interest”. Shared interest used to define ACT boundaries may include economy, land use, infrastructure needs, commute shed, political and programmatic interests and opportunities to collaborate.

The geographic boundaries of an ACT may change over time. Boundary revisions will be negotiated and agreed on by the affected parties, who will submit a formal written request to the OTC for consideration and approval.

B. Membership

When establishing the voting⁴ membership, an ACT needs to consider all modes and aspects of the Transportation System. An ACT will have a voting membership which is reflective of its population and interest groups and will be broadly representative of those impacted by ACT recommendations.

At a minimum, ACT representation will include at least 50% elected or appointed officials from the Area. Representation shall include City, County, and MPO officials within the ACT boundaries. Representatives of the nine federally recognized Tribal Governments in Oregon as named in ORS 172.110, Port officials, and Transit officials shall also be invited to participate as voting members and will count toward the requirement of at least 50% elected or appointed officials. The remainder of the members should be representatives from special interest groups which may include freight, trucking, bicycle, pedestrian, public transportation (other than transit districts), public interest advocacy groups, environmental, land use, business, education, public safety providers, non-profit organizations, etc. Members should be carefully selected so that

⁴ Voting may be by consensus or majority, as defined in the individual ACT Operating Agreement (Section V.A.).

transportation-related recommendations from the ACT reflect a broad range of interests and represent a consensus, if possible. The ACT will determine the total number and process for selecting members. shall also be invited to participate as voting members and will count toward the requirement of at least 50% elected or appointed officials. The remainder of the members should be representatives from special interest groups which may include freight, trucking, bicycle, pedestrian, public transportation (other than transit districts), public interest advocacy groups, environmental, land use, business, education, public safety providers, non-profit organizations, etc. Members should be carefully selected so that transportation-related recommendations from the ACT reflect a broad range of interests and represent a consensus, if possible. The ACT will determine the total number and process for selecting members.

In addition to official membership, each ACT should include appropriate ex officio members giving full consideration to their comments and recommendations. Ex officio members may include:

- Oregon Transportation Commissioners, state legislators, and local congressional aides.
- Regional Solutions Teams.
- State and federal agencies such as US Forest Service, Bureau of Land Management, Fish and Wildlife, Department of Environmental Quality, Department of Land Conservation and Development, or Department of Aviation.
- City and county road district or department.
- Regional groups that have an interest in transportation issues such as housing advocates, regional partnerships and regional investment boards, law enforcement agencies, etc.

The ACT should encourage participation of adjacent ACTs and consider inviting representatives to participate as ex officio members. Adjacent ACTs should be included on notification lists and invited to attend ACT meetings.

As an ACT experiences member turnover, it should review its membership to ensure the interests in the community are represented.

If circumstances within the ACT (e.g. small population and large geographic area) prevent the ACT from meeting the minimum membership requirements, the ACT may develop an alternate proposal for approval by the OTC during its biennial meeting with the OTC.

C. Technical Advisory Committee

ACTs may establish subgroups (committees) as needed to assist in developing recommendations for the OTC or for other purposes. For example, a Technical Advisory Committee, which may include local staff who are formal members of the ACT. Committees may be permanent (standing) or formed on an as-needed (ad-hoc) basis. The ACT will determine membership of the committees. Their role will be defined in the ACT's Charter.

5. OPERATIONS OF THE ACT

A. ACT Charters

ACT Charters must clarify the roles of members, agencies, ODOT, and the OTC. They should

specify how members will be selected and define membership in more detail than what is described in this document, including the total number and the voting status of each member. Charters specify when, where, and how meetings will be conducted, officers and terms of office, whether alternates will be allowed, public involvement processes which the ACT will use, number of members required to constitute a quorum, decision making process (e.g. consensus or majority vote), and committees.

ACTs may establish executive or steering committee. If so, the Charter will describe the committee's authority and explain how it meets the requirements of this document particularly regarding membership and public involvement. The Charter will also specify how the committee will communicate with the full ACT.

The Charter shall clarify that ACTs are advisory bodies that make recommendations to the OTC.

B. Staffing and Financial Support

ODOT will provide staff support to the ACT, either directly or through a contractor. ODOT will consider input from the ACT in determining how to provide staff support, and the level of support (scope of service).

C. Public Involvement

As an advisory body that has authority to make recommendations to the OTC an ACT must comply with the requirements of Oregon's Public Meetings Law found at ORS 192.610 to 192.690. The policy underlying the law is to ensure an open governmental decision-making process, and to facilitate the public's awareness "of the deliberations and decisions of governing bodies and the information upon which such decisions were made" (ORS 192.620.).

The Public Involvement section of this document includes more detail than other sections of the document. Attachment A provides the minimum and preferred public involvement requirements for different types of ACT meetings. The ACT may use Attachment A as a template to incorporate into its Charter. The goal is to achieve statewide consistency through an open, understandable process that meets state and federal public involvement policies, while recognizing there may be some differences between the ACTs. The ACTs must follow all relevant federal laws, regulations, and policies for public involvement, including Title VI and Environmental Justice requirements, and all applicable ODOT policies.

For ACTs to fulfill their advisory role in prioritizing transportation problems and solutions and recommending investment strategies and investments, the ACTs must involve the public in their decision-making processes. As the ACTs consider local, Regional and statewide transportation issues, it is important that they use the appropriate level of public involvement and/or public information. To comply with federal Environmental Justice requirements as well as state equity expectations, the public involvement process needs to identify a strategy for engaging minority and low-income populations in transportation decision making. Meeting materials and facilities shall be accessible to those with disabilities pursuant to ADA standards.

ODOT will maintain a website that provides information and links to each of the ACTs:

https://www.oregon.gov/odot/Get-Involved/Pages/Area_Commissions.aspx

6. BASIS FOR DECISION MAKING

The ACTs function as advisory bodies to the OTC, which has final decision authority. ACT deliberations and decisions resulting recommendations shall consider relevant plans, regulations, policies and laws. ACT recommendations relating to the Capital Investment Plan and STIP must comply with the policies and standards adopted by the OTC. When ACTs are providing recommendations on policy and other topics, they have greater latitude in formulating their response.

Recommendations shall consider local, state, and federal adopted transportation plans, policies, and procedures including, but not limited to:

- Oregon Transportation Plan and supporting mode plans (e.g. Oregon Highway Plan and Oregon Public Transportation Plan)
- Oregon Public Meetings Law, ORS 192.610 to 192.690 (See State of Oregon, Department of Justice, *Attorney General's Public Records and Meetings Manual*)
- State corridor and facility plans
- Transportation Planning Rule, OAR 660-012
- Transportation system plans
- MPO regional transportation plans
- Federal transportation planning regulations
- Local government plans, regulations, and ordinances
- State Agency Coordination Program, OAR 731-15
- Additional criteria established by the OTC
- Oregon Government Standards and Practices, ORS Chapter 244
(See *Oregon Government Standards and Practices Laws, a Guide for Public Officials*, by the Oregon Government Standards and Practices Commission)

7. COORDINATION

Because of the fundamental importance placed on recommendations by the ACTs, coordination shall be a primary obligation, and ACTs are expected to meet a high standard in this area. To ensure that recommendations have been reviewed for local, Regional, and statewide issues and perspectives, ACTs should communicate with others that may have knowledge or interest in the area. Working with a broad representation of partner should also help provide a balance between local/Regional priorities and statewide priorities. ACT coordination should include, but not be limited to, the following groups:

- Oregon Transportation Commission
- Other ACTs within and across ODOT Regions
- ODOT Advisory Committees
- Regional Solutions Teams
- Regional partnerships and regional investment boards
- Nine federally recognized Tribal Governments in Oregon as named in ORS 172.110
- MPOs
- Local Governments, Transit and Port Districts
- Other Partners (e.g. environmental, business, state and federal agencies with land holdings within the ACT boundary)
- General public

A. Oregon Transportation Commission

ACTS are required to develop and periodically update a two-year work plan. This was previously described in Section 2.A. The OTC invites each individual ACT to meet with them at least every other year. This provides the OTC with an opportunity to review and discuss the ACT's work plan. The OTC may also review the ACT's Charter at that time. If modifications are required to comply with new or updated OTC direction (e.g. revising processes to conform to the revised "Policy on Formation and Operation of Area Commissions on Transportation (ACT)"), changes will be incorporated at that time. An ACT or the OTC may initiate additional communication on an as-needed basis.

B. ACTs Within and Across ODOT Regions

ACTs will coordinate with other ACTs as needed in developing recommendations for the OTC that may have a Regional impact. For example, recommendations for a highway corridor that is within more than one ACT area. To facilitate regular communications, adjacent ACTs should be included on the ACT notification lists and invited to all ACT meetings. Meeting agendas and minutes should be provided. The ACT should consider including representatives from adjacent ACTs as ex officio members.

C. ODOT Advisory Committees

ACTs are encouraged to keep ODOT's advisory committees informed about their activities and ask for comments if appropriate.

Representatives should be included on ACT notification lists and invited to ACT meetings.

D. Tribal Governments

OTC recognizes that the nine federally recognized Tribal Governments in Oregon, as named in ORS 172.110, represent sovereign nations. ACT recommendations will consider the needs of these nine Tribal Governments, as well as coordination with the tribal Transportation Improvement Program (TIP) and other projects being developed by the Tribal Governments. To provide this coordination and understanding, representatives of Tribal Governments within an ACT's geographical boundaries shall be invited to participate as voting members of the ACT.

E. MPOs

Metropolitan Planning Organizations (MPOs) are responsible for carrying out the metropolitan transportation administering the federally mandated planning process within urbanized areas in cooperation with ODOT and local transit operators (23 CFR 450.312). MPOs develop and periodically update a Transportation Improvement Program (TIP) that includes all projects that are regionally significant or that are funded with federal funds, by year and by phase within the MPO planning areas.

FHWA and FTA will not authorize federal funding for projects or activities within urbanized areas, unless they are consistent with the MPO's Regional Transportation Plan (RTP) and included in the TIP.

ACTs and MPOs should coordinate their activities, if possible, to ensure that funding priorities identified by the ACT are consistent with the priorities identified in the MPO's RTP. The form of coordination may be different depending on the MPO and ACT boundaries. When ACT and MPO boundaries overlap, a higher level of coordination may be needed. The MPO and ACT should jointly agree on a process to ensure ACT recommendations are consistent with the RTP and

TIP. An MPO representative shall be included as a voting member on the ACT if the MPO is within the same geographic area as an ACT.

For ACTs that are near or adjacent to an MPO, a sufficient level of coordination can be achieved by simply communicating the priorities of each group. This could be done through ex officio membership on committees or some other mutually agreeable, less formal method.

F. Local Governments, Transit and Port Districts

Transit agencies and port districts shall be included as voting members of the ACT. The representatives of these groups are responsible for providing regular updates to their respective organizations on actions and recommendations being considered by the ACTs.

G. Special Interest Groups

The ACTs are expected to include as members a range of special interests. (Membership is discussed in Section 4.A.) Including special interest groups, along with local governments and special districts. This ensures the ACT represents a full cross section of interests, to inform their recommendations to the OTC.

Attachment A Public Involvement

State agencies are a “public body” as defined in ORS 174.109. As advisory committees to the OTC and ODOT, the ACTs are a “Governing Body” as defined in ORS 192.610. Consequently, ACTs must comply with the requirements of the Oregon Public Meetings Law, ORS 192.610 to 192.690.

A “meeting” as defined in ORS 192.610 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 meetings conducted by video conference. Regular ACT meetings, as defined above, are open to the public and will be advertised in advance as described in the meeting notice section below.

Steering Committee and other committee meetings are not required to be open to the public. Although committee meetings are not open to the public, notification of the meetings will be provided so that those who are interested are aware of the meetings. Refer to Section C.

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 people and partner 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 person on receipt of proper notice (ORS 192.630(5)).

Meeting Materials

- Distribute decision item information to everyone in attendance at the meeting.
- Provide time on the agenda for 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. Trainingsessions may be held anywhere.
- Contains adequate seating and facilities to encourage attendance by the 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 are prohibited.
- Substance of all discussion.
- Reference to all documents discussed (confidentiality of records exempt from disclosure may be protected).
- Draft minutes from the previous meeting will be included in the meeting packet for the following meeting, for the members to review, correct if necessary, and approve.
- As appropriate to the Area, meeting minutes should be provided in languages other than English.
- 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

- Notice of upcoming meetings will be posted on the ACT website at least one week in advance of the meeting.
- The meeting packet (described in the following section) will also be posted.
- A meeting notice will also be sent by email to an interested parties list that includes individuals who have asked to be notified about ACT meetings. The list will be compiled and maintained by ACT staff. The notice will include a link to the meeting packet posted on the ACT website.

Meeting Materials

- Prepare and distribute a meeting packet at least one week prior to the meeting. The packet will be distributed in digital (electronic) format by email. It will also be posted on the ACT website.
- A printed (paper copy) of the meeting packet will be provided to ACT members who request one in advance. A limited number of printed copies will also be available at in-person meetings.
- For items requiring a formal decision the meeting packet will include sufficient supporting documentation to inform the decision.
- The meeting packet will include any relevant correspondence about any of the agenda items received prior to the meeting. Correspondence received after the publication of the meeting packet will be distributed at the meeting. Packets from previous ACT meetings will remain accessible on the ACT website for up to a year.

Meeting Schedule

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

Meeting Location

- In-person meetings shall be held at locations easily accessible by public transportation.

Meeting Minutes

- Post minutes from the meeting on the ACT website.

C. STEERING COMMITTEE MEETINGS

- The date and time of upcoming Steering Committee meetings will be shown on the agendas for regular ACT meetings, which will be posted on the ACT website.
- The date and time of special steering committee meetings will be posted on the ACT website, along with a brief description of the meeting.
- Minutes are not required for steering committee meetings.

D. EXECUTIVE SESSIONS

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

E. CONTROL OF MEETINGS

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

F. ROLES AND RESPONSIBILITIES

Roles and responsibilities of parties engaged in public involvement activities on behalf of ACT will be specified in the agreement between ODOT and the contractor providing staff support to the ACT.

G. PUBLIC COMMENT

The public shall be provided with opportunities to speak to the merits of proposals before the ACT and to forward their own proposals. Public comment will be an agenda item 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.

Attachment A

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 Paid Advertising	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	Same as regular meetings	Same as regular meetings	Same as regular meetings plus room with "listening" device.	Same as regular meetings

Table 1

Attachment B

How An ACT Is Established and Work Plan Structure

In establishing an ACT, local elected officials and staff work together with the ODOT Region Manager and the OTC member representing the Area to develop a proposal for the formation of an ACT. The proposal should address the key questions listed below. The proposal is circulated among local jurisdictions for comment, revision, and eventually expressions of support. The State Community Solutions Team reviews the proposal for coordination with the Regional Partnership Initiative. The OTC reviews the proposal. Once the OTC accepts the proposal, it adopts a resolution providing a provisional Charter for the Area Commission on Transportation. The ACT selects its members and begins to function as an official advisory body to the Oregon Transportation Commission.

Work Plan development should follow a similar process in addressing the questions below and should be reviewed by the ACT membership before being submitted to ODOT.

Key Questions to be addressed in an ACT Proposal

The OTC expects that for an ACT to be effective it will represent the political environment of the Area. Therefore, each ACT may look and function somewhat differently than another. However, each proposal or biennial report for an ACT should address at least the following questions:

1. What is the rationale for the geographic boundaries of the proposed ACT? If the boundaries are being modified, why?
2. What are the proposed voting and ex officio membership categories and how do they ensure coordination with existing Regional public agencies?
3. Is the membership broadly representative of local elected officials and inclusive of other key partners and interests (IV.B. Membership)? If key representation is not included, explain the justification.
4. How would/does the ACT coordinate with adjacent ACTs and/or MPOs and involve state legislators?
5. What is the proposed work program of the ACT?
6. How will/does the ACT meet the minimum public involvement standards as shown in Attachment A of this document?
7. Who would/does help guide the work program and agendas of the ACT? Indicate the general operational structure.
8. How would/does the ACT secure technical assistance on transportation issues?

9. What key work efforts will be / have been addressed by the ACT?
10. Who would/does provide staff to support the ACT?
11. What will be / is the decision-making process used by the ACT?

DRAFT

Attachment C Glossary of Terms

Area—When capitalized, describes the geographic area of the Area Commission on Transportation.

Region—When capitalized, describes the Oregon Department of Transportation geographic regions.

Regional—When capitalized, includes considerations of other communities, regional movements, and patterns of transportation.

Transportation System—When capitalized, includes the following modes and aspects:

- Air, marine, & rail (freight and passenger)
- Highway (trucks, buses, and cars)
- Transit
- Bicycle/Pedestrian

To consider all modes and aspects of the Transportation System in formulating recommendations, ACTs would take into account the provision of elements and connections between air, marine, rail, highway, trucking, transit, bike, and pedestrian facilities.

Verbs:

Obligation—This category of terms shows the ACTs' responsibility to ensure the outcome to the OTC. The terms that fall within this category include:

- Must
- Shall
- Will

Encouraged—This category of terms provides the ACTs some flexibility with their responsibilities to the OTC. The terms that fall within this category include:

- Should

Permitted—This is the most flexible category of terms. It allows the ACTs to decide whether to engage in evaluation of the situation. Terms that fall within this category include:

- May



ODOT ADVISORY COMMITTEE CHARTER TEMPLATE INSTRUCTIONS

****This template has been updated for use by the Area Commissions on Transportation****

Background: The Strategic Review undertaken by ODOT in 2024 recommended the agency review advisory committees' protocols and develop a consistent process of creating, expectation-setting, and supporting advisory committees. The desired outcome is that advisory committees are managed in a consistent and coordinated approach, with clear processes to establish, review, and abolish committees as well as clear expectations and consistent staff support. One of those outcomes is the creation of a charter template.

Directions: Use this template to guide your advisory committee through either the development of an initial charter or the revision of an existing charter. Use the content in the template to guide the development of each section.

Current charter or bylaws documents may already include a lot of this information; if so, this may be a reorganization of those materials. In some cases, the template offers additional opportunities for context to closer align advisory committees.

- After you have created this template document from the 'ODOT – Advisory Committee Workgroup' Teams channel, you need to save it in the location that works best for your advisory committee.
- Black type is template language, often providing explanation, guidance or resources for charter development. This language should not be removed in the interest of context. **Green** type is where you should insert the name of your committee (and, thereafter, the acronym) and provide information specific to your advisory committee.
 - Fill it out with the known information from existing documents and identify any gaps or contradictions. These may be areas of conversation for your committee to consider. We would also appreciate your feedback.
- When your committee has approved its updated charter, please make sure to post a PDF of it on your public-facing website and let the ACAC facilitator know for our records.



<<Insert AC Name>> Charter

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1. Overview and Background

This Charter lays out the charge, scope, and expectations for the <<Name of ACT>> Advisory Committee (Acronym). It identifies the ways in which the <<Name of ACT>> operates, including structure and processes to reach agreement on decisions or recommendations, and meeting protocols. This charter guides the work and conduct of the <<Name of ACT>> to create and maintain an authentic, open and equitable deliberation and public engagement process.

Please provide any other pertinent background about the advisory committee, including but not limited to: when convened and by whom/what established the advisory committee.

2. Committee Role: Core Purpose and Function

This section should be completed by ODOT staff, describing the scope and role of the committee, and limitations. While the committee will be able to develop work plans on the topics they want to focus, those will be limited to the scope/role as described here. Choose from the options below, delineating between decision-making committees (to which we have very few) and advisory committees.

Decision-making language:

<<XXXAC>> deliberates on [describe topic(s)], with the authority to decide [add description of decision-making scope and limitations].

Advisory language:

<<XXXAC>> is advisory to the Oregon Transportation Commission and ODOT [clarify if is OTC and ODOT, or only one], providing advice on [add topic(s) with specifics].

The <<Name of ACT>> is advisory to the Oregon Department of Transportation and Oregon Transportation Commission on current and future regional transportation issues impacting the state system. The ACT is responsible for seeking public input and making recommendations to the OTC regarding perspectives within their area related to policies, funding, investments, system operations and projects.

. At a minimum, <<Name of ACT>> shall perform the following:

- Provide a forum for understanding and discussing transportation issues amongst transportation partners.
- Provide opportunities for all members to provide updates on relevant and timely topics, project status, projects likely to be funded, project in design phase and those in construction.
- Establish a public involvement process that is consistent with state and federal laws, regulations, and policies.
- Inform the development and implementation of the Oregon Transportation Plan (OTP) and associated mode and topic plans.
- Identify regional considerations, needs, opportunities, and priorities specific to the

geography of the <<Name of ACT>> and in consideration of locally adopted plans to inform ODOT's Capital Investment Plan.

- Develop, implement and regularly update a two-year Work Plan following the established format including expectations of the OTC and ODOT, with the flexibility to identify interest areas and priorities specific to the ACT.
- Provide recommendations to the OTC regarding program funding allocations for various investment programs.
- Make recommendations to ODOT regarding special funding opportunities and programs.
- Advance the priorities of the OTC as stated in the Strategic Action Plan, OTP, and other OTC approved strategies and plans.
- Communicate and coordinate Regional priorities with other organizations, including the following:
 - Other ODOT Regions and ACTs
 - Metropolitan Planning Organizations (MPOs)
 - Regional Solutions Teams (RST)
 - Regional Partnerships and Regional Investment Boards
 - ODOT advisory committees
- 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.
- Consider climate and accessibility implications when making recommendations and balance other objectives such as safety, mobility, accessibility, livability, health, and state of good repair.

Optional Activities of the <<Name of ACT>>

In addition to the above, <<Name of ACT>> may choose to provide advice on activities such as:

- ODOT corridor plans or local Transportation System Plans (TSPs) that contain projects of Regional significance (e.g. a new highway bypass).
- OTC and ODOT investment strategies, investments, projects and policies for other programs and categories that have advisory committees or processes in place.
- Special circumstances or opportunities as applicable. Examples include STIP Fix-It, Enhance, Active and Public Transportation, Safe Routes to School or others such as Federal Lands Access Program, and ConnectOregon.
- Describe other transportation related policy or funding issues relevant to the ACT that would benefit from the coordinated committee discussion afforded by the ACT structure.

Roles and Processes between Members, Agencies, ODOT, and the OTC

The <<Name of ACT>> shall interact with the OTC, ODOT, and other federal, state and local agencies to carry out the specified roles and responsibilities.

- ODOT staff shall provide the ACT with financial assistance, training opportunities, guidance, and technical support.

- ODOT assigns a senior manager as an ODOT representative and a voting member of the ACT who is responsible for conveying information both to and from the ACTs as necessary to complete the feedback loop as described in the OTC Policy on Formation and Operations of the ACTs.
- The OTC will designate two OTC commissioners as liaisons to the ACTs to facilitate communication between the OTC and the ACTs. The OTC will carefully consider recommendations from the ACTs and provide feedback.
- The OTC has responsibility for setting ACT expectations and approving ACT Charters and Work Plans.

For additional information on the OTC and ODOT staff roles and responsibilities, see the [ACT Policy on Formation and Operations of the Area Commissions on Transportation](#) (add hyperlink).

3. Membership & Structure

3.1 Membership Roles & Responsibilities

- **Chairs/Co Chairs/Vice Chair:** Provide leadership to the committee, helping to facilitate conversations and ensure committee delivers the requirements captured in its scope and workplan. Works in close coordination with ODOT liaison.
- **Members:** Responsible for attending meetings, reviewing materials in advance as appropriate and responding to inquiries from fellow committee members and ODOT liaison. Responsible for bringing forth the perspectives they represent in their committee role, if applicable, not solely personal opinion.
- **ODOT Liaison:** Member of ODOT staff who is responsible for maintaining the connection between the committee, the agency and the OTC, as outlined in scope above. Coordinates with committee leadership to ensure committee work is focused on mission and agency needs and within committee scope while also enabling the committee to work issues the committee determines are important.

Outline how the committee will be staffed and supported, whether there is a facilitator, and the responsibility of each role.

3.2 Terms of Membership

A. Geographic Coverage

Describe ACT boundaries, regional issues and geographic community of interest regarding the state transportation system and coordination with existing regional intergovernmental relationships (populations, economy, land use, infrastructure needs, contiguous boundaries, commute sheds, political and programmatic interests, and collaborative opportunities.)

B. Membership

Define roles and representation for each member of the committee, such as mode, region, expertise, etc., if applicable. Include whether members are appointed or by application and any term limits for each role.

Describe the ACT membership, including:

- How the ACT considers representation of all modes and aspects of the Transportation System in their membership selection.
- How members represent the numerous interests within the ACT area boundary related to the management of transportation issues and priorities.
- How the ACT will provide for a wide solicitation for non-elected membership and specify the solicitation process used. (See the Policy on Formation and Operation of the ACTs for details.)
- Specify officers and terms of office.
- Indicate whether alternates are allowed.
- A list of all members, including the representation and voting status of each member and the total number of members. (Use table below.)

<<Name of ACT>> Membership

Name	Role	Representing
	Chair	
	Vice Chair	
	ODOT Representative	
	Team Member	
	Team Member	
	Team Member	
	Team Member	
	Team Member	
	Team Member	
	Team Member	
	Team Member	
	ODOT Support Staff	
	MPO/other Support	

Each member must make a good faith effort to prepare for and attend each meeting. If a member is unable to attend a scheduled meeting, the member is responsible for ensuring any assignments are completed and any input on discussion topics is submitted to the facilitator prior to the meeting, to be considered during the meeting.

Members should maintain an ongoing commitment to regularly attending meetings; if a member is unable to maintain attendance, consideration should be given to change in membership (e.g. swap primary and alternate, find new member entirely, etc.).

Committee Appointments

- If not identified in statute, rule or executive order, committee size and representations shall be identified in the charter.

- Committee members shall identify desired perspectives for any vacant member role, beyond minimum statutory requirements.
- When a member role must be filled by a representative from another committee, other agency or jurisdiction, that committee, agency or jurisdiction shall nominate a person for consideration.
- For at-large members or governor-appointed committees, interested people may apply.
- ODOT committee liaison in consultation with the Chair and the Division Administrator/Appointing Authority will review nominations/applications and make recommendations to the Director.
- For Governor-appointed committees, the ODOT Director provides a recommendation to the Governor for final approval.
 - For ODOT committees, the Division Administrator makes the final appointment unless otherwise stated in guiding documents.

3.3 Structure

Recommendations provided to the Oregon Department of Transportation or Oregon Transportation Commission must be majority-based at a minimum and are ideally consensus-based. Dissenting opinions can be noted but must be identified as such.

Describe the ACT structure, including:

- Collaboration and partnerships with various regional agencies and interest groups.
- Establishment and/or use of ad hoc subgroups such as technical advisory committees (TACs), executive or steering committees, or other advisory groups. (Briefly explain their role as it relates to the ACT responsibilities.)
- Operating Procedures
- Decision Making (Include whether a quorum is required and whether the committee uses consensus decision-making)
- How advice from the committee is brought back to the Oregon Transportation Commission or agency

3.4 Workgroups, Subcommittees and Technical Teams

Committees may form workgroups, sub-committees, and/or technical teams as necessary to advance topic-specific discussions and recommendations. Sub-groups utilized should be time-bound and follow all standard protocols and practices as the Advisory Committee itself.

Outline any plans to form workgroups, subcommittees, and/or technical teams for the committee, including their goals, roles, responsibilities, and meeting schedule (virtual or in-person).

3.5 Compensation (EECP, HB2992)

Governor-appointed committees are subject to HB2992 guidelines (daily rate). ODOT-formed committees can utilize the Equitable Engagement Compensation Program (EECP; hourly rate). Note here which, if any, applies to your committee.

For governor-appointed committees:

Members are eligible for compensation for their time serving on the committee, including time spent reviewing agendas and materials provided in advance, time spent outside of meetings conferring with the facilitators, and time spent in the meetings.

For committees that can utilize the Equitable Engagement Compensation Program (EECP):

Committee members are eligible for compensation for their time serving on the committee through an incentive or stipend. However, they are not entitled to compensation for travel, childcare, food, or any other expenses unrelated to their participation in the committee or group.

Stipends are payments to individuals for their participation on formal advisory committees or groups that meet two or more times. Stipends may be used for committees or groups that advise the department on projects, plans, policies, rulemaking, etc.

4. Meetings

4.1 Public Meetings & Notices

Committee meetings are considered public meetings. ODOT ensures that meetings are open to the public and accessible. Notice of the meetings, agendas, and meeting materials will be posted in advance of meetings on the committee website.

If there are additional ways to notify of meetings, i.e. ODOT GovDelivery notice, committee mailing list, list them.

4.2 Meeting Cadence, Schedule and Location

All Advisory Committee meetings shall adhere to the provisions of Oregon Public Meetings Law (ORS 192.610-690) and provide notice to the public regarding the dates, times and locations of all meetings.

What is the cadence of the committee meetings? Where is the schedule of meetings posted? Where will meetings be held? Will they be virtual, hybrid or in-person?

Is cadence included in creation documents (statutes, etc.)? Outside of that, cadence will be determined by committee, balancing staff availability, scheduling, topics for the year, considering the workplan items.

4.3 Code of Conduct

ODOT has developed a Code of Conduct for all advisory committees to use, attached to this charter as an addendum.

5. Conflicts of Interest

Committee members agree to discuss and make recommendations only when they do not have an actual or potential conflict of interest. A “conflict of interest” is defined as:

Any action or any decision or recommendation by a person acting in a capacity as a public official or media representative, the effect of which could be to the private monetary benefit or detriment of the person or the person’s relative, or a business with which the person or the person’s relative is associated.

Members agree that should such a conflict of interest arise, they will immediately notify the facilitator and abstain from recommendations on that agenda item.

6. Work Plan

The committee maintains a work plan that meets the needs of the committee’s purpose and scope. The work plan guides agenda development and keeps the overall process on track. The chairs/co-chairs, facilitator and ODOT staff will work collaboratively with the committee to adjust the plan as needed.

7. Communication

7.1 Correspondence

Members are encouraged to share opinions and ask questions during committee meetings to ensure full discussions with multiple viewpoints. Questions between meetings may be submitted to the facilitator, and responses may be sent to the entire <<Name of ACT>> membership. Members recognize that all emails sent to ODOT related to this committee are considered public records and may be made available upon an information request.

7.2 Media Interaction

If any committee member receives a request from the media, they should immediately notify the committee chair, ODOT Liaison and the facilitator. The ODOT Liaison will share these with the ODOT Communications manager to handle. These requests are time-sensitive and should be considered a priority. Communications staff will handle all interactions with media personnel. In the event that a response from the committee is appropriate, the Communications staff will:

- Get in contact with the reporter to ask for more information about the subject and intent of the story.
- Identify a timeline in line with reporter’s deadline.
- Identify who will manage the agency’s response to the request.
- Identify spokespeople who will answer the questions on behalf of the agency.
- Staff the interview, taking notes and ensuring we follow up on any requests or opportunities.

Members may speak with the media directly, but only as an individual and not on behalf of the committee or ODOT, nor should they characterize the points of view of other members.

7.3 Legislative Interaction

- Advisory Committees are extensions of the Oregon Department of Transportation and/or the Oregon Transportation Commission and therefore do not provide recommendations directly to the Legislative body.
- ODOT’s Government Relations Section functions as the primary touchpoint for elected tribal leaders, federal and state lawmakers, legislative staff (including professional staff), and lobbyists for the Department.
- If an Advisory Committee desires to engage directly in the legislative process (i.e. take a position on a measure, advocate for specific provisions or language, support or oppose a funding request, etc.), committee members must work with ODOT’s Government Relations Section to ensure adherence to agency and enterprise processes and alignment with the Governor’s agenda. For purposes of this process, ODOT advisory committees are an extension of ODOT.
 - Except for bills introduced by an executive branch agency and items included in the Governor’s Budget, executive branch agencies have “no position” on measures and budget requests unless express approval is granted.
 - The Governor’s Office has a defined process for seeking express approval to take a position (of support or opposition) on a measure or budget request.
 - If an Advisory Committee wishes to take a position, please submit that request through ODOT Government Relations.
 - If an Advisory Committee wishes to engage the legislative process without taking a position, please work with ODOT Government Relations.
- Be careful not to represent yourself as a spokesperson for the Advisory Committee without the Department’s and the Governor’s prior consent and approval.
- If taking a *personal* position on a measure being considered by the legislature, you may not indicate the position is on behalf of the Advisory Committee, ODOT, or the Governor. You may note your membership on the Advisory Committee and clarify you are speaking on behalf of yourself and not on behalf of the Advisory Committee, ODOT, or the Governor.

For example, if you were testifying in committee on a bill you may say: *For the record, my name is Jane Doe and I serve as a member of ODOT’s Public Transportation Advisory Committee. I am speaking on behalf of myself and my community and am I not representing the views of the Advisory Committee or the agency.*

7.4 Photography and Recording

Committee meetings are open to the public. Members may be video recorded, audio recorded, live-streamed, and/or photographed during the committee meetings. Zoom meetings are recorded and posted on the project homepage as official records of the meetings. Photographic images from committee meetings may be used by ODOT in outreach materials provided to the public. Any member with specific concerns about this should notify the facilitator.

7.5 Public Meetings and Records

ODOT will conduct committee meetings under the provisions of Oregon Public Meetings Law (ORS 192.610-690) and provide notice to the public regarding the dates, times and locations of all meetings.

All records of the committee, including formal documents, discussion drafts, meeting summaries and exhibits, are public records. Communications among members related to the subject matter of the committee should not be treated as confidential and may be subject to public records requests. "Communications" refers to all statements and statements made during meetings, memoranda, work projects, records, documents or materials developed to fulfill the charge, including electronic mail correspondence by and among the members. The personal private notes of individual members taken at public meetings might be considered public to the extent they "relate to the conduct of the public's business" (ORS 192.41 0(4)).

8. Agreement and Adoption

By their signature, the parties below adopt and agree to abide by this Charter.

Members

Name	Organization/Affiliation	Signature
Example 1	Example	
Example 2	Example	

*Denotes Interim

ODOT Staff & Consultants

Name	Organization/Affiliation	Signature
Example 1	Example	
Example 2	Example	

Appendix A: ODOT Advisory Committee Code of Conduct

Purpose:

To achieve their mission, each advisory committee meeting should be an open forum where members feel safe sharing their values and viewpoints and all opinions are respected.

This Code of Conduct policy sets expectations to guide advisory committee members in their actions during and outside of advisory committee meetings. This policy establishes options for managing conflict and a process for addressing unacceptable behavior.

Code of Conduct:

During Advisory Committee Meetings

- Communicate in a respectful and professional manner
- Be present and stay engaged; hold oneself accountable
- Respect physical and verbal boundaries
- Build positive relationships; assume best intentions
- Respect and share time (be conscious of time: help stick to it or negotiate for more)
- Act in the best interest of the advisory committee's agreed-upon purpose
- Create opportunities for everyone to speak – “Step In, Step Out”
- Everyone's voice is equal and matters: speak your truth, honor courage and vulnerability
- Exercise tolerance of the perspectives and opinions of others (Avoid personal comments that are intended to, or could reasonably be construed to, offend others)

Outside of Advisory Committee Meetings

- Communicate in a respectful manner
- Limit discourse outside of meetings
- Discuss topic areas thoughtfully rather than attacking individual behaviors (deal with issues, not people)
- Be aware of the public nature of written notes, calendars, voicemail messages, and e-mail – advisory committee work (in and out of meetings) is part of public record
- Make no promises on behalf of the advisory committee in unofficial settings

Managing Meetings:

Advisory committee Chairs play an important role in ensuring these public meetings are open to all those who wish to participate in a respectful and constructive manner.

ODOT advisory committee staff, whether a member of the advisory committee, should encourage members to participate by establishing and maintaining open and constructive meetings and partner with the advisory committee Chair.

To encourage respectful dialogue and meeting efficiency, ODOT advisory committee staff and advisory committee Chair should ensure meetings be conducted with the following actions:

Maintain control Keep to the agenda	Set clear expectations of time allotment and goals. Note when discussion has wandered away from the agenda topic and get back to the agenda item when necessary.
Encourage full participation	Ensure a respectful and safe environment for everyone to participate; free of insults, disrespect, yelling or other inappropriate behavior.
Discourage time monopolizing	Some members may monopolize time and discourage others from participation. The Chair should discourage this behavior and encourage quieter members to participate by allotting them time to speak.
Weigh all contributions and summarize discussion points	It is important to recognize all participation and consider all contributions. The Chair should note all the viewpoints and summarize impartially before any decisions are made.
Keep calm with strong leadership	Advisory committee Chairs are considered leaders and others look to them to stay calm and provide fairness to all members.

Addressing Unacceptable Behavior:

During Advisory Committee Meetings

Advisory committee Chairs and ODOT advisory committee staff should follow the steps below when addressing unacceptable behavior during advisory committee meetings. Advisory committee members may also assume this responsibility:

- 1 **Redirect** Redirecting discussions back to the agenda topic may prevent escalated behavior and language.
- 2 **Verbal warning** Any member or attendee acting inappropriately will be notified by the ODOT advisory committee staff or advisory committee Chair of such with a verbal warning.
- 3 **Asked to leave meeting** Following a verbal warning, anyone who continues acting inappropriately will be asked by ODOT advisory committee staff or advisory committee Chair to leave the meeting for the remainder of the meeting.
- 4 **Written warning** A written warning from ODOT advisory committee staff or advisory committee Chair will be issued to anyone who is asked to leave a meeting or is found to behave inappropriately toward an advisory committee member or other participant(s).
- 5 **Warning of removal from advisory committee** ODOT advisory committee staff or advisory committee Chair may issue a warning of advisory committee termination to any member who continuously behaves inappropriately during or outside of meetings resulting in more than two written warnings in a span of 12 months.
- 6 **Removal from advisory committee** The ODOT advisory committee staff and the advisory committee Chair should consult regarding removal of any advisory committee member who behaves inappropriately. This decision will be based on the severity and/or frequency of behavior resulting in written warnings.

Outside of Advisory Committee Meetings

In instances where inappropriate behavior associated with the advisory committee has occurred to anyone affiliated with the advisory committee (members, staff, the public, presenters), the following steps should be taken to address this behavior:

- 1 **Verbal warning** Any member or attendee acting inappropriately will be notified by ODOT advisory committee staff or advisory committee Chair with a verbal warning that their behavior is offensive or inappropriate.
- 2 **Warning of removal from advisory committee** A written warning from ODOT advisory committee staff or advisory committee Chair will be issued to anyone who has engaged in unacceptable behavior toward an advisory committee member or advisory committee meeting participants outside of the meeting whether in person, via email or other methods.
- 3 **Written warning** The ODOT advisory committee staff or advisory committee Chair will issue a warning of advisory committee termination to any member who continues behavior after initial warning.
- 4 **Removal from advisory committee** The ODOT advisory committee staff and the advisory committee Chair should consult regarding removal of any advisory committee member who behaves inappropriately. This decision will be based on the severity and/or frequency of behavior resulting in written warnings.

Reporting:

Anyone witnessing or experiencing inappropriate behavior related to advisory committee activities may wish to discuss informally with advisory committee Chair or ODOT advisory committee staff and may wish to resolve the issue personally. Advisory committee Chairs and ODOT advisory committee staff should be available to anyone wishing to discuss concerning behavior.

Advisory committee Chairs should make themselves easily approachable and available for anyone who wishes to discuss concerning behavior or incidents. Advisory committee Chairs will determine if and when inappropriate behavior has occurred and work closely with advisory committee staff to determine appropriate next steps and communicate with those parties involved. It is understandable that some actions or behavior may need additional exploration for determining if action is needed and advisory committee Chairs will work closely with ODOT advisory committee staff to make the most informed decision.

Behavior that is considered unacceptable toward anyone associated with advisory committees should be reported as soon as possible to the designated individual(s) such as ODOT advisory committee staff or advisory committee Chair. Any member of the advisory committee, public, staff, or presenters should report inappropriate or offensive behavior as soon as possible.

Reporting Inappropriate Behavior

Reports of inappropriate behavior can be made by phone, email, or in person (and can be made into formal record or not) to ODOT advisory committee staff or advisory committee Chair. If individuals feel comfortable doing so, it is recommended to document as many details as

possible including related statements, physical actions, or other details as soon as possible after the incident. Reports of such behavior should be made to the ODOT advisory committee staff and include the advisory committee Chair and staff if they are not involved in the incident. Any incidents that involved the ODOT advisory committee staff, advisory committee Chair and other staff should be reported to the ODOT appointing authority(ies) related to the advisory committee.

The report should contain the following:

- Names of all parties involved, including witnesses.
- Date(s), time(s), and locations of occurrence(s).
- Specific and detailed account of conduct that is believed to be inappropriate or offensive.
- Related screenshots, recordings, or other documents.

Responding to a Report of Inappropriate Behavior

The following steps should be completed when responding to a report or following an event:

- Provide specific information to facilitate understanding of what actions were deemed inappropriate.
- Offer resources or training to support the individual in addressing inappropriate behavior.
- Provide information on next steps if the actions occur again.
- Be made aware of any retaliation that occurs.
- Dismiss member, if necessary, by following the process described in the advisory committee's charter, bylaws or other guiding documents.
- Report back to those who filed the initial report or to the group if deemed appropriate.



Agenda Item 10

LaneACT Work Plan

Presenter

Bill Johnston – LaneACT staff

Action requested

Provided input for the Steering Committee to consider in developing the LaneACT 2026-2027 work plan.

Summary

ODOT requires the ACTs to update their work plans every two years (approximately). The LaneACT finalized their 2024-2025 work plan in January 2024. It is available to review on the LaneACT website. [[link](#)]

ODOT recently provided the ACTs with a new template to use in developing their 2026-2027 work plans. Because it is already June, ODOT would like the ACTs to finalize their new work plans as soon as possible and by no later than December.

The LaneACT Steering Committee is responsible for preparing the work plan. At the meeting on June 10, the Steering Committee invites LaneACT members to provide input for them to consider in developing the plan.

Attached is the template provided by ODOT. To assist the members with this request, attached is a list of suggested priorities, goals and topics developed by LaneACT staff.

Attachments

- A. Suggested priorities, goals and topics (1 page)
- B. Work plan template (5 pages)

Attachment A

Suggested priorities, goals and topics

Areas of interest and priorities – Refer to the work plan template, page 1

- Safety – Reduce the frequency and severity of crashes on both state and local facilities.
- Active transportation – Improve bicycle and pedestrian facilities, and public transportation.
- Maintenance and preservation – Maintain the existing transportation system in a state of good repair.
- Resiliency – Upgrade bridges and roadways to withstand seismic events and the effects of climate change. Reduce reliance on motor vehicles.

Goals – Refer to the work plan template, page 2

- Exchange information – Keep members informed about federal, state, and local initiatives to improve the transportation system.
- Provide input – Provide input to ODOT and the OTC relating to planning documents, funding programs, project selection criteria, and specific projects.
- LaneACT member development – Provide training for new members. Encourage members to serve in leadership roles.
- LaneACT governance – Update governing documents to improve the organization and operation of the ACT.

Topics and tasks – Refer to the work plan template, page 3

- Invite ODOT and local agencies to present information on topics of interest to the LaneACT.
- Receive updates on proposed legislation being considered by the Oregon Legislature.
- Update the LaneACT Bylaws. Adopt a charter.
- Fulfill the other administrative responsibilities of the LaneACT.

Name of ACT Work Plan

INSERT DATE

Work Plan for the **Name of ACT**

Dates Covered: 2026-2027

This template includes sample language. This language is provided to support ACTs in completing the necessary documentation. Each ACT should feel free to add its own language.

Introduction – Purpose

Area Commissions on Transportation offer venues to discuss regional transportation issues and provide input to the Oregon Transportation Commission (OTC) to inform their decisions. Per 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 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.

ACT Chair

Name of ACT Chair**Name of ACT Vice Chair or Co- Chair if applicable**

Areas of Interest and Priorities

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

Name of ACT Work Plan

INSERT DATE

Two-Year Goals and Initiatives

(Identifying goals and related initiatives for this two-year period that relate to the interest areas and priorities and further regional conversations or provide input to the OTC.)

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

Goal 1

Desired outcomes and strategies

Goal 2

Desired outcomes and strategies

Goal 3

Desired outcomes and strategies

Name of ACT Work Plan

INSERT DATE

Meeting Topic Plan

Each ACT should identify a two-year meeting plan with dates/timing and discussion topics.

(All ACTs have a minimum list of topics (provided by OTC staff). This section should include that minimum list and others selected to support and inform the ACT members. Examples of required topics include Federal Infrastructure Bill presentations, CIP-STIP process, Connect Oregon review, Oregon Transportation Plan and other modal plan updates. Optional topic examples include regional priorities, Strategic Action Plan Implementation, Oregon State Rail Plan Implementation, etc.)

The minimum list for 2026-2027 which include action items for the ACTs include:

- Capital Investment Plan development
 - April 2026: Identify the top 3-5 investment/needs of highest interest to the ACT. Identify other investments of interest (no more than 10), using same considerations.
 - Early Fall 2026: Receive updates on projects under consideration
 - Late Fall 2026: Offer comment to the OTC on the draft CIP
- 2027-2030 STIP development
 - January 2026-April 2026: This phase will be reviewing the draft STIP that is out for public comment. OTC seeking input from the ACT.
- Safety & Transportation Safety Action Plan
 - Mid 2026 – Public Review
 - October 2026 – Adoption
- Connect Oregon Project Selection
 - Spring & Early Summer 2026: Review Period
- Oregon Highway Plan
 - 2nd half of 2026 - ACT engagement at key milestones, timeline to be determined.

Other Topics:

- Climate Resilience [Executive Order 25-26](#)
 - Directs state agencies to take action to promote the resilience of our communities and natural and working lands and waters.
- Oregon Rail Plan
 - Summer 2026 - Public Review
 - Mid Fall 2026 – Adoption
- Oregon Freight Plan
 - Development underway

(Use this space to provide a meeting plan to achieve ACT Goals and Key Topics coverage.)

Name of ACT Work Plan**INSERT DATE**

Meeting Public Involvement Requirements

Per the OTC Policy on Formation and Operation of ACTs, each ACT is expected to describe how it will meet public involvement requirements and follow all relevant federal laws, regulations and policies for public involvement. To meet this requirement, the **Name of ACT** intends to do the following.

(Use this space to provide information about public involvement steps and processes.)

ACT Membership

Considering all modes and aspects of the transportation system is central to the ACT's purpose. The OTC Policy on Formation and Operation of ACTs provides a framework for membership considerations to achieve a voting membership that is reflective of its socio-demographic population, represents the geographic diversity of each ACT representation and seeks modal balance. This policy also highlights the importance of engaging tribal partners in transportation. Specifically, the OTC ACT Policy states:

At a minimum, ACT representation will include at least 50% elected or appointed officials from the Area. Representation shall include City, County, and MPO officials within the ACT boundaries. Representatives of the nine federally recognized Tribal Governments in Oregon named in ORS 172.110, Port officials, and Transit officials shall also be invited to participate as voting members and will count toward the requirement of at least 50% elected or appointed officials. The remainder of the representation should be from interested stakeholders which should represent, but are not limited to: trucking, air, rail bicycle, pedestrian, public transportation, public interest advocacy groups, environmental or climate, land use, local citizens, business, education, public safety providers or organization, non-profit organizations, etc. ODOT will be a voting member on each ACT. Members should be carefully selected so that transportation recommendations are coordinated with other local and Regional community development activities, creating consensus within the Area on transportation issues and priorities.

Every two years, each ACT should evaluate current membership and establish membership goals.

Name of ACT recognizes the importance of each member and the perspective each member brings to discussions and decisions. **Name of ACT** is committed to adding the following representatives/perspectives to the current ACT membership:

(Use this space to explain what membership goals are important to the ACT and which representations the ACT will seek in the next two years.)

- *Member 1*
- *Member 2*

Name of ACT Work Plan

INSERT DATE

- *Member 3*

ACT Charter

Each ACT maintains a charter or operational guidelines.

{It is recommended that ACTs include the Code of Conduct in their Work Plan or Charter}

(Use this space to insert ACT Charter or Operating Guidelines. ACTs may use this space to provide information on Charter or Operating Guidelines updates and information about changes that aid in achieving defined Goals and Outcomes.)

Reference: OTC ACT Formation Policy

A link will be provided once the updated ACT Formation Policy is posted.

Future meetings and topics

updated June 3, 2026

July – no meeting this month

August 12, 2026

The Steering Committee will meet on July 15 to develop the agenda for this meeting.

- **Driver education in Lane County** – 30 min. Heidi Shayla, LCOG
- **LaneACT Bylaws Committee** – 20 min. Matt Michel, Committee Chair. The Chair will review the new ACT charter template, explain the distinction between charters and bylaws, and discuss the schedule for adopting a charter and completing the effort to update the bylaws.
- **LaneACT work plan: review final version** (tentative) – 20 min. Bill Johnston, LaneACT staff
- **Statewide Transportation Improvement Fund: overview** – 20 minutes. Bill Johnston

September – no meeting this month

October 14, 2026

The Steering Committee will meet on September 16 to develop the agenda for this meeting.

- **Appoint a LaneACT member to serve on Aviation Advisory Committee** – 10 min.
- **Appoint LaneACT Officer Nominating Committee** – 10 min.
- **Adopt LaneACT Charter** – 20 min. Matt Michel – Bylaws Committee Chair
- **Statewide Transportation Improvement Fund: review applications** – 45 min. Bill Johnston

November – no meeting this month

December 9, 2026

The Steering Committee will meet on November 18 to develop the agenda for this meeting.

- **LaneACT officer election** – 20 min. LaneACT Chair
- **(reserved)** – other topics to be determined

January – no meeting this month

February 10, 2027

The Steering Committee will meet on January 20 to develop the agenda for this meeting.

- **(reserved)** – topic to be determined
- **(reserved)** – topic to be determined



LaneACT member roster



updated February 9, 2026

No.	jurisdiction	member role	first name	last name	title	email address	elected official	elected term ends	LaneACT term (start)	LaneACT term (end)	notes
						(note 2)	(note 3)	(note 4)	(note 5)	(note 6)	(note 8 and 9)
A. Local governments											
	Coburg	primary	Cathy	Engebretson	Councilor	councilorengebretson@ci.coburg.or.us	x	12/31/2026	06/01/2023	N.A.	
	Coburg	alternate	Nancy	Bell	Mayor	mayor@ci.coburg.or.us	x	12/31/2026		N.A.	
	Cottage Grove	primary									non-participating
	Cottage Grove	alternate									non-participating
	Creswell	primary	Clark	Kent	Councilor	ckent@creswellor.gov	x	12/31/2028	01/01/2025	N.A.	
	Creswell	alternate	Curtis	Thomas	City Planner	cthomas@creswellor.gov		N.A.		N.A.	
	Dunes City	primary									non-participating
	Dunes City	alternate									non-participating
	Eugene	primary	Jennifer	Yeh	Councilor	jyeh@eugene-or.gov	x	12/31/2026	01/01/2025	N.A.	Chair (2026)
	Eugene	alternate	Kaarin	Knudson	Mayor	KKnudson@eugene-or.gov	x	12/31/2028	01/01/2025	N.A.	
	Florence	primary	Robert	Carp	Councilor	robert.carp@ci.florence.or.us	x	12/31/2026	03/13/2025	N.A.	
	Florence	alternate	August	Murphy	PW Director (interim)	august@ci.florence.or.us		N.A.		N.A.	
	Junction City	primary									non-participating
	Junction City	alternate									non-participating
	Lane County	primary	Ryan	Ceniga	Commissioner	Ryan.Ceniga@lanecountyor.gov	x	12/31/2026		N.A.	Vice Chair (2026)
	Lane County	alternate 1	David	Loveall	Commissioner	David.Loveall@lanecountyor.gov	x	12/31/2026			
	Lane County	alternate 2	Becky	Taylor	Transportation Planner	becky.taylor@lanecountyor.gov		N.A.	02/12/2025	N.A.	
	Lowell	primary		(vacant)						N.A.	temporarily inactive
	Lowell	alternate		(vacant)						N.A.	temporarily inactive
	Oakridge	primary	Bryan	Cutchen	Mayor	mayor@ci.oakridge.or.us	x	12/31/2026		N.A.	
	Oakridge	alternate		(vacant)						N.A.	
	Springfield	primary	Kori	Rodley	Councilor	krodley@springfield-or.gov	x	12/31/2028	01/01/2026	N.A.	
	Springfield	alternate	Sean	VanGordon	Mayor	svangordon@springfield-or.gov	x	12/31/2028		N.A.	
	Veneta	primary	Maureen	Wright	Councilor	mwright@ci.veneta.or.us	x	12/31/2028	01/01/2025	N.A.	
	Veneta	alternate	Matt	Michel	City Manager	mmichel@ci.veneta.or.us		N.A.		N.A.	
	Westfir	primary									non-participating
	Westfir	alternate									non-participating
B. Agencies and special area representatives											
	Central Lane MPO	primary	Paul	Thompson	Transportation Manager	pthompson@lcoq-or.gov		N.A.	2010	N.A.	alternate?
	Central Lane MPO	alternate	Brenda	Moore	Executive Director	bmoore@lcoq-or.gov		N.A.		N.A.	primary?
	Confederated Tribes	primary	Doug	Barrett	Tribal Member (Chief)	doug.barrett@ctclusi.org	x	04/01/2030		N.A.	
	Confederated Tribes	alternate	Garrett	Gray	Planner	ggray@ctclusi.org		N.A.		N.A.	
	Highway 126 East	primary	Pete	Petty	area resident	ppetty541@aol.com		N.A.		N.A.	
	Highway 126 East	alternate		(vacant)						N.A.	
	Lane County TrAC	primary	Ken	Kohl	county resident	kkohl@gmail.com		12/31/2028	01/01/2025	N.A.	
	Lane County TrAC	alternate		(vacant)							
	Lane Transit District	primary	Heather	Murphy	Board Member	Heather.murphy@ltd.org	x	12/31/2026		N.A.	
	Lane Transit District	alternate	Jameson	Auten	CEO	jameson.auten@ltd.org		N.A.		N.A.	
	ODOT	primary	Vidal	Francis	Area 5 Manager	vidal.t.francis@odot.oregon.gov		N.A.	2022	N.A.	
	ODOT	alternate	Bill	Johnston	Area 5 Planner	bill.w.johnston@odot.oregon.gov		N.A.	2016	N.A.	
	Port of Siuslaw	primary		(vacant)						N.A.	temporarily inactive
	Port of Siuslaw	alternate	David	Huntington	Manager	port@portofsiuslaw.com		N.A.		N.A.	temporarily inactive
C. Special interests – Designated (note 7)											
	bicycle & ped.	primary	Megan	Shull	LCOG SRFS Coordinator	mshull@lcoq-or.gov		N.A.	01/10/2024	01/10/2028	
	bicycle & ped.	alternate		(vacant)				N.A.			
	environmental	primary	Rob	Zako	Better Eugene-Springfield Transportation (BEST)	rob@best-oregon.org		N.A.	07/01/2023	06/30/2027	
	environmental	alternate		(vacant)				N.A.			
	rail	primary		(vacant)				N.A.			vacant
	trucking	primary		(vacant)				N.A.			vacant

No.	jurisdiction	member role	first name	last name	title	email address	elected official	elected term ends	LaneACT term (start)	LaneACT term (end)	notes
D. Special Interests – Other (note 7)											
	aviation	primary	Shelley	Humble	Creswell Airport	shumble@creswellor.gov		N.A.	10/08/2025		
	disability community	primary		(vacant)				N.A.			vacant
	economic dev.	primary	Tiffany	Edwards	Eugene Area Chamber of Commerce	tiffanye@eugenechamber.com		N.A.	01/10/2024	01/10/2028	
	micro-mobility	primary	Brodie	Hylton	Cascade Mobility	brodieh@cascadiamobility.org		N.A.	01/10/2024	01/10/2028	

Notes

1. This roster is maintained by LaneACT staff. Please contact Bill Johnston (bill.w.johnston@odot.oregon.gov) if any information needs to be updated.
2. Most members prefer to be contacted by email. Their email addresses are provided in Column 7. LaneACT staff maintain a separate version of this roster that includes phone numbers and mailing address. (Refer to the MS Excel version of this document, hidden columns 7A and 7B.)
3. The *OTC Policy on Formation and Operation of the ACTs* requires 50 percent of the members (or member organizations) to be elected officials (or represented by elected officials). Column 8 indicates those members who are elected officials. If both the primary and alternate representatives are elected officials, only one of them counts toward the 50 percent requirement. The primary representative from LTD is appointed by the governor. They are considered to be an elected official for the purpose of meeting this requirement. The representative from CLMPO counts toward the 50 percent requirement only if they are an elected official.
4. Column 9 indicates the end date of the elected official's term as an elected official. This may or may not be the same as the end date of their service on the LaneACT. Local governments and agencies determine how long their representatives will serve.
5. Column 10 indicates the start date the member's appointment to the LaneACT. Blanks indicate that staff does not have this formation. Members are asked to provide this, if they recall their start date.
6. Column 11 indicates the date the members term on the LaneACT expires. This only applies to special interest members who are appointed by the LaneACT. Other members are appointed by their organizations and serve as long as the organize decides they should serve.
7. There are two categories of LaneACT special interest members. (ODOT does not use the term stakeholder.) **(a) Designated Special Interest** members represent specific transportation-related areas of interest specified in the LaneACT Bylaws. The bylaws provide for both a primary and alternate representative. **(b) Other Special Interest** members do not need to represent a specific area of interest. The areas of interest shown in the roster for these members indicate the area of interest they happen to represent. These members do not have alternates.
8. Non-participating jurisdictions have either formally indicated they do not want to participate in the LaneACT or have simply stopped attending meetings. Temporarily inactive jurisdictions are expected to resume participating after their vacancies are filled. Non-participating and temporarily inactive are not defined in the bylaws. Member jurisdictions with these status designations are simply considered vacant positions. Vacant positions are not included in the quorum calculation. Refer to LaneACT bylaws: 4.B, Vacancies.
9. Some vacant special interest positions (e.g., disability community) are temporarily vacant. They are expected to be filled in the near future. Other vacant positions (e.g., trucking and rail) have been vacant for several years because it is difficult to find individuals willing to serve. Vacant special interest positions are not included in the quorum calculation.

EOR