



Lane Area Commission on Transportation

2080 Laura Street; Springfield, OR 97477

Meeting Agenda

December 11, 2024

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:

<https://us06web.zoom.us/j/83420690810?pwd=Wdrm79rwLfpBcSjZl89mAm2rf7Af4C.1>

To dial in using your phone:

+1 (669) 900-6833

Meeting ID: 834 2069 0810

Passcode: 648040

Meeting highlights

- LaneACT officer election
- Legislative update

Note: Times listed are approximate. Items may be considered at any time or in any order at the discretion of the Chair and members of the Commission, in order to conduct business efficiently. Individuals interested in a particular item are advised to arrive at the start of the meeting.

- 1. Call to order** (welcome and introductions) **Quorum = 16** **5:30**
- 2. Review and approve agenda** (modifications may be proposed) **5:35**
- 3. Consent items (quorum required)** **5:40**
The following routine items will be approved in one action by consensus, without any discussion. If a member would like to discuss an item, that item will be removed from the consent agenda and considered separately.
 - Approve minutes from October 9 meeting (page 4)
 - Approve minutes from November 13 meeting (page 11)
- 4. Comments from the audience** **5:45**
The LaneACT Chair will ask if there are any comments. Please state your name and address.

- 5. LaneACT officer election (*quorum required*)** **5:50**
- Summary:** (1) Accept recommendation from the Officer Nominating Committee. (2) The Chair will ask if there are additional nominations from the floor. (3) If not, elect officers by consensus. (4) If necessary, conduct the election by voting.
- Presenters:** Shelly Clark – LaneACT Chair; committee members
- Attachments:** Summary memo, summary of committee discussions, election procedure (page 16)
- 6. LaneACT Bylaws Committee – update** **6:10**
- Summary:** The committee chair will provide an update on the committee’s progress in reviewing the bylaws.
- Presenter:** Matt Michel – Committee Chair
- Attachment:** None
- 7. Legislative update** **6:15**
- Summary:**
- ODOT staff will provide a preview of the 2025 regular session of the Oregon State Legislature, which begins on January 21.
- Presenter:** Lindsay Baker – ODOT Assistant Director for Government & External Relations
- Attachment:** None
- 8. Oregon Legislature Joint Committee on Transportation – update** **6:40**
- Summary:** Members of the LaneACT have been participating in workgroups organized by the JCT. The LaneACT participants will provide an update on their activities.
- Presenters:** Tiffany Edwards, Rob Inerfeld, Rob Zako, Beth Blackwell
- Attachment:** None. Refer to the November 13 meeting packet.
- 9. Future meetings and topics** **7:00**
- Summary:** Refer to the list of future meetings and topics (attached).
- Presenter:** Shelly Clark – LaneACT Chair
- 10. Announcements and information sharing (*please be brief*)** **7:10**
- a. Announcements from the Chair – Shelly Clark
 - b. ODOT update – Vidal Francis
 - c. Central Lane Metropolitan Policy Committee update – Paul Thompson
 - d. Member updates – all
- 11. Adjourn** **7:30**

Additional attachments (for information only)

- Future meetings and topics (page 20)
- LaneACT member roster (page 21)

Upcoming meetings

- December 18 (Wednesday) – Steering Committee (9:00 – 10:00 am)
- *No meeting in January – LaneACT winter recess*
- February 12 (Wednesday) – LaneACT (5:30 – 7:30)

Notes

1. Meeting materials are posted on the LaneACT website prior to each meeting. [[link](#)]
2. To be included on the email notification list, contact Anais Mathez at:
anais.mathez@3j-consulting.com
3. Accommodations will be provided to people with disabilities. 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

October 9, 2024 meeting minutes

Lane Area Commission on Transportation

- Format:** This meeting was conducted by videoconference
- Present:** members eligible to vote at this meeting (alphabetical by last name)
18 members present (**16** members required for quorum)
- Jameson Auten – Lane Transit District (LTD) (alternate)
Doug Barrett – Confederated Tribes (Chief)
Beth Blackwell – Springfield
Shelly Clark – Creswell (Chair)
Bryan Cutchen – Oakridge
Tiffany Edwards – other representative (economic development)
Cathy Engebretson – Coburg
Vidal Francis – Oregon Department of Transportation (ODOT)
Shelley Humble – other representative (aviation)
Brodie Hylton – other representative (micro-mobility)
John Marshall – Lane County Transportation Advisory Committee (LC TrAC)
Eugene Organ – other representative (disability community)
Pete Petty – Highway 126 East
Megan Shull – bicycle & pedestrian representative
Paul Thompson – Central Lane Metropolitan Planning Organization (MPO)
Lucy Vinis – Eugene
Keith Weiss – Veneta (Vice Chair)
Rob Zako – environmental & land use representative
- Present:** alternate members (not eligible to vote because the primary member is present)
- Aleza Benson – Veneta (alternate)
Garrett Gray – Confederated Tribes (alternate)
Bill Johnston – ODOT (alternate)
Matt Michel – Veneta (alternate)
Curtis Thomas – Creswell (alternate)
- Absent:** primary voting members (not represented by an alternate)
(Dunes City and Westfir are non-participating members. They are not listed.)
- Don Bennett (Lowell); Ryan Ceniga (Lane County); Bill Meyer (Florence); Bill Meyer (Port of Siuslaw); Mike Sauerwein (Cottage Grove); Sidney Washburn (Junction City)
- Others:** John Ahlen (LTD); Cody Franz (ODOT); Rob Inerfeld (Eugene); Anais Mathez (LaneACT staff); Brandon Melton (LTD); Becky Taylor (Lane County); Jillian Trinkaus (ODOT); Kate Wilson (LCOG)

1. Call to order

Chair Shelly Clark called the meeting to order at 5:30 pm.

2. Review and approve agenda

There was consensus to approve the agenda for the meeting.

3. Consent items

a. Approve minutes from September 11 meeting.

There was consensus to approve the September 11 meeting minutes. Mr. Zako abstained as he did not participate in the last meeting.

4. Comments from the audience

There were no comments from the audience.

5. Announcements and information sharing

a. Announcements from the Chair – Shelly Clark

Chair Clark announced that she and Mayor Weiss will attend the Chair and Vice Chair Meeting on October 22 in Kaiser. Mr. Thompson and Mr. Francis will accompany them. Updates from that meeting will be provided in the November LaneACT meeting.

b. ODOT update – Vidal Francis

Mr. Francis mentioned that there have been no major updates since August, when the OTC (Oregon Transportation Commission) met, and the work plan was presented. He then gave a brief update on ODOT's project in Cushman, concerning flooding issues. ODOT is seeking a grant for flood-related work at the location. He mentioned that many construction projects are wrapping up for the season such as Highway 126 (McKenzie area), with two projects nearing completion. On Highway 58 (East of Oakridge), a paving project has been completed. The bridge projects in Pleasant Hill and Lowell are in the final stages. He added that construction crews are preparing for the 2025 construction season by coordinating with Eugene, Lane County, and Springfield. He then provided an update on Highway 126 and noted that a meeting is scheduled with local traffic representatives to address issues brought up at the previous meeting. Mr. Petty thanked Mr. Francis and his team for their quick response and attention to concerns raised by a community member.

c. Central Lane Metropolitan Policy Committee update – Paul Thompson

Mr. Thompson mentioned two project updates from the last meeting. Prioritized the continuation of existing services over new pilot programs or projects regarding STIF (Statewide Transportation Improvement Fund). Mr. Thompson was not feeling well and provided these updates in the chat.

d. Member updates – all

Mr. Zako updated LaneACT members that the "Week Without Driving" initiative ended on October 6. Despite substantial outreach, there was low participation from elected officials and the public. This was seen as an indication of the challenges people face when not driving. BEST will follow up with ODOT, LCOG, and other partners to explore next steps. Mr. Zako added that he was invited to participate in the "Operations and Maintenance Back to Basics" workgroup as part of a Joint Committee on Transportation initiative. He will represent a coalition of nonprofits, including Move Oregon Forward, and will attend several meetings through January. Updates will be shared with this group.

Ms. Shull noted that the International Walk and Roll to School Day event recently occurred. This event included participation from 24 schools from Eugene, 6 from Springfield (3 of which will do a weekly walking school bus all year), and 8 rural schools participated. She added that Creswell Schools will be hosting a month-long walk and roll challenge with students using punch cards. She encouraged drivers to support this effort. Ms. Shull shared a link to the Walktober event supported by LCOG, featuring community activities throughout the month, including a coffee shop pop-up in smaller towns like Florence and Coburg. She also introduced the Be Safe, Be Seen Campaign which will include distributing lights, vests, and visibility materials. Ms. Shull invited members to reach out if additional materials are needed for their communities.

Mr. Auten announced the first "State of the District" event on Tuesday, October 15, from 5:00 to 7:00 at the Ford Alumni Center. The event will cover mobility and how it intersects with other priorities in the county. He invited members to attend and offered to present updates at local jurisdictions. The event will serve as a launch for the long-range mobility plan.

Chair Clark shared that thanks to the Safe Routes to School plan, a new crosswalk has been added in front of Creswell Elementary School, with high-visibility lines. Creswell is working to amend its Transportation System Plan (TSP) to include the crosswalk inventory.

Ms. Humble announced the opening of the Critical Oregon Airport Revenue Stream grants, which will run for three weeks until the end of October. Members should expect requests for letters of support for aviation projects.

Ms. Edwards shared that she will also be participating in a Joint Committee on Transportation workgroup for public and active transportation, representing the Eugene Chamber of Commerce and the statewide business community.

6. LaneACT Officer Nominating Committee

Chair Clark introduced the formation of the LaneACT Officer Nomination Committee, emphasizing its purpose to identify candidates for Chair, Vice Chair, and Ambassador positions for the upcoming term. The committee is typically composed of 3-5 individuals but can be flexible depending on interest. The committee is tasked with identifying candidates for Chair, Vice Chair, and Ambassador positions. The group will provide recommendations, with rationale,

at the December meeting. Individuals interested in serving as Chair or Vice Chair should not be on the nominating committee to avoid conflicts of interest.

Chair Clark volunteered to serve as part of the committee, as her term ends on December 31. Ms. Humble, Mr. Francis, Mr. Zako, Ms. Edwards, and Vice Chair Weiss also expressed interest in serving. Mr. Zako raised concerns about members interested in leadership roles participating in the nominating committee, suggesting that those who want to serve as officers should not be on the committee.

Historically, the nominating committee has consisted of three to five members. Concerns were raised about increasing the number to six, with some suggesting it could dilute the decision-making process. Suggestions included keeping the committee smaller, but allowing Chair Clark to make final decisions on committee composition based on feedback and individual conversations with interested members. Ms. Vinis supported the idea of Chair Clark having one-on-one discussions with volunteers to gauge their interest and availability. LaneACT support staff (Bill Johnston and Anais Mathez) clarified that staff would provide administrative support and not participate in the decision-making process.

There was no formal resolution, but the group leaned toward accepting the six volunteers, with Chair Clark considering further conversations to finalize the composition. Vice Chair Weiss urged the group to make a quick decision to move forward efficiently, noting the importance of avoiding the confusion experienced in last year's nominating process.

7. LaneACT Bylaws Committee

Mr. Michel, Bylaws Committee Chair, provided an update on the Bylaws Committee's progress. He noted that the committee held an organizing meeting where they discussed their charter, goals, and process. The committee's focus is on a "consensus plus" approach, aiming for consensus with clearly articulated reasons for their recommendations. This allows LaneACT members to better understand the rationale behind the policy suggestions and evaluate how they resonate personally. The next Bylaws Committee meeting is scheduled for October 21 at 3:30. The committee will begin its work by reviewing OTC policy elements and ensuring consistency between the Bylaws and OTC policies. Mr. Michel concluded his update and turned the floor back to Chair Clark.

8. Statewide Transportation Improvement Fund – grant applications

Vice Chair Weiss stated that the primary focus of this section is to review and discuss the Statewide Transportation Improvement Fund (STIF) grant applications. Ms. Mathez provided an overview of the seven STIF grant applications. She noted that there were four (4) applications from the Lane Transit District, two (2) from the Lane Council of Governments, and one (1) from the City of Eugene. The review period for these applications was shortened this year, with comments due in two weeks. The group would discuss and provide qualitative comments without the need for consensus, with key criteria for funding decisions being community benefits, equity, climate, safety, and readiness to proceed.

STIF applications included City of Eugene: Downtown and Riverfront Circulator Pilot Program; Lane Council of Governments: Eugene-Florence Connector; Florence-Eugene Connector (similar project); Diamond Express: Oakridge-Eugene Service; Shopper Shuttle Replacement Project; Florence Mobility Hub: Site Selection and Concept Design; and Rural Lane County On-Demand Shuttle.

Mr. Thompson prioritized supporting existing services over new pilot projects. Ms. Vinis agreed with prioritizing existing services and stressed the importance of the Downtown and Riverfront Circulator, noting that the project could start without the full requested amount. Mr. Petty advocated for the Rural Lane County On-Demand Shuttle service, emphasizing its importance for the McKenzie River Valley and the potential to reduce dangerous highway traffic. Ms. Edwards supported the Downtown and Riverfront Circulator, highlighting its critical role in managing transportation in the growing area. She also endorsed Mr. Thompson's view on preserving existing services. Vice Chair Weiss supported both the Downtown Circulator and Eugene-Florence Connector projects, citing the potential for increased recreational and commercial traffic and safety concerns on Highway 126. Mr. Francis supported the Diamond Express (as a personal user) and the Florence Mobility Hub, emphasizing the importance of a recognizable transportation hub for present and future needs.

Ms. Shull emphasized the importance of existing transit services, particularly the Eugene-Florence-Yachats Diamond Express. These services are crucial for residents, especially for medical appointments, specialist visits, and high school students seeking internships and job opportunities. Ms. Shull also mentioned the success of Mapleton as a temporary stop and how it increased high school student ridership for services in Florence. Ms. Humble supported prioritizing funding for ongoing projects like the Oakridge-Eugene bus run and the Florence-Yachats connector. These services are essential for many, including elderly individuals and those without access to cars. Ms. Humble stressed the need to secure funding for these proven successful projects before considering new pilots. Ms. Engebretson echoed similar concerns, advocating for continued funding of rural-to-metro area connections, which provide essential services, such as access to food and medical care, for elderly and disabled individuals.

Ms. Engebretson also highlighted the environmental benefits of supporting public transit, noting that increased funding for transit services would reduce greenhouse gas emissions and alleviate commuting pressures.

Mr. Francis discussed the significance of the Rural Lane County On-Demand Shuttle project. This service offers flexible transit options to multiple rural communities on different days, ensuring residents receive service at least once a week. This flexibility is seen as vital for rural areas lacking regular transit access.

Mr. Organ expressed support for the Shopper Shuttle service, which is essential for seniors and individuals with disabilities. The service includes trained drivers who assist with grocery delivery, a service not available elsewhere.

Key themes from this discussion were highlighted by Ms. Mathez. Themes included a need for continuing existing services. She added that there was strong support for maintaining existing

projects like the Eugene-Florence-Yachats connector and Oak Ridge-Eugene bus service before launching new pilots. There were some partial funding considerations, participants wanted to prioritize projects that can operate even with partial funding. There seemed to be interest in rural and metro connections, adding that critical transit connections between rural areas and metro centers are important for accessing vital services. There were also environmental, and mobility benefits discussed among members. She noted that Increasing transit service availability contributes to environmental goals and enhances accessibility for all.

Mr. Zako suggested that in cases where alternative funding sources are available, projects should be prioritized accordingly. In the past, some applicants have voluntarily reduced their funding requests based on available resources elsewhere. Chief Barrett raised concerns about safety and infrastructure along Highway 126 west of Eugene, advocating for more passing lanes and speed limit upgrades.

Ms. Mathez noted that she will compile the meeting notes and submit feedback via the designated online form. Participants were also encouraged to email Ms. Mathez with any additional comments or corrections.

9. Future meetings and topics

A list of future meetings and topics was included in the meeting packet. The meeting agenda listed the following upcoming meetings:

- October 16 (Wednesday) – Steering Committee (9:00 – 10:00)
- November 13 (Wednesday) – LaneACT (5:30 – 7:30)
- November 20 (Wednesday) – Steering Committee (9:00 – 10:00)
- December 11 (Wednesday) – LaneACT (5:30 – 7:30)

Ms. Mathez concluded that a date will be confirmed soon for the Bylaw Review Subcommittee Meeting and that information will be shared with attendees. She added that a discussion will need to begin before the end of the year for the Nominating Committee and that updates will be shared at the November 13 meeting.

In January there will be a winter recess due to the holiday season and regular meetings will resume on February 12. Ms. Mathez also included that the future meetings and topics document has been updated, with more details as requested by Mr. Thompson, including upcoming Steering Committee meetings and agenda items.

Mr. Zako provided an update on the Joint Committee on Transportation work groups. He noted that several members of LaneACT, including Tiffany Edwards, Rob Inerfeld, and himself, are involved. Mr. Zako's committee will have met three times by the next LaneACT meeting in November. He suggested that there might be interest in presenting an update to LaneACT at the next meeting on the committee's progress and discussions, especially around transportation funding priorities and tax proposals. He mentioned the importance of potentially reconsidering the decision to skip the January meeting, given the upcoming legislative session, and suggested making that determination in December.

10. Adjourn

Vice Chair Weiss adjourned the meeting at 6:50 pm.

Notes

1. This meeting was recorded in both audio and video format.
2. These minutes were prepared by Journie Gering (LaneACT staff) based on the recording. They were reviewed by Anais Mathez and Bill Johnston (LaneACT staff) who were present at the meeting.
3. This document was finalized (as a draft) on October 14, for LaneACT review and approval on November 13. The LaneACT was not able to approve the minutes at that meeting because there were not enough voting members present for quorum.
4. These minutes were subsequently included in the packet for the December 11 meeting for the LaneACT to approve at that meeting.
5. LaneACT staff made minor formatting refinements to this document on December 4.

November 13, 2024 meeting minutes

Lane Area Commission on Transportation (LaneACT)

- Format:** This meeting was conducted by videoconference
- Present:** members eligible to vote at this meeting (alphabetical by last name)
14 members present (**16** members required for quorum)
- Doug Barrett – Confederated Tribes (Chief)
 - Beth Blackwell – Springfield
 - Shelly Clark – Creswell (LaneACT Chair)
 - Brian Cutchen – Oakridge
 - Tiffany Edwards – other representative (economic development)
 - Vidal Francis – Oregon Department of Transportation (ODOT)
 - Shelley Humble – other representative (airports)
 - John Marshall – Lane County Transportation Advisory Committee (LC TrAC)
 - Heather Murphy – Lane Transit District (LTD)
 - Pete Petty – Highway 126 East
 - Megan Shull – designated representative (bicycle & pedestrian)
 - Paul Thompson – Central Lane Metropolitan Planning Organization (MPO)
 - Keith Weiss – Veneta (LaneACT Vice Chair)
 - Rob Zako – designated representative (environmental & land use)
- Present:** alternate members (not eligible to vote because the primary member is present)
- Alexa Benson – Veneta (alternate)
 - Garrett Grey – Confederated Tribes (alternate)
 - Bill Johnston – ODOT (alternate)
 - Matt Michel – Veneta (alternate)
 - Curtis Thomas – Creswell (alternate)
- Absent:** primary voting members (not represented by an alternate)
(Dunes City and Westfir are non-participating members. They are not listed.)
- Don Bennett (Lowell); Ryan Ceniga (Lane County); Cathy Engebretson (Coburg); Brodie Hylton (other representative); Bill Meyer (Florence and Port of Siuslaw); Eugene Organ (other representative); Lucy Vinis (Eugene); Sidney Washburn (Junction City)
- Others:** Anais Mathez (LaneACT staff); Becky Taylor (Lane County); Rob Inerfeld (City of Eugene); Lee Beyer (OTC Vice Chair)

1. Call to order

Chair Clark called the meeting to order at 5:30 pm. She welcomed members and guests.

2. Review and approve agenda

Chair Clark reviewed the agenda. She proposed moving *Item 8: Update from Oregon Legislator Joint Committee on Transportation* to the beginning of the meeting to accommodate one of the presenters who needed to leave the meeting early. The members agreed to this change.

3. Consent items

a. Approve minutes from December 9 meeting.

There were not enough voting members present at this meeting for quorum. Consequently, item was postponed until December. (Action items cannot be approved without a quorum.)

4. Comments from the audience

There were no comments from the audience.

5. Oregon Legislature Joint Committee on Transportation

Members of the LaneACT have been participating in workgroups organized by the JCT focusing on maintenance and preservation, public and active transportation, and finishing HB 2017 commitments. The LaneACT participants provided an update on their activities.

Maintenance and Preservation

Rob Zako and OTC Commissioner Lee Beyer summarized the discussions that have occurred at these meetings. They have focused on the funding shortfall. Mr. Zako noted that transportation spending per capita in Oregon is low compared to other Western States and that infrastructure will continue to deteriorate without increased investment. Commissioner Beyer discussed potential new sources of funding, including a gas tax increase. He emphasized that bipartisan support would be required to pass any new tax.

Public and Active Transportation

Tiffany Edwards and Rob Inerfeld (Eugene staff) provided an update on this workgroup. They have been focused on understanding the needs of local transit service providers and the funding limitations. Guest speakers have explained the demographic changes that are driving the demand for services, including an increase in the elderly and disabled populations. Upcoming meetings will focus on rail service and other topics. Mr. Inerfeld added that they have also been discussing equity and environmental issues, and the lack of financial support for rural transit services.

House Bill 2017 Commitments

Beth Blackwell shared her perspective on the discussions that have occurred at the meetings of this workgroup, which is focused completing the remaining large-scale projects funded through House Bill 2017 (in 2017). The two largest projects are the I-5 Rose Corridor and Abernathy Bridge in Portland. Ms. Blackwell expressed her concern that the Legislature may not be giving adequate attention to the smaller projects in other parts of the state.

Commissioner Beyer provided additional insight into the funding shortfall, estimating a need for \$5 billion annually. The estimated annual cost to maintain transportation infrastructure (including state, county and city facilities) is \$5 billion. The state has historically relied on gas tax and registration fees for revenue, but this approach is no longer sufficient. He suggested it may be necessary to increase the gas tax or the weight-mile fee for heavy vehicles. He emphasized again the need for bipartisan support in the Legislature and political support from the public.

Bryan Cutchen commented on the special needs of small cities. Their budget only allows for limited road maintenance. He proposed lobbying for rural transportation needs. Other members emphasized the importance of creating reliable revenue streams to provide ongoing funding for small and large transportation improvement projects. Commissioner Beyer and Mr. Zako agreed that the Governor and the Legislature need to be involved.

6. Announcements and information sharing

a. Announcements from the Chair – Shelly Clark

Chair Clark provided a summary of the *ACT and Modal Committee Chairs* meeting held in Salem on October 22. The meeting was attended by Chair Clark, Vice Chair Weiss, Vidal Francis, and Bill Johnston from ODOT, along with other ACT representatives from across the state.

Presenters included Oregon Transportation Commission (OTC) Commissioner OTC Chair Julie Brown, OTC Vice Chair Lee Beyer, ODOT Director Kris Strickler, and other ODOT managers. The presenters provided an update on the Oregon Highway Plan (update), and the transition to a 10-year rolling investment strategy that would replace the 4-year Statewide Transportation Improvement Program (STIP). Lindsey Baker provided a detailed review of the JCT statewide tour that occurred over the summer, including key takeaways from each meeting.

Chair Clark provided an update on the Connect Oregon Grant program. Two LaneACT area projects were selected for funding:

- 1. Oakridge Airport Runway Rehabilitation Project** – This \$2 million project will fund critical improvements to the Oakridge airport's runway.
- 2. Greenhill Transfer Station Spur** – Another \$2 million project that will enhance railway capacity and operations at the transfer station.

Chair Clark emphasized the importance of these projects for Lane County and the surrounding region. She highlighted their potential impact on regional and state transportation systems, particularly with possible connections to the She noted that the Greenhill transfer station project in Eugene will have benefit to Coos Bay, referring to their planned expansion of the port. Chair Clark thanked Vice Chair Weiss for his effort in meeting with the applicants and advocating for these projects.

Bill Johnston (ODOT) commented on the Eugene Airport's application for funding to expand its terminal (Concourse A). This project was not selected for Connect Oregon funding. However,

the airport did receive a \$5 million grant from the Federal Government to pay for a portion of the project.

Chief Barrett asked about potential funding to address the flooding problem at Cushman, east of Florence, Mr. Francis responded, stating that ODOT is pursuing a federal Protect Grant for this purpose. Grant applications are due in February. Chief Barrett also commented on the Waite Ranch tidal wetland restoration project, which is being led by the Confederated Tribes in partnership with the McKenzie River Trust and the Siuslaw Watershed Council. He requested assistance from ODOT in addressing overgrown trees near the site along OR Highway 126.

b. ODOT update – Vidal Francis

Mr. Francis commented on how well represented LaneACT is on various statewide committees. He noted that Rob Zako, Tiffany Edwards, and Beth Blackwell are participating in the JCT workgroups. He announced the appointment of a new OTC Commissioner. Phil Chang will be replacing Sharon Smith from Bend. Commissioner Beyer remains the representative for Lane County.

c. Central Lane Metropolitan Policy Committee update – Paul Thompson

Mr. Thompson noted that the MPO allocated \$1 million in federal funds to two local projects:

1. City of Eugene – Seismic retrofits for the Chambers Street Bridge (\$750,000).
2. Lane County – 30th Avenue Active Transportation Corridor Design (\$250,000).

He noted that the MPO recently completed a detailed survey of residents in the area to better understand the barriers to using alternative modes of transportation. The study will help improve the transportation model for the area and inform policy decisions.

Mr. Thompson shared the recommended funding priorities for the 2025 Legislature developed by the MPO Policy Committee. The MPO's priorities align with the priorities established by the Oregon MPO Consortium (OMPOC) and the League of Oregon Cities. The emphasis is on safety, maintenance, and underfunded HB 2017 projects. He expects there will be significant competition for attention from other interests, especially education which also has a significant funding deficit. This may impact the transportation funding discussions.

d. Member updates – all

Shelley Humble announced that the Oakridge Airport runway improvement project is complete. An open house is scheduled for November 23 from 11 pm to 1 pm.

Megan Shull announced that Ruby Bridges Walk to School Day will take place on November 14. The event is intended to promote equity and historical awareness. She noted that the fall bike safety programs in the rural schools were successful. The Safe Routes to School infrastructure grant recipients will be announced by the end of the year.

Paul Thompson announced that LCOG has hired Heidi Shayla as the Teen Driver Education Coordinator to revitalize teen driver training programs in the county.

7. LaneACT Officer Nominating Committee

Chair Clark provided an update. The Nominating Committee has met twice. They discussed the desirable qualities for the next Chair and Vice Chair. The group agreed that leadership experience and familiarity with transportation issues is important. The committee will continue to reach out to interested candidates. They will present a slate of candidates at the December meeting.

8. LaneACT Bylaws Committee

Matt Michel, chair of the committee, provided an update. The committee is reviewing the bylaws, focusing on changes that are required to be consistent with the OTC Policy on ACT Formation and Operation, which the OTC updated in 2021. The committee will eventually provide the LaneACT with a package of recommended changes. They will include a report that explains the rationale for their recommendations. The next meeting will be on November 21 at 3:30 pm.

9. Future meetings and topics

A list of future meetings and topics was included in the meeting packet. The meeting agenda listed the following upcoming meetings:

- November 20 (Wednesday) – Steering Committee (9:00 – 10:00)
- December 11 (Wednesday) – LaneACT (5:30 – 7:30)
- January 8 – No LaneACT Meeting
- February 12 (Wednesday) – LaneACT (5:30-7:30)

10. Adjourn

Chair Clark adjourned the meeting at 7:05pm.

Notes

1. This meeting was recorded in both audio and video format.
2. These minutes were prepared by Journie Gering (LaneACT staff) based on the recording. They were reviewed by Anais Mathez and Bill Johnston (LaneACT staff) who were present at the meeting.
3. This document was finalized (as a draft) on December 3, for LaneACT review and approval on December 11.

Agenda Item 5

LaneACT officer election

Presenters

- Members of the Officer Nominating Committee (present recommendation)
- Shelly Clark – LaneACT Chair (oversee election)

Action requested (quorum required)

1. Accept recommendation of the Officer Nominating Committee.
2. The Chair will ask if there are additional nominations from the floor.
3. If not, elect officers by consensus.
4. If necessary, conduct the election by voting. (ACT members must agree on the method.)

Summary

The LaneACT appointed an Officer Nominating Committee (committee) on October 9 to identify candidates to serve as officers for 2025. The committee met four times. Attachment A is a summary of their discussions.

At the December 11 LaneACT meeting, the committee will present a recommended “slate of officers” to consider (as nominees) for election. The LaneACT does not need to take any formal action to accept the nominations.

The Chair will oversee the election process. A summary of the process is provided in the action requested section of this summary memo (above). A more detailed outline of the procedure is provided in Attachment B.

Attachments

- A. Summary of committee discussions (1 page)
- B. Election procedure (2 pages)

Attachment A – Summary of committee discussions

The Officer Nominating Committee (committee) met four times. The following is a summary of their discussions.

Participants

The LaneACT established an *ad hoc* committee on October 9 to identify candidates to serve as officers for 2025. The following LaneACT members were appointed to the committee: Shelly Clark (LaneACT Chair), Keith Weiss (LaneACT Vice Chair), Vidal Francis (ODOT), Tiffany Edwards (other stakeholder), Shelley Humble (other stakeholder), Rob Zako (designated stakeholder).

Meeting 1 (November 4)

The committee established some basic rules to guide the committee. They agreed decisions should be made by consensus if possible.

The committee discussed desirable qualifications. They agreed it would be preferable for officers to be elected officials.

The committee did not identify any specific candidates. They directed staff to determine when the terms of the elected officials serving on the ACT ended, to see who is available to serve.

Meeting 2 (November 12)

The committee discussed potential candidates. They agreed to focus on current members, rather than speculating about new members who might be appointed in 2025.

The committee identified a short list of candidates to consider. Various members volunteered to contact the potential candidates to see if they were interested in serving.

Meeting 3 (November 22)

The members reported on their discussions with potential candidates. None of them indicated interest, primarily because they didn't feel they had time to serve.

The committee discussed the possibility of LaneACT appointing an interim chair, thinking that one of the new members, appointed after the new year, may be interested in serving.

The committee agreed to reach out to a few more members, and to meet one more time.

Meeting 4 (December 6)

The committee will meet on December 6 to finalize their recommendation, which will be presented verbally at the December 11 LaneACT meeting. Note: This meeting packet was finalized on December 4, prior to the committee meeting.

Attachment B – Election procedure

The following is an outline of the procedure the LaneACT will follow in electing officers for 2025. It combines instructions provided in the LaneACT Bylaws, supplemental LaneACT policies, and Robert’s Rules of Order.

The Steering Committee discussed and agreed on this procedure on November 20. If the LaneACT members have any questions or concerns, staff will serve as parliamentarian at the meeting to advise the Chair. The Chair is the final arbiter (judge).

1. Accept recommendation of the Officer Nominating Committee.

- a. **Role of the Committee** – The LaneACT *Foundational Procedures and Policies* (2011) require the LaneACT to appoint a Nominating Committee (committee) to recommend a “slate of officers” to consider for election.
- b. **Committee recommendations** – The committee is recommending (nominating) two LaneACT members for election, to fill the Chair and Vice Chair positions. They may or may not recommend anyone to fill the Ambassador position. Refer to Attachment A.

2. Allow additional nominations from the floor.

- a. **Robert’s Rules** – Robert’s Rules of Order are referred to in Section 5.A of the Bylaws. Meeting procedures not specifically described in the LaneACT Bylaws shall be consistent with Robert’s Rules. Robert’s Rules state that candidates may also be nominated by members who did not participate in the nominating committee, at the meeting where elections are held. This is referred to as nominating “from the floor.” This procedure is not described in the LaneACT polices. It applies because it is described in Robert’s Rules.
- b. **Procedure** – When the committee presents its recommendation, the Chair will ask if there are any other nominations from the floor. A decision (by either consensus or vote) is not required to accept the committee’s recommendations, or nominations received from the floor.

3. Decide the election by consensus, if possible.

- a. **Decision-making process** – The Bylaws state in Section 5.B (Terms) that elections shall be decided as described in Section 5.A (Decision Making). Section 5.A. describes the general process the LaneACT is to follow in making all decisions.
- b. **Consensus** – The members will first attempt to reach a consensus, through discussion and negotiation. Consensus means that all voting members present can live with the decision. If no nominations are received from the floor, the members would simply be agreeing to elect the individuals recommended by the committee.
- c. **Contested election** – If additional nominations are received from the floor, there would be more than one candidate for one or more positions. This is referred to as a contested

election. The members can attempt to resolve the conflict. For example, by persuading one of the candidates to withdraw from consideration. Or, the members can simply agree to proceed with an election by voting. This is described in the following section.

4. If necessary, conduct an election by voting. (ACT members must agree on the method.)

- a. **When required** – A vote would be required if a consensus cannot be reached. As explained in the previous section, this could occur **(1)** if for some reason the members do not support the candidates recommended by the committee, or **(2)** if the election is contested, when additional nominations are received from the floor.
- b. **Vote to end discussion** – If consensus cannot be reached, the bylaws state that the decision will be made by an 80% supermajority of the members present. Before voting to decide the matter being considered, a separate motion and vote is required to end the discussion. The motion passes if a simple majority of the members agree. Alternatively, the members could simply agree to proceed with an election by voting (without voting to end the discussion).
- c. **Supermajority vote** – When a vote is required to reach a decision, the Bylaws require 80% of the members present to agree (by voting yes). This is a high standard. The U.S. Constitution defines a supermajority as two-thirds (66%) of the vote. If the vote is to resolve a contested election, it may be difficult for any one candidate to achieve an 80% supermajority. In this case it may be necessary to temporarily suspend the supermajority requirement, to allow a candidate to be elected by a simple majority.
- d. **Suspending the supermajority requirement** – The members would need to agree to suspend the supermajority requirement. If a consensus cannot be reached, a vote would be required. As described in Section 4.b, a separate motion and vote is required to end the discussion, before voting to suspend the supermajority requirement.

5. Method of voting

- a. **Options** – Neither the LaneACT Bylaws or protocols specify a method of voting. Various methods are described in Robert’s Rules, including: a show of hands, by voice, by roll call, or by ballot.
- b. **Agreement** – The members need to agree on the method. If agreement cannot be reached by consensus, a vote would be required to resolve the matter. Refer to Section 4.b.
- c. **Roll call** – LaneACT staff recommends this method. Staff will ask each member to indicate their preference verbally. Staff will then tally the votes and announce the outcome.
- d. **Ballot** – This method would be more complicated. Assuming the meeting is held by videoconference, each member would need to send an email to staff indicating their preferences. Staff would then tally the votes and announce the outcome. They would also need to provide the tally sheet indicating how each member voted. Secret ballots are not allowed. (Refer to the OTC ACT policy, Attachment A, Public Involvement.)

Future meetings and topics

updated December 3, 2024

This document is updated monthly by LaneACT staff based on input provided by the Steering Committee.

January 8, 2025 (LaneACT meeting)

- **Winter recess** (no meeting)

Other meetings this month – The LaneACT Bylaws Committee will meet (date TBD)

February 12, 2025 (LaneACT meeting)

The Steering Committee will meet on December 18 to set the agenda for this meeting.

- **New officers seated** – The newly elected Chair and Vice Chair will conduct the meeting.
- **LaneACT Bylaws Committee report** (tentative) – 60 minutes
 - The chair of the committee will present the committee's recommendations.
 - The LaneACT will review, and revise if necessary, the recommended changes. The review may require more than one meeting. The revised bylaws cannot be adopted until the following meeting. (Revised bylaws cannot be adopted at the same meeting they are introduced.)
- **Legislative update** – 10 minutes. The 2025 session begins on January 21.
- **(reserved)** – topic to be determined

March 12, 2025 (LaneACT meeting)

The Steering Committee will meet on February 19 to set the agenda for this meeting.

- **LaneACT Bylaws Committee report** (continued) – 30 minutes
 - The LaneACT will continue their review and refinement of the committee's recommendations.
 - The LaneACT will adopt the new Bylaws, if there are no significant changes and if there is consensus. Additional discussion may be required in April.
- **Legislative update** – 10 minutes.
- **(reserved)** – topic to be determined

April 9, 2025 (LaneACT meeting)

The Steering Committee will meet on March 19 to set the agenda for this meeting.

- **Legislative update** – 10 minutes.
- **(reserved)** – topic to be determined

LaneACT member roster

updated September 2024

jurisdiction	member	email	phone	address	term start	term end
Lane County						
primary	Ryan Ceniga Commissioner	Ryan.Ceniga@lanecountyor.gov	541.682.4203	125 E 8th Ave; Eugene OR 97401		none
alternate	David Lovell Commissioner	David.Loveall@lanecountyor.gov				none
Coburg						
primary (1)	John Fox Councilor	councilorfox@ci.coburg.or.us	541.682.7850	PO Box 8316; Coburg OR 97408		none
primary (2)	Cathy Engebretson Councilor	councilorengbretson@ci.coburg.or.us	541.682.7850	PO Box 8316; Coburg OR 97408	6/1/2023	12/31/2027
alternate	Nancy Bell Mayor	mayor@ci.coburg.or.us	541.682.7850	PO Box 8316; Coburg OR 97408		none
Cottage Grove						
primary	(vacant)					
alternate	Mike Sauerwein City Manager	msauerwein@cottagegrove.org	(541) 942-5501	400 E. Main St; Cottage Grove, OR 97424		none
Creswell						
primary	Shelly Clark Councilor	shclark@creswell-or.us	541.895.2531	PO Box 276; Creswell OR 97426	01/01/2021	12/31/2024
alternate	Curtis Thomas City Planner	cthomas@creswell-or.us	541.895.2913	PO Box 276; Creswell OR 97426		none
Dunes City						
primary	Robert Orr Councilor	robertvorr@gmail.com	541.997.3338	83541 Jensen Ln; Florence OR 97439		none
alternate	Jamie Mills City Recorder	recorder@dunescityor.com	541.997.3338	PO Box 97; Westlake OR 97493		none
Eugene						
primary	Lucy Vinis Mayor	lvinis@eugene-or.gov	541.682.8347	125 E 8th Ave; Eugene OR 97401	11/1/2022	12/31/2024
alternate	Alan Zelenka Councilor	alan.zelenka@ci.eugene.or.us	541.682.8343	125 E 8th Ave; Eugene OR 97401		none
Florence						
primary	Bill Meyer Councilor	bill.meyer@ci.florence.or.us	541.997.8237	250 Hwy 101; Florence OR 97439		none
alternate	Mike Miller Public Works Director	mike.miller@ci.florence.or.us	541.997.4106	250 Hwy 101; Florence OR 97439		none
Junction City						
primary	Sidney Washburne Councilor	swashburne@cityofjc.com	541.998.2153	PO Box 250; Junction City OR 97448		none
alternate	Sandi Thomas Councilor	stthomas@cityofjc.com	541.998.2153	PO Box 250; Junction City OR 97448		none
Lowell						
primary	Don Bennett Mayor	donbennett47@q.com	541.937.2312	540 Sunridge Ln; Lowell OR 97452		none
alternate	(vacant)					
Oakridge						
primary	Bryan Cutchen Mayor	mayor@ci.oakridge.or.us	541.782.2258	PO Box 1410; Oakridge OR 97463		none
alternate	Rick Zylstra Planning Director	rickzylstra@ci.oakridge.or.us		PO Box 1410; Oakridge OR 97463		none
Springfield						
primary	Beth Blackwell Councilor	bblackwell@springfield-or.gov		225 5th St; Springfield OR 97477		none
alternate	Sean VanGordon Mayor	svangordon@springfield-or.gov		225 5th St; Springfield OR 97477		[page break]

jurisdiction	member	email	phone	address	term start	term end
Veneta						
primary	Keith Weiss Mayor	kweiss@ci.veneta.or.us	541.935.2191	PO Box 458; Veneta OR 97487	01/01/2021	City Council term ends in Jan. 2024
alternate (1)	Alexa Bensen City Councilor	abenson@ci.veneta.or.us	541.935.2191	PO Box 458; Veneta OR 97487	appointed in February 2024	
alternate (2)	Matt Michel City Manager	mmichel@ci.veneta.or.us	541.935.2191	PO Box 458; Veneta OR 97487	appointed in May 2024	
Westfir						
primary	D'Lynn Williams Mayor	mayor@ci.westfir.or.us		47365 1st St; Westfir OR 97492		none
alternate	(vacant)					
Confederated Tribes of Coos, Lower Umpqua and Siuslaw						
primary	Doug Barrett	doug.barrett@ctclusi.org	541.888.7512	P.O. Box 2000; Florence OR 97439		none
alternate	Garrett Gray Planner	ggray@ctclusi.org	541.888.9577	1245 Fulton Ave; Coos Bay OR 97420		none
Port of Siuslaw						
primary	Bill Meyer Commissioner	(see City of Florence)	(see Florence)	100 Harbor St; Florence OR 97439		none
alternate	David Huntington Manager	port@portofsiuslaw.com		100 Harbor St; Florence OR 97439		none
Lane Transit District						
primary	Heather Murphy Board Member	Heather.murphy@ltd.org		PO Box 7070; Springfield OR 97475		none
alternate	Jameson Auten General Manager	jameson.auten@ltd.org		PO Box 7070; Springfield OR 97475		none
ODOT Area Manager						
primary	Vidal Francis Area 5 Manager	vidal.t.francis@odot.oregon.gov	541.726.5227	2080 Laura St; Springfield OR 97477		none
alternate	Bill Johnston Area 5 Planner	bill.w.johnston@odot.state.or.us	541.747.1354	2080 Laura St; Springfield OR 97477		none
Central Lane MPO						
primary	Paul Thompson Transportation Manager	pthompson@lcog.org	541.682.4405	859 Willamette St Suite 500; Eugene OR 97401	2009	(no end date)
alternate	Brenda Wilson Executive Director	bwilson@lcog.org	541.682.4395	859 Willamette St Suite 500; Eugene OR 97401		(no end date)
LC TrAC						
primary	John Marshall	jmarshall47@gmail.com		(email only)		none
alternate	(vacant)					
Highway 126 East						
primary	Pete Petty (area resident)	ppetty541@aol.com		49460 McKenzie Hwy; Vida OR 97488		none
alternate	Charles Tannenbaum (area resident)	caroltan@q.com	541.736.8575	40882 McKenzie Hwy; Springfield OR 97478		none
Designated representatives (special interest)						
trucking	(vacant)					
rail	(vacant)					
bicycle & pedestrian	Megan Shull LCOG SRTS	mshull@lcog.org	541.682.4023	859 Willamette St Suite 500; Eugene OR 97401	1/10/2024	01/10/2028
alternate	Jack Blashchishen Springfield Public Schools	jack.blashchishen@springfield.k12.or.us	(541) 228.0699		1/10/2024	6/30/2025
environmental & land use	Rob Zako BEST	rob@best-oregon.org	541.606.0931		7/1/2023	06/30/2027
alternate	Brett Morgan 1000 Friends of Oregon	brett@friends.org	503.497.1000 (ext 122)		06/30/2020	06/30/2024
Other representatives (special interest)						
disability community	Eugene Organ (area resident)	eorgan@comcast.net	541.683.6556	2850 Pearl St; Eugene OR 97405	07/14/2020	07/14/2024
aviation	Shelley Humble Creswell airport	shumble@creswell-or.us	541.895.2913 (w) 541.953.9197 (c)	PO Box 276; Creswell OR 97405	07/14/2021	07/14/2025

jurisdiction	member	email	phone	address	term start	term end
micro-mobility	Brodie Hylton Cascadia Mobility	brodieh@cascdiamobility.org	503.481.0418	455 W 1st Ave; Eugene OR 97401	1/10/2024	1/10/2028
economic development	Tiffany Edwards Chamber of Commerce	tiffanye@eugenechamber.com	541.678.3370	1401 Willamette Street; Eugene OR 97401	1/10/2024	1/10/2028

LaneACT member support staff

(these individuals sometimes attend LaneACT meetings)

Jurisdiction	Support Staff	Email
Lane County	Becky Taylor	becky.taylor@lanecountyor.gov
Eugene	Rob Innerfeld	rob.inerfeld@ci.eugene.or.us
Springfield	Drew Larson	alarson@springfield-or.gov