

**October 2023**

**Final Work Plan**

*Approved at the October 26, 2023 CWACT Meeting*

**Cascades West Area Commission on Transportation**

**2023-2025**

Introduction

Area Commissions on Transportation (ACTs) offer venues to discuss regional transportation issues and provide input to the Oregon Transportation Commission (OTC) to inform their decisions. Per the [OTC ACT Policy on Formation and Operation](#), each ACT is expected to prepare a two-year Work Plan that identifies their areas of interest and priorities. Doing so is intended to help focus the work of each ACT and clarify how the group will engage and inform regional and statewide issues. The Work Plan is pre-populated with statewide items that the OTC and ODOT have identified will benefit from ACT engagement. Within this Work Plan the ACT should identify the topics to be covered over the next two years, recognizing things will arise that will require ACT attention that are not yet anticipated. Any identified topic should have a transportation nexus and be tailored to the ACTs ability to contribute or influence.

The Cascades West Area Commission on Transportation (CWACT) received its charter (*Appendix 1*) from the Oregon Transportation Commission in October 1998. For nearly a decade prior to this date the Transportation Advisory Committee of Oregon Cascades West Council of Governments (OCWCOG) served in many respects as an Area Commission on Transportation, providing a forum for regional transportation dialogue, coordination, and decision-making. The CWACT continues to operate as a standing commission of the Oregon Cascades West Council of Governments, wherein the OCWCOG Board of Directors appoints CWACT members annually.

The Cascades West Area Commission on Transportation operates under the following mission statement:

*The concerns of the Cascades West Area Commission on Transportation (CWACT) shall include issues that affect the regional transportation system and its links to areas beyond the region. The Commission recognizes that developing and improving the transportation system is a long-term process. Therefore, CWACT strives to build and sustain the consensus and support for project priorities, plans and policies that benefit the region's transportation system.*

This work plan summarizes the approach of the CWACT to advance its mission over the work plan period.

ACT Chair & Co-Chair

Claire Hall, Chair

Roger Nyquist, Vice-Chair

## Membership and Organization

Each public jurisdiction within the three counties is eligible to participate as a CWACT member. The current voting membership includes up to twenty cities, three counties, two port districts, an intermodal facility, and the Confederated Tribes of Siletz Indians. Representatives of jurisdictions are elected officials and alternates may be local jurisdiction staff members. Additionally, each county can appoint two private sector members and the current representatives have substantial backgrounds in private business, transit, bike/ped, rail, freight and ports. The ODOT Area Manager also serves as a voting member. Any transit or transportation district within the three counties can appoint a voting member as well.

Ex officio (non-voting) members include all state legislators that represent portions of the three counties, the Oregon Coastal Zone Management Association, a staff member of the Corvallis Area Metropolitan Planning Organization, a staff member of the Albany Area Metropolitan Planning Organization and the Chairs of the Cascades West Senior Services Advisory Council and the Cascades West Disability Services Council. Additionally, a member of the Mid-Willamette Valley ACT (MWACT) serves as an ex-officio member, and a CWACT member serves as an ex-officio member of MWACT.

The organizational structure is outlined in the attached Bylaws that were adopted in April, 1999, and amended in 2001, January 2005, and April 2023. CWACT jurisdictions believe its current membership broadly and accurately represent the integrated transportation interests in the three-county area. Refer to *Appendix 2* for a list of full committee members and their affiliation.

CWACT has a written protocol with the Albany Area Metropolitan Planning Organization (MPO) and the Corvallis Area MPO to ensure coordinated efforts.

## Public Involvement

CWACT members encourage and support stakeholder participation and public involvement in regional transportation items. As indicated in its Bylaws, CWACT encourages and supports public involvement by implementing the methods outlined in the attached Policy on Formation and Operation of Area Commissions on Transportation, adopted by the Oregon Transportation Commission on June 13, 2003. The Cascades West Area Commission on Transportation uses videoconferencing technology for its bimonthly meetings. The videoconference connects members at the OCWCOG office in Albany with members attending at the Toledo office of OCWCOG. With the large size of the CWACT region videoconferencing allows the public to be involved in meetings without the need to travel long distances.

Refer to *Appendix 3* for more details on the public involvement process.

## Interest Areas and Priorities

*Appendix 4* provides a regional list of prior interest areas gathered during a Technical Advisory Committee Brainstorm on June 15th, 2021. These may be summarized as shown below along with the associated two-year goals.

## CWACT Interest Areas and Priorities:

- Bring funding and attention to Cascades West Region to improve the transportation system and benefit our members (Goals 1, 3 and 4)
- Emphasize priority corridors to improve safety between key destinations (Goals 1-4)
- Emphasize regional transit connections and work to connect major destinations (Large Employers, airports, transit centers, etc.) in the Cascades West region with frequent and reliable service (Goals 1-4)
- Emphasize regional multi-modal network connections and work to connect major destinations in the Cascade West Region with safe off-street options (Goals 1-4)
- Address growing popularity of the coast as a destination and the subsequent transportation challenges it brings including congestion and evacuation planning (Goals 1 and 4)
- Improve coordination between the ACT and DLCD. Land use and transportation are interconnected and better coordination is needed (Goals 1 and 4)

## Two-Year Goals and Initiatives

Goals relate to the ACT priorities articulated above and have related outcomes.

**Goal 1:** Have more influence over ODOT project selection in the Cascades West Region

**Goal 2:** Develop a regional project priority list

**Goal 3:** Reinforce Oregon Transportation Commission feedback loop when CWACT input is requested

**Goal 4:** Leverage IJIA funding opportunities and other funding sources to complete and support local efforts to apply for regional priority projects

## Meeting Topic Plan

CWACT expects to cover and discuss the following statewide topics:

- STIP funding
  - 2024-2027 current projects
  - 2027-2030 STIP development: This phase will focus on introducing the public to the STIP and the funding constraints for the 2027-2030 STIP. ODOT seeking ACT input on funding priorities. August-October 2023: This phase will focus on seeking input on the funding scenarios.
- Grant opportunities
  - Federal
    - Infrastructure Investment & Jobs Act
    - Federal Lands Access Program
  - State
    - Connect Oregon (likely early or mid-2024)
    - Great Streets Program

- Oregon Community Paths
- Safe Routes to School Grants
- Statewide Transportation Improvement Fund
- Policy & planning updates
  - Oregon Highway Plan (ACT engagement in this plan update to begin in 2024)
  - Rail Plan (ACT engagement in this plan update in 2024)
  - Transportation Safety Action Plan (ACT engagement in this plan update in 2024)
  - Climate Friendly & Equitable Communities Rulemaking
- Issues of statewide interest (e.g., revenue and funding discussions)
- Identify regional funding needs and priorities
  - See ACT Priorities topic above
- Equity and transportation
  - Engage diverse voices
  - Consider equity in transportation plans, projects, and processes
- Emerging Issues
  - Vehicle electrification, micro-mobility, etc.

Calendar Plan

Meeting	Scheduled	Possible
Holiday 2023 (Tentative)	<ul style="list-style-type: none"> <li>• STIP Funding Priorities</li> <li>• Regional Funding needs and priorities</li> </ul>	<ul style="list-style-type: none"> <li>• CWACT Region Construction Update</li> </ul>
February 2024	<ul style="list-style-type: none"> <li>• Member Orientation</li> <li>• Membership Updates</li> <li>• Diversity, Equity, and Inclusion Training</li> <li>• Aviation Grant</li> </ul>	<ul style="list-style-type: none"> <li>• Policy and Planning Updates – high level introduction</li> <li>• Regional Funding needs and Priorities – cont.</li> </ul>
April 2024	<ul style="list-style-type: none"> <li>• Grant Opportunities</li> <li>• Connect Oregon</li> <li>• Oregon Highway Plan</li> <li>• Rail Plan</li> <li>• Transportation Safety Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Regional Funding needs and Priorities – cont.</li> <li>• Diversity, Equity, and Inclusion Training</li> <li>• Intercity Transit</li> </ul>
June 2024	<ul style="list-style-type: none"> <li>• Revenue and Funding Discussions</li> <li>• Membership Updates</li> </ul>	<ul style="list-style-type: none"> <li>• Emerging Issues – Micro-mobility</li> </ul>
August 2024 (Optional summer recess)	n/a	n/a
October 2024	<ul style="list-style-type: none"> <li>• Equity and Transportation</li> <li>• Grant Opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Climate Friendly &amp; Equitable Communities Rulemaking/</li> </ul>

Meeting	Scheduled	Possible
		Transportation Policy Changes
Holiday 2024	<ul style="list-style-type: none"> <li>• Regional funding needs and priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Emerging Issues – EVs</li> <li>• CWACT Region Construction Update</li> </ul>
February 2025	<ul style="list-style-type: none"> <li>• Member Orientation</li> <li>• Membership Updates</li> <li>• Grant Opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Transportation Policy Changes</li> </ul>
April 2025		<ul style="list-style-type: none"> <li>• Transportation Plans Updates (as needed)</li> <li>• Regional Funding Needs and Priorities</li> </ul>
June 2025	<ul style="list-style-type: none"> <li>• Revenue and Funding Discussions</li> </ul>	<ul style="list-style-type: none"> <li>• ODOT Tolling Program Update</li> </ul>
August 2025 (Optional summer recess)	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
October 2025	<ul style="list-style-type: none"> <li>• Equity and Transportation</li> <li>• Grant Opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Transportation Policy Changes</li> </ul>

Appendices

Appendix 1: Charter Letter



**Oregon**

John A. Fitzhugh, M.D., Governor

Oregon Transportation Commission  
355 Capitol St. NE  
Salem, OR 97310

October 14, 1998

FILE CODE:

Grace Crunican, Director  
Oregon Department of Transportation  
135 Transportation Building  
Salem, OR 97310


**Authorization of Initial Charter for the Cascades West  
Area Commission on Transportation**

The Oregon Transportation Commission (OTC) has considered the proposal for formation of the Cascades West Area Commission on Transportation and has reviewed the initial charter offered for this area commission. The Cascades West Area Commission on Transportation is granted on initial charter authorizing the formation and operation of the area commission.

The charter recognizes the Cascades West Area Commission on Transportation as an official advisory body to the OTC on transportation issues within and affecting the Benton, Linn, and Lincoln county area of Oregon. The charter is subject to the following provisions:

- The charter is effective through June 2000 and is subject to renewal for subsequent periods of time upon approval of the OTC;
- The area commission will make periodic progress reports to the OTC on its formation and work;
- The area commission is authorized to perform all of the functions recommended by the State Advisory Committee of the Oregon Transportation Initiative.

The Oregon Transportation Commission commends the leaders of the Cascades West for their willingness to partner with us in planning and developing a safe and efficient transportation system for our citizens. We look forward to our work together as we strive to enhance Oregon's livability and economic opportunities through thoughtful transportation investments.

  
Henry H. Hewitt  
Chairman

Cc: Oregon Transportation Commission Members  
Gary Johnson  
Dave Bishop → Bob P. Sims

Appendix 2: List of Members and Representation

**2023-2024 CWACTION Membership**

<b>Last Name</b>	<b>First Name</b>	<b>Representing</b>	<b>Category</b>	<b>Term Expires</b>
McGregor	Billy	Albany Area MPO	Ex-Officio	Permanent
Stockhoff	Gary	Benton County	Alternate	12/31/2023
Malone	Pat (Vice-Chair)	Benton County	Primary	12/31/2023
Bronstein	Sarah	Benton County – Private Sector	Primary	12/31/2023
Irish	Ron	City of Albany	Alternate	12/31/2023
Montague	Jackie	City of Albany	Primary	12/31/2023
Gesher	Greg	City of Corvallis	Alternate	12/31/2024
Napack	Jan	City of Corvallis	Primary	12/31/2024
Short	Kathy	City of Depoe Bay	Alternate	12/31/2024
Bedingfield	Lindsay	City of Depoe Bay	Primary	12/31/2024
McMillen	Randy	City of Halsey	Primary	12/31/2024
Whitlatch	Ron	City of Lebanon	Alternate	12/31/2024
Michelle	Steinhebel	City of Lebanon	Primary	12/31/2024
Mark	Rick	City of Lincoln City	Primary	12/31/2024
Parson	Mitch	City of Lincoln City	Alternate	12/31/2024
Booth	Janelle	City of Millersburg	Alternate	12/31/2023
Sullivan	John	City of Millersburg	Primary	12/31/2023
Lindner	Lisa	City of Monroe	Alternate	12/31/2024
Cuthbertson	Jeanni	City of Monroe	Primary	12/31/2024
Botello	Beatriz	City of Newport	Alternate	12/31/2023
Kaplan	Jan	City of Newport	Primary	12/31/2023
Lehman	Matt	City of Philomath	Primary	12/31/2024
Sanchez	Angelita	City of Sweet Home	Primary	12/31/2024
Samaneigo	Joe	City of Tangent	Primary	12/31/2024
Kamikawa	Betty	City of Toledo	Primary	12/31/2023
Greg	Holland	City of Waldport	Primary	12/31/2024
O'Shaughnessey	Mary Ellen	City of Yachats	Primary	12/31/2024
Barlow-Lind	Pam	Conf. Tribes of Siletz Indians	Alternate	12/31/2024
Peterson	Bonnie	Conf. Tribes of Siletz Indians	Primary	12/31/2024
Jacobson	Kaety	Lincoln County	Alternate	12/31/2024
Hall	Claire	Lincoln County	Primary	12/31/2024
Gray	Cody	Lincoln County – Private Sector	Primary	12/31/2022
Sprenger	Sherrie	Linn County	Alternate	12/31/2023
Nyquist	Roger	Linn County	Primary	12/31/2023
Steele	Janet	Linn County – Private Sector	Primary	12/31/2023
Feldmann	James	ODOT	Alternate	Permanent
Crawford	Savannah	ODOT	Primary	Permanent
Chuck	Walter	Port of Newport	Alternate	12/31/2024
Sylvia	Gil	Port of Newport	Primary	12/31/2024

## *Appendix 3: Public Involvement*

### **Public Involvement**

ACT meetings will comply with the meetings of the Oregon Public Meetings Laws, ORS 192.610 to 192.690. "Meeting" 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. All ACT meetings will be open to public attendance and any members of the public may attend any meeting of the ACT.

### **A. MINIMUM REQUIREMENTS FOR REGULARLY SCHEDULED MEETINGS**

The Act will conduct all meetings in accordance with the following minimum requirements and will strive to meet the preferred standards. The regular meeting requirements will be supplemented with the methods found in Table 1 if the meeting falls into the following additional categories:

Developing project priorities for Draft STIP using approved criteria.

Draft STIP public hearing.

Special meetings.

Electronic meetings.

#### **Meeting Notice**

- Advance notice to interested persons and stakeholder groups on ACT mailing list and to new media which have requested notice.
- Notices must include time, place, agenda (principal subjects) and name of person and telephone number (including TTY number) at the public body to contact to make a request for an interpreter for the hearing impaired or for other communication aids.
- A good faith effort must be made to provide an interpreter for hearing-impaired persons on receipt of proper notice. ORS 192.630(5).

#### **Meeting Materials**

- For decision items, distribute information to everyone in attendance at the meeting.
- Provide time on the 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.

#### **Meeting Location**

- Meets accessibility requirements of the Americans with Disabilities Act (ADA).
- No meeting may be held in buildings where discrimination (race, sex, age, national origin, color, creed, disability) is practiced. ORS 192.630(3).
- Generally held within the geographic boundaries of the ACT's jurisdiction. Training sessions may be held anywhere.
- Contains adequate seating facilities to encourage attendance by the general public.

**Meeting Minutes** – Minutes shall be prepared for all ACT meetings. Minutes must include at least:

- Members present.
- All motions, proposals and resolutions proposals, and their dispositions.



- Results of all votes/decisions. Secret ballots prohibited.
- Substance of all discussion.
- Reference of all documents discussed (confidentiality of records exempt from disclosure may be protected).
- After each ACT meeting the ACT shall prepare and distribute the minutes prior to the next ACT meeting.
- As appropriate to the Area, meeting minutes shall be provided in languages other than English.<sup>7</sup>
- Minutes must be preserved for a reasonable time.

## **B. PREFERRED STANDARD FOR REGULAR MEETINGS**

In addition to the minimum requirements, the preferred standard for regular meetings includes,

### **Meeting Notice**

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

### **Meeting Materials**

- Provide advance agenda one week prior to the meeting, either on the ACT website or through the mail.
- For decision items, provide technical materials and supporting documentation one week prior to the ACT meeting. Materials can be distributed through the ACT website and/or through the mail.
- Provide copies of all correspondence received prior to the meeting to the ACT members and the public attending the meeting.

### **Meeting Schedule**

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

### **Meeting Location**

- Easily accessible by public transportation.

### **Meeting Minutes**

- Post minutes from the meeting on the ACT website.

## **C. EXECUTIVE SESSIONS**

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

## **D. CONTROL OF MEETINGS**

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

## **E. 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.

## **F. PUBLIC COMMENT**

The public shall be provided opportunities to speak to the merits of the proposals before the ACT and to forward their own proposals. Public commentary may be taken at any time during the ACT meeting. Copies of all correspondence received prior to the meeting shall be available for ACT members and the public at the meeting. The ACT public involvement process shall demonstrate explicit consideration and response to public input during the planning and program development process.



plus  
- Minimum 24  
hours Notice

Electronic  
Requirements  
apply to all  
meetings by  
electronic  
means (e.g.,  
personal  
computers)

- Same as  
Minimum for  
meeting type  
listed above.  
All procedural  
and formal  
requirements  
apply  
(minutes,  
notices, etc.).  
ORS 192.670.

- Same as  
Preferred for  
appropriate  
meeting type  
listed above.

- Same as  
Regular  
Meetings

- Same as  
Regular  
Meetings

- Same as  
Regular  
Meetings

- Same as  
Regular  
Meetings

- Same as  
Regular  
Meetings  
plus  
- Room with  
"listening"  
device

- Same as  
Regular  
Meetings

Appendix 4: Regional Projects List from TAC Brainstorm on June 6<sup>th</sup>, 2021

Safety	Congestion Mitigation	Bike/Pedestrian	Bridges	Planning
Intersection Safety Improvement - Hwy 34 with Riverside Dr and Orleans Dr	I-5 Albany Area Corridor Improvements identified in ODOT study	Extend Hwy 34 multiuse path from Riverside Dr to Looney Lane	Replacement of railroad bridge crossing Hwy 20 near 59th St in Sweet Home	Yaquina Bay bridge replacement Study
Intesection Safety Improvement - Hwy 226 and Richardson Gap	Hwy 20/34 Signal Improvements Philomath - Corvallis	Multiuse path on N Side of Hwy 20 from 60th St to Quartzville Dr (Sweet Home)	Bridge in Siletz is too narrow - current safety issue	Benton County freight route study (Bellfountain Road)
Street Safety and ADA improvements to Hwy 226 through Scio	Hwy 20 Corridor Signal Improvements North Albany - Albany	Hwy 20 Albany - Corvallis bike path (middle segment Merloy to Scenic) and also the North Albany segment needs some planning to address railroad crossing	General bridge/culvert replacement/improvements through the region	Regional EV charging station plan
Intersection Safety Improvement - Hwy 20 and Knox Butte Rd	Hwy 34 and I-5 Park & Ride facility improvements (potentially with EV charging)	Sidewalk segment from HP to downtown Corvallis		Coastal evacuation route improvements
Intersection Safety Improvements and pedestrian/ADA improvements - Hwy 20 Toledo to Newport	New park & ride in Lebanon Hwy 34 and 7 Mile Ln	Completion of west segment of Philomath couplet		Alternate routes to Hwy 101 around Yaquina Bay, maybe through Toledo - Evacuation route from south Lincoln County to Hwy 20
Hwy 101 East Devils Lake to Logan Rd (also congestion mitigation and bike/ped improvements)	Hwy 99 Circle to Elks (Corvallis) - Signal improvements, maybe additional lanes	Sidewalk on Hwy 101 NW 25th to 36th St (Newport)		Valley to Coast multi-use path (recreational)
Lewisburgh/Granger 99W signal safety improvements	1st and Lyon Intersection (Albany) - right turn N on to the bridge	RRFB along north Hwy 101 NW 60th, NW 55th, 31st, Hwy 20 & Benton, Hwy 20 & Eads (Newport)		Bike/Ped crossing N Albany to Albany (over Willamette - how to connect Albany to the Corvallis-Albany path)
		Signalize 40th and Hwy 101 and connect multiuse path to 35th, sidewalk from Ferry Slip to 40th (Newport)		Highway 20 High Capacity Transit Study
		Multiuse Path N Corvallis to Adair Village along Hwy 99 - Circle to Conifer/Elks		
		Multiuse Path Millersburg - Jefferson		
		Oregon Coast Trail/Bike Route Completion (recreational)		