

Meeting Agenda

September 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

- **Statewide Transportation Improvement Fund (STIF)**
- **ODOT priority investment areas**
- **LaneACT bylaws 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 June 12 meeting (page 4)
 - Approve minutes from July 10 meeting (page 16)
 - Appoint representative to the Aviation Review Committee (page 21)
- 4. Comments from the audience** **5:45**

The LaneACT Chair will ask if there are any comments. Please state your name and address.

5. **Announcements and information sharing** *(please be brief)* **5:50**
 - 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

6. **Statewide Transportation Improvement Fund (STIF) grant program** **6:10**

Summary: ODOT staff will provide an overview of the grant program for the new 2025-26 funding cycle.

Presenter: Cody Franz – ODOT Regional Transit Coordinator

Attachment: Summary memo (page 22)

7. **ODOT priority investment areas** **6:25**

Summary: ODOT is developing a new analysis tool to assist ODOT in identifying priority investment areas.

Presenter: Amanda Pietz – ODOT Policy, Data, and Analysis Division Administrator

Attachments: Summary memo and presentation (page 23)

8. **LaneACT bylaws update** **6:55**

Action requested: Review the proposed scope of the update (attached). Provide input to guide the update committee’s work.

Presenters: Shelly Clark – LaneACT Chair; Bill Johnston – LaneACT staff

Attachments: Summary memo and attachments (page 35)

9. **Future meetings and topics** **7:25**

Summary: Refer to the list of future meetings and topics (attached).

Presenter: Anais Mathez – LaneACT staff

Additional attachments and other information (for information only)

- Future meetings and topics (page 81)
- LaneACT member roster (page 82)
- Attendance record (page 85)

Upcoming meetings

- September 11 (Wednesday) – LaneACT (5:30 – 7:30)
- September 18 (Wednesday) – Steering Committee (9:00 – 10:00)
- September 18 (Wednesday) – LaneACT Bylaws Committee (3:30 – 5:30)
- October 9 (Wednesday) – LaneACT (5:30 – 7:30)
- October 16 (Wednesday) – Steering Committee (9:00 – 10:00)

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

June 12, 2024 meeting minutes

Lane Area Commission on Transportation (LaneACT)

Format: This meeting was conducted in a hybrid format.

Present: (members eligible to vote)
Shelly Clark, Creswell (Chair)
Keith Weiss, Veneta (Vice Chair)
Mike Fleck, Cottage Grove
Cathy Engebretson, Coburg
Bryan Cutchen, Oakridge
Vidal Francis, Oregon Department of Transportation (ODOT)
Paul Thompson, Central Lane Metropolitan Planning Organization (MPO)
Chief Doug Barrett, Confederated Tribes
Megan Shull, Bicycle & Pedestrian Stakeholders
John Marshall, Lane County Transportation Advisory Committee (LC TrAC)
Lucy Vinis, Eugene
Beth Blackwell, Springfield
Tiffany Edwards, Other Stakeholder
Shelley Humble, Other Stakeholder
Rob Zako, Other Stakeholder
Brodie Hylton, Other Stakeholder
Bill Meyer, Florence and Port of Siuslaw
Pete Petty, Highway 126 East
Heather Murphy, Lane Transit District

Absent: Lowell (Don Bennett); Eugene Organ (Other Stakeholder); Junction City (Sidney Washburn; Dunes City (non-participating); Westfir (non-participating); Lane County (Ryan Ceniga)

Others: Journie Gering (3J Consulting); Bill Johnston, (ODOT); Becky Taylor (Lane County); Matt Michel (Veneta); Garrett Grey (Confederated Tribes, alternate); Savannah Crawford (ODOT); Jim Gamble (ODOT); Greg Demers (Greenhill Reload); Tony Beach (ODAV); Drew Larson (Springfield); Donald Nordin (citizen); Alexa Benson (Veneta, alternate); David Anzor (Greenhill Reload); Cathryn Stephens (Airport Director, City of Eugene)

1. Call to order (Welcome and Introductions)

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

2. Review agenda – additions or deletions

Consensus: Approve agenda

3. Consent items

a. Approve minutes from May 8, 2024 meeting

Consensus: Approve minutes from May 8, 2024 LaneACT meeting, as corrected.

4. Comments from the audience

David Anzor, Rail Transportation Consultant, gave a public statement on one of the Connect Oregon Projects. He currently chairs the Oregon Freight Advisory Committee. He stated that Greenhill Reload is a multimodal transportation center that has two rail served yards, bolstered by the Coos Bay Rail Line. One is in west Eugene and one on the Oregon coast. Greenhill Reload receives truckloads of logs, biofuels, woodchips, utility poles, and aggregates. They sort them and load them onto rail cars for distribution between the coastal and inland markets. Greenhill Reload has a proven track record of economic growth and a collaborative relationship with the Coos Bay Rail Line. In June 2022, Greenhill Reload and Coos Bay Rail Line jointly prepared a strategic plan for track expansion to bring on more rail traffic, diverting trucks off of Highway 126 and Highway 38. Coos Bay Rail Line has little capacity for staging cars in the Eugene area, constraining their ability to manage rail flow entering the interchange and properly servicing the shipping needs of Greenhill Reload. This capacity is needed now and is essential for expansion. LaneACT is part of a larger transportation committee that is responsible for decision making and reviewing the 11 statewide projects, including the three tonight. He then asked the ACT to consider advocating for smaller projects, like the Greenhill Reload project in the future. Gregg Demers, the owner of Greenhill Reload, was also in attendance at the meeting. Mr. Johnston thanked David for his comments.

5. ODOT funding challenges

Savannah Crawford, ODOT Region 2 Manager, came back to LaneACT to present on ODOT funding and to answer questions about her previous presentation. She had technical difficulties at the last meeting, which is why she came back to the June LaneACT meeting. She focused on summarizing some of the presentation slides and discussing what will be happening over the next year. Funding is the key focus over the next year, as they are trying to get a legislative transportation package passed. They are focused on maintenance and operations for ODOT. There is an estimated annual need of \$450 million and an estimated gap of \$205 million. They are working with the state legislature to identify potential funding sources over time. Gas tax is declining and there is a growing deficit of funds.

The Joint Committee on Transportation (JCT) have mainly focused on Portland and Tillamook meetings and once those meetings are finished, Eugene and Albany will then be the focus. These meetings will be on July 16th and 17th. Ms. Crawford then opened the floor to questions.

Mr. Fleck noted concern for the ridged funding structure in the slides (p. 17). He then noted that the Cottage Grove's pavement index is at 55 and that they will be putting out a bond and gas tax in the fall to support the project of updating road infrastructure. He hoped that funding ratios would not permanently be changed so that cities can acquire necessary funding eventually. Ms. Crawford noted that they are hearing this concern a lot and are hoping that their partners (AOC, LOC) are having similar conversations with local jurisdictions. Mr. Fleck agreed that more discussions need to be held and that other funding sources need to be examined.

Mr. Zako noted that there is a big portion of the pie chart (p. 17) dedicated to capital investments. They continue to talk about the need for operations and maintenance, which is 9%, in the pie chart. He noted that he would like to know more about where the money for these capital investments go, especially as project funding gets more constrained. Ms. Crawford noted that there are statutory limits on the maintenance funding, which is a component of it. The other component is that there are two different types of funding sources, one is state, and the other is federal. There are regulations and federal funding limitations on what kinds of capital improvement projects can be implemented with that money. State funds also dictate which projects funding can be spent on. When HB 2017 was passed, only 2% of that could be spent on maintenance. Funding allocations have not been dedicated to maintenance and operations in the long term. She concluded that this is a legislative conversation. Mr. Zako asked if Ms. Crawford could share those limitations right now. She noted that she will get back to LaneACT with these limitations in order to be more precise.

Mr. Petty asked if ODOT could benefit from fines for speeding or traffic violations to fund projects. ODOT could use their electric monitoring cameras. Ms. Crawford noted that the state is currently brainstorming funding mechanisms for the future. They will continue to be having conversations about future funding with different groups.

Chair Clark asked about tangible items that could be addressed to the JCT within their talking points. Ms. Crawford noted that any roundtables should be directly sent to the JCT. She also noted that they will be focused on maintenance and operations. It will be important to tell the story of a project or need for a community. JCT members will want to know the 'why'. Mr. Franis clarified that Ms. Crawford will submit the LaneACT to the JCT. Individual jurisdictions who would like to submit their name to participate in a conversation should submit them to Partick Brennen (patrick.h.brennan@oregonlegislature.gov).

Ms. Vinis asked about how to be the most effective in the meeting with the JCT. She asked how they can best work to get funding for their own projects. She included that they should think about these needs thematically. She also asked about the level at which they should speak to the

JCT about projects and the relevancy of projects. Ms. Crawford responded that ODOT will have specific talking points for the JCT but was unable to advise on the specific talking points that each jurisdiction would have with the JCT. She did include that safety is a key component of this discussion. If any project specifically speaks about maintenance and safety needs, there will be a higher level of interest.

Mr. Thompson noted that local officials who would like to be a part of the roundtable should submit them directly to the JCT. Submissions should be to Senator Gorsek and Representative McLain. Names should be sent to these JCT co-chairs, with Patrick Brennen copied. This will help them to decide who is invited to the roundtable, with invitations going out a week before the meeting. If they have locations that are suggestions for them to see on their tour, members should send them to Lindsay Baker at ODOT.

Mr. Thompson also noted that it was clear from the Portland stop that members of the JCT were not specifically looking for project ideas but rather what the safety, maintenance, and operations needs were for the community. They also wanted to hear what could be supported in terms of increasing sustainable revenue.

Mr. Zako referenced the pie chart (p.16) for HB 2017 Funding Distribution. He noted that it was shocking that only 2% of funding is directed towards ODOT maintenance. He asked if this was due to statutory limitations or a decision of the legislature. Ms. Crawford noted that she will follow up with LaneACT about this information.

Ms. Crawford thanked LaneACT, noting that she will be at the meeting on July 17th, and that she will follow up on questions asked.

6. LaneACT Steering Committee expansion

This item was an update to the discussion about the expansion of the Steering Committee. Discussions on this topic have been held over the last couple of meetings and consensus had not been reached. Chair Clark updated members that they have moved the Steering Committee meeting time to Wednesdays at 9:00am, so that more people are able to attend, especially Mr. Thompson. She included that LaneACT will need to revise their bylaws to include an election process for events like these in the future.

Mr. Johnston added that there was no consensus at the last meeting to expand the Steering Committee, because this would require a special election. Members can request a special election if there is consensus. Mr. Zako followed up and made an administrative request to meeting minutes for the Steering Committee in the packets for LaneACT, noting that they had done this in the past. Mr. Johnston responded that while they had done this at meetings in the past, they had determined in February of this year that it was not necessary. The primary role of the Steering Committee is to create the agenda for the next LaneACT meeting. Ms. Humble clarified that they had tabled the discussion to expand the Steering Committee and that there was no

consensus to either expand or keep the Steering Committee as is. Mr. Johnston noted that he was referring to the previous LaneACT meeting and that there was no consensus to hold a special election for the Steering Committee.

Mr. Thompson noted that he was fine with where they are currently in the process and that he will try to attend the next Steering Committee meeting. A point to discuss in this process should be changing the bylaws to either note that there should be three people on the Steering Committee or if there should be more people elected to the Steering Committee. The bylaws should demonstrate the goals of LaneACT.

Chair Clark asked members if anyone was interested in serving on a Bylaws Revision Committee. Ms. Edwards asked them to clarify why they would need the bylaws to change. Chair Clark responded that the bylaws currently allow for up to five additional members on the Steering Committee, LaneACT will need to assess whether or not they would like this amount of membership changed or if they should elect more people to serve on the Committee. Mr. Francis also clarified that the question was whether or not to hold a special election for the Steering Committee, before elections occur in the winter. Chair Clark included that a revision of the bylaws is slated in the work plan and that this is important to do before the next election cycle in December.

Consensus (summary):

- There was no consensus to expand the Steering Committee at this time.
- Chair Clark concluded that everyone is welcome to attend the Steering Committee meetings.

7. LaneACT transportation funding priorities

The action requested for this topic was to finalize the list of priorities and to agree on messaging topics for the July 17th meeting with the JCT.

Chair Clark summarized that they have been asking members to define their top priority for their jurisdictions and share with Ms. Mathez and Mr. Johnston. They have then plugged these top priorities into a structure established over the course of the last couple of meetings. She then reviewed the organizational structure and asked if anyone had any comments on things that may have been forgotten or missed.

Ms. Blackwell noted that Springfield's top priority is still Franklin Boulevard. This will continue to be their top priority, although it is a capital project. She noted that it is sounding like the JCT's focus is going away from capital projects and moving to operations and safety. She pointed out that they also need funding for road maintenance and preservation, highlighting the intersection of 19th and Q street. They also want to bring focus to active transportation as well. Chair Clark asked if their top project was still reflected on the spreadsheet. Ms. Blackwell confirmed that their top project was reflected on the spreadsheet. She wanted to make sure that they are focusing on operations and safety needs when speaking to the JCT.

Ms. Vinis also expressed some concern over presenting a majority of capital improvement projects to the JCT and not speaking enough about operations, maintenance, and safety. The JCT will be more concerned with these types of projects, as advised by Ms. Crawford earlier. She noted that they should be strategic about what kinds of projects they present. Mr. Johnston noted that they had organized project priorities based on a prior presentation to the JCT, and they have since observed that priorities have changed. He included that they put a great deal of time into prioritizing projects, and they should present them to the JCT. He noted that the talking points for the meeting may help to better refine and specify what they bring to the JCT.

Ms. Shull agreed with Ms. Vinis about trying to focus more on projects that would appeal to the JCT. She also asked questions about the project rankings and definitions of terms in the strategy themes, such as 'security'. She also noted that it may be more helpful to convey the overarching countywide needs. She included that she would like to see a discussion on what some of those needs are. She also suggested that the miscellaneous section should include programmatic efforts, which can often be overlooked, but would be helpful for a program like Safe Routes to School. This could be helpful to outline after looking at those budget pie charts referenced earlier, as only a small portion goes to programmatic efforts.

Mr. Thompson also agreed that this project list may not be of much interest to the JCT at this time. He noted that the list still does not show the Link Lane entry. He noted that he resented that entry to Ms. Mathez and Mr. Johnston so that they can include it on the project list. He also included that at the JCT stop in Portland, they noted that they were not interested in capital project submissions. The two co-chairs of the JCT also noted that they did not think they would get a large transportation funding package done in time for 2025. There was no path to raise funding, so they will focus on operations and maintenance, safety, existing programs, and ODOT's budget. They did say that in the 2026 session, they will focus on the capital investment side of things.

Vice Chair Weiss noted that he has been talking about the 126 West expansion for many years due to larger safety concerns. He shared information about a tragic accident that recently occurred on this highway between Eugene and Veneta. He noted that he would also like to discuss talking points for the JCT meeting as well.

Mr. Fleck shared that he has been upset with the prioritization process, noting that he wanted to know what the criteria was for the process. He also added that the specificity seemed different per jurisdiction and that the projects seemed to not align with what the JCT was looking for. He added that there needs to be an objective process through which a distinct criterion has been determined.

Mr. Zako agreed with the sentiments expressed above. He added that he could not give his consent to this list and that he would like to move on to talking points. Mr. Johnston followed up that the action requested tonight is to approve the list as is and that this is a decision for the committee to decide as a whole.

Members moved on to discuss talking points for the JCT. Chair Clark summarized the four goals discussed in the packet as talking points. She included that given the feedback from tonight that they should consider moving Goal 3 up to Goal 1 as the main priority.

Ms. Edwards asked how these goals were determined. Mr. Johnston responded that they did receive some guidance from the JCT from their listening tour. This is where these broad goals come from. Ms. Edwards agreed that LaneACT should align their goals with JCT's goals.

Ms. Vinis noted that she didn't think that Goal 1 should be the ACT's talking point, but rather the JCT's talking point. They should include their own goals for the JCT to take into consideration when creating their funding package. The ACT can then fold in their own safety, operations, and maintenance concerns and local needs.

Mr. Thompson agreed with the above sentiment. He noted that these goals should include direct suggestions on how the JCT can achieve them. They should also include suggestions on how they can increase state funding. He noted that earlier he had sent the Central Lane MPO's talking points to members and staff. He included that all eight of the MPO's will be trying to have messaging on the same set of talking points. They worked with the League of Oregon Cities and the AOC to be consistent with their messaging around support for increasing funding and indexing it to inflation.

Vice Chair Weiss noted that a sentence or two need to be added to the goals to include public education. He noted that public engagement should inform the public about these funding issues and that current funding is unable to meet the state's needs. The public needs to understand why there is a funding deficit, the problem that is creating this, and the options available to move forward. The public needs to be a partner in the solution, as they won't support additional taxes and fees if they do not understand the difficult situation that the state is in. He added that he emailed Mr. Johnston the suggested language for this change to the goals.

Mr. Zako noted that many of these goals are beyond their scope and are very similar to the JCT's goals. The one goal that applies to the ACT is to gather input from the community and local leaders about preferred methods for addressing the transportation funding package. The only bullet point that is on target is the last bullet point. He noted that it would be more effective to have a unified voice about funding. Mr. Johnston responded that he included this point from an interpretation of committee capacity. He also followed up on Mr. Thompson's comments. Mr. Thompson referred to the Oregon MPO Consortium. He was unsure about the amount of time that they dedicated to creating their talking points, adding that there is also a level of sophistication among that group. He was curious about the extent that JCT expects ACT members to provide sophisticated recommendations in terms of tax and fee structures.

Mr. Zako noted that the ACT did not need to be that sophisticated to make recommendations. He would like to include support for the gas tax increase, indexed inflation, and some side points about how it's allocated.

Mr. Francis noted that this process is consensus based and that they should go around the table and have everyone highlight what they feel should be on this list. They can then refine the list.

LaneACT agreed to pause their discussion on this topic and move to the other agenda item. They came back to this discussion after agenda item 8 was agreed upon.

Mr. Johnston noted that he will be compiling what is said today and revising the goals and talking points. Mr. Francis suggested amending the current legislation mandates to be able to use general funds to subsidize the maintenance budgetary shortfalls.

Mr. Thompson suggested an additional sentence to note that highway funds are the main source of funding for ODOT's operations and maintenance. These funds are also divided by different jurisdictions and entities. He has heard of discussions about tampering with this funding for local cities and counties. He added that there should be a statement that LaneACT supports raising and indexing the existing revenue sources and hold separate the distribution to cities and counties because everyone needs maintenance funding. Others agreed with this statement.

Vice Chair Weiss highlighted the importance of having a statement about public education. Mr. Fleck agreed with this statement, noting that it is important to educate the public on changes that are occurring and why they are occurring.

A discussion among members about taxing electric vehicles occurred. Many talked about the importance of electric vehicles and how to get more funding for roads and infrastructure while supporting the use of electric vehicles.

Ms. Shull agreed that there should be a public education piece and noted that funding for other forms of transportation could take the burden off of infrastructure for single occupancy vehicles. They should be investing both now and in the long term in solutions for environmentally friendly options.

Mr. Zako reminded members that the gas tax is practical and what is used now. He wanted to provide a suggestion that would not change the funding system. He also noted that proposed changes should show what members want to 'buy' from the available funding and not to provide alternate funding source recommendations.

Ms. Engebretson noted that the ACT should point out that there is not enough revenue coming in from the gas tax to the JCT. She also agreed that they should have a coordinated public education campaign for voters so that they can understand the need for more funding. She added that land use planning should be focused on in order to mitigate funding issues. If cities have less sprawl, they ultimately spend less on infrastructure costs. This also promotes alternate modes of travel.

Ms. Edwards stressed that everyone relies on the transportation system and that they should include this in their talking points.

Mr. Fleck agreed with Mr. Zako about not forwarding the list of projects on to the JCT. He asked if there was consensus to not forward this list on with the group. Mr. Johnston noted that his staff recommendation would be to endorse this list as is. It may be of some use for the JCT or the

OCT. The group can still refine it in the coming months, although this would be after the presentation to the JCT.

Mr. Thompson agreed that they should not submit this list and if so that they do not need to endorse it tonight and can revise it later. He added that they will know more in the fall about the session for 2026 and if they will be interested in capital improvement projects.

Chair Clark noted that consensus seemed to be not to endorse the project list but rather to focus on talking points for the JCT meeting. Mr. Johnston noted that staff will review the recording of tonight's meeting and edit the talking points based on the discussion. This will then be presented at the upcoming Steering Committee meeting.

Mr. Zako asked if LaneACT will be meeting prior to July 17th. Chair Clark noted that for the last six months there has been a summer recess scheduled for July. Members discussed the importance of meeting in July before the JCT meeting and whether or not to have the summer recess in August instead of July. Members spoke about discussing talking points at the July meeting, one week before the JCT meeting. Mr. Thompson spoke about including talking points of other bodies and Jurisdictions to discuss at the July meeting. Members decided that if they meet in July, they will only discuss one topic. Mr. Fleck suggested meeting at the Steering Committee instead to discuss this topic. Members also discussed the upcoming meeting for the Steering Committee and that it was on a holiday.

Chair Clark also asked if there was consensus to put the list of projects on pause so far. There was consensus among members. Chair Clark then asked if members could live with having a meeting in July with the JCT discussion topics as the only item on the agenda, and with taking August off.

Mr. Johnston asked for a vote on whether members were comfortable with the Steering Committee resolving this issue. There was a total of eight votes yes and three votes no. This was the same vote for meeting in July instead of August. Mr. Thompson noted that there is currently not a quorum and voting on an issue may be wrong. Consensus was to have LaneACT meet in July and take August for summer recess.

Consensus (summary):

- Members agreed to discuss this topic after they discussed the Connect Oregon Application review process.
- Members agreed to not endorse the list of projects tonight but to revise the list and keep it until there is a conversation about funding for capital improvement projects.
- Members agreed to meet again in July to discuss JCT talking points.
- Members will take summer recess in August instead of July.

8. Connect Oregon application review process

Mr. Johnston referred to the packet, noting that there are three projects in the LaneACT region to review. They are asking for some input in terms of ranking the projects. He noted that the spreadsheet in the packet identified the scoring done by modal committees and others who have looked at the statutory requirements. There are some scores and preliminary ranking. Members could decide if they would like to change the ranking, and if so, provide some qualitative explanation for why they decided to rank tot projects differently.

Mr. Johnston noted that when the legislature designed the Connect Oregon program, they defined some specific criteria that are evaluated in project proposals. This criterion helps to rank the projects. There have been three modal committees that have reviewed these applications. There are different categories of these applications: marine, aviation, and rail. There are applications in two of these three categories, two are for airports and the other is rail. Other individuals looked at separate economic consideration criteria, with the summary scores shown in the packet. There were two of the applicants in attendance at the meeting to answer questions that members may have.

Mr. Johnston also noted that some members were concerned about potential conflicts of interest and that he included a list of instructions, statutory requirements, and a summary of conflicts of interest on page 31 of the packet. He explained that an actual conflict of interest would be anyone who had a financial interest in the project and a potential interest would be if an individual's class or business could benefit from a project. If members have a potential conflict of interest, they must disclose it and if they have an actual conflict of interest, they must recuse themselves. Mr. Fleck elaborated on this process.

Mr. Johnston noted that after the ranking is finished tonight, comments and recommendations will be provided with the other ACTs in Region 2. There will then be a Region 2 review committee (SuperACT) that will meet on July 10th and decide on a ranking of all projects in Region 2. The Chair and Vice Chair will be at his meeting to reflect the LaneACT's comments.

Mr. Zako asked about how much discretion they have when making a recommendation. He also asked if the process was technical or political. Mr. Johnston responded that his interpretation of the legislature having the ACTs weigh-in on these projects is to offer additional insight that the scoring does not provide, as well as to provide some local political considerations. Mr. Zako commented that the Port of Newport and the Port of Astoria projects are very costly and that if each of those projects are chosen, they will take up most funding. Mr. Johnston reminded members of the Eugene Airport project that they were able to bump it up to the first project in 2022 due to some scoring errors that they identified. This project is currently under construction today.

Mr. Thompson reminded the ACT that scoring can change based on input provided by LaneACT or other entities. He noted that they have provided funding to two transload facilities and that neither of them are currently shipping anything. This is not specific to the Greenhill project

tonight, but the ACT should consider the value of providing funding to public projects versus private projects. In the past, these considerations have weighed in heavily on project recommendations.

Vice Chair Weiss asked Mr. Demers if the development of the Port of Coos Bay would benefit Greenhill Reload. Mr. Demers responded that most of their business will go to the Port. Vice Chair Weiss asked if this was taken into consideration in the scoring. Mr. Johnston responded that he had read through the comments from the modal review and economic assessment committees. They were very thorough in their review, especially when assessing the impact of the Port of Coos Bay project.

Ms. Humble noted that they received a Connect Oregon grant last year for their runway rehabilitation. She noted that she was the Chair for this ACT during the last cycle and that the way the system is set up is unfortunate. She noted that none of their rankings will mean anything in this list because the process becomes so political at the next step. She stated that if one has a project being considered, they need to make sure that they have bodies in the room to be less ignored by decision makers. They should talk to as many people as they can in the SuperACT. She also spoke about how the Oakridge project is extremely valuable to Lane County's aviation and fire safety. Without this project being funded, they will lose a crucial heli-base that is important to fire safety in Oregon. It is very utilized but very rundown. She also agreed that they should focus on public projects and that the Oakridge project should be a top priority.

Mr. Fleck noted that the Eugene project may not be rated as highly when compared to the other projects because of its lack of economic benefits. He recommended that they push the other projects up instead.

Mr. Cutchen gave some background on the Oakridge project, noting that the project is in unincorporated Lane County. He included that this project is a critical response site for wildfire response and that the department of aviation plans make this site a remotely piloted site for fire suppression and fire detection in the future. They are currently working with NASA to bring in this new technology. If this technology comes in, the economy will also be boosted in the region. This site also works as a staging point for their ambulance because they are 45 miles away from a trauma center. If it's a critical medical need, they then order Life Flight to this staging area. The infrastructure for this project is critical for safety.

Mr. Zako asked Ms. Humble about the Statewide Review Committee meeting and if that meeting was the one she referred to having many people in the room to talk about the project. She responded that she was speaking about both the SuperACT meeting and the Statewide Review Meeting. She noted that conversations with representatives for the project can really impact the decision-making process. Representatives can include councilors, local representatives, and staff. Mr. Johnston agreed that representation is very important at these meetings. He also included that applicants will be invited to the July 10th SuperACT meeting to answer questions.

Mr. Zako summarized that the top priority is the Oakridge Airport project and that representatives will need to advocate for this project. He also noted that due to its funding need, the Eugene Airport project will most likely not move forward. He included that representatives should do their homework on the story of these projects and have some talking points prepared. Ms. Humble reminded the ACT that the OTC often break up their funding in pots, this means that only one aviation project could go through due to the percent of funding that is dedicated per silo. Mr. Cutchen asked about how he can best support the Oakridge project and Mr. Johnston noted that he will put him in contact with Tony Beach from Oakridge Airport.

Consensus (summary):

- Representatives were given guidance on how to best advocate for the proposed projects.
- Members agreed to keep the current project ranking.
- Chair Clark will be reaching out to the applicants to hear more about the project and be able to advocate for the project proposal.

9. Announcements and information sharing

This topic was not discussed. There was not enough time.

10. Future topics

This topic was not discussed. There was not enough time.

Adjourn

Chair Clark adjourned the meeting at 8:00.

Recorder

- This meeting was recorded by Journie Gering on June 14th, 2024.
- These meeting minutes were prepared by Journie Gering. They were edited by Anais Mathez and Bill Johnston.

July 10, 2024 meeting minutes

Lane Area Commission on Transportation (LaneACT)

Format: This meeting was conducted online

Present: (members eligible to vote)
Shelly Clark, Creswell (Chair)
Keith Weiss, Veneta (Vice Chair)
Cathy Engebretson, Coburg
Bryan Cutchen, Oakridge
Vidal Francis, Oregon Department of Transportation (ODOT)
Paul Thompson, Central Lane Metropolitan Planning Organization (MPO)
Garrett Grey, Confederated Tribes
Megan Shull, Bicycle & Pedestrian Stakeholders
John Marshall, Lane County Transportation Advisory Committee (LC TrAC)
Lucy Vinis, Eugene
Beth Blackwell, Springfield
Shelley Humble, Other Stakeholder
Rob Zako, Other Stakeholder
Brodie Hylton, Other Stakeholder
Bill Meyer, Florence and Port of Siuslaw
Eugene Organ, Other Stakeholder
Jameson Auten, Lane Transit District (LTD)

Absent: Lowell (Don Bennett); Junction City (Sidney Washburn); Dunes City (non-participating); Westfir (non-participating); Lane County (Ryan Ceniga); Cottage Grove (Mike Fleck); Tiffany Edwards (Other Stakeholder); Highway 126 East (Pete Petty)

Others: Journie Gering (3J Consulting); Bill Johnston (ODOT); Becky Taylor (Lane County); Matt Michel (Veneta); Alexa Benson (Veneta, alternate); Jillian Trinkaus (ODOT)

1. Call to order (Welcome and Introductions)

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

2. Joint Committee on Transportation – talking points

Paul Thompson thanked the Chair and Vice Chair for their detailed Connect Oregon report and site visits and shared the guiding questions for the upcoming roundtable discussion on talking points for the Joint Committee on Transportation (JCT). These questions were:

- What is top of mind for you on the upcoming transportation work or package?
- If there is one item you wanted the Legislative Assembly to know about your regional challenges, what would it be?
- What are some factors beyond our control that we need to discuss?
- What are your ideas for funding tools or other problem-solving approaches?

Chair Shelly Clark encouraged participants to consider these questions before diving into detailed discussions.

Vidal Francis provided updates on recent meetings in Astoria and Albany, emphasizing the upcoming event in Eugene on July 17th. He detailed the itinerary, including a bus tour and a roundtable discussion, followed by a public hearing. The public hearing will be held from 5:00pm to 7:00pm in meeting room 1 at the Lane Event Center (796 W 13th Ave, Eugene).

Participants engaged in a discussion around the talking points for the upcoming JCT meeting. Mayor Lucy Vinis emphasized the need for investments to benefit local needs alongside state priorities. Paul Thompson echoed this sentiment and outlined five main points from the Central Lane Metropolitan Planning Organization (MPO), focusing on infrastructure investment, finance diversification, safety, transit improvements, and resilience.

Vice Chair Keith Weiss highlighted the importance of rural projects, emphasizing the need for equitable distribution of resources. Mayor Bryan Cutchen underscored safety and resilience as critical for rural communities like Oakridge.

John Marshall expressed concerns about the emphasis on raising gas taxes and mileage-driven taxes, suggesting exploration of alternative funding sources that are less burdensome on commuters and the working class. Bill Meyer raised the issue of transitioning to electric vehicles (EVs) and the implications for road funding, urging serious consideration of a vehicle mile tax despite potential hesitations. He highlighted the need to consider new funding mechanisms like a vehicle mile tax to replace gas taxes. He noted the challenge of implementing such a tax due to concerns over fairness, especially for those who have already switched to EVs.

Curtis Thomas from Creswell raised issues with the current system development charges (SDCs), noting that EV charging stations are not covered under existing regulations, posing a gap in revenue collection for road infrastructure.

Chair Shelly Clark emphasized the importance of ensuring EVs contribute fairly to road maintenance costs. She acknowledged the disparity where gas-powered vehicle owners subsidize road use for EVs, stressing the need for equitable funding solutions. Rob Zako expressed concerns about treating EVs equally with gas-powered vehicles, suggesting considerations for incentives that balance environmental goals with maintaining road infrastructure funding.

Paul Thompson initiated a discussion on incentives for electric vehicles, emphasizing the need to balance climate change goals with equitable road usage fees. Rob Zako expressed support for incentives that do not undermine the financial contributions of electric vehicle users to road maintenance. Concerns were raised about ensuring that transportation fees cover more than just wear and tear on roadways, promoting a nuanced approach to funding. There was consensus among members that while EVs should contribute to road maintenance costs, there was debate on how to balance this with incentives for environmental goals.

It's evident that balancing the financial contributions of EVs while considering their environmental benefits is a complex issue that requires careful consideration of both immediate funding needs and long-term sustainability goals. This conversation also underscored the illusion of public awareness and legislative clarity in addressing these challenges effectively.

Vice Chair Keith Weiss underscored the necessity of public education on transportation funding challenges before implementing new fees or taxes. Rob Zako echoed the need for clarity on existing funding allocation issues, suggesting a review of past legislative actions.

Paul Thompson proposed adjustments to avoid implying internal disagreement within the Lane Act. Consensus was reached to remove references suggesting internal dissent and to exclude proposals to allocate general funds for ODOT maintenance and operations. (page 6 of 29 in the packet).

Mayor Lucy Vinis emphasized the need for balanced investment between urban and rural areas, highlighting connectivity and safety as crucial issues. Discussion ensued on the public's awareness of road conditions and funding shortfalls. Megan Shull highlighted the importance of funding flexibility for rural communities, noting higher fatality rates on rural roads and the specific needs of vulnerable road users. The discussion emphasized integrating rural-specific needs into broader transportation safety initiatives.

Participants emphasized the importance of safety and resilience in transportation planning, particularly in rural areas with limited infrastructure. Concerns were raised about the need for more turn lanes and enhanced road safety measures. Rob Zako highlighted the need to focus on safety over speed in transportation design.

The group discussed prioritizing safety improvements in transportation planning and legislative advocacy. Vice Chair Keith Weiss and others stressed the importance of distinguishing between rural and metropolitan transportation needs. Cathy Engbretson raised concerns about safety in rural areas and the importance of addressing rural transportation needs. Various members discussed the impact of congestion and safety issues in both urban and rural settings.

Various funding options were considered, including gas tax increases, motor carrier fees, and road user fees. Rob Zako proposed indexing all revenue sources to inflation to keep up with funding needs over time. There was consensus among members to highlight this in the talking points.

There was consensus on the need for public outreach and education regarding transportation challenges and funding solutions. Vidal Francis highlighted the lack of enforcement and its impact on road safety in rural areas.

Chair Shelly Clark summarized the key discussion points and proposed talking points for legislative advocacy. These points included:

- System Development Charges (SDCs):
 - There is a concern that current methodologies for SDCs do not include EV charging stations. This omission means that EV stations do not contribute financially through SDCs while traditional gas stations do.
- Funding Challenges and EVs:
 - There's a consensus that EVs need to contribute financially to the upkeep of roads, as they use the infrastructure but do not pay fuel taxes like traditional vehicles. However, there's also recognition of the role of EVs in advancing climate change goals, suggesting that EVs may need a different fee structure that considers their environmental benefits.
- Rural Infrastructure Needs:
 - Rural infrastructure, particularly roads, was highlighted as crucial for safety, despite facing challenges like lack of shoulders. There's a call for ensuring rural needs are adequately funded and maintained.
- Educating the Public:
 - There's a strong emphasis on educating the public about transportation funding challenges and the need for potential fee adjustments or new revenue sources. This education is seen as critical to gaining public support for any changes.
- Policy and Legislative History:
 - Discussion touched on past legislative decisions and funding allocations, suggesting a need for re-evaluation of how funds are distributed between new projects and maintenance.
- Local Government Input:
 - Local governments play a key role in identifying specific road issues (like potholes and safety concerns) and should be involved in any funding discussions to ensure local needs are addressed.
- Consensus Building:
 - There's an effort to find consensus on how to address funding gaps without disincentivizing EV adoption or neglecting climate goals.

3. LaneACT Bylaws Committee – member recruitment

Chair Shelly Clark proposed forming a subcommittee to review LaneAct bylaws. Interest was expressed by several members including Paul Thompson and Shelley Humble.

Bill Johnston outlined the need for bylaw review in light of updated Oregon Transportation Commission (OTC) policies and codes of conduct. Vice Chair Keith Weiss recommended City Manager Matt Michael as his replacement on the subcommittee due to an impending departure.

4. Future meetings and topics

The committee noted that no meetings would be held in August, with the next meeting scheduled for September. Mayor Lucy Vinis thanked participants for their contributions and efficient handling of agenda items. Keith Weiss acknowledged Chair Shelly Clark's leadership at the Connect Oregon meeting.

Adjourn

Chair Shelly Clark thanked attendees for their input and adjourned the meeting at 6:42 PM.

Recorder

- This meeting was recorded by Journie Gering on July 11th, 2024.
- These meeting minutes were prepared by Journie Gering. They were edited by Anais Mathez and Bill Johnston.

Agenda Item 3c

Appoint representative to Aviation Review Committee

Presenter (if this item is pulled from the consent agenda for discussion)

Anais Mathez – LaneACT staff

Action requested (*quorum required*)

Appoint Shelley Humble to serve on the Aviation Review Committee

Summary

The Oregon Department of Aviation administers the Critical Oregon Airport Relief (COAR) grant program. A new funding cycle (9) begins this fall.

The application period is October 7-25. Airport owners and operators from across the state will be submitting applications for consideration.

As in previous years, the State Aviation Board is asking each ACT to appoint a representative to participate in the Aviation Review Committee (ARC). This is required by Oregon Revised Statute (ORS) 319.023. The Board has asked the ACTs to confirm their appointments by October 31.

The ARC members are required to review and score the applications, on their own, by the end of the year. They will then convene at least once as a group in early 2025 to compile the scores and make a recommendation to the State Aviation Board. The Board will decide which proposals to fund.

LaneACT member Shelley Humble has served in this capacity in the past. She has indicated her willingness to serve again this year.

The LaneACT Steering Committee has considered this request from the Aviation Board. The Steering Committee recommends appointing Shelley Humble.

Attachments

none

Agenda Item 6

Statewide Transportation Improvement Fund (STIF) grant program**Presenter**

Cody Franz – ODOT Regional Transit Coordinator

Action requested

No action required. For information and discussion only.

Summary

The Legislature established the Statewide Transportation Improvement Fund (STIF) in 2017 (HB 2017) to provide a dedicated source of state funding for public transportation services. Other funding is provided by the Federal Transit Administration (FTA).

The STIF, which is administered by ODOT, provides funding through four separate programs: (1) Formula Program, (2) Discretionary Program, (3) Intercommunity Discretionary Program, and (4) funds to support a technical resource center. STIF Intercommunity Discretionary funds and FTA Section 5311(F) funds are combined to support the Statewide Transit Network (STN) Program.

ODOT has solicited applications from public transportation service providers requesting funding from the 2025-27 STIF Discretionary and STN grant programs. Applications are due on September 5. ODOT staff will review them for eligibility and completeness.

The LaneACT will have an opportunity to review and comment on the Area 5 applications at the October 9 meeting. Ranking the applications is optional. Comments are due by October 22.

At the September 11 LaneACT meeting, staff from ODOT will provide additional information about the grant program. They will also explain the ACT's role in reviewing the applications.

Attachments

None. A presentation will be provided at the meeting.

Agenda Item 7

ODOT priority investment areas

Presenter

Amanda Pietz – ODOT Policy, Data, and Analysis Division Administrator

Action requested

No action required. For information and discussion only.

Summary

ODOT is developing a new analysis tool to assist ODOT decision makers in identifying priority investment areas.

It's referred informally as the "hot spot" tool because it identifies locations on the state highway system with a high concentration of deficiencies, which translates into a need for investment.

Various data sources and calculated indices are used to determine the deficiencies.

At the LaneACT meeting on September 11, staff from ODOT will provide a presentation explaining the tool in more detail. A copy of the presentation is attached.

Attachments

Slide presentation (11 pages)

LaneACT “Hot Spot” Analysis

(Statewide Strategic/Potential Investment Locations)

Summarized by - Alex Bettinardi
September 11th, 2024

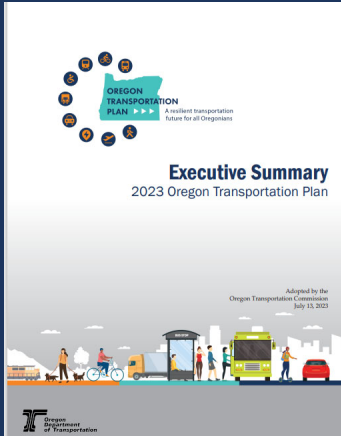


Presentation Outline

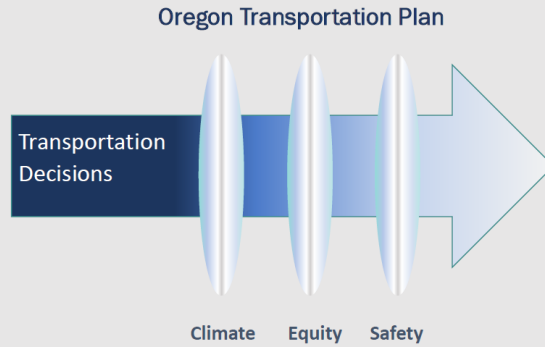
- Big Picture Context on the working leading into Hot Spots
- Overview of the data and Processing for Hot Spots
- Examples of the Hot Spots in your Area
- Open discussion, “What’s Missing”



Putting Policy into Action



- Focus on Outcomes



- Integrate into investment decisions
- Be accountable to targets

Investment Priority Areas (IPA)





Primary Focus Areas:

- Safety
- Equity
- Climate Mitigation Opportunities
 - Active (Bike/Walk needs)
 - Transit Stop access opportunities
 - Electrification (Charging installation)

Secondary Considerations:

- High Use/Volume
- Congestion
- Freight Issues/Designation
- Climate Adaptation (Hazard Risks)
- Bridge
- Pavement
- ITS (and Broadband)
- Seismic

Every IPA gets converted to a common ranking system (numeric system)

-  4 = Critical (top priority locations for the IPA)
-  3 = High
-  2 = Moderate
-  1 = Minor
- 0 = Minimal/None



Review of Processing for Each Data Element: Primary Elements



Safety



- Two Criteria
 - Historic metric, SPIS (Safety Priority Index System)
 - Forward looking Vulnerable Road Users (VRU)
- Also layering recent fatals for context

SPIS:

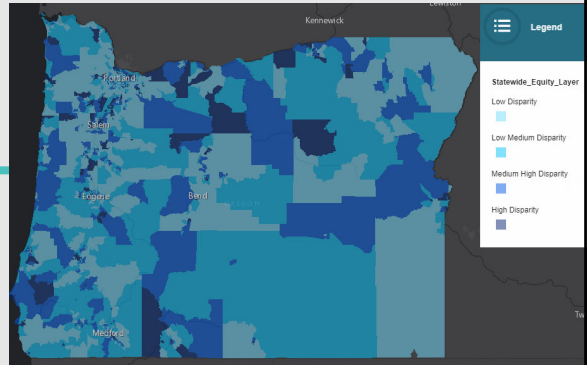
- 4 (Critical) = SPIS >95%
- 3 (High) = SPIS 90-95%
- 2 (Moderate) = SPIS 85-90%
- 1 (Minor) = Any crash history
- 0 (Minimal) = No crash history

VRU:

- 4 (Critical) = Crash Risk / Mi > 52
- 3 (High) = Crash Risk / Mi 38-52
- 2 (Moderate) = Crash Risk / Mi 24-38
- 1 (Minor) = Crash Risk / Mi < 24

Equity

- A metric directly from ODOT’s Social Equity Index (SEI) work



<https://ordot.sharepoint.com/sites/GIS/SitePages/WebApplications.aspx>

- 4 (Critical) = SEI “High”
- 3 (High) = SEI “Medium/High”
- 2 (Moderate) = SEI “Low/Medium”
- 1 (Minor) = SEI “Low”
- 0 = Zero Population

Climate Mitigation Opportunities



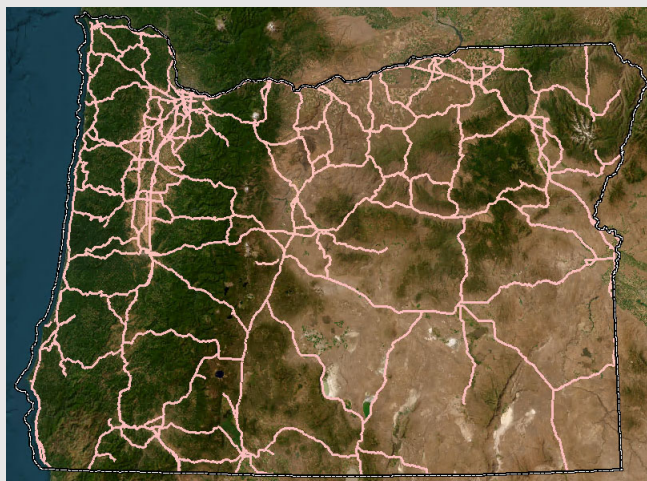
Bundles 4 different Metrics:

1. Bike Active Transportation Needs Inventory (ATNI) Score
2. Walk ATNI Score
3. Scoring Transit Opportunity by assessing proximity of bus stops
4. Electrification Gap Analysis (both fast charging needs and Level 2 needs)

- Note Bike and Walk ATNI scores are overwritten with the max heat score if they were chosen as a KPM Priority Corridor =



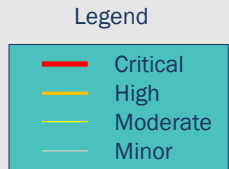
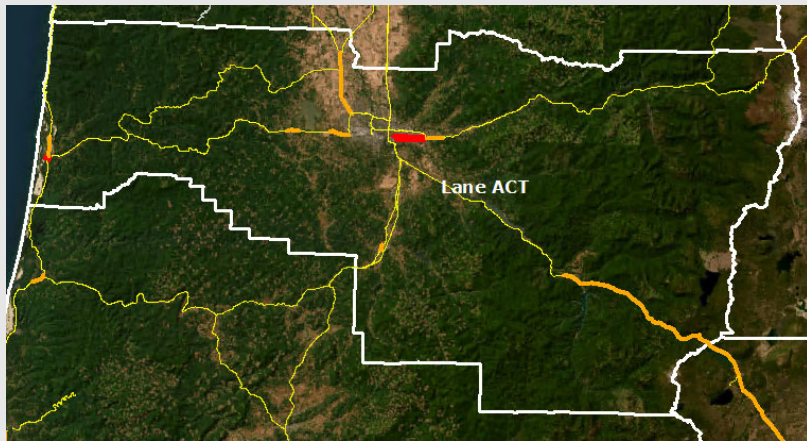
Currently Mapping is Only State Highways



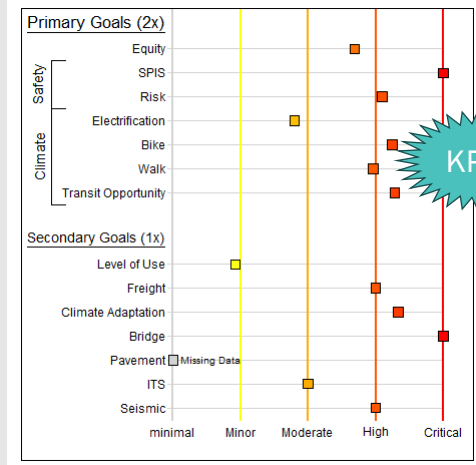
Reviewing Specific Locations for the ACT(s)



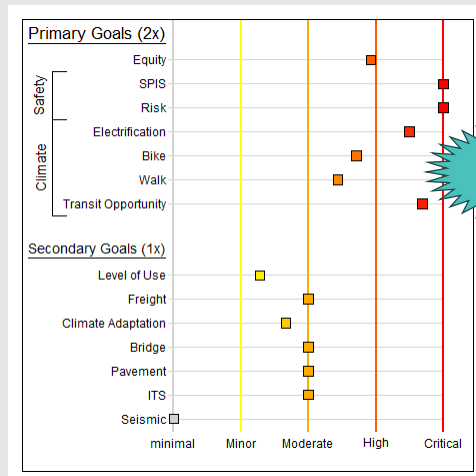
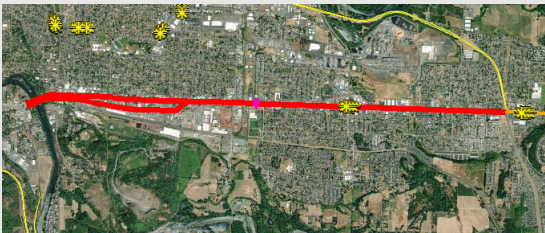
Overall Hottest Locations for Lane



US101 Florence

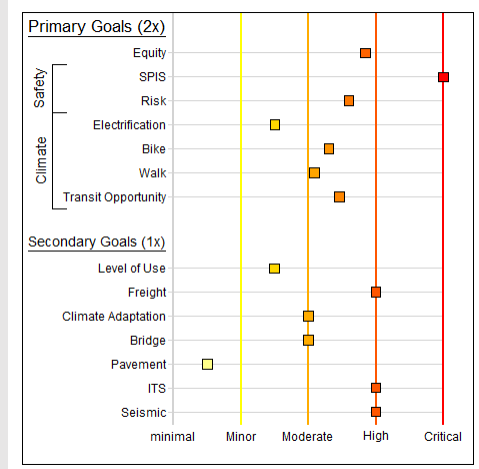


OR 126 Main St in Springfield

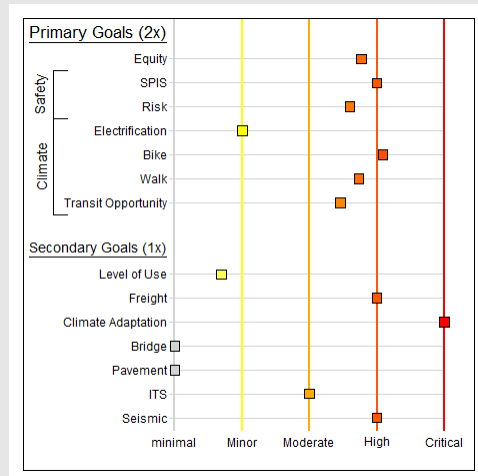
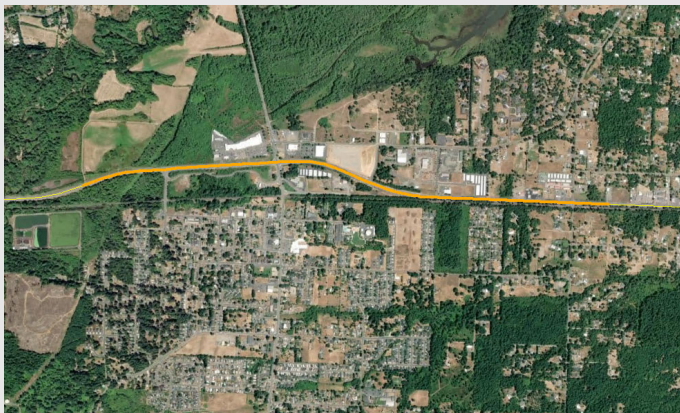


◆ = Initial fatal crash location for 2023/24. Initial locations are not officially published crashes, they represent locations with actively open case files. This initial data is shared even though the crash information is still being gathered and analyzed prior to being coded into the CDS, because early access to key crash details is important for ODOT and its safety partners. This initial data is subject to change often or could be removed completely if the crash doesn't meet reporting criteria.

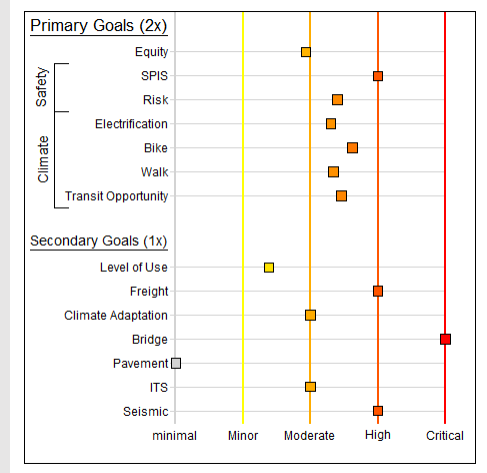
OR99W NW Eugene



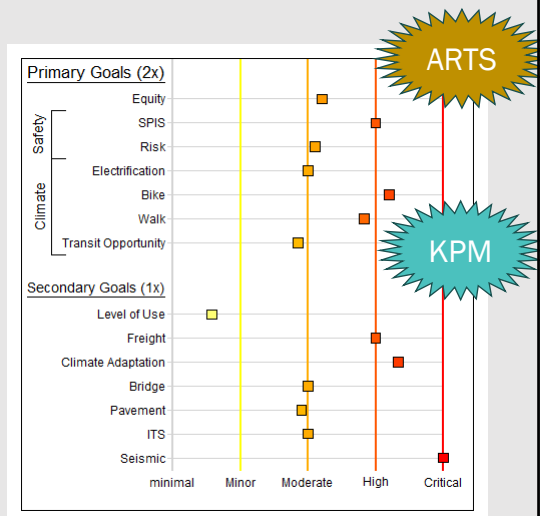
OR126 through Veneta



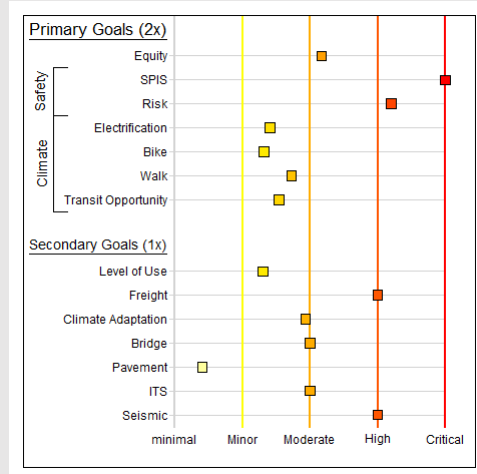
OR126 West of Eugene



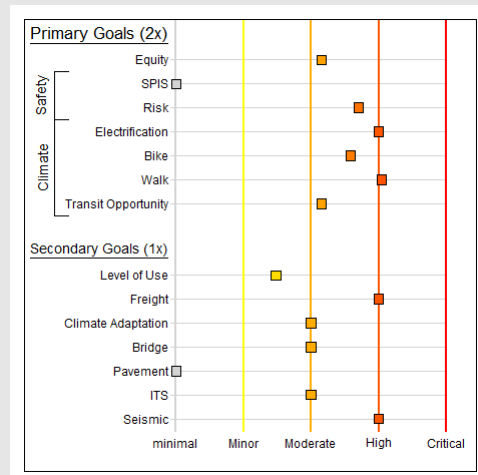
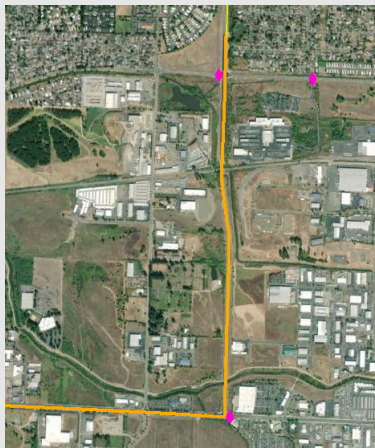
OR58 through Oakridge



OR99W through Junction City



OR596 Eugene - Beltline



Open Discussion

Ways to Improve? Missing Locations?



Agenda Item 8

LaneACT bylaws update**Presenters**

Shelly Clark – LaneACT Chair; Bill Johnston – LaneACT staff

Action requested

Review proposed scope of the update. Provide input to inform the committee's work.

Summary

At the previous meeting on July 10, the LaneACT established an ad hoc committee for the purpose of reviewing and recommending changes to the Lane Bylaws. The committee is formally referred to as the LaneACT Bylaws Committee.

The following LaneACT members volunteered to participate: Shelly Clark (LaneACT Chair), Vidal Francis (ODOT), Matt Michael (Veneta), Tiffany Edwards (Eugene Chamber of Commerce), Shelley Humble (Creswell Airport), and Paul Thompson (Central Lane MPO).

The first committee meeting will be held on Wednesday, September 18, from 3:30 PM-5:30. If other members would like to participate, please inform Chair Clark as soon as possible to be formally included. The Chair may or may not appoint one of the committee members to serve as the chair of the committee.

Attached to this summary memo is a discussion paper, prepared by staff, that describes the scope of the update, the process, and the timeframe. Also attached is an annotated version of the current bylaws showing specific changes recommended by staff.

This is the first draft of a working document. It will be revised as the committee works through the proposed changes. After the committee has completed their review, they will present a final version of the recommended changes to the LaneACT for their review, refinement (if necessary), and approval. The OTC will also need to approve the changes. The entire process is expected to take six months.

At the LaneACT meeting on September 11, the members are invited to comment on the attached documents. There is not enough time for an extensive discussion or debate. The intent is simply to provide preliminary input to help guide the committee's work.

Attachments

- A. Discussion paper (6 pages)
- B. LaneACT bylaws (annotated) showing changes recommended by staff (39 pages)

Discussion paper 1

Included in this attachment is a 5-page discussion paper describing the scope of the update, the process, and the timeframe.

It describes the changes that are required for the bylaws to be consistent with updated direction provided by the OTC in 2021. It also describes other changes recommended by LaneACT staff.

The document explains in more detail the following major topics the Bylaws Committee and LaneACT need to discuss:

- Code of Conduct
- Steering Committee expansion
- Officer elections
- Decision making

Other minor changes are also described.

Discussion paper 1

August 30, 2024

Contents

1. Overview
2. Direction provided in the LaneACT Work Plan
3. Changes to the bylaws required for consistency with the updated OTC Policy
4. Changes to the bylaws required to comply with the 2021 ACT Reset initiative
5. Code of Conduct
6. Steering Committee expansion
7. Officer elections
8. Decision making
9. Protocol documents
10. Other changes to consider

1. Overview

- The LaneACT is updating the bylaws. This task is identified in the LaneACT 2024-25 Work Plan.
- An ad hoc committee has been formed to develop recommendations to present to the LaneACT for their consideration, refinement, and approval. It's referred to as the LaneACT Bylaws Committee.
- The changes that are approved by the LaneACT will need to be reviewed and approved by ODOT and the OTC. The entire process will take approximately six months. It could take longer.
- This is the first in a series of discussion papers to help the committee (and the LaneACT) identify provisions in the bylaws that may need to be clarified, modified, deleted, or added.
- Some changes are required, for consistency with the updated *OTC Policy on Formation and Operation of the ACTs* (referred to in this discussion paper as the OTC Policy) and other documents that were developed in 2020-2021 as part of the ACT "reset" initiative.
- Other changes are recommended by staff, based on observations and experience working with the ACT over a long period of time. The members may have some recommendations of their own.
- This discussion paper describes the both the required changes, and the recommended changes identified by staff.
- Accompanying this discussion paper is an annotated version of the bylaws illustrating what these changes would look like. This document is referred to, in this discussion paper, as the *proposed*

changes, changes proposed by staff, or revised bylaws. The changes are shown in MS Word track-changes format. The required changes are highlighted in yellow. This discussion paper includes cross references to specific sections in the revised bylaws.

- This is the first draft a working document. (The revised bylaws.) It will be further revised and refined as the committee works through the proposed changes. When the committee has completed their review, they will present a final version (of their recommended changes) to the LaneACT for their consideration.
- The committee will also provide final report to the LaneACT, explaining the recommendations. It may include dissenting opinions on topics the committee could not fully agree on.
- This discussion paper was prepared by Bill Johnston, LaneACT staff.

2. Direction provided in the LaneACT Work Plan

This section summarizes the direction provided in the work plan relating to the bylaws.

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

- Review and update LaneACT governing documents. This includes the LaneACT Bylaws, special protocols, and the LaneACT Public Participation Plan.
- Consider changing the officer and member terms (start and end dates) to better align with local elections and to avoid major holidays
- Review the officer election process and the role of the Steering Committee. Consider expanding the Steering Committee, to include more than three members (Chair, Vice Chair, Area Manager).

Meeting topic plan (Section 5 – Meeting topic plan)

- Update the LaneACT bylaws – Refer to Section 4, Goal 2.

This effort will begin in late 2024. It will take approximately three meetings to complete. A committee will probably be formed to work through the details.

3. Changes to the bylaws required for consistency with the updated OTC Policy

The current LaneACT Bylaws were originally adopted in 2010. The organization and content of the bylaws reflect the original *OTC Policy on Formation and Operation of the ACTs* (referred to in the discussion paper as the OTC Policy), which was adopted by the OTC in 1999. The OTC Policy was updated in 2021. It is currently being updated again. The LaneACT Bylaws need to be updated to be consistent with the new OTC Policy. The following bullets identify some of the changes that are required.

- The updated OTC Policy requires the ACTs to prepare two-year work plans, which are to be updated every two years. This is a new requirement, even though most of the ACTs have prepared work plans in the past. It replaces the previous requirement for the ACTs to prepare a biennial report to present to the OTC every two years. (Refer to the revised bylaws, Section 2.A)

- Some of the language in the new OTC Policy was updated to be consistent with the ODOT Strategic Action Plan. The bylaws need to be updated for the same purpose. (Refer to Section 2)
- Previous language in the OTC Policy implying the ACTs have a formal role in developing the STIP has been deleted in the new version. Similar language in the bylaws needs to be removed. (Refer to Section 5.B, Basis for Making Decisions)
- The updated OTC Policy clarifies the role of ODOT staff. The bylaws need to include the new language. The Reset documents described in the following section provide some additional direction. (Refer to Section 5.H – Role of ODOT Staff)

4. Changes to the bylaws required to comply with the 2021 ACT Reset initiative

The updated OTC Policy was part of the 2021 *ACT Reset* initiative. Two other documents were developed by ODOT, referred to as the *Reset* and *Refocus* documents. One of the recommendations was to develop a Code of Conduct, to be adopted by the ACTs. This is discussed separately in the following section. The bullets below identify other changes that are required to the bylaws to be consistent with the Reset and Refocus documents.

- The documents recognize that the “ACTs are an important centralized transportation information hub for hearing from the public, providing information to the public and communicating local and regional transportation needs to ODOT staff and the OTC.” This and other language clarifying the role of the ACTs was included in the updated OTC Policy document, which will be incorporated into the bylaws. LaneACT staff will review the Reset and Refocus documents to determine if other changes are required.
- The Refocus document designates an ODOT manager (Amanda Peitz) to provide direction to the ACTs, to clarify and implement the direction provided in the Refocus document. This is an important clarification of ODOT’s role that needs to be included in the LaneACT Bylaws. Some LaneACT members have argued in the past that the LaneACT is not accountable to ODOT; they are only accountable to the OTC. (Refer to Section 5.H – Role of ODOT Staff)

5. Code of Conduct

The OTC has been concerned about conflicts between some of the ACTs and the ODOT Region staff that support them. Region staff represent the interests of the OTC and ODOT management. The OTC expects the ACTs to work cooperatively with staff.

To address these concerns, ODOT developed a code of conduct for the ACTs to adopt and adhere to. The LaneACT needs to adopt the code of conduct developed by ODOT staff, either as a stand-alone document or incorporated into the bylaws. The revised bylaws prepared by LaneACT staff include a code of conduct the appendices. (Refer to Appendix E)

6. Steering Committee expansion

The LaneACT had extensive discussions about this over the last year. The bylaws need to be updated to clarify the ambiguity in the existing language. Staff recommends removing the option to expand the Steering Committee. (Refer to Section 5.D) There is no need to formally expand the Steering Committee. All members are welcome to participate in Steering Committee discussions. The primary purpose of the Steering Committee is simply to prepare meeting agendas. Some ACTs do not have Steering Committees.

Including more members would complicate scheduling and decision making. It would create more opportunity for conflict, which has been a concern in the past. Conflict discourages members from serving as officers, or participating at all.

7. Officer elections

The procedure for nominating and electing officers needs to be clarified. There are some inconsistencies between the language in the bylaws and the language in the 2011 Foundational Procedures and Policies document. If the members decide to allow for the expansion of Steering Committee, the bylaws should clarify that additional members would be elected at the same time officers are elected. (Refer to Section 5.C and Appendix B)

8. Decision making

Staff recommends abandoning the consensus-based approach to decision-making. (Refer to Section 5.B) It doesn't work as well as advocates claim. It's awkward, inefficient, and undemocratic. (This is staff's observation and opinion.)

It's awkward for members to formulate questions that conform to the consensus format. Conventional motions are not required or allowed. Decisions are sometimes ambiguous. It's not always clear whether the matter being decided has been fully resolved. Relying on a simple up or down vote is more precise. Most legislative bodies use a majority vote method to make decisions. Very few city councils use the consensus model.

The consensus model is inefficient. It requires extensive discussion to achieve a consensus, especially if there are skeptics that require convincing. Decisions that could be made at single meeting are sometimes continued to a second meeting. A conventional majority vote allows for a reasonable amount of discussion, but then allows the members to "call the question" and make a decision.

The consensus model is also undemocratic. It allows those with minority views to block decisions they do not agree with. It allows them to obstruct the process and prevent the majority from moving forward. They can "filibuster."

If the LaneACT members decide to continue using the consensus decision-making method, staff recommends lowering the supermajority required to approve an action (in the event a consensus cannot be reached) from 80% (4/5) to 66% (2/3) or even 50% (1/2). 80% is a very high threshold. Most legislative bodies rely on a simple majority vote (50%) to make decisions. Certain actions may require two-thirds of the members to approve.

9. Protocol documents

The LaneACT *Foundational Procedures and Policies* document, referred to previously in Section 7, is one of several standalone documents that supplement the LaneACT Bylaws. Some of these documents are obsolete.

It's cumbersome (for the members, staff, and the public) to cross reference these other documents. There needs to be one source of information. Staff recommends incorporating whatever information is still relevant in these documents into the bylaws. The revised bylaws that accompany this discussion paper, showing staff's recommended changes, incorporate these documents into the appendices. Some information is incorporated into the main body of the bylaws.

10. Other changes to consider

Staff has identified other possible changes to the bylaws for the LaneACT to consider. Some of these changes have been incorporated into the revised bylaws that show staff's recommended changes.

- Consider establishing criteria for serving as a LaneACT officer. In the past, preference was given to elected officials. Elected officials have a broader, more balanced view than the representatives of special interest groups. Staff recommends including this a formal policy. (Refer to the revised bylaws, Appendix B)
- Consider shortening the terms for stakeholders (special interest representatives) from 4 to 2 years. (Refer to Section 4.C)
- Consider term limits for special interest representatives. Most elected officials turnover after a few years. Some special interest representatives have been serving for many years. This creates an imbalance in experience and influence. (Refer to Section 4.C)
- Consider lowering the quorum requirement from 2/3 of the voting members to 1/2 of the voting members. Two-thirds is a high standard for an advisory committee that doesn't have any decision-making authority. Note also that it is sometimes difficult to achieve a quorum. (Refer to Section 5.B)
- Consider giving the Area Manager veto authority, as a check to ensure the ACT does not deviate from the direction provided by the OTC and ODOT. The OTC Policy, which is currently being updated again, may provide this authority. (Refer to Section 5.H – Role of ODOT Staff)

Other minor changes, not described here, are shown in the revised bylaws prepared by staff.

Bylaws (proposed changes)

Included in this attachment is an annotated version of the current bylaws showing (in track changes format) the recommended changes that were described in Attachment A. The required changes are highlighted in yellow.

This is a large document (38 pages). A table of contents is provided on pages 1-2. To simplify navigation, links have been embedded that advance the document to the section indicated. Refer to the [\[go to\]](#) tabs, which are activated by left clicking the mouse.

If the links do not work, the document you received may have been damaged. The links may have been broken when the document was copied. If so you will need to navigate manually.

Bylaws

~~Revised~~ Amended June 12, 2019 (reformatted August 2024)

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This annotated version of the Bylaws shows both required and suggested edits in track-changes format. The required changes are highlighted in **yellow**. Comments are shown in **green**. Refer to the accompanying discussion paper for additional explanation.
Revised by Bill Johnston on 08/30/2024

(continued)

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[section break]

~~Recognizing the importance of transportation to the long-term livability of the area and the desirability of speaking with one voice on major transportation issues, and in fulfillment of the requirements of Senate Bill 944 (Section 1, Chapter 509, Oregon Laws 2009), the Lane County Board of Commissioners submitted, and on November 9, 2010, the Oregon Transportation Commission (OTC) approved, these bylaws. (Subsequently revised.)~~

[This paragraph has been moved to Section 3 (Authority).]

1. PURPOSE OVERVIEW

~~Lane Area Commission on Transportation (LaneACT) is an advisory body to the Oregon Transportation Commission (OTC) and the Oregon Department of Transportation (ODOT) established to provide a forum for stakeholders to collaborate on transportation issues affecting Oregon Department of Transportation (ODOT) Region 2, Area 5 (“Area”) and to strengthen state/local partnerships in transportation.~~

The purpose and mission of the LaneACT (and the other ACTs) is to (1) provide a forum for discussing current and future transportation issues, (2) to encourage participating jurisdictions to coordinate among themselves and with ODOT, and (3) to make recommendations to the OTC and ODOT on topics where input has been requested.

The LaneACT is specifically focused on activities within ODOT Region 2, Area 5, which includes all of Lane County. This is the area, established by the OTC, that defines the jurisdiction of the LaneACT.

These Bylaws establish the rules for governing the LaneACT. They were originally developed and subsequently updated by the LaneACT, consistent with guidance provided by the OTC and ODOT. They have been approved by ODOT on behalf of the OTC.

2. MISSION ROLES AND RESPONSIBILITIES

[This section needs to be updated to be consistent with the new OTC Policy on Formation and Operation of the ACTs.]

~~The mission of LaneACT is to:~~

- ~~1. Provide a local forum for sharing information, understanding, coordinating, and gaining consensus around transportation plans, policies, projects and funding.~~
- ~~2. Engage key stakeholders and the general public with a process consistent with state and federal laws, regulations and policies.~~
- ~~3. As applicable, consider all modes and aspects of the transportation system, including air, marine, rail (freight and passenger), road, transit, bicycle, pedestrian, and pipelines.~~
- ~~4. Review and monitor the condition of the Area’s transportation system, using appropriate benchmarks. [This is not the ACT’s responsibility.]~~
- ~~5. Recommend short and long-term transportation investment priorities based on~~

~~state and local plans and addressing identified needs of the Area's transportation system while balancing local, regional and statewide perspectives.~~

- ~~6. Communicate and coordinate regional recommendations, priorities and activities, and collaborate with other organizations and interests, including as applicable the Central Lane Metropolitan Planning Organization (CLMPO), other ACTs, the OTC, ODOT advisory committees, the Regional Solutions Team, regional partnerships and investment boards, state legislators, Oregon's congressional delegation, and other agencies and stakeholders.~~

[The remaining text of this section (Section 2) is all new, even though it's not shown in track changes format. It's taken directly from the OTC Policy, Sections 1 and 2. Some of the text has been edited (by LaneACT staff) to adapt it for the LaneACT. The edits are shown in track changes format. Some additional edits may be necessary.]

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 Responsibilities

At a minimum, ~~ACTs shall perform~~ the LaneACT is responsible for the following:

- Provide a forum for understanding and discussing transportation issues ~~amongst transportation stakeholders.~~
- Provide opportunity 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 each ACT and in consideration of locally adopted plans (e.g. TSPs, Regional Transportation Plans, etc.).
- Develop, implement and regularly update a two-year ~~W~~work P~~plan following the established format including expectations of the OTC and ODOT, with the flexibility to identify interest areas and priorities specific to each ACT. 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 LaneACT. (Refer to Section 5.D for additional detail.)~~
- 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, etc.~~ [Oregon Transportation Plan, and other ODOT plans and documents.](#)
- 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 ~~P~~partnerships and ~~R~~egional ~~I~~investment ~~B~~boards
 - ODOT advisory committees
- Consider all modes and aspects of the ~~T~~ransportation ~~S~~ystem in formulating recommendations, taking into account the provision of elements and connections between air, marine, rail, highway, trucking, transit, bicycle, and pedestrian facilities.
- In providing any recommendations to the OTC or ODOT consider, at a minimum, implications to equity and climate, and balance other objectives including the economy, safety, health, mobility for all modes and state of good repair. Consider local, area, regional, and statewide perspectives and needs.

B. Optional Activities ~~of the ACTs~~

In addition to the [primary responsibilities described](#) above, ~~the LaneACTs~~ may [\(if they choose\)](#) ~~to~~ provide advice on [the following topics and](#) activities ~~such as~~:

- ODOT corridor plans or local Transportation System Plans (TSPs) that ~~contain~~ [include](#) projects of ~~R~~egional 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~~ [funding 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.
- Other transportation related policy or funding issues relevant to ~~a particular~~ [the LaneACT](#) ~~that would benefit from the coordinated committee discussion afforded by the ACT structure.~~

3. AUTHORITY

LaneACT is an advisory body chartered under authority of the OTC. ORS 184.610 to 184.666 gives the OTC the authority to establish policies for the operation of ODOT and for the administration of programs related to transportation. The OTC may charter an ACT when it demonstrates, and as long as it maintains, a structure consistent with the requirements of the [OTC Policy on Formation and Operations of ACTs](#). The OTC retains oversight and final decision-making authority to ~~assure~~ [ensure](#) efficient management of the

state transportation system. ACTs provide valuable input and recommendations to that process.

LaneACT is a voluntary association of government and non-government transportation ~~stakeholders~~ interests and has no legal regulatory, policy or administrative authority. LaneACT processes 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, LaneACT meets the definition of a “Governing Body” and falls under the requirements of the Public Meetings Law, ORS 192.610 to 192.690. LaneACT members shall comply with the requirements of Oregon Government Standards and Practices laws concerning conflict of interest.

The LaneACT is somewhat unique among the ACTs. It was established at the direction of the State Legislature. Refer to Senate Bill 944 (Section 1, Chapter 509, Oregon Laws 2009). The original bylaws were approved by the OTC on November 9, 2010. They have been revised several times since then.

4. ~~ORGANIZATION~~ MEMBERSHIP

A. ~~Legislative Intent~~ Requirements

Consistent with the direction provided in the OTC Policy on Formation and Operation of ACTs (referred to in these Bylaws as the OTC Policy), the members of the LaneACT represent all the geographic areas within the boundary of the ACT. A range of industry and special interest groups are also represented.

These Bylaws establish (authorize) positions for up to 30 voting members. The 16 voting members representing Lane County, cities, the Confederated Tribes, the Port of Siuslaw and LTD are “elected officials,” as that term is used in the OTC’s ~~Policy on Formation and Operation of ACTs~~. The 12–14 voting members representing ODOT, CLMPO, transportation advisory committees, Highway 126 East, and Designated and Other ~~Stakeholders~~ Special Interest Representatives are not “elected officials.” ~~Thus~~ Consequently, as required by the OTC Policy, at least 50% of the voting members ~~of LaneACT~~ are “elected officials.”

B. Voting Members

~~Following all appointments, LaneACT will comprise between 28 and 30 voting members, determined as follows:~~ Voting members can be distinguished by the type of organization or interest they represent. The 30 authorized positions fall into one of eight categories, as described below. Four of the categories include only one voting member.

- 1. Lane County and Cities** – The governing bodies of Lane County and the incorporated cities within the Area (Coburg, Cottage Grove, Creswell, Dunes City, Eugene, Florence, Junction City, Lowell, Oakridge, Springfield, Veneta and Westfir) are each invited to designate a primary representative and an alternate representative to LaneACT. A primary representative shall be an *elected official* but an alternate need not be. In order to facilitate better coordination between LaneACT and CLMPO, each city that is part of CLMPO is encouraged to appoint a primary representative that is also a

member of the CLMPO policy board. (13 members)

2. **Confederated Tribes, Port of Siuslaw and Lane Transit District** – The governing bodies of the Confederated Tribes of the Coos, Lower Umpqua & Siuslaw Indians (“Confederated Tribes”); the Port of Siuslaw; and Lane Transit District (LTD) are each invited to designate a primary representative and an alternate representative to LaneACT. A primary representative shall be an *appointed or elected official* but an alternate need not be. (3 members)
3. **ODOT** – The ODOT Lane County Area Manager is a voting member of LaneACT and shall designate an alternate. (1 member)
4. **Central Lane MPO** – Central Lane MPO is invited to designate a primary representative and an alternate representative to LaneACT. Such representatives need not be *elected officials* but should be well versed in federal MPO requirements. (1 member)
5. **Transportation Advisory Committees** – The Lane County Transportation Advisory Committee (TrAC), with the approval of the CLMPO, is invited to designate a primary representative and an alternate representative to LaneACT. (1 member)

[Why does CLMPO need to approve TrAC’s membership?]

6. **Highway 126 East** – Following public advertisement, LaneACT shall appoint a primary representative and an alternate representative for the Highway 126 East corridor east of Springfield. Representatives must live east of the City of Springfield Urban Growth Boundary and west of the Linn County line; with consideration given to those with direct parcel access or dependence on Highway 126 East. (1 member)
7. **Designated Stakeholders Special Interest Representatives** – Following public advertisement, LaneACT shall appoint ~~four Designated Stakeholder Special Interest~~ members ~~to~~ representing each of the following designated special interests:
 - a. Trucking
 - b. Rail
 - c. Bicyclists and Pedestrians
 - d. Environmental and Land Use

Designated ~~Stakeholder members~~ Special Interest Representatives must reside in the LaneACT Area or represent a business or organization that operates in the Area. (4 members)

8. **Other Stakeholders Special Interest Representatives** – Following public advertisement, LaneACT shall appoint between four and six Other Special Interest Representatives ~~Stakeholder members to represent other interests~~. ~~The Other Stakeholder~~ These members should be selected, to the greatest extent possible, to represent a diversity of interests, ~~which may~~ This includes, but is not limited to, airports, public transit (bus & rail) riders, business, tourism, public safety, public health, schools, neighborhoods, senior citizens, special transportation needs,

minorities, environment, and individuals from parts of areas within Lane County that are not otherwise well represented on LaneACT, and other interests. ~~Other Stakeholder members~~ Other Special Interest Representatives must reside in the LaneACT Area or represent a business or organization that operates in the Aarea. (4–6 members)

Balance-Overlapping interests – The eight categories of voting members ~~are designed as a whole to provide an extensive~~ represent a diversity of interests ~~and representation.~~ In the event there is overlap of membership between these categories, it is the responsibility of the member to reveal conflict of interest, so that any entity or interest is unable to exercise an undue voice in relation to others. There is some inherent overlap between some categories, in terms of the interests they represent. LaneACT should avoid appointing individuals to serve as members who have a conflict of interest that would give another member organization disproportionate influence.

~~In particular~~ For example, a Lane County Commissioner may not serve as the Highway 126 East representative, or Designated or Other Stakeholder member may not be someone who could be a voting member representing one of the other jurisdictions/entities, i.e., Lane County, a city, the Confederated Tribes, the Port of Siuslaw, LTD, ODOT, CLMPO, or LCRAC. Similarly, a special interest representative may not be affiliated with a local government, special district, or other organization represented on the LaneACT. They should also not be affiliated with one of the other special interest groups represented on the ACT.

~~Moreover, the Designated and Other Stakeholder members shall be appointed to balance out other members of LaneACT and provide a greater diversity of interests and geographic areas.~~

Special interest representatives expand the range of views represented on the LaneACT, and to a certain extent are intended to balance the influence of other members. However, they are not encouraged to form voting blocks to advance a particular agenda. The LaneACT does not approve of members collaborating in private to form voting blocks. This type of activity is not consistent with Code of Conduct. (Refer to Appendix E.)

C. Alternates, Terms, and Vacancies

Alternates – In order to ensure ~~good representation~~ sufficient attendance at meetings, when a primary member is unable to attend ~~a meeting~~, the member should ~~contact the member's~~ coordinate with their alternate to serve in the member's place. An alternate member may attend and participate in any meeting but may vote only when the primary member is absent. ~~In rare cases when~~ If both primary and alternate members are unable to attend a meeting, someone else from the appointing jurisdiction or agency may vote in their place ~~by written authority from the member jurisdiction/entity~~. At its discretion, LaneACT may appoint an alternate ~~member~~ for ~~each Designated or Other Stakeholder primary member~~ the special interest representatives, or may authorize ~~an~~ the organization ~~with which~~ the ~~primary~~ member is affiliated with to designate an alternate ~~member~~.

Balance

[this section has been moved to Section 4.B above]

Terms – Designated and Other ~~Stakeholder members~~ Special Interest Representatives will serve staggered ~~four-year~~ two-year terms, ~~and may be reappointed by LaneACT.~~ The LaneACT may reappoint these members, without advertisement, for an additional term. Special Interest Representatives may serve more two terms, provided the position is advertised for competitive recruitment. ~~Some~~ The LaneACT may appoint Designated and Other ~~Stakeholder members~~ Special Interest Representatives ~~may be appointed~~ to partial terms expiring in less than ~~four~~ two years to fill a vacancy, synchronize the staggered two-year cycle, or for other reasons. All other voting members may be designated or replaced at any time by their ~~ir-represented~~ jurisdiction/s/entities ~~or agency that appointed them.~~

Vacancies – All voting members of LaneACT are expected to participate in all meetings, or to send an alternate ~~if applicable~~ (if an alternate has been designated or appointed). If a voting member has an expired term; ~~gives notice of resignation;~~ or fails to participate or to send an alternate (~~as applicable~~ if an alternate has been appointed) for three ~~(3)~~ consecutive meetings, the member's position is deemed vacant. Vacant positions shall be refilled by the ~~relevant~~ applicable process ~~outlined in Lane ACT's policies, procedures, and protocols~~ described in these Bylaws.

~~Vacant positions shall not count when determining the total number of voting members, number of members required for a quorum, or the number of votes needed to make a decision. The responsible jurisdiction/entity~~ For those positions appointed by a local jurisdiction or agency, the jurisdiction may replace ~~its own a member who is~~ repeatedly absent ~~voting member~~, even if the member's term has not yet expired. LaneACT may replace a repeatedly absent ~~Designated or Other Stakeholder member~~ special interest representative. ~~Vacant positions are not included in determining the total number of voting members, number of members required for a quorum, or the number of votes needed to make a decision.~~

Non-Participating Members – A few of the small city members have informed the LaneACT they do not want to participate in LaneACT meetings or other activities, either because they do not have sufficient staffing resources or because they do not think there is a benefit to them. These members are considered non-participating. Currently, Westfir and Dunes City fall into this category. Non-participating members are not included in determining the total number of voting members, number of members required for a quorum, or the number of votes needed to make a decision.

D. Non-Voting Members

The following officials are invited to ~~be~~ participate as non-voting, *ex officio* members ~~of LaneACT or participate in any LaneACT meetings:~~

- ODOT Area Managers for ~~A~~ areas adjacent to Lane County;
- Oregon Transportation Commissioners;

- The member of the Regional Solutions Team responsible for Lane County;
- State legislators representing parts of Lane County; ~~and~~
- Members of Congress representing parts of Lane County.

~~Space and time permitting, s~~Staff ~~to~~ from jurisdictions or entities that are members of LaneACT are invited to participate in discussions. However, they are not considered as non-voting members.

LaneACT may invite other ~~non-voting members to~~ individuals who represent organizations relevant areas of interest, or have specialized expertise, ~~and~~ to participate in discussions as guests, on either an ~~ad hoc~~ as needed or ongoing basis.

~~C. Staffing and Financial Support~~

~~ODOT will arrange staff support for LaneACT, with funding provided by ODOT. Specific responsibilities shall be determined by mutual agreement between the LaneACT Chair and ODOT.~~

[This topic has been moved to Section 5 and modified.]

5. OPERATION

A. Staffing and Financial Support

ODOT will provide staff support to the LaneACT, either directly (with ODOT staff) or by contracting for services. ODOT will consult with the LaneACT in determining how to provide staff support, and the level of support (scope of services). However, all decisions will be made by ODOT.

B. Decision-Making

~~Quorum – All voting members of LaneACT are expected to participate in all meetings, or to send an alternate if applicable. [Meeting attendance is discussed in Section 4.C] A quorum for decision-making purposes will be two-thirds (2/3) of the voting membership. A quorum may include teleconferencing of members, if feasible.~~

~~LaneACT may consider purely informational items with less than a quorum present.~~

~~Note: For example, if the total number of voting members were 30, then a quorum of 20 would be needed to make decisions.~~

A quorum is the minimum number of members that must be present at a meeting in order for the members of group to make a formal decision concerning a question presented at the meeting. A quorum for the LaneACT is defined as follows:

- One-half the total number of voting members. (Prior to 2025, the LaneACT defined a quorum as 2/3 of the of the voting members.)
- Vacant positions and non-participating members (described in Section 4.C) are not

included in the quorum calculation.

- If the calculated quorum is not a whole number, the fractional amount shall be rounded to the nearest whole number. If the fractional amount (in decimal format) is 0.5 or greater, round up. If the amount is less than 0.5, round down.

For example, if there are 25 voting members the quorum would be calculated as follows: (1) $Q = 25 \div 2 = 12.5$. (2) Rounding to the nearest whole number, $Q = 13$.

Meetings can be conducted without a quorum. Items can be discussed, but decisions cannot be made.

~~**Consensus** – LaneACT will use a consensus decision-making process and will foster mutual respect and a collaborative approach to problem solving. Members will seek to advance broad interests and look for win-win solutions. Consensus means that *all* voting members present can live with the decision. Members are encouraged to voice and have recorded all views. Once a consensus decision has been reached, all members agree to support that decision.~~

~~**Supermajority Vote** – In rare cases where consensus cannot be reached, decisions will be made by an 80% supermajority of the voting members present. A simple majority of voting members present may call for the end of discussion and a supermajority vote.~~

~~*Note: For example, if the number of voting members present was 20, then those 20 voting members could make a decision by consensus. Alternatively, a supermajority of 16 or more voting members could make a decision.*~~

Majority Vote – Formal decisions of the LaneACT will be determined by a simple majority vote. A motion passes if more than half the members present at the meeting vote in the affirmative, provided there is a quorum of members present. (Prior to 2025, the LaneACT used a consensus-based approach for making decisions.)

Two-Thirds Vote – The following actions require a two-thirds supermajority vote (consistent with Robert’s Rules of Order):

- Suspending or modifying a previously adopted rule (i.e., a provision in the Bylaws)
- Preventing the introduction of a motion
- Limiting or closing debate
- During the officer election process, ending the time allowed for nominations (from the floor) or deciding on a method of voting
- Removing a non-participating member (refer to Section 4.C, Vacancies)

~~**Robert’s Rules of Order** – Robert’s Rules of Order shall cover issues not otherwise stated in the Bylaws.~~ These Bylaws are not intended to address all the procedural questions that may arise at a meeting. In these situations, Robert’s Rules of Order shall govern.

Basis for Making Decisions – LaneACT ~~shall function as is~~ is an advisory body that makes recommendations to the OTC, which has final decision authority. The LaneACT does not have any independent decision-making authority relating to investment policy or project funding. The LaneACT is empowered, through these Bylaws, to make minor decisions relating to the operation of the ACT.¹

[Most of the following language comes from the OTC Policy. ODOT is in the process of reviewing and updating this document. Some of this language may no longer be relevant now that the ACTs are no longer involved project selection.]

If applicable and practical, LaneACT deliberations ~~processes~~ and decisions resulting in a recommendation to the OTC shall ~~comply with~~ consider relevant laws, plans, regulations, and policies, and laws. Recommendations shall be based on local, state, and federal adopted transportation plans, policies and procedures including, This includes but is 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;
- ~~Project selection criteria and prioritization factors approved by the OTC, including Oregon Transportation Management System data;~~²
- State Agency Coordination Program, OAR 731-015;
- Additional criteria established by the OTC; and
- 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).

~~LaneACT may use additional criteria to select and rank projects provided the criteria do not conflict with any criteria established by the OTC. If LaneACT chooses to use additional criteria, they must inform those developing project proposals about the criteria. LaneACT shall apply regional and statewide perspectives to their considerations, refining~~

¹ The LaneACT occasionally provides letters of support for members and others who are applying for state and federal grants. These are only recommendations. They are not funding decisions.

² The ACTs are no longer involved in project selection. References to this previous role were removed from the OTC Policy on Formation and Operation of ACT (OTC ACT Policy) when it was updated in 2022.

~~recommendations after consultation with any affected MPO.~~

~~Recommendations to the OTC shall be documented and forwarded to the OTC with the factors used to develop the recommendation, including any additional criteria used by LaneACT in forming its recommendation. Documentation developed by a member whose recommendations were not incorporated into the final LaneACT recommendations will be forwarded to the OTC with other materials documenting LaneACT recommendations.~~

~~Recommendations to the OTC will be made in accordance with the approved STIP Development Timeline.~~

C. Officers

Chair and Vice Chair – A Chair and Vice Chair shall be elected by the voting members. The Chair shall preside at all meetings attended, sign documents and correspondence, orient new members, approve agendas, represent LaneACT in other venues and serve as LaneACT’s official spokesperson. The Vice Chair shall serve as the Chair’s primary alternate and shall preside at LaneACT meetings in the Chair’s absence and assist the Chair in new member orientations as needed.

Ambassador(s) – Optionally, LaneACT may elect one or more Ambassadors to represent it, in place of the Chair or Vice Chair, when coordinating with the OTC, other ACTs and other entities.

Terms – Officers shall serve one-year terms ~~starting at the first meeting of the calendar year.~~

- Terms begin on the first meeting of the calendar year, after the January winter recess described in Section 5.F, if elections are held in December as described below (in this section). If elections are delayed for some reason, officers will assume their responsibilities as soon as elections have been held.
- Terms end when new officers are elected, regardless of when the current officers began serving. In some cases, officers may serve more or less than a full calendar year, depending on when they were elected and when new elections are held.
- Officers may be elected to more than one term of office but serve no more than two consecutive terms. ~~Elections shall be decided as described in Section V.A, Decision-Making.~~

Qualifications – Preference is given to LaneACT members who are elected officials. Others may serve as officers if there are no elected officials willing to serve.

Elections – Elections will be held in December, if possible. If necessary, elections may be held either earlier or later, as close to December as possible (but not in January during the winter recess). The procedure for electing officers is described in Appendix B.

Special Elections – Special elections may be held at other times during the year following the procedure described in Appendix B.

Interim Appointments

If an officer resigns before the end of their term, it may be necessary to appoint a replacement. The following rules apply:

- The Chair will make the appointment. Approval of the members is not required.
- If the Chair resigns, the Vice Chair will function as the Chair.
- If both the Chair and Vice Chair resign, or are no longer able to serve, the ODOT Area Manager will serve as the Chair. Alternatively, the Area Manager may appoint another member to serve. This situation could arise if (1) both the Chair and Vice Chair's terms as local elected officials end in December, and (2) new LaneACT officers have not yet been elected (because elections were delayed).

D. Committees

LaneACT may, but is not required to, establish a Steering Committee. The primary responsibility of the Steering Committee is to prepare agendas for LaneACT meetings. If a Steering Committee is not established (or is abolished after being established) LaneACT staff will prepare the meeting agendas. [Some ACTs do not have a Steering Committee.]

Since being formed in 2010, LaneACT has operated with a Steering Committee. The Steering Committee may be abolished (or later reestablished) by a separate vote of the LaneACT members in conjunction with the election of officers.

The Steering Committee (if one is established) shall consist of the Chair, Vice Chair, and the ODOT Area 5 Manager. ~~and up to five other primary voting members of LaneACT elected by the voting members of LaneACT.~~ Other voting members of the LaneACT are welcome to attend Steering Committee meetings and participate in discussions. However, any formal decisions will be made by the Steering Committee members.

Duties of the Steering Committee include the following: ~~development of meeting agendas, development and monitoring of a Work Plan, and mentoring of new members.~~

- Determining a schedule of meetings. (Deciding how often and when to meet.)
- Developing meeting agendas.
- Developing the LaneACT work plan. The Steering Committee will obtain input from LaneACT members. However, the final content of the work plan will be determined by the Steering Committee.
- Mentoring new members.
- Providing expedited letters of support as described in Appendix D.

LaneACT may form other standing or *ad hoc* committees, or other subgroups, as needed, ~~For example, a Technical Advisory Committee or Office Nominating Committee. These~~ committees may develop options and make recommendations for the LaneACT members to consider, but policy decisions must be made by the voting members of LaneACT. They may not make any decisions on their own unless they are authorized to do so by the LaneACT members.

[There may be some occasions when the LaneACT may want to delegate decision-making responsibility to a committee. For example, the LaneACT formed a committee several years ago to review and comment on aviation grants.]

E. Work Plan and Report

~~LaneACT shall develop and adopt a Work Plan. The Work Plan can be amended at any time.~~

~~Accomplishments, based on the Work Plan and other achievements, shall be reviewed at least once every two years and a Report prepared. The Report shall review how well LaneACT is functioning, including staffing, public participation, and coordination with other entities. The Report shall be provided to the OTC.~~

The LaneACT will prepare a new work plan every two years and submit it to ODOT and the OTC for their review. The format of the work plan 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 LaneACT, provided (1) they are topics the LaneACT has an ability to influence, and (2) ODOT has the resources to provide staff support. The LaneACT Steering Committee has primary responsibility for developing the work plan. (Refer to Section 5.C)

F. Meetings

~~LaneACT will hold monthly meetings at a regularly scheduled time, unless it determines there is no need to meet.~~

The LaneACT Steering Committee will determine how often and when to meet. (Refer to Section 5.C) The meeting schedule will depend on various considerations including:

- Whether there are enough discussion topics to justify holding a meeting.
- If there are any specific time-sensitive action items that need to be addressed.
- Conflict with other events that LaneACT members or staff may be participating in.

There is no expectation that the LaneACT will meet every month. A summer recess will be scheduled either in July or August. A winter recess will be scheduled in January. It is especially difficult for staff to prepare for a January meeting. Many staff (and LaneACT members) take time off in December.

If there is an urgent need for the LaneACT to take action on a time-sensitive matter, on short notice, the Chair may call a special meeting with 72-hour advanced notice.

All in-person meetings will be held within the geographic boundaries of the LaneACT. Meetings ~~may~~ can sometimes be held at different locations ~~in the Area in order to experience transportation issues first-hand~~ to allow members to learn more about the transportation issues in different communities. Meeting field trips may be made a part of the regular meeting to allow greater community input on local issues and priorities. Field trips may be incorporated into meeting agendas.

When urgent business must be conducted, the Chair may call a special meeting with 72-hour advanced notice.

G. Public Involvement

~~In order to fulfill its advisory role in prioritizing transportation problems and solutions and recommending projects, LaneACT will involve the public and stakeholders special interest in its decision-making process, as prescribed in its public involvement plan. As LaneACT considers local, regional and statewide transportation issues, it will provide public information and involve the public in its deliberations. To comply with federal environmental justice requirements, the public involvement process will include a strategy for engaging minority and low-income populations in transportation decision-making.~~

~~LaneACT will look for opportunities to engage representatives of key interests as voting members, non-voting members, or invited guests, as appropriate.~~

ACT's are advisory bodies authorized by the OTC to make recommendations to the OTC. They are considered a "Governing Body" as defined in ORS 192.610 and, consequently, are required to comply with Oregon's Public Meetings Law described in ORS 192.610 to 192.690.

The OTC Policy on Formation and Operation of ACTs provides specific direction to ensure the ACTs comply with these and other applicable public involvement requirements. This includes requirements to engage minority and low-income populations, and to accommodate people with disabilities. A template is provided for the ACTs to incorporate into their bylaws. LaneACT has incorporated this template, with modifications, into Appendix A. The modifications are relatively minor, to maintain consistency with other ACTs.

An ACT is not a legislative body. It does not develop any plans or make any legally binding decisions that would require a more extensive public involvement effort, or a public hearing. Developing recommendations for the OTC does not require an outreach effort. It is sufficient for the ACT to provide an opportunity for public comment. This is provided at the beginning of every meeting.

The ACTs themselves indirectly provide public involvement for ODOT and the OTC. The members represent the public interest. Many members are elected officials, elected by the public to represent their interests. Other members represent special-interest groups that reflect the preferences of a certain segment of the population.

The basic responsibility of the ACT is simply to ensure that public meetings comply with the requirements described above and in Appendix A.

H. The Role of ODOT Staff [this entire section is new, and required]

ODOT and ODOT Region 2 staff have a key role in the operation of the LaneACT. (The

following is a modified version of the description provided in the *OTC Policy on Formation and Operation of the ACTs*.) ODOT will:

- Provide financial assistance to support the primary activities of the ACT. To a lesser extent (and amount), provide support for optional ACT activities (e.g., subgroup meetings and special projects). ODOT will determine the appropriate level of support.
- Provide compensation to eligible ACT members through the ODOT Equitable Engagement Compensation Policy.
- Provide information (and formal training if necessary) to the ACT to enhance their understanding of state and federal programs and issues.
- Provide guidance on the development of bylaws, work plans and membership.
- Provide technical and policy-related information to the ACT in a timely and meaningful manner to assist the ACT in fulfilling its responsibility to provide recommendations to the OTC on topics where input has been requested.
- Assign an Area Manager, or other manager within the Region, to serve as a voting member of the ACT. The ODOT representative will:
 - Serve as a voting member of the ACT.
 - Provide or coordinate staff support to the ACT, as described in Section 4.D of these Bylaws. 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 ACT about new technical standards 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.
 - Provide updates to the ACT on local ODOT planning and construction projects.
- In addition to providing guidance and assistance to the ACT, as described in the previous bullets, ODOT staff will also provide oversight to ensure the ACT is following the policy direction provided by the OTC and ODOT management, and to ensure the ACT conducts its business efficiently.³
- This includes ensuring that ODOT financial and staffing resources are used judiciously, and intervening if necessary to resolve conflicts between members, and between members and staff. ODOT has an interest in ensuring ACT meeting and other activities are conducted in a professional manner.

³ ODOT Region staff's role in providing oversight is not explicitly stated in the existing OTC Policy on ACT Formation and Operation, which was update in 2021. However, it is implied in the ACT Reset and Refocus documents, and in the Code of Conduct. ODOT is in the process of updating the OTC policy again. The new version will provide additional clarification concerning the role of ODOT staff.

- To fulfill this responsibility, the Area Manager is empowered through these Bylaws (and other governing documents) with the following authority:
 - The Area Manager may, if necessary, cancel a meeting that was either tentatively or definitively scheduled. Ordinarily, the Steering Committee (which includes the Area Manager) will determine the meeting schedule and decide when to meet.
 - The Area Manager may, if necessary, veto a decision made by the ACT if (1) it is inconsistent with the direction provided by the OTC or ODOT management, (2) it would require the expenditure of staffing resource beyond what ODOT is willing to provide, or (3) for any other justifiable reason.
 - The Area Manager has primary authority for enforcing the Code of Conduct. The Area Manager will consult with the ACT Chair before taking any action. The Code of Conduct is included in Appendix D.

6. COORDINATION

~~LaneACT will communicate and coordinate with others that may have transportation-related knowledge or interest in the Area. Working with a broad representation of stakeholder groups will help provide a balance between local/ and regional priorities and statewide priorities.~~

~~LaneACT will jointly develop Coordination Protocols with CLMPO.~~

~~LaneACT will provide regular notice to nearby ACTs, and look for opportunities to coordinate. LaneACT supports a joint annual meeting of all ACTs within ODOT Region 2.~~

~~As part of its regular Report, LaneACT shall review how it coordinates with other bodies and interests.~~

ACTs are advisory bodies to the OTC. They are not independent legislative bodies. They do not make decisions that directly affect local governments or other agencies. Nevertheless, there may occasions where the LaneACT is discussing a topic or considering an action that may indirectly affect others. Examples include, providing recommendations on Connect Oregon grant applications, providing letters of support for other grant applications, or developing a list of LaneACT funding priorities.

In some situations, it may be appropriate for the LaneACT to coordinate with others. The following is list of governmental entities and other groups the LaneACT may need to coordinate with, depending on the topic.

- ODOT
- 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](#)
- [Stakeholder groups \(e.g. environmental, business, state and federal agencies with land holdings within the ACT boundary\)](#)

[In many cases, the only agency the LaneACT needs to coordinate with is ODOT. In most of these cases, ODOT leads the coordination effort. In other cases, the LaneACT may simply need to coordinate with its own members.](#)

[One special type of coordination that may be required, in a limited number of situations, is coordination with the Central Lane MPO. This is described in Appendix C.](#)

7. AMENDMENTS

~~LaneACT defines its manner of conducting business through agreed upon Bylaws. Recommendations to repeal, amend, add to or replace these Bylaws may be made by consensus—or by an 80% supermajority—of all voting members present. Such changes shall be presented at one LaneACT meeting and acted upon at the subsequent meeting. All amendments shall be reported to the OTC. Administrative amendments shall take effect immediately; other amendments shall take effect upon approval by the OTC.~~

[Amendments to these Bylaws must be approved by the LaneACT, using the decision-making process described in Section 5.A.](#)

[Amendments may not be approved at the same meeting they are introduced. They must be approved at a subsequent meeting.](#)

[Amendments approved by the LaneACT are not effective immediately. They must first be reviewed and approved by either ODOT or the OTC. Administrative amendments are approved by ODOT. More substantive amendments must be approved by the OTC. In either case, the approval process may take several months to complete. OTC approval will take longer.](#)

[The following types of amendments can be approved administratively by ODOT staff.](#)

- [\(reserved\)](#)

[This section is incomplete. Staff needs clarification from ODOT on this topic.]

[Note the distinction between amending and revising bylaws. An amendment modifies one or more specific sections of the bylaws. A revision completely replaces the entire document with a new document.](#)

8. GLOSSARY

Central Lane Metropolitan Planning Organization (CLMPO) – Lane Council of Governments (LCOG) is the Metropolitan Planning Organization (MPO) for the central Lane County area, ~~that~~ [which](#) includes the Eugene-Springfield metropolitan area and

Coburg. The MPO is the lead agency for regional transportation planning in the Central Lane County area. The MPO works collaboratively with local governments, ~~and~~ transit providers, and ODOT to ~~set priorities for transportation needs~~ identify needs and funding priorities.

Consensus – A general agreement about a decision that is shared, to some extent, by all voting members of the group. Consensus is not the same as unanimous consent. Consensus means there is no strong disagreement. There is no standard in terms of what percentage of the group must agree before a consensus can be declared.

Lane Area Commission on Transportation (LaneACT) – The Lane Area Commission on Transportation (LaneACT) is an advisory body chartered by the Oregon ~~Transportation Commission (OTC) through the OTC Policy on Formation and Operation of the ACTs. The LaneACT addresses all aspects of transportation (surface, marine, air, and transportation safety) with priority focus on the state transportation system.~~

~~**Lane County Board of Commissioners** – The Board of County Commissioners legislates and administers County government within the limits of its authority granted in the Lane County Home Rule Charter. The charter grants legislative and administrative power to the full-time, paid five-person board.~~

Oregon Administrative Rules (OAR) – An Oregon Administrative Rule (OAR) is any agency directive, standard, regulation or statement of general applicability that implements, interprets or prescribes law or policy, or described the procedure or practice requirements of any agency.

Oregon Department of Transportation (ODOT) Region 2 – The Oregon Department of Transportation (ODOT) Region 2 comprises Lane, Linn, Benton, Lincoln, Polk, Marion, Yamhill, Tillamook, Clatsop, Columbia and western Washington counties. The Region support's ODOT's mission to provide a safe, efficient transportation system that supports economic opportunity and livable communities for Oregonians.

Oregon Government Standards and Practices (ORS Chapter 244) – Oregon Government Standards and Practices (ORS 244) requires financial disclosure by officials and creates a process for dealing with conflict of interest in local decision-making processes.

Oregon Public Meetings Law (ORS 192.610 to 192.690) – ~~The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions were made. It is the intent of ORS 192.610 to 192.690 that decisions of governing bodies be arrived at openly. The requirements for conducting public meeting are described in ORS 192.610 to 192.690. These provisions laws are intended to ensure, among other things, that the meetings of governing bodies, at which decisions about the public's business are made or discussed, are open to the public; (ORS 192.630(1)), (2); that the public has notice of the time and place of the meetings is advertised; (ORS 192.640); and that the meetings are accessible to persons wishing to attend with disabilities; (ORS 192.630(4), (5)).~~

Oregon Revised Statutes (ORS) – Oregon Revised Statutes (ORS) are the codified laws of the State of Oregon. The ORS is published every two years. Each edition incorporates all laws, and changes to laws, enacted by the Legislative Assembly.

Oregon Transportation Commission (OTC) – The Oregon Transportation Commission (OTC) establishes state transportation policy. The commission also guides the planning, development and management of a statewide integrated transportation network that provides efficient access, is safe, and enhances Oregon’s economy and livability.

Oregon Transportation Plan (OTP) – The Oregon Transportation Plan (OTP) is a 25-year transportation plan that comprehensively assesses state, regional and local and both public and private transportation facilities and services.

~~**Membership overlap**—The eight categories of membership are designed to provide diversity of interests and representation. It is not unusual for the LaneACT body to make recommendations that may benefit a jurisdiction/entity, in which a member represents. LaneACT members are required to not vote and to not take actions that would result in financial gain. The Oregon Government Standards and Practices laws are not designed to prevent such situations from occurring, but rather the laws require public disclosure of such circumstances. [This is not term that needs to be defined in the glossary. It’s a situation that is described in Section 4.B. It’s not necessary to describe it again here.]~~

~~**Quorum** – A quorum for decision-making purposes will be two-thirds of the voting membership. This is the number of people that that must be present in order for decisions to be made. A quorum is the minimum number of members that must be present at a meeting in order for the members of group to make a formal decision concerning a question presented at the meeting. A quorum for the LaneACT is defined in Section 5B (Decision Making).~~

~~**State Agency Coordination Program (OAR 731-015)** – The [ODOT](#) State Agency Coordination Program [is described in \(OAR 731-015\)](#). [\(Other agencies have their own programs.\)](#) [assures that the Department](#) [The ODOT program ensures that ODOT land use related](#) programs are carried out in compliance with the statewide planning goals ~~and in a manner compatible with acknowledged comprehensive plans, as required by ORS 197.180 ad OAR 660, Divisions 30 and 31.~~ [This level of detail is not necessary.]~~

~~**Supermajority** – [When consensus cannot be reach, decisions will be made by an 80% supermajority of the voting members present.](#) [A specified proportion of votes, larger than a simple majority, required to approve certain actions.](#) Supermajority requirements for the LaneACT are described in Section 5B (Decision Making).~~

Transportation Planning Rule (OAR 660-012) – [The Department of Land Conservation and Development \(DLCD\) is governed by OAR Chapter 660. The d](#) [Division 12](#) implements ~~the~~ Statewide Planning Goal 12 (Transportation), [which requires local governments and ODOT](#) to provide ~~and encourage~~ a safe, convenient and economical transportation system ~~that is coordinated with local, regional and statewide land use planning.~~ [The TPR specifically requires transportation and land use plans to be coordinated.](#)

~~**Vacancy**—A position is considered vacant when a member has an expired term, given notice of resignation, or fails to participate or send an alternate (as applicable) for three consecutive meetings.~~ [This is not term that needs to be defined in the glossary. It's a situation that is described in Section 4.C. It's not necessary to describe it again here.]

9. OBSOLETE DOCUMENTS [this section is new]

In the early years after the LaneACT was established and the original Bylaws were adopted (in 2010), the LaneACT developed several standalone documents to supplement the Bylaws. The following is a list of these documents:

- Foundational Procedures and Policies (2011)
- Steering Committee Appointment and Terms Protocols (2012)
- Central Lane MPO Coordination Protocols (2012)
- Public Participation Plan (2013)
- Letters of Endorsement Protocols (2011)
- Expedited Letter of Endorsement Protocol (2020)

When these Bylaws were updated in 2024, the relevant content from these documents was incorporated into the Bylaws, either in the main body or in the appendices. Consequently, the documents listed above are no longer in effect.

APPENDICES [this section is new]

- A. Public Involvement
- B. Electing Officers
- C. Coordinating with the Central Lane MPO
- D. Letters of support (for grant applications)

[page break]

Appendix A

Public Involvement

[The following is adapted from the *OTC Policy on Formation and Operation of the ACTs*]

State agencies are a “public body” as defined in ORS 174.109. An ACT, which functions as an advisory committee to the OTC and ODOT, is considered a “Governing Body” as defined in ORS 192.610. Consequently, ACTs must ~~ACT meetings will~~ 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 ~~electronic~~ meetings conducted by videoconference. ~~All ACT meetings will be open to public attendance and any member of the public may attend any meeting of the ACT.~~

Regular LaneACT meetings typically involve some decision making. Consequently, they qualify as public meetings and are required to comply with public meetings law, which they do. Regular LaneACT meetings are open to the public and advertised in advance, as described in the meeting notice section below.

Steering Committee and other committee meetings are not open to the public. These are not considered public meetings because the committees are not making decisions or deliberating toward a decision. (They only make recommendations). Although committee meetings are not open to the public, notification of the meetings is provided so that those who are interested are aware of the meetings. Refer to Section C.

[additional edits to the text below maybe required]

A. MINIMUM REQUIREMENTS FOR REGULARLY SCHEDULED MEETINGS

The ACT will conduct all regular 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

- Provide A advance notice to interested persons and stakeholder groups on ACT mailing list and to news media which have requested notice.
- Notices must ~~include~~ indicate the time, and place of the meeting, and include an

- agenda ~~(principal subjects)~~ describing the principal topics that will be discussed.
- Notices must also include the ~~and~~ name of a person and telephone number (including TTY number) at the public body to contact ~~to make a request for~~ is an interpreter for the hearing impaired or ~~for~~ other communication aids are required.
 - A good faith effort must be made to provide an interpreter for hearing-impaired persons ~~on receipt of proper notice~~ after the request is received (ORS 192.630(5)).

Meeting Materials

- ~~Distribute decision item information to everyone in attendance at the meeting.~~
- Meeting documents shall be provided to LaneACT members in advance of the meeting.
- ~~Provide time~~ Time will be provided on the meeting agenda for general public comment.

Meeting Schedule

- ~~If regularly scheduled meetings are not possible, the minimum standard is to provide extra public notification by following the preferred method of meeting notification.~~
- The meeting packet should include a tentative list of future meetings.

Meeting Location

- In-person meetings shall be held at locations that meet the ~~Meets~~ accessibility requirements ~~of~~ specified in the Americans with Disabilities Act (ADA).
- ~~No meeting may~~ Meetings may not be held in buildings where meetings conducted by other organizations that practice ~~where~~ discrimination (race, sex, age, national origin, color, creed, disability) ~~is practiced~~ are held (ORS 192.630(3)).
- ~~Generally~~ Meetings shall be held within the geographic boundary~~ies~~ of the ~~ACT's jurisdiction~~ LaneACT. Training sessions may be held anywhere.
- ~~Contains~~ Meeting facilities shall provide adequate seating and facilities to accommodate and encourage attendance by the general public.

Meeting Minutes

Minutes shall be prepared for all regular ACT meetings. Minutes must include ~~at least the~~ following information:

- Members present.
- All proposed motions, ~~proposals, and~~ resolutions ~~proposed and other proposals~~, and their disposition (that is, the outcome of the discussion).
- Results of all votes ~~/~~ and other formal decisions. Secret ballots are prohibited.
- Substance of all discussion.
- Reference to all documents discussed. ~~(eConfidentiality of records that are exempt from disclosure may be protected.)~~
- ~~After each ACT meeting the ACT shall prepare and distribute the minutes prior to the next ACT meeting.~~

- [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.⁶~~
- Minutes must be preserved for a reasonable time.

B. PREFERRED STANDARDS FOR REGULAR MEETINGS

In addition to the minimum requirements [described in the previous section](#), the [following preferred standards](#) for regular meetings ~~includes~~ [are recommended](#):

Meeting Notice

- ~~One week advance notice.~~
- ~~Notices posted at local public institutions (city hall, library, community center, etc.).~~
- ~~Notice posted on ACT website, along with links to meeting agendas, past meeting minutes, technical materials and documentation.~~
- [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

- ~~Provide an advance agenda~~ [Prepare and distribute a meeting packet at least one week prior to the meeting, either on the ACT website or through the mail. 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 ~~decision~~ [items requiring a formal decision, provide technical materials and the meeting packet will include sufficient supporting documentation to inform the decision. one week prior to the ACT meeting. Materials can be distributed through the ACT website and/or through the mail.](#)
- [The meeting packet will include Provide copies of all any relevant correspondence about any of the agenda items received prior to the meeting to ACT members and the public attending 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).~~
- To the extent practical, meetings should be held at the same time each month. The LaneACT generally meets on the second Wednesday of the month, from 5:50 to 7:30 PM.
- The meeting packet should include a tentative list of future meetings. (This is also a minimum standard.)

Meeting Location [This was already discussed the previous section]

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

Meeting Minutes

- ~~Post m~~Minutes from the previous meetings will be posted on the LaneACT website. (They are included in the meeting packets.)

C. COMMITTEE MEETINGS

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

D. EXECUTIVE SESSIONS

~~The responsibilities of the ACT do not include work~~ ACTs are not permitted to conduct business in an executive session (ORS 192.660).

E. CONTROL OF MEETINGS

The presiding officer ~~has inherent authority to keep~~ is required and authorized to maintain order at meetings. ~~This includes~~ —can “reasonably” regulating e the use of cameras and audio recorders. No smoking is permitted at any LaneACT meeting ~~of the ACT.~~

F. ROLES AND RESPONSIBILITIES

~~Roles and responsibilities of parties engaged in public involvement activities on behalf of ACT will be designated in the joint agreement identified in Section V.B. Staffing and Financial Support. The contracts (or agreements) between ODOT and the contract staff support (refer to Section 5.A) shall specify the responsibilities relating to these public involvement requirements.~~

G. PUBLIC COMMENT

The public shall be provided with an opportunity ~~ies~~ to speak to at the beginning of each meeting. They may comment on the merits of proposals ~~before that will be considered by the ACT later in the meeting, or on other topics that may be relevant to the ACT, and to forward their own proposals. The ACT Chair may or may not allow P~~ public comment may be taken at other times any time during the ~~ACT meeting.~~

Copies of ~~all~~ any written correspondence from the public received prior to the meeting - ~~should be available for~~ will be provided to the ACT members, ~~and the public~~ either prior to the meeting or at the meeting. The documents will be provided to the public upon request.

~~The ACT public involvement process shall demonstrate explicit consideration and response to public input during the planning and program development process.~~

The public involvement requirements for an ACT are minimal. ACTs do not develop any formal planning documents that require a public outreach effort or a public hearing. The ACT is not required to base their recommendations to the OTC on public comment. The OTC is interested in the perspective of the ACT, which is an advisory committee to the OTC. The OTC provides other opportunities for the public to provide comments directly to the OTC.

[page break]

Appendix B

Electing Officers

[This is a new section of the bylaws. All the text is new. The procedure was adapted from the 2011 LaneACT foundational procedures document. It reflects the procedure that was used to elect officers for 2024.]

An overview of the election process is provided in the Section 5.C of these Bylaws. As described, elections will be held in December. Officers will serve one-year terms beginning the first meeting of the calendar year, after the January winter recess. Included in this appendix is a more detailed description of the process that will be used to elect officers.

1. Officer Nominating Committee

The LaneACT will authorize the formation of a temporary ad hoc committee for the purpose of identifying and recommending candidates to serve as officers for the upcoming year. The committee should be appointed several months in advance of the elections (in either September or October) to allow sufficient time for the committee to complete its work). Members wanting to be considered as candidates should not volunteer to participate in the committee, to avoid having a conflict of interest.

2. Qualifications

Section 5.C of the bylaws specify that preference shall be given to LaneACT members who are elected officials. Others may serve as officers if there are no elected officials willing to serve.

There are no other special requirements to serve as an officer. There is no requirement for a member to have served on the LaneACT for a minimum period of time. New members may be experienced elected officials who are fully capable of serving as an officer.

To encourage members to serve as officers (and to ensure there are members willing to serve) it is the intent of the LaneACT to minimize the effort required. The LaneACT is an advisory committee. Serving as an officer should not be a demanding responsibility. Staff is available to assist the officers, to minimize the effort required.

There is no expectation the Vice Chair will be elevated to serve as the Chair the following year.

3. Nominating committee recommendations

The Officer Nominating Committee will present a slate of recommended candidates to server as officers for the upcoming year (one candidate for each position.) The committee will provide some rationale explaining why the individuals were selected. To avoid embarrassing anyone, the committee is not required to (and should not) identify other candidates that were considered, unless those candidates want to explain why they did not want to serve.

The committee will formally present its recommendations at the meeting when elections are held. If the schedule allows, the committee should announce their recommendations at

the prior meeting. This will allow the members to consider the possibility of nominating other candidates from the floor. This is described in the following section.

4. Nominations from the floor

When the Officer Nominating Committee presents its recommendation, the Chair will ask if there are any other nominations “from the floor.” That is, from members who did not participate in the nominating committee. This procedure is consistent with Robert’s Rules of Order, which are referred to in Section 5.B of the Bylaws.

Nominations from the floor are treated the same as the recommendations of the nominating committee. A vote is not required to accept either the committee’s recommendations or nominations received from the floor.

5. Approving the recommendations

If there are no nominations from the floor, the slate of candidates recommended by the nominating committee can be approved after a motion and simple majority vote.

6. 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. In this situation, a more complicated type of voting is required. The following procedure applies.

For those positions that are not contested, the members will vote to accept the nominating committee’s recommendation as described in the previous section.

For those positions that are contested, a roll call will be conducted. Each member will indicate their preference(s) verbally. Staff will tally the votes and announce the outcome.

7. Other methods of voting

Other methods of voting are described in Robert’s Rules of Order. If for some reason the LaneACT members decide they would like to use another method for one specific election, they would need to first agree to suspend the procedure described in this appendix. This would require a two-thirds votes as described in Section 5.B of the Bylaws. Then members would then need to agree on the alternate method of voting and proceed accordingly.

Note that the *OTC Policy on Formation and Operation of the ACTs* specifically prohibits the use of secret ballots. If the LaneACT members wanted to use a paper ballot, rather than a verbal roll call, the results of the voting would need to be made available for anyone to review. The results would need to indicate how each member voted.

[page break]

Appendix C

Coordinating with the Central Lane MPO

[The following is adapted from the 2012 LaneACT protocols.]

Metropolitan Planning Organizations (MPOs) are responsible for 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 federally funded projects and other projects that are considered regionally significant.

The ACTs do not have a direct role in recommending projects to include in the Statewide Transportation Improvement Program (STIP). When the ACTs were originally formed in the late 1990s, the OTC allowed the ACTs to be more involved in selecting certain types of projects within their areas.

The ACTs still have some role in reviewing applications and providing recommendations for a few state-funded grant programs. For example, Connect Oregon and the Statewide Transportation Fund (STIF). Occasionally ACTs may be asked to, or develop on their own, informal (unofficial) lists identifying projects or types of projects they would like to see funded in their areas.

The LaneACT and the Central Lane Metropolitan Planning Organization (CLMPO) have a common interest in advocating for transportation funding in the Eugene-Springfield metropolitan area. The LaneACT also has broader interest in advocating for funding in the outlying areas of LaneACT, which defines the boundary of the LaneACT.

Occasionally, there may be a need for the LaneACT and CLMPO to coordinate their activities. The following guidelines are to be considered in determining when coordination may be required and the type of coordination.

1. A representative from CLMPO is included as a voting member of the LaneACT. Time is provided on meeting agendas for the representative to provide an update on CLMPO activities to the LaneACT. The representative also provides an update on LaneACT activities to members of the CLMPO Metropolitan Policy Committee (MPC). This is the primary means of coordination between the LaneACT and the CLMPO.
2. In situations where the LaneACT is developing a list of projects they would like to see funded, as described above, the LaneACT will provide an opportunity for the CLMPO to participate in prioritizing the projects within the MPO planning area. The CLMPO may or may not want to provide input, depending on the type of priority list being developed. (Most LaneACT priority lists are unofficial and aspirational).

3. The LaneACT and CLMPO will negotiate and attempt to agree on the relative priority of these projects, within the MPO planning area. If the parties are unable agree, the LaneACT will defer to the preferences of the CLMPO. The final list may include an explanation that the parties did not agree.
4. The CLMPO does not have a role in determining the priority of projects outside the MPO planning area. To simplify the process of developing their list, and to avoid conflict with the CLMPO, the LaneACT may separate the two types of projects – those within the MPO planning area, and those in the lying area.
5. If the LaneACT chooses, or is required, to develop a single project list (combining both types of projects) the order of the projects within in the MPO planning will reflect the priorities of the CLMPO. In other words, the projects will be comingled (interspersed) but the order of the MPO area projects will remain the same, relative to each other.
6. In those instances where a project list needs to be developed within a specific timeframe, the LaneACT and CLMPO will coordinate to ensure the CLMPO has an opportunity to provide input.

[page break]

Appendix D

Letters of support (for grant applications)

[The following text is adapted from the 2011 and 2020 LaneACT protocols.]

The LaneACT may provide letters of support (or endorsement) for local governments and other organizations who are applying for grants. The following criteria and procedures apply.

A. General procedure

1. Those requesting letters need to submit their requests well in advance of the due date, to allow the LaneACT staff and the LaneACT adequate time to consider the request.
2. Request for letters must be approved by the LaneACT at a regular LaneACT meeting. Requests cannot be approved by LaneACT staff.
3. Requests must be submitted to LaneACT staff at least 15 business days (three weeks) days prior to the LaneACT meeting at which the request will be considered for approval. This will allow staff time to review and format the request and include it in the meeting packet.
4. LaneACT meetings generally occur on the second Wednesday of each month. The LaneACT does not meet every month. Those requesting letters should refer to the list of future meetings included in the most recent LaneACT meeting packet to see the schedule of future meetings.
5. Those requesting letters must be in attendance at the meeting when the LaneACT is considering the request to respond to any questions.
6. The LaneACT will not consider “walk-in” requests made in-person at the meeting, or requests submitted by email on short notice, that do not comply with this procedure.

B. Required information

1. Organization requesting the letter.
2. Name and contact information of the individual submitting the request.
3. Name of the grant program. Link to the grant program website.
4. Grant application deadline. The requested due date for the letter.
5. Amount of funding, matching funds provided, and total project cost.
6. Project description. One-half page maximum.
7. Three paragraphs maximum.
8. Pictures, maps, or diagrams to supplement the project description. Two additional pages maximum.

C. Criteria

The LaneACT shall consider the following criteria when determining whether to provide a letter of support:

1. Is the proposed project consistent with adopted local, regional, and State transportation plans?
2. Is the proposal consistent with previously established LaneACT policy documents (e.g., LaneACT Area Strategy)?
3. Has any public comment been received, either in favor or opposed to the project?
4. Is the project aligned with the grant programs objectives?
5. Is sufficient information provided for the LaneACT to make an informed decision?

D. Expedited requests

[LaneACT staff recommends abolishing this accommodation. It requires too much effort and creates a risk for the LaneACT. If the procedure described below is not followed, the LaneACT may violate public meeting laws.]

1. In certain special circumstances, the LaneACT may consider requests for letters on short notice that do not comply with the timeline described above in Section A. Examples include but are not limited to:
 - Requests from organizations responding to recently announced grant programs that require applicants to respond in less than one month. (Very few funding programs would have such a short timeline.)
 - First come, first serve funding opportunities.
 - Situations where the LaneACT may not meet (or have quorum) during the grant application timeframe.
2. Those requesting an expedited letter of support must explain the special circumstances. Not being aware of the grant opportunity until late in the application timeline is not sufficient justification. The LaneACT Chair will determine if the request should be considered.
3. If the Chair determines the request should be considered, and there is time for the full ACT to consider request at a regular meeting, even though the request was not submitted in accordance with the timeline specified in Section A and not included in the meeting packet, the Chair will instruct staff to include the request in an addendum to the meeting agenda. Notice of the addendum will be posted on the LaneACT website at least one week prior to the meeting.
4. If the LaneACT will not be meeting before the grant application is due, the Steering Committee may consider the request. Before deciding whether to provide a letter, the Steering Committee shall notify the LaneACT that a request was received and invite them to provide comments. Staff will also post a public notice on the LaneACT website

at least one week in advance indicating that the Steering Committee will be meeting (on a date certain) to consider the request.

5. If the Steering Committee determines it is appropriate to provide a letter, staff will draft a letter for the Chair’s signature. A copy of the letter will be provided to the LaneACT members.
6. Anyone requesting an expedited letter of support shall provide the same information required for other requests, as described above in Section B.

[page break]

Appendix E

Code of conduct

[The following text is adapted from the ODOT template. Additional editing is required.]

1. Purpose

The primary mission of the LaneACT is to advise the Oregon Transportation Commission (OTC) on state and regional policies, funding, and investments affecting the transportation system.

To achieve this mission, each ACT meeting should be an open forum where members feel comfortable sharing their values and viewpoints, and where all opinions are respected. Any references to or discussions about ACT members outside ACT meetings should also be respectful.

This Code of Conduct policy established expectations to guide LaneACT members in their actions during and outside ACT meetings. This policy also provides options for managing conflict and a process for addressing unacceptable behavior.

2. Conduct***During ACT Meetings***

- Communicate in a respectful and professional manner
- Each member is accountable for their own behavior
- Respect physical and verbal boundaries
- Build positive relationships
- Act in the best interest of the ACT's agreed-upon purpose
- Avoid personal comments that are intended to, or could inadvertently, offend others
- Provide opportunities for everyone to speak
- Be tolerant of the perspectives and opinions of others
- Refrain from making inappropriate comments
- Be welcoming to speakers and treat them with respect

Outside of ACT Meetings

- Communicate in a respectful manner
- Limit discourse outside of meetings
- Discuss topics thoughtfully rather than attacking individual behaviors
- Be aware of the public nature of written notes, calendars, voicemail messages, and e-mail
- Consider the potential conflicts of political involvement
- Make no promises on behalf of the ACT in unofficial settings

3. Managing Meetings

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

ODOT Region staff should encourage ACT members to participate by establishing and maintaining open and constructive meetings and partnering with the ACT Chair.

To encourage respectful dialogue and meeting efficiency, ODOT Region staff and ACT Chair should ensure meetings are conducted in the following manner:

- **Maintain control** – Set clear expectations concerning the objectives for the meeting.
- **Keep to the agenda** – Note when the discussion has deviated from the agenda topic. Review the agenda description if necessary.
- **Encourage full participation** – Ensure that everyone feels respected and welcome to participate. Call out those who insult others, are disrespectful, yell, or engage in other inappropriate behavior.
- **Discourage time monopolizing** – Intervene if members are monopolizing time, which discourages others from participating. Encourage quieter members to participate by allocating them time to speak.
- **Weigh all contributions and summarize discussion points** – The Chair should recognize all viewpoints and summarize impartially before any decisions are made.
- **Keep calm and assert leadership** – The members look to the Chair to maintain calm during the meeting and ensure all members are treated fairly.

4. Addressing Unacceptable Behavior

During ACT Meetings

ACT Chairs and ODOT Region staff should follow the steps below to address unacceptable behavior during ACT meetings. ACT members may also assume this responsibility:

1. **Redirect** – Redirecting discussions back to the agenda topic may prevent aggressive behavior and language from escalating into conflict.
2. **Verbal warning** – Members or meeting attendees acting inappropriately may receive a verbal warning from the ACT Chair or ODOT Region staff.
3. **Removal from the meeting** – An individual who continues to act inappropriately after receiving a verbal warning will be asked by the Chair or ODOT Region staff to leave for the remainder of the meeting.
4. **Written warning** – Anyone who is asked to leave a meeting or is found to behave inappropriately toward an ACT member or other participant(s) will receive a follow-up letter from the Chair or ODOT Region staff. A follow-up letter may also be sent to individuals who receive a verbal warning at a meeting, depending on the significance of their behavior.
5. **Warning of removal from ACT** – The Chair or ODOT Region staff may issue The letter may include a warning of ACT that the individual's membership on the LaneACT will be

terminated if they continue to behave inappropriately during or outside of meetings. A member who received more than two written warnings in a span of 12 months may be removed.

6. **Removal from ACT** – The ODOT Area Manager will determine whether a member should be removed, after consulting with the Chair. The decision will be based on the severity and frequency of behavior.

Outside of ACT Meetings

Inappropriate behavior that occurs outside of meetings will be addressed using the same progressive discipline process described in the previous section, as applicable.

5. Reporting

Anyone witnessing or experiencing inappropriate behavior related to ACT activities may discuss the behavior informally with the ACT Chair or ODOT Region staff. Alternatively, they may choose to resolve the matter themselves by discussing it with the individual involved. Inappropriate behavior should be addressed as soon as possible.

The Chair will make themselves available to anyone who wishes to discuss an incident or behavior. The Chairs will determine if inappropriate behavior has occurred and work closely with ACT Region staff to determine the appropriate next steps.

Reporting Inappropriate Behavior

Inappropriate behavior can be reported to the Chair or ODOT Region staff by phone, email, or in person, either formally or informally. If an individual feels comfortable doing so, they should document as many details as possible, as soon as possible after the incident occurs. Any incidents that involve ODOT Region staff, the ACT Chair, or any other staff, should be reported to the ODOT Region Planning Manager.

The report should include the following information:

- Names of all parties involved including witnesses.
- Date(s), time(s), and locations.
- Detailed account of the conduct believed to be inappropriate or offensive.
- Include related screenshots, recordings, or other documents.

Responding to a Report of Inappropriate Behavior

ODOT Region staff, or others responsible for responding, should follow up as described here:

- Confront the individual who is the subject of the complaint. Provide specific information to help them understand why their actions were inappropriate.
- Offer resources or training to support the individual who is the subject of the complaint to help them avoid similar inappropriate behavior in the future.
- Explain the additional steps that will be taken if the actions occur again.
- Report back to the individual who brought the complaint, Ask them to notify you if any retaliation occurs.

- If appropriate, remove the member from the LaneACT following the process described in this document.

6. Additional Resources Available

The following resources related to codes of conduct and inappropriate behavior may be useful:

- State of Oregon Department of Administrative Services State HR Policy on Professional Workplace Behavior: <https://www.oregon.gov/das/Policies/50-010-03.pdf>
- Recognizing Bias (resource needed)
- Conflict resolution (resource needed)
- Intervening (resource needed)
- *Contentious Meetings: Managing and Preventing*
<https://www.naco.org/articles/contentious-meetings-managing-and-preventing>

Future meetings and topics

updated August 30, 2024

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

October 9, 2024

- **Statewide Transportation Improvement Fund (STIF) grant application review** – 45 minutes; Cody Franz – ODOT Public Transportation Division
- **Appoint officer nominating committee** – 15 minutes; Shelly Clark – LaneACT Chair
- **(reserved)** – topic to be determined
- **Not on agenda** – The LaneACT Bylaws Committee will meet in October.

November 13, 2024

- **Officer nominating committee (update)** – 15 minutes
- **Not on agenda** – The LaneACT Bylaws Committee will meet in November.

December 11, 2024

- **Elect officers** – 30 minutes
- **LaneACT Bylaws Committee report** – 60 minutes; committee chair
 - The chair will present the recommendations of the committee.
 - 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.)
- **(reserved)** – other topic to be determined

January 8, 2025

- **Winter recess** (no meeting)

February 12, 2025

- **New officers seated** – The newly elected Chair and Vice Chair will conduct the meeting.
- **LaneACT Bylaws Committee report** (continued, if necessary) – 30 minutes; committee chair
 - The LaneACT will continue their review and refinement of the committee's recommendations.
 - The LaneACT will adopt the new Bylaws, if there is consensus.
- **(reserved)** – other 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		none
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		none
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	01/10/2028
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

LaneACT attendance record (2023-2024)

representative	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Coburg	X	X		X	X	X	X	X	X	X	X	X	X
Cottage Grove	X	A		X	X	X	X	X	X	X	X	X	A
Creswell	X	X		X	X	X	X	X	X	X	X	X	X
Dunes City	A	A		A	A	A	A	A	A	A	A	A	A
Eugene	X	X		X	A	X	X	X	X	X	X	X	X
Florence	X	X		A	X	X	X	X	X	A	X	X	X
Junction City	X	X		X	X	X	A	A	A	A	X	A	A
Lowell	X	A		A	A	A	A	A	A	A	A	A	A
Oakridge	X	X		X	X	X	X	X	X	X	X	X	X
Springfield	A	X		X	X	X	A	X	X	X	X	X	X
Veneta	X	X		X	X	X	X	X	X	X	X	X	X
Westfir	A	A		A	A	A	A	A	A	A	A	A	A
Lane County	X	X		A	X	X	X	X	X	X	X	X	A
Port of Siuslaw	X	X		A	X	X	X	X	X	A	X	X	X
Lane Transit District	X	X		A	A	X	X	X	A	X	X	X	X
Confederated Tribes	X	X		X	X	X	X	X	X	X	X	X	X
ODOT Area 5	X	X		X	X	X	X	X	X	X	X	X	X
Central Lane MPO	X	X		X	X	X	X	X	X	X	X	X	X
Lane County TrAC	X	X		X	X	X	X	X	X	X	X	X	X
Highway 126 East	X	X		A	A	A	X	X	X	A	A	X	A
DS - Trucking (vacant)													
DS - Rail (vacant)													
DS - Bicycle-Pedestrian	X	X		X	X	X	X	X	X	X	X	X	X
DS - Environmental-Land Use	X	X		X	X	X	X	A	X	X	X	X	X
OS - Eugene Organ	A	X		A	X	X	X	A	X	A	A	A	X
OS - Brodie Hylton								A	X	X	X	X	X
OS- Tiffany Edwards								X	X	X	X	X	A
OS - Shelley Humble	X	X		A	X	X	X	A	X	X	X	X	X
OS - (reserved)													
Total	20	20		14	17	20	19	18	21	18	21	21	18

Notes

1. Key: X = present; A = absent; DS = Designated Special Interest Representative; OS = Other Special Interest Representative
2. Total number of participating members: 28 (including vacant positions)
3. Members required for quorum: 16 (after appointment of Brodie Hylton and Tiffany Edwards in January 2024)
4. This worksheet was updated by LaneACT staff on September 3, 2024