

MEETING AGENDA

Date: Thursday, July 13, 2017
Time: 1:00 pm—3:30 pm
Location: Banks Fire Station
 300 S Main St (Hwy 47)
 Banks, OR
 503-970-3336

Directions/Click on Link: [Banks Fire Station](#)
Contacts: Henry Heimuller, Chair: 503.397.4322 or henry.heimuller@co.columbia.or.us
 Mary McArthur, Staff: 503.970.3336 or mbmcarthur@nworegon.org

NWACT meetings are open to the public and accommodations will be provided to persons with disabilities. If a sign language interpreter is needed, please call Mary McArthur at 503.228.5565 at least 48 hours prior to the meeting.

Item 1 1:00 pm	Welcome and Introductions		Henry Heimuller
Item 2 1:05 pm	NWACT Minutes/Updates Approval of May 11, 2017 Meeting Minutes (attached) Public Comment (Limited to 5 minutes per person) <ul style="list-style-type: none"> • Highway 6 pavement condition—Tara Perry • Wilson River Loop Sign—Michelle Jenck Legislative Update ODOT Region 2 Updates Oregon Transportation Commission Update Washington County Transportation Update August 21 Eclipse Transportation Preparations	Action Item	Henry Heimuller Senator Johnson Bill J, Ken S Lisa Nell Gary Stockhoff Tillamook Co/ODOT/ Transit
Item 3 1:45 pm	Oregon Public Transportation Plan Presentation and Discussion		Arla Miller ODOT
Item 4 2:00 pm	Charter and Bylaws Review  Review/Approve Draft Amendments	Action Item	Mary McArthur
Item 8 2:30 pm	NWACT Public Involvement and Work Plan  Review Drafts		Mary McArthur
Item 7 3:00 pm	Other Business Member Updates		Henry Heimuller All

Attachments:
 May 11, 2017 Meeting Minutes
 Updated Charter Draft Amendments
 Updated Bylaws Draft Amendments
 Draft Public Involvement Plan

Note: A complete meeting packet is available on the NWACT website at NWOregon.org/NWACT

NW Oregon Area Commission on Transportation

May 11, 2017
Port of Astoria
Astoria, OR

The meeting was called to order by Henry Heimuller, Chair. The following members and guests attended

Cynthia Alamillo—City of Manzanita
Mike Borresen—Washington Co Citizen-at-Large
Bob Brajcich—City of Clatskanie
Michele Bradley—Port of Tillamook Bay
Stevie Burden—City of Wheeler
Bill Carpenter—Clatsop Co Citizen-at-Large
Susan Conn—City of St Helens
Mark Ellsworth—NW Oregon Regional Solutions
Bill Fashing—Cowlitz-Wahkiakum Council of Governments
LeeAnne Ferguson—The Street Trust
Susana Gladwin—Elsie Vinemaple Rural Fire Dist
Jeff Harrington—City of Astoria
Henry Heimuller—Columbia County Commission
Michelle Jenck—Tillamook Co Citizen-At-Large
Bruce Jones—City of Astoria
Tim Josi—Tillamook County Commission
Marsha Kirk—City of Banks

Jim Knight—Port of Astoria
Rosemary Lohrke—Columbia Co Citizen-at-Large
Patrick McIntire—Tillamook Co Citizen-at-Large
Tom Messenger—Pacific City
Paula Miranda—Port of St Helens
Tim Potter—ODOT Region 2
Rich Riffle—City of Scappoose
Christie Schreckengost—ODOT
Mike Schroeder—ODOT
Ken Shonkwiler—ODOT
Gary Stockhoff—Washington County
Michael Summers—Clatsop County Public Works
Mike Sykes—City of Scappoose
Jerry Taylor—City of Manzanita
Lianne Thompson—Clatsop County Commission
Dave True—City of Clatskanie
Liane Welch—Tillamook County Public Works
Jim Young—Port of Tillamook Bay

Excused: Jeff Hazen, Senator Johnson, Kathy Kleczek, Blake Lettenmaier, Robert Mushen, Doug Pilant, Suzanne Weber, Lonny Welter.

1. Welcome and Introductions—Chair Heimuller opened the meeting. Members and stakeholders introduced themselves.
2. NWACT Minutes and Updates
 - Approval of March 9, 2017 Minutes—Approved unanimously. (BC, LT)
 - Public Comment—Susana Gladden. Hwy 26 at Elsie. Interested in having reduced speed and making the long straightaway east of the Hwy 103 intersection a no passing zone. Straight away section of road includes 36 mail boxes and 2 bus stops. For school bus stop, Jewell bus driver must cross the highway at point where the highway picks up speed. A center turn lane would be helpful. ODOT response: Looking at upstream flashing lights to slow down traffic. Cost would be about \$50,000 for two lights. May want to do westbound flashing light first.
NWACT response: Appears to be a pattern of this type of driving behavior occurring around bus stops. Need more public education. In Wheeler have a lot of kids crossing Hwy 101. More visible school bus lights would be helpful. Big issue is distracted driving, number one cause of accidents, can't engineer way out of some of these problems.
Another issue—No signage on Hwy 101 that road may be closed for 20 minutes at a time between Seaside and Cannon Beach.
 - Region 2 ODOT Update—Wet weather and excavation has found a lot more contaminated water at Hwy 6/101 intersection. Causing delay and extra funds to mitigate. Hoping to get 3 lane configuration open by Memorial Day weekend. Lot of retirements coming up within ODOT, including Tim Potter. NWACT members asked that his new replacement be as accessible as Tim has been. NWACT members commended Tim's good work. Dave True moved back to Clatskanie from ODOT. More and often public outreach is appreciated. Issue raised about condition of Hwy 103 as it goes under Hwy 26. Information will be passed on to the district maintenance staff. A lot of transit folks are also retiring.
 - Clatsop County Update—Also have retirements, two vacancies. Major landslide last March near Birkenfeld. Public private partnership with ODOT and a distribution company to repair. Local agency agreement to do safety improvements on Lewis and Clark road. Working through the County's list of road improvements. Working on potentially developing bike trails from Astoria to Manzanita/Wheeler, including alternate routes to Hwy 101. A discussion on bicycles will be added to a future NWACT agenda.

3. Safe Routes to School Presentation

LeeAnne Ferguson noted that The Street Trust was formerly the Bicycle Alliance. Educating folks on what the Safe Routes to School program is. Collaborating with multiple groups. Oregon has one of the higher rates of walking to school nationally. Exercise helps with school, empowers kids, gives parents more independence. Components of the program: Education, Encouragement, Engineering, Enforcement, Evaluation, Equity. If all components in place, increases the number of kids walking and biking. Safety—Reduce fear of kidnapping by having walking groups, bring parents outside. Safe routes to bus stops. In rural areas, 1 mile radius, isn't much of a catchment area for schools. One option being used is having buses drop kids off a little further from schools and have them walk the rest of the way. Also relieves congestion at the schools.

NW Transportation Options is working on projects in Astoria and Seaside, teaching biking skills. Statewide, ODOT has about \$500,000 program. But no coordinators on the coast. NWACT feedback: In NW Oregon, there aren't a lot of sidewalks and the weather is inclement a lot of the time. Accessing the Safe Routes to School program takes a collaboration such as City/County/School District/Non-Profit Partner. Safe Routes to School Network. ODOT has a technical service provider. Often times schools are the drivers of getting this activity started. Oregon funding for safe routes to school projects has been combined into ODOT's modernization funding. Also working on a legislative package. Can combine other resources such as a bicycle tourism that might be using the same routes.

4. Charter Review

In March 2017, the Oregon Transportation Commission (OTC) released their amended Policy on Formation of an Operation of Area Commissions on Transportation (ACTs). NWACT last reviewed our Charter and Bylaws in July 2012 and is due to look a review. Mary went through the OTC's Policy and matched the requirements to NWACT's current Charter and Bylaws, and provided a Summary Outline for NWACT members to review and discuss. NWACT current Charter and Bylaws include most all of the OTC's requirements. The Board directed Mary to make the following amendments:

- To NWACT's activities—Add Policy language regarding reviewing projects/policies for other STIP-funded projects, language regarding providing the OTC input into long-range planning projects, and language regarding advising the OTC on other transportation issues relevant to NWACT that would benefit from a coordinated committee discussion.
- To NWACT Authority—Add verbiage about NWACT being a voluntary association with no legal authority.
- Add Community Action Team (CAT), Northwest Oregon Housing Authority (NOHA), Department of Human Services (DHS) and Oregon Employment Office to NWACT list of ex-officio members.
- To Executive Session—Add OTC verbiage.

Mary will draft the amendments for NWACT's Charter and Bylaws for final review at the July 13th meeting.

5. Other Business

- NWACT Work Plan—Mary will provide an updated draft at the July meeting.
- NWACT Biennial Report—Mary will provide a draft at the July meeting. (Note, NWACT received notice in June that the earliest opening on the OTC meeting agendas is November, which will mean that a draft NWACT Biennial Report will be reviewed at NWACT September meeting.)
- Member Updates:
 - Tom Messenger—Impressed with new signage along state highways
 - Washington County—Working on some rural bridges. Verbort roundabout almost done, unfortunately contractor defaulted. Getting a lot of development out in the rural areas of county.
 - Port of St Helens—Moving forward on taxi-way project utilizing COAR funding.
 - Wheeler—Still arguing with FEMA over fixing Hwy 101. Flooding culvert. Lower Nehalem Trust got a grant to protect Botts Marsh, and looking to connect it with the City and rails to trails.
 - Tillamook County—Partnering with Clatsop County on asphalt repair, ARTS project, fixing storm repairs.
 - Scappoose—Trying to keep up with development. Like revised highway traffic signals.
 - Rockaway Beach—Hwy 101 projects going well. Did lose one of the crosswalks when repaving was done, but it's being replaced, important to the community.

- Astoria—Bond St reopening, working on a retaining wall to get 2 lanes going. Waterfront bridges underway. Hwy 126 sidewalks. (Connect project)
- Clatsop County—Large retailer coming to the county, on a county road. Chip seal program active this time of year.
- Banks—Realigning a crosswalk, including flashing lights. Striping Hwy 47 for parking off road. Got funding from Washington County, for Banks Rd/Cedar Canyon/Hwy 47. Looking at ODOT right of way for parking at B_V trailhead.
- Manzanita—Major north south road (Carmel) contractor is in default. Hwy 101 project, tunnel is completed. Current lanes will be moved over to new alignment.
- Seaside—Holliday project is complete except for striping. Embarking on a new Urbann Renewal District.
- Clatskanie—Focus is on safety. Enforcement is going to be key, drivers will continue to be districted.
- Michelle—Jenelle Bermen is going to have Active presentation to Active Communities program.
- Ken Shonkwiler—Been working with Bill Fashing on getting Rainier to be more involved with the COG and COG more involved in Rainier. Working on several TSPs, Ken could give updates on TSPs at a future NWACT meeting. NW Connector Pedestrian Access study, funded through the 2015—2018 STIP, will be starting next month. Also kicking off Hwy 101 bike study, along entire coast. Ways to improve bicycle traveling experience. Focus will be on traffic safety.

Recorded: Mary McArthur, Staff

Henry Heimuller, Chair

CHARTER

of the
**Northwest Oregon
Area Commission on Transportation
(NWACT)**

Adopted: November 4, 2004
Amended: July 12, 2012
Amended: July 13, 2017 (Draft)

NW Oregon Area Commission on Transportation (NWACT) Charter Background

The Oregon Transportation Commission (OTC) encourages greater local participation in the state's transportation planning and project development process through regionally based, advisory bodies called "Area Commissions on Transportation." The June 8, 2000 State Community Solutions Team Memorandum of Understanding that established the Northwest Oregon Regional Partnership provides for the Partnership to address transportation issues. The Northwest Oregon Area Commission on Transportation (NWACT) ~~has been established~~ was chartered in November 2004 to address Columbia, Clatsop, Tillamook, and western Washington counties transportation issues. ~~The NWACT serves as a standing committee of the NW Oregon Regional Partnership.~~

ARTICLE I

Rationale for Establishment NWACT Mission

NWACT's mission is to provide a forum for the discussion and coordination of current and future transportation issues and to make recommendations to the OTC. NWACT plays a key advisory role in the development of the Statewide Transportation Improvement Program (STIP). NWACT also recommends priorities for state transportation infrastructure and capital investments based on state and local transportation plans within NWACT geographic boundaries.

~~In recent years local jurisdictions and other stakeholders have asked for increased participation in the early stages of project selection and development. The Oregon Department of Transportation (ODOT) and the Governor's Transportation Initiative concluded that more local citizen participation could help achieve the following goals:~~

- ~~◆ Increase support for and commitment to projects~~
- ~~◆ Match project solutions to real problems~~
- ~~◆ Reduce project costs~~
- ~~◆ Reduce time to complete projects~~
- ~~◆ More closely satisfy project expectations~~

~~The boundaries of the NWACT were selected to include locales with common transportation concerns and expectations of solutions. Each of the counties represented remain relatively rural with declining resource-based economies. Attracting new economic development, protecting existing resource-based activities and accommodating a growing tourism industry have an impact on NW Oregon's transportation system.~~

~~The geographic area covered by NWACT includes the entirety of Columbia, Clatsop and Tillamook counties and the western portion of Washington County including the cities of Banks and Gaston. The Washington County area includes Highway 47 to the southern city limits of Gaston excluding the city of Forest Grove, and east on US 26 and including the Dersham Rd interchange.~~

ARTICLE II

Mission Roles and Responsibilities

~~The mission of the NWACT is to:~~ NWACT has a primary role of making recommendations to the OTC regarding selection of projects of local or regional significance. NWACT may also be requested to provide input to the OTC on projects of statewide importance and on statewide policy issues.

A. Primary Roles of NWACT

- Provide a local public forum for information, discussion and coordination of transportation issues, projects and funding procedures affecting the region;
- Establish a public process that is consistent with state and federal laws, regulations and policies.
- Recommend state transportation investment priorities. Provide recommendations to the OTC regarding program funding allocations for the STIP, based on balancing local transportation system plans (TSPs) and addressing identified needs in the region, Regional and statewide perspectives.
- Prioritize Area Modernization project recommendations for the Development STIP and Construction STIP based on state and local transportation plans related to NW Oregon.
- Make recommendations to ODOT regarding special funding opportunities and programs.
- Communicate and coordinate NW Oregon's priorities with other organizations, including the following:
 - Other ODOT Regions and ACTs
 - Metropolitan Planning Organizations (MPOs)
 - Regional Solutions Teams (RST)
 - Regional Partnerships and Regional Investment Boards
 - ODOT advisory committees
- As applicable, consider all modes and aspects of the Transportation System in formulating recommendations, taking into account the provision of elements and connections between air, marine, rail (freight and passenger), highway (trucks, buses, cars), trucking, transit, bicycle and pedestrian facilities.
- Provide documentation to the OTC of the public process and resulting recommendations forwarded by NWACT including alternatives for solutions and outcomes of decisions.
- Provide a report to the OTC at least once every two years.

B. Other NWACT Activities

- Advise on ODOT corridor plans and/or local Transportation System Plans (TSPs) that contain projects of significance to NW Oregon.
- Review projects and policies for other STIP funding programs such as Fix-It, Enhance, Federal Lands Access Program and ConnectOregon.
- Provide input into prioritization of long-range planning projects in NW Oregon’s ODOT Region planning work programs.
- Advise the Oregon Transportation Commission on policies and project priorities for NW Oregon’s transportation system.
- Provide input into other transportation-related policy or funding issues relevant to NW Oregon.
- Advocate Northwest Oregon transportation issues to neighboring regions and other organizations.;
- ~~Advise the Oregon Transportation Commission on policies and project priorities for the region’s transportation system.~~

ARTICLE IIIH

NWACT Authority and Responsibilities

The authority of NWACT is through “charter” by the Oregon Transportation Commission (OTC). NWACT serves the OTC in an advisory capacity much as a local planning commission serves its jurisdiction. NWACT addresses all modes of transportation with primary emphasis on the State system. Local and regional transportation issues are also addressed if they impact the State system.

NWACT plays a key role in the development of the Statewide Transportation Improvement Program (STIP) through its public involvement establishing area-wide project priorities. Through that process, it prioritizes and recommends transportation projects in Northwest Oregon to be included in the STIP.

NWACT is a voluntary association of government and non-government transportation stakeholders and has no legal regulatory, policy, or administrative authority. NWACT processes and resulting recommendations comply with relevant laws, regulations and policies. As an advisory body to the OTC with authority to make recommendations on policy or administration, NWACT meets the definition of a “Governing Body” and falls under the requirements of the Public Meetings Law (ORS 192.610 to 192.690). NWACT members comply with the requirements of Oregon Government Standards and Practices laws concerning conflict of interest.

ARTICLE IV

NWACT Structure and Membership

A. Geographic Coverage

The boundaries of the NWACT were selected to include locales with common transportation concerns and expectations of solutions. Each of the counties represented remain relatively rural with declining resource-based economies. Attracting new economic development, protecting existing resource-based activities and accommodating a growing tourism industry have an impact on NW Oregon’s transportation system.

The geographic area covered by NWACT includes the entirety of Columbia, Clatsop and Tillamook counties and the western portion of Washington County including the cities of Banks and Gaston. The Washington County area includes Highway 47 to the southern city limits of Gaston excluding the city of Forest Grove, and east on US 26 and including the Dersham Rd interchange. (Verify North Plains)

—ARTICLE IV

Membership

B. Membership

Membership of NWACT consists of ~~the following~~ 29 members:

- Four County Commissioners* (One per county)
- Four City Officials** (One per county)
- Four Community/Small City Officials** (One per county)
- One ODOT Area Manager (ODOT Region 2)
- Three Port Members (One each from Clatsop, Columbia and Tillamook counties, selected by Port caucus) Should a port district be established in western Washington County, another member slot will be added to NWACT
- Three Transit District or other Public Transportation Provider Members (One each from Clatsop, Columbia and Tillamook counties, selected by Transit District caucus or other agency with public transportation jurisdiction) Should a transit/transportation district be established in western Washington County, another member slot will be added to NWACT
- Eight Citizen-At-Large Representatives – Two per county, selected by the county’s commissioners, following public advertisement of the position. Members are non-elected citizens selected from private interests including but not limited to freight, bicycle/pedestrian, public transportation systems, public interest advocacy groups, environmental/land use, local citizens, business, education, minority organizations, public safety providers, non-profit organizations, etc.
- One forestry representative
- One State Parks representative
- One Representative for each Federally recognized Tribe. (Note: While no Tribes are Federally recognized within the current NWACT boundaries, NWACT Membership will be conveyed immediately upon such recognition.)

* All local governmental agency members are elected officials. Alternates may be elected officials or agency staff.

** County commissions affirm representatives selected by cities for voting membership.

Total Voting Membership 29 members

Members are responsible to report to their individual constituencies the content of discussions and decisions. They are responsible to contribute the interests of their constituencies to NWACT for the overall benefit of the area.

Ex-Officio (Non-Voting) Members

- Adjacent Area Commissions on Transportation (ACTs) and Metropolitan Planning Organizations (MPOs)
- ~~Clatsop-Nehalem Tribes~~ Clatsop/Nehalem, Grand Ronde, Siletz
- Congressional Delegates
- Regional and County Economic Development Entities
- NW Oregon Regional Solutions Team
- State Legislators
- Oregon Transportation Commission

General Stakeholders (engaged through public involvement, Advisory Committees and other outreach efforts):

- Army Corp of Engineering
- Business Associations
- Business Oregon Development Department
- Chambers of Commerce
- Community Action Team (CAT)
- Community Service Organizations
- Construction Industry
- Department of Environmental Quality

- Department of Human Services (DHS)
- Department of Labor
- Department of Land Conservation and Development
- Disabled
- Division of State Lands
- Elderly
- Environmental Groups
- Financial Institutions
- Freight Advisory Groups
- ~~Oregon Department of Forestry (Emergency road system)~~
- ~~Freight~~
- Housing and Urban Development (HUD)
- Oregon Department of Aviation
- Oregon Department of Forestry (Emergency road system)
- Oregon Employment Department
- ODOT Rail
- Oregon Housing and Community Services
- Real Estate/Land Developers
- Schools
- Travel/Tourism/Hospitality (AAA and others)
- Utility Companies
- Other

ARTICLE V Decision-Making

NWACT uses a collaborative approach to problem solving where all members agree to support decisions made either by majority vote or by consensus after due consideration of public input.

ARTICLE VI Meetings

Meetings are held bi-monthly unless extenuating circumstances prohibit it or members indicate a preference for more, or less, frequent meetings for a period of time. Meetings are open to the public and the media is notified.

ARTICLE VII Meeting Quorum

~~Nine (9)~~Fifteen (15) or more members or alternates must be present in order for NWACT to conduct a vote. The vote outcome will be determined by a simple majority of those present. Quorum may include teleconferencing of members, if available. The Commission may consider purely informational items with less than a quorum present.

ARTICLE VIII Officers

A Chair, Vice-Chair, and Second Vice-Chair shall be selected by the membership. The Chair shall preside at all meetings attended. The Vice-Chair shall assume the duties of the Chair in the Chair's absence. The Second Vice-Chair shall assume the duties of the Chair in the Chair and Vice-Chair's absence. The Chair, Vice-Chair and Second Vice-Chair shall be selected by the NWACT membership annually.

ARTICLE IX Staff Support

Staff support is provided by either ODOT or an organization with which ODOT contracts administrative services, supplemented by ODOT technical staff as determined by ODOT.

**ARTICLE X
NWACT Sub-Committees**

NWACT may form sub-committees as needed to assist the Commission in considering policy matters and to prepare alternatives and recommendations.

**ARTICLE XI
Public Involvement**

NWACT conducts outreach activities to educate, inform and involve their constituencies on transportation issues within the region's boundaries as well as regional and statewide issues.

**ARTICLE XII
Bylaws**

NWACT further defines its manner of conducting business through its Bylaws.

**ARTICLE XIII
Charter Amendments**

Recommendations to repeal, amend, add to or replace NWACT's charter requires approval by no less than a seventy-five (75) percent vote of all voting members either in person or by proxy. Such changes shall be presented at one NWACT meeting, acted upon at the subsequent meeting, and then forwarded to the Oregon Transportation Commission for final approval.

October 17, 1999 Preliminary Charter Adopted
November 4, 2004 Amended Charter Adopted
July 12, 2012 ___ Amended Charter Adopted
July 13, 2017

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- Community Service Organizations
- Construction Industry
- Department of Environmental Quality
- Department of Human Services (DHS)
- Department of Labor
- Department of Land Conservation and Development
- Disabled
- Division of State Lands

- Elderly
- Environmental Groups
- Financial Institutions
- Freight Advisory Groups
- Housing and Urban Development (HUD)
- Oregon Department of Aviation
- Oregon Department of Forestry (Emergency road system)
- Oregon Employment Department
- ODOT Rail
- Oregon Housing and Community Services
- Real Estate/Land Developers
- Schools
- Travel/Tourism/Hospitality (AAA and others)
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- Other

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ARTICLE XI
Public Involvement

NWACT conducts outreach activities to educate, inform and involve their constituencies on transportation issues within the region's boundaries as well as regional and statewide issues.

ARTICLE XII
Bylaws

NWACT further defines its manner of conducting business through its Bylaws.

ARTICLE XIII
Charter Amendments

Recommendations to repeal, amend, add to or replace NWACT's charter requires approval by no less than a seventy-five (75) percent vote of all voting members either in person or by proxy. Such changes shall be presented at one NWACT meeting, acted upon at the subsequent meeting, and then forwarded to the Oregon Transportation Commission for final approval.

October 17, 1999 Preliminary Charter Adopted
November 4, 2004 Amended Charter Adopted
July 12, 2012 Amended Charter Adopted
July 13, 2017

Northwest Oregon Area Commission on Transportation (NWACT)

BYLAWS

Adopted: November 4, 2004

Amended: June 9, 2005

Amended: November 2, 2006

Amended: July 12, 2012

Amended:

NW Oregon Area Commission on Transportation (NWACT)

I. BACKGROUND

The jurisdictions representing Columbia, Clatsop, Tillamook, and western Washington County were granted a permanent charter by the Oregon Transportation Commission (OTC) establishing an Area Commission on Transportation (ACT) for the Northwest Oregon region as of January 2005.

II. AUTHORITY

ORS 184.610 to 184.666 gives the Oregon Transportation Commission authority to establish the policies for the operation of the Oregon Department of Transportation and for the administration of programs related to transportation. The Northwest Oregon Area Commission on Transportation (NWACT) is an advisory body chartered under authority of the OTC. The OTC may charter an ACT when it demonstrates, and as long as it maintains, a structure consistent with the requirements contained herein. The OTC retains oversight and final decision-making authority to assure efficient management of the state Transportation System. ACTs provide valuable input and recommendations to that process.

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

III. MISSION

- Provide a local public forum for information, discussion and coordination of transportation issues, projects and funding procedures affecting the region;
- Recommend state transportation investment priorities based on local transportation system plans (TSPs) and addressing identified needs in the region;
- Advocate Northwest Oregon transportation issues to neighboring regions and other organizations;
- Advise the OTC in the development of the Statewide Transportation Improvement Program (STIP);
- Advise the Oregon Transportation Commission on policies and project priorities for the region's transportation system.

III. ROLES AND RESPONSIBILITIES

NWACT shall perform, but not be limited to, the following:

- Prioritize area modernization project recommendations for the Developmental State Transportation Improvement Plan (STIP), Construction STIP, and long-range planning projects based on state and local transportation plans related to the area.
- Provide recommendations to the OTC regarding program funding allocations for the STIP, balancing local, regional, and statewide perspectives.
- Make recommendations to ODOT regarding special funding opportunities and programs.
- Advise ODOT on corridor plans or local transportation system plans (TSPs) that contain projects of regional significance (i.e. a new highway bypass).
- Advise the OTC on state and regional policies affecting the area's transportation system, including proposed ODOT policies and their implementation.
- As applicable, consider all modes and aspects of the transportation system in formulating recommendations including: air, rail, highway, trucking, transit, bicycle and pedestrian facilities.
- Communicate and coordinate regional priorities with other organizations, including:
 - Other ODOT Regions and ACTs and Metropolitan Planning Organizations (MPOs)
 - Governor's Economic Revitalization NW Oregon Regional Solutions Team
 - Regional Partnerships and Regional Investment Boards
 - ODOT advisory committees
- Provide a forum to advance the public awareness and understanding of transportation issues among stakeholders
- Establish a public process consistent with state and federal laws, regulations and policies.
- Document NWACT's public process and resulting recommendations
- Report to the Oregon Transportation Commission at least once every two years.

IV. NWACT Board

A. Voting Membership

Membership of NWACT consists of the following:

- Four County Commissioners* (One per county)
- Four City Officials** (One per county)
- Four Community/Small City Officials** (One per county)
- One ODOT Area Manager (ODOT Region 2)
- Three Port Members (One each from Clatsop, Columbia and Tillamook counties, selected by Port caucus) Should a port district be established in western Washington County, another member slot will be added to NWACT
- Three Transit District or other Public Transportation Provider Members (One each from Clatsop, Columbia and Tillamook counties, selected by Transit District caucus or other agency with public transportation jurisdiction.) Should a transit/transportation district be established in western Washington County, another member slot will be added to NWACT.
- Eight Citizen-At-Large Representatives – Two per county, selected by the county’s commissioners, following public advertisement of the position. Members are non-elected citizens selected from private interests including but not limited to freight, bicycle/pedestrian, public transportation systems, public interest advocacy groups, environmental/land use, local citizens, business, education, minority organizations, public safety providers, non-profit organizations, etc.
- One forestry representative
- One State Parks representative
- One Representative for each Federally recognized Tribe. (Note: While no Tribes are Federally recognized within the current NWACT boundaries, NWACT Membership will be conveyed immediately upon such recognition.)

* All local governmental agency members are elected officials. Alternates may be elected officials or agency staff. **County commissions affirm representatives selected by cities for voting membership.

Total Voting Membership

29 members

Members are responsible to report to their individual constituencies the content of discussions and decisions. They are responsible to contribute the interests of their constituencies to NWACT for the overall benefit of the area.

B. Ex-Officio (Non-Voting) Members

- Adjacent Area Commissions on Transportation (ACTs) and Metropolitan Planning Organizations (MPOs)
- Tribes—Clatsop/—Nehalem, Grand Ronde, Siletz—Tribe
- Congressional Delegates
- Regional and County Economic Development Councils
- NW Oregon Regional Solutions Team
- State Legislators
- Oregon Transportation Commission

C. General Stakeholders (engaged through public involvement, Advisory Committees and other outreach efforts):

- | | |
|---|---------------------------------------|
| • Army Corp of Engineering | • Division of State Lands |
| • <u>Business Associations</u> | • Elderly |
| • <u>Business Oregon Development Dept</u> | • Environmental Groups |
| • <u>Chambers of Commerce</u> | • Financial Institutions |
| • <u>Community Action Team (CAT)</u> | • Forestry (Emergency road system) |
| • Community Service Organizations | • Freight <u>Advisory Groups</u> |
| • Construction Industry | • Housing and Urban Development (HUD) |
| • <u>Department of Environmental Quality</u> | • ODOT Rail |
| • <u>Department of Human Services (DHS)</u> | • Oregon Department of Aviation |
| • Department of Labor | • <u>ODOT Region 1</u> |
| • Department of Land Conservation and Development | • <u>Oregon Employment Department</u> |
| • Disabled | • <u>Business Oregon Development</u> |

- Oregon Housing and Community Services
- Real Estate/Land Developers
- Schools
- Travel/Tourism/Hospitality (AAA and others)
- Utility Companies
- Other

D. Alternates

Jurisdictions appointing a primary member are responsible for selecting and assuring the qualifications of their alternate. The vote of the Alternate is assumed to represent the vote of the ACT member for whom they are standing in. Members shall inform their Alternate when she/he is needed to attend the NWACT meeting in their place and provide them with direction regarding any issues up for consideration. Alternates representing local governmental agencies need not be elected. When votes are taken, an alternate may vote in place of the primary member only if the primary member is absent.

Should a member have to resign in mid-term, the alternate may continue to serve in the capacity of alternate until a new member is selected by the jurisdiction or appointing authority.

Citizens-at-Large shall not have alternates.

E. Officers

A Chair, Vice-Chair, and Second Vice-Chair shall be elected by the membership and serve a one year term. NWACT officers may be re-elected to more than one term of office. The Chair shall preside at all meetings attended, sign documents and correspondence, orient new members, approve agendas, oversee staff, represent NWACT in other venues and serve as NWACT’s official spokesperson.

The Vice-Chair shall serve as the Chair’s primary alternate and shall preside at NWACT meetings in the Chair’s absence and assist the Chair in new Board member orientations as needed. The Vice-Chair shall also chair subcommittees as required. The Vice-Chair may be considered a developmental position for election to NWACT Chair in the future.

The Second Vice-Chair shall serve as the Chair’s secondary alternate and shall preside at NWACT meetings in the Chair and Vice-Chair’s absence. The Second Vice-Chair shall also chair subcommittees as required.

F. Election of Officers

NWACT’s Chair, Vice-Chair, and Second Vice-Chair shall be elected annually. A Nominating Committee shall be appointed by the Board Chair one meeting prior to the last scheduled meeting of the year to recommend the annual NWACT officer slate. Nominations for officers will be presented to the Board in December or at the last scheduled meeting of the year, with election of officers in January, or the first scheduled meeting of the year. To be elected, officers must be in good standing with no more than three (3) consecutive absences in the past year.

If the Chair position becomes vacant at any time during the term, the Vice-Chair shall replace the Chair. Similarly, if the Vice Chair position becomes vacant, the Second Vice-Chair shall replace that position. If more than one vacancy occurs, an election may be scheduled at the direction of NWACT members.

G. Executive Steering Committee

NWACT’s Executive Steering Committee shall consist of the Chair, Vice-Chair, Second Vice-Chair and ODOT Region 2 representatives and shall meet as needed. Duties of the Executive Steering Committee included development of NWACT agendas for final approval by the NWACT Chair, development and monitoring of NWACT’s Work Plan, and mentoring of new members.

The Executive Committee is empowered to act on behalf of the full NWACT subject to the following procedures:

1. An Executive Steering Committee meeting is scheduled at a time when a majority of Steering Committee members are available.
2. Notice of the time and place of the Steering Committee meeting is given by e-mail, writing and/or telephone to all NWACT members.
3. The meeting is open to any NWACT member who can attend. If a vote is needed during the meeting, any voting member (or their alternate) who is present may participate in the vote.
4. A full discussion of the action taken by the Steering Committee is put on the next NWACT agenda.

H. Member Terms of Office

Members and their alternates will serve for two years and may be re-appointed. Members will be appointed on alternate years. Member terms of office start in January.

I. New Member Orientation

All new members shall go through an orientation ~~with either the Chair or Vice Chair~~. This orientation reviews current transportation issues, meeting and attendance procedures and Board ethics. New member are provided a NWACT orientation package, which includes a fact sheet on NWACT, current Board roster, and annual schedule of meetings.

J. NWACT Member Participation Expectations

NWACT members are expected to be on time for meetings, take part on sub-committees, use proper decorum in meetings (no side conversations, be recognized by the Chair before speaking), and participate at NWACT-sponsored public events. Members are expected to have read packets prior to a meeting and have consulted with constituents if necessary. If a member brings a topic to NWACT for discussion, advance materials need to be provided, or enough copies of the materials for all members must be brought to the meeting. Cell phones and beepers are to be turned off during meetings, except in emergency standby situations.

Members are responsible to report to their individual constituency the content of discussions and decisions. They are responsible to contribute the interests of their constituency to NWACT for the overall benefit of the area.

K. Attendance Commitments

Members or their alternates are expected to attend each regular meeting. Members are expected to RSVP within 72 hours of a meeting, if unable to attend. Meeting notices will be emailed, and a RSVP can be sent via email. It is expected that the primary voting member will attend consistently and not regularly substitute his or her alternate. ~~Primary member and alternate attendance is tracked by NWACT staff, and provided to NWACT at each meeting. Attendance is reported to county commissions quarterly.~~

L. Conflicts of Interest

Member conflicts of interest must be disclosed prior to participation in any discussion or deliberation. Members with a conflict of interest will not participate in voting.

M. Removal of Members

Should a member be absent from three (3) consecutive meetings, NWACT shall notify the represented jurisdiction and encourage more active participation. In such an event, the represented jurisdiction may choose to make a replacement appointment at any time

N. Lobbying

NWACT, as a body, will not *formally* establish positions on issues that are before voters or the legislature for consideration.

O. Media Relations

If contacted by the press, members are requested to inform the NWACT Chair (or staff) as a courtesy. Members may discuss issues with the press, but if they express a position other than the one taken by NWACT, members must be clear they are representing their own personal viewpoint. **Press releases will be issued on all major NWACT decisions.**

V. OPERATIONS

A. Decision-Making

NWACT uses a collaborative approach to problem solving where all members agree to support decisions made by majority vote or by consensus. Decisions shall be sought by consensus first, and by majority vote if a consensus cannot be reached. Consensus means that all members agree to accept the decision even though they do not fully agree with the decision.

B. Meetings

Meetings are held every other month unless extenuating circumstances prohibit or members indicate a preference for more, or less, frequent meetings for a period of time. Meetings are open to the public and the media is notified. Protocol for regular meetings shall be:

- Members are notified by email and/or regular mail for all meetings

- Meeting notices and agendas are sent out to all members, NWACT Stakeholders, the press, ODOT public affairs one week in advance of meeting. Email notification will be used to the largest extent feasible.
- Meeting arrangements: To be held on a rotating basis in all four (4) member Counties.
- Guest Speakers – to be arranged by Executive Steering Committee members or staff, as needed.
- Meeting Minutes – Minutes of the previous meeting are sent out with notifications one week prior to the following meeting and posted on the NWACT website. An electronic version of meeting minutes is sent to ODOT public affairs staff, and posted by them on the ODOT website.

C. Meeting Quorum

~~Nine (9)~~**Fifteen (15)** or more members or alternates must be present in order for NWACT to conduct a vote. The vote outcome will be determined by a simple majority of those present. Quorum may include teleconferencing of members, if feasible. The Commission may consider purely informational items with less than a quorum present.

D. Special/Emergency Meetings

In the event the Oregon Transportation Commission or the ODOT Region 2 Manager requests a recommendation from NWACT and a decision is required prior to the next regularly scheduled meeting, the Executive Committee is empowered to act on behalf of the full NWACT subject to the following procedures:

1. An Executive Steering Committee meeting is scheduled at a time when a majority of Steering Committee members are available.
2. Notice of the time and place of the Steering Committee meeting is given by e-mail, writing and/or telephone to all NWACT members.
3. The meeting is open to any NWACT member who can attend. If a vote is needed during the meeting, any voting member (or their alternate) who is present may participate in the vote.
4. A full discussion of the action taken by the Steering Committee is put on the next NWACT agenda.

E. Work Plan

NWACT's Executive Steering Committee shall develop an annual work plan that is reviewed and adopted by NWACT members. The Work Plan can be amended at any time. Annual accomplishments, based on the Work Plan and other achievements, shall be reviewed once a year and an Annual Report prepared.

F. Staffing and Financial Support

NWACT is staffed either by ODOT or an organization with which ODOT contracts administrative services. NWACT and ODOT jointly agree how NWACT is staffed. ODOT provides planning staff assistance to NWACT and financial support sufficient for administration of NWACT to meet OTC expectations. Primary NWACT staff duties include:

1. Develop and maintain mailing lists for Commission/Committee members and interested parties.
2. Arrange for meeting facilities, including meeting locations that comply with ADA access requirements.
3. Prepare, copy and mail meeting notices and agenda packets to Commission members and interested parties.
4. Attend meetings, take minutes, ensure facility set up is as desired, set out meeting materials, name plates and meeting amenities. Clean up after meetings.
5. Prepare/distribute complete minutes.
6. Assure that all NWACT meeting and subcommittee meetings comply with the standards of the Open Meetings law for public notice, access to records, and other requirements.
7. Provide public information to those who contact the NWACT.
8. Annual or semi-annual Newsletter.
9. Maintain NWACT Web Site.
10. Prepare and distribute other mailings, notifications as needed.
11. Prepare orientation materials for new ACT members
12. Maintain current NWACT roster and attendance log.
13. Provide information to members when requested or necessary.
14. Prepare correspondence from NWACT Chair regarding transportation recommendations and other related matters.
15. Staff NWACT subcommittees, as needed.

16. Updates minutes, work plan and bylaws/operating agreements, as directed and approved by NWACT members.
17. NWACT staff is advisory to the NWACT members. Staff does not directly participate in the decisions or policies of the NWACT.
18. Other duties as assigned.

VI. Public Involvement

For NWACT to fulfill its advisory role in prioritizing transportation problems and solutions and recommending projects, the ACT involves the public and stakeholders in its decision-making process following its Public Involvement Plan. As NWACT considers local, regional and statewide transportation issues, it provides public information and involves the public in its deliberations. To comply with federal Environmental Justice requirements, the public involvement process includes a strategy for engaging minority and low-income populations in transportation decision making.

As an advisory body that has authority to make recommendations to the OTC on policy or administration, NWACT complies with the requirements of Oregon's Public Meetings Law, ORS 192.610 to 192.690 and follows all relevant federal laws, regulations and policies for public involvement, including Title VI, and all applicable ODOT policies. Meeting materials and facilities are accessible to those with disabilities pursuant to ADA standards. Sign language interpreters shall be provided upon a request being made no later than 72 hours prior to the meeting time. An attempt will be made to provide assistive listening devices and/or bilingual interpretative services upon a request being made no later than 72 hours prior to the meeting time. In its biennial report, NWACT describes how it meets these minimum requirements.

VII. BASIS FOR DECISION-MAKING

NWACT functions as an advisory board to the OTC, which has the final decision authority. NWACT deliberation processes and resulting recommendations comply with relevant laws, regulations and policies. Recommendations are based on applicable local, state, and federal adopted transportation plans, policies and procedures, including, but not limited to:

- Oregon Transportation Plan and supporting mode plans (e.g., Oregon Highway Plan and Oregon Public Transportation Plan).
- Oregon Public Meetings Law, ORS 192.610 to 192.690.
- State corridor and facility plans
- Transportation Planning Rule, OAR 660-012
- Transportation System Plans
- Metropolitan Planning Organization (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
- ~~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.~~
- ~~State corridor and facility plans~~
- ~~Transportation Planning Rule, OAR 660-012~~
- ~~Metropolitan Planning Organization (MPO) regional transportation plans~~
- ~~Federal transportation planning regulations~~
- ~~Local government plans, regulations, and ordinances~~
- State Agency Coordination Program, ORS Chapter 244 OAR 731-15
- Additional criteria established by the OTC
- Oregon Government Standards and Practices, ORS Chapter 244

NWACT may use additional criteria to select and rank projects provided the criteria do not conflict with any criteria established by the OTC. If NWACT chooses to use additional criteria, it will publish the new criteria in advance of any project submittal period and will inform those developing projects. NWACT applies regional and statewide perspectives to their considerations.

NWACT uses a collaborative approach to problem solving where all members agree to support decisions made either by majority vote or by consensus. Recommendations to the OTC are documented and forwarded along with the factors used to develop the recommendation, including any additional criteria utilized by NWACT in forming its recommendation. Recommendations to the OTC are in accordance with the approved STIP development timeline and NWACT decision-making process in its approved Charter.

If NWACT reviews Bridge or Preservation projects based on OTC approved criteria, the role of NWACT shall be to review the recommended list of projects and to provide information to ODOT regarding any special circumstances within the area that may apply to the prioritized list. Due to the highly technical nature of the bridge project selection, prioritization is primarily the responsibility of the ODOT technical staff utilizing the Bridge Management System. For preservation projects, the list from the Pavement Management System is enhanced by NWACT knowledge/information that helps meet state and local objectives (e.g., leverage funding sources, bundle with other projects, coordinate with local projects).

VIII. COORDINATION

Because of the fundamental importance placed on recommendations by the ACTs, coordination shall be the primary obligation of NWACT with a goal to meet a high standard for this area. To ensure that recommendations have been reviewed for local, regional, and statewide issues and perspectives, NWACT communicates with others that may have knowledge or interest in the area. Working with a broad representation of stakeholder groups also helps provide a balance between local/regional priorities and statewide priorities. NWACT coordination includes, but is not limited to the following groups:

- Oregon Transportation Commission
- Other ACTs within and across ODOT regions, including JPACT and CPACT
- ODOT Advisory Committees
- Governor's Regional Solutions Team
- Regional Partnerships and Regional Investment Boards
- Tribal Governments
- Metropolitan Planning Organizations (MPOs)
- Local Governments, Transit and Port Districts
- Stakeholder Groups (e.g., environmental, business, state and federal agencies with land holdings within the NWACT boundary).

A. Oregon Transportation Commission (OTC)

NWACT reports to the OTC at least once every two years. The report provides an opportunity for the Commission to review the NWACT Charter, operating agreements and proposed work program. If modifications are required to comply with new or updated OTC direction, changes will be incorporated at that time. NWACT or the OTC may initiate additional communication on an as needed basis.

When NWACT forwards written recommendations to the OTC concerning projects and transportation policy, the Commissioner's role is to respond back to NWACT, describing the OTC's subsequent actions or position related to the NWACT's recommendations.

B. ACTs Within and Across ODOT Regions including JPACT and CPACT

NWACT coordinates with other ACTs, as needed for recommendations to the OTC that may have a regional impact (i.e., priorities along a specific highway corridor). To facilitate regular communications, adjacent ACTs are included on the NWACT mailing list and invited to all NWACT meetings. Meeting agendas and minutes are provided and adjacent ACT representatives are considered ex officio members.

C. ODOT Advisory Committees

Representatives of ODOT's specialized advisory committees (Local Officials Advisory Committee, Rail, Freight, Public Transportation, Bicycle/Pedestrian, Transportation Enhancement, Scenic Byways, and the Tri-Agency Committee for the Forest Highway Program) are included on NWACT's mailing list and invited to all NWACT meetings. These committees are asked to provide information to NWACT regarding their programs.

D. Governor's Regional Solutions Team

Since 1995, state agencies, have been actively engaged in developing an integrated and collaborative approach to community development. These agencies have organized into geographic Regional Solutions teams with an increased emphasis on supporting economic development. NWACT uses the multi-agency resources of the North~~west Coast~~ Oregon Regional Solutions Team (NW~~CRST~~) early in the project review

process to raise and resolve issues as appropriate. NWERST also helps identify opportunities to leverage funds. The standing agencies of the NWERST include:

- Oregon Department of Transportation (ODOT)
- Oregon Housing and Community Services (OHCS)
- Oregon Business Development Department (OBDD)
- Department of Land Conservation and Development (DLCD)
- Department of Environmental Quality (DEQ)

Representatives of the NWERST are included on NWACT's mailing lists and invited to all meetings.

E. Regional Partnerships and Regional Economic Development Districts

Regional Partnerships and Regional Economic Development Districts are composed of local partners in two or more counties. The counties, cities, ports, business, non-profit, local stakeholders and tribes within those counties develop a Comprehensive Economic Development Strategy (CEDS) for coordination of economic and community development investments so that strategies and projects leverage resources to the greatest extent possible to meet agreed upon priority issues, challenges, and goals. Representatives of these regional organizations are included on NWACT's mailing lists and invited to meetings.

F. Tribal Governments

NWACT recommendations will consider the needs of Tribal Governments, as well as coordinate with the tribal Transportation Improvement programs and other projects developed by Tribal Governments if applicable. No tribal governments have jurisdiction within the NWACT region.

G. Metropolitan Planning Organizations (MPOs)

NWACT and the Portland metropolitan area MPO coordinate by communicating the priorities of each group.

H. Local Governments, Transit, and Port Districts

Transportation recommendations are coordinated with other local and regional community development activities. NWACT representatives of these groups are responsible for providing regular updates to their respective organizations on actions and recommendations being considered by NWACT.

I. Stakeholder Groups

Although it is not practical to include representatives from every stakeholder group on NWACT, a concerted effort is made to hear recommendations of stakeholders prior to making decisions regarding recommendations to the OTC. NWACT provides access to technical materials and supporting documentation during its decision-making process and considers and responds to public input received during the planning and program development process.

IX. AMENDING NWACT'S BYLAWS

NWACT defines its manner of conducting business through agreed upon Operating Bylaws. Recommendations to repeal, amend, add to or replace these bylaws may be made by a seventy-five (75) percent vote of all voting members either in person or by proxy. Such changes shall be presented at one NWACT meeting, acted upon at the subsequent meeting, and effective the following meeting.

GLOSSARY ATTACHMENT

(To be added: Glossary of agency acronyms)

June 27, 2000	Operating Agreements Adopted
November 4, 2004	Bylaws Adopted
June 9, 2005	Bylaws Amended
November 2, 2006	Bylaws Amended
July 12, 2012	Bylaws Amended
<u>July 13, 2017</u>	

**Northwest Oregon
Area Commission on Transportation
(NWACT)**

BYLAWS

Adopted: November 4, 2004

Amended: June 9, 2005

Amended: November 2, 2006

Amended: July 12, 2012

Amended:

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- Congressional Delegates
- Regional and County Economic Development Councils
- NW Oregon Regional Solutions Team
- State Legislators
- Oregon Transportation Commission

C. General Stakeholders (engaged through public involvement, Advisory Committees and other outreach efforts):

- | | |
|---|---|
| • Army Corp of Engineering | • Division of State Lands |
| • Business Associations | • Elderly |
| • Business Oregon Development Dept | • Environmental Groups |
| • Chambers of Commerce | • Financial Institutions |
| • Community Action Team (CAT) | • Forestry (Emergency road system) |
| • Community Service Organizations | • Freight Advisory Groups |
| • Construction Industry | • Housing and Urban Development (HUD) |
| • Department of Environmental Quality | • ODOT Rail |
| • Department of Human Services (DHS) | • Oregon Department of Aviation |
| • Department of Labor | • ODOT Region 1 |
| • Department of Land Conservation and Development | • Oregon Employment Department |
| • Disabled | • Oregon Housing and Community Services |

- Real Estate/Land Developers
- Schools
- Travel/Tourism/Hospitality (AAA and others)
- Utility Companies
- Other

D. Alternates

Jurisdictions appointing a primary member are responsible for selecting and assuring the qualifications of their alternate. The vote of the Alternate is assumed to represent the vote of the ACT member for whom they are standing in. Members shall inform their Alternate when she/he is needed to attend the NWACT meeting in their place and provide them with direction regarding any issues up for consideration. Alternates representing local governmental agencies need not be elected. When votes are taken, an alternate may vote in place of the primary member only if the primary member is absent.

Should a member have to resign in mid-term, the alternate may continue to serve in the capacity of alternate until a new member is selected by the jurisdiction or appointing authority.

Citizens-at-Large shall not have alternates.

E. Officers

A Chair, Vice-Chair, and Second Vice-Chair shall be elected by the membership and serve a one year term. NWACT officers may be re-elected to more than one term of office. The Chair shall preside at all meetings attended, sign documents and correspondence, orient new members, approve agendas, oversee staff, represent NWACT in other venues and serve as NWACT’s official spokesperson.

The Vice-Chair shall serve as the Chair’s primary alternate and shall preside at NWACT meetings in the Chair’s absence and assist the Chair in new Board member orientations as needed. The Vice-Chair shall also chair subcommittees as required. The Vice-Chair may be considered a developmental position for election to NWACT Chair in the future.

The Second Vice-Chair shall serve as the Chair’s secondary alternate and shall preside at NWACT meetings in the Chair and Vice-Chair’s absence. The Second Vice-Chair shall also chair subcommittees as required.

F. Election of Officers

NWACT’s Chair, Vice-Chair, and Second Vice-Chair shall be elected annually. A Nominating Committee shall be appointed by the Board Chair one meeting prior to the last scheduled meeting of the year to recommend the annual NWACT officer slate. Nominations for officers will be presented to the Board in December or at the last scheduled meeting of the year, with election of officers in January, or the first scheduled meeting of the year. To be elected, officers must be in good standing with no more than three (3) consecutive absences in the past year.

If the Chair position becomes vacant at any time during the term, the Vice-Chair shall replace the Chair. Similarly, if the Vice Chair position becomes vacant, the Second Vice-Chair shall replace that position. If more than one vacancy occurs, an election may be scheduled at the direction of NWACT members.

G. Executive Steering Committee

NWACT’s Executive Steering Committee shall consist of the Chair, Vice-Chair, Second Vice-Chair and ODOT Region 2 representative and shall meet as needed. Duties of the Executive Steering Committee include development of NWACT agendas for final approval by the NWACT Chair, development and monitoring of NWACT’s Work Plan, and mentoring of new members.

The Executive Committee is empowered to act on behalf of the full NWACT subject to the following procedures:

1. An Executive Steering Committee meeting is scheduled at a time when a majority of Steering Committee members are available.
2. Notice of the time and place of the Steering Committee meeting is given by e-mail, writing and/or telephone to all NWACT members.
3. The meeting is open to any NWACT member who can attend. If a vote is needed during the meeting, any voting member (or their alternate) who is present may participate in the vote.
4. A full discussion of the action taken by the Steering Committee is put on the next NWACT agenda.

H. Member Terms of Office

Members and alternates will serve for two years and may be re-appointed. Members will be appointed on alternate years. Member terms of office start in January.

I. New Member Orientation

All new members shall go through an orientation. This orientation reviews current transportation issues, meeting and attendance procedures and Board ethics. New member are provided a NWACT orientation package, which includes a fact sheet on NWACT, current Board roster, and annual schedule of meetings.

J. NWACT Member Participation Expectations

NWACT members are expected to be on time for meetings, take part on sub-committees, use proper decorum in meetings (no side conversations, be recognized by the Chair before speaking), and participate at NWACT-sponsored public events. Members are expected to have read packets prior to a meeting and have consulted with constituents if necessary. If a member brings a topic to NWACT for discussion, advance materials need to be provided, or enough copies of the materials for all members must be brought to the meeting. Cell phones and beepers are to be turned off during meetings, except in emergency standby situations.

Members are responsible to report to their individual constituency the content of discussions and decisions. They are responsible to contribute the interests of their constituency to NWACT for the overall benefit of the area.

K. Attendance Commitments

Members or their alternates are expected to attend each regular meeting. Members are expected to RSVP within 72 hours of a meeting, if unable to attend. Meeting notices will be emailed, and a RSVP can be sent via email. It is expected that the primary voting member will attend consistently and not regularly substitute his or her alternate.

L. Conflicts of Interest

Member conflicts of interest must be disclosed prior to participation in any discussion or deliberation. Members with a conflict of interest will not participate in voting.

M. Removal of Members

Should a member be absent from three (3) consecutive meetings, NWACT shall notify the represented jurisdiction and encourage more active participation. In such an event, the represented jurisdiction may choose to make a replacement appointment at any time

N. Lobbying

NWACT, as a body, will not *formally* establish positions on issues that are before voters or the legislature for consideration.

O. Media Relations

If contacted by the press, members are requested to inform the NWACT Chair (or staff) as a courtesy. Members may discuss issues with the press, but if they express a position other than the one taken by NWACT, members must be clear they are representing their own personal viewpoint. **Press releases will be issued on all major NWACT decisions.**

V. OPERATIONS

A. Decision-Making

NWACT uses a collaborative approach to problem solving where all members agree to support decisions made by majority vote or by consensus. Decisions shall be sought by consensus first, and by majority vote if a consensus cannot be reached. Consensus means that all members agree to accept the decision even though they do not fully agree with the decision.

B. Meetings

Meetings are held every other month unless extenuating circumstances prohibit or members indicate a preference for more, or less, frequent meetings for a period of time. Meetings are open to the public and the media is notified. Protocol for regular meetings shall be:

- Members are notified by email and/or regular mail for all meetings
- Meeting notices and agendas are sent out to all members, NWACT Stakeholders, the press, ODOT public affairs one week in advance of meeting. Email notification will be used to the largest extent feasible.
- Meeting arrangements: To be held on a rotating basis in all four (4) member Counties.
- Guest Speakers – to be arranged by Executive Steering Committee members or staff, as needed.

- Meeting Minutes – Minutes of the previous meeting are sent out with notifications one week prior to the following meeting and posted on the NWACT website. An electronic version of meeting minutes is sent to ODOT public affairs staff, and posted by them on the ODOT website.

C. Meeting Quorum

Fifteen (15) or more members or alternates must be present in order for NWACT to conduct a vote. The vote outcome will be determined by a simple majority of those present. Quorum may include teleconferencing of members, if feasible. The Commission may consider purely informational items with less than a quorum present.

D. Special/Emergency Meetings

In the event the Oregon Transportation Commission or the ODOT Region 2 Manager requests a recommendation from NWACT and a decision is required prior to the next regularly scheduled meeting, the Executive Committee is empowered to act on behalf of the full NWACT subject to the following procedures:

1. An Executive Steering Committee meeting is scheduled at a time when a majority of Steering Committee members are available.
2. Notice of the time and place of the Steering Committee meeting is given by e-mail, writing and/or telephone to all NWACT members.
3. The meeting is open to any NWACT member who can attend. If a vote is needed during the meeting, any voting member (or their alternate) who is present may participate in the vote.
4. A full discussion of the action taken by the Steering Committee is put on the next NWACT agenda.

E. Work Plan

NWACT's Executive Steering Committee shall develop an annual work plan that is reviewed and adopted by NWACT members. The Work Plan can be amended at any time. Annual accomplishments, based on the Work Plan and other achievements, shall be reviewed once a year and an Annual Report prepared.

F. Staffing and Financial Support

NWACT is staffed either by ODOT or an organization with which ODOT contracts administrative services. NWACT and ODOT jointly agree how NWACT is staffed. ODOT provides planning staff assistance to NWACT and financial support sufficient for administration of NWACT to meet OTC expectations. Primary NWACT staff duties include:

1. Develop and maintain mailing lists for Commission/Committee members and interested parties.
2. Arrange for meeting facilities, including meeting locations that comply with ADA access requirements.
3. Prepare, copy and mail meeting notices and agenda packets to Commission members and interested parties.
4. Attend meetings, take minutes, ensure facility set up is as desired, set out meeting materials, name plates and meeting amenities. Clean up after meetings.
5. Prepare/distribute complete minutes.
6. Assure that all NWACT meeting and subcommittee meetings comply with the standards of the Open Meetings law for public notice, access to records, and other requirements.
7. Provide public information to those who contact the NWACT.
8. Annual or semi-annual Newsletter.
9. Maintain NWACT Web Site.
10. Prepare and distribute other mailings, notifications as needed.
11. Prepare orientation materials for new ACT members
12. Maintain current NWACT roster and attendance log.
13. Provide information to members when requested or necessary.
14. Prepare correspondence from NWACT Chair regarding transportation recommendations and other related matters.
15. Staff NWACT subcommittees, as needed.
16. Updates minutes, work plan and bylaws/operating agreements, as directed and approved by NWACT members.
17. NWACT staff is advisory to the NWACT members. Staff does not directly participate in the decisions or policies of the NWACT.
18. Other duties as assigned.

VI. Public Involvement

For NWACT to fulfill its advisory role in prioritizing transportation problems and solutions and recommending projects, the ACT involves the public and stakeholders in its decision-making process following its Public Involvement Plan. As NWACT considers local, regional and statewide transportation issues, it provides public information and involves the public in its deliberations. To comply with federal Environmental Justice requirements, the public involvement process includes a strategy for engaging minority and low-income populations in transportation decision making.

As an advisory body that has authority to make recommendations to the OTC on policy or administration, NWACT complies with the requirements of Oregon's Public Meetings Law, ORS 192.610 to 162.690 and follows all relevant federal laws, regulations and policies for public involvement, including Title VI, and all applicable ODOT policies. Meeting materials and facilities are accessible to those with disabilities pursuant to ADA standards. Sign language interpreters shall be provided upon a request being made no later than 72 hours prior to the meeting time. An attempt will be made to provide assistive listening devices and/or bilingual interpretative services upon a request being made no later than 72 hours prior to the meeting time. In its biennial report, NWACT describes how it meets these minimum requirements.

VII. BASIS FOR DECISION-MAKING

NWACT functions as an advisory board to the OTC, which has the final decision authority. NWACT deliberation processes and resulting recommendations comply with relevant laws, regulations and policies. Recommendations are based on applicable local, state, and federal adopted transportation plans, policies and procedures, including, but not limited to:

- Oregon Transportation Plan and supporting mode plans (e.g., Oregon Highway Plan and Oregon Public Transportation Plan).
- Oregon Public Meetings Law, ORS 192.610 to 192.690.
- State corridor and facility plans
- Transportation Planning Rule, OAR 660-012
- Transportation System Plans
- Metropolitan Planning Organization (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
- State Agency Coordination Program, OAR 731-15
- Additional criteria established by the OTC
- Oregon Government Standards and Practices, ORS Chapter 244

NWACT may use additional criteria to select and rank projects provided the criteria do not conflict with any criteria established by the OTC. If NWACT chooses to use additional criteria, it will publish the new criteria in advance of any project submittal period and will inform those developing projects. NWACT applies regional and statewide perspectives to their considerations.

NWACT uses a collaborative approach to problem solving where all members agree to support decisions made either by majority vote or by consensus. Recommendations to the OTC are documented and forwarded along with the factors used to develop the recommendation, including any additional criteria utilized by NWACT in forming its recommendation. Recommendations to the OTC are in accordance with the approved STIP development timeline and NWACT decision-making process in its approved Charter.

If NWACT reviews Bridge or Preservation projects based on OTC approved criteria, the role of NWACT shall be to review the recommended list of projects and to provide information to ODOT regarding any special circumstances within the area that may apply to the prioritized list. Due to the highly technical nature of the bridge project selection, prioritization is primarily the responsibility of the ODOT technical staff utilizing the Bridge Management System. For preservation projects, the list from the Pavement Management System is enhanced by NWACT knowledge/information that helps meet state and local objectives (e.g., leverage funding sources, bundle with other projects, coordinate with local projects).

VIII. COORDINATION

Because of the fundamental importance placed on recommendations by the ACTs, coordination shall be the primary obligation of NWACT with a goal to meet a high standard for this area. To ensure that recommendations have been reviewed for local, regional, and statewide issues and perspectives, NWACT

communicates with others that may have knowledge or interest in the area. Working with a broad representation of stakeholder groups also helps provide a balance between local/regional priorities and statewide priorities. NWACT coordination includes, but is not limited to the following groups:

- Oregon Transportation Commission
- Other ACTs within and across ODOT regions, including JPACT and CPACT
- ODOT Advisory Committees
- Governor's Regional Solutions Team
- Regional Partnerships and Regional Investment Boards
- Tribal Governments
- Metropolitan Planning Organizations (MPOs)
- Local Governments, Transit and Port Districts
- Stakeholder Groups (e.g., environmental, business, state and federal agencies with land holdings within the NWACT boundary).

A. Oregon Transportation Commission (OTC)

NWACT reports to the OTC at least once every two years. The report provides an opportunity for the Commission to review the NWACT Charter, operating agreements and proposed work program. If modifications are required to comply with new or updated OTC direction, changes will be incorporated at that time. NWACT or the OTC may initiate additional communication on an as needed basis.

When NWACT forwards written recommendations to the OTC concerning projects and transportation policy, the Commissioner's role is to respond back to NWACT, describing the OTC's subsequent actions or position related to the NWACT's recommendations.

B. ACTs Within and Across ODOT Regions including JPACT and CPACT

NWACT coordinates with other ACTs, as needed for recommendations to the OTC that may have a regional impact (i.e., priorities along a specific highway corridor). To facilitate regular communications, adjacent ACTs are included on the NWACT mailing list and invited to all NWACT meetings. Meeting agendas and minutes are provided and adjacent ACT representatives are considered ex officio members.

C. ODOT Advisory Committees

Representatives of ODOT's specialized advisory committees (Local Officials Advisory Committee, Rail, Freight, Public Transportation, Bicycle/Pedestrian, Transportation Enhancement, Scenic Byways, and the Tri-Agency Committee for the Forest Highway Program) are included on NWACT's mailing list and invited to all NWACT meetings. These committees are asked to provide information to NWACT regarding their programs.

D. Governor's Regional Solutions Team

Since 1995, state agencies, have been actively engaged in developing an integrated and collaborative approach to community development. These agencies have organized into geographic Regional Solutions teams with an increased emphasis on supporting economic development. NWACT uses the multi-agency resources of the Northwest Oregon Regional Solutions Team (NWRST) early in the project review process to raise and resolve issues as appropriate. NWRST also helps identify opportunities to leverage funds. The standing agencies of the NWRST include:

- Oregon Department of Transportation (ODOT)
- Oregon Housing and Community Services (OHCS)
- Oregon Business Development Department (OBDD)
- Department of Land Conservation and Development (DLCD)
- Department of Environmental Quality (DEQ)

Representatives of the NWRST are included on NWACT's mailing lists and invited to all meetings.

E. Regional Partnerships and Regional Economic Development Districts

Regional Partnerships and Regional Economic Development Districts are composed of local partners in two or more counties. The counties, cities, ports, business, non-profit, local stakeholders and tribes within those counties develop a Comprehensive Economic Development Strategy (CEDS) for coordination of economic and community development investments so that strategies and projects leverage resources to the greatest extent possible to meet agreed upon priority issues, challenges, and goals. Representatives of these regional organizations are included on NWACT's mailing lists and invited to meetings.

F. Tribal Governments

NWACT recommendations will consider the needs of Tribal Governments, as well as coordinate with the tribal Transportation Improvement programs and other projects developed by Tribal Governments if applicable. No tribal governments have jurisdiction within the NWACT region.

G. Metropolitan Planning Organizations (MPOs)

NWACT and the Portland metropolitan area MPO coordinate by communicating the priorities of each group.

H. Local Governments, Transit, and Port Districts

Transportation recommendations are coordinated with other local and regional community development activities. NWACT representatives of these groups are responsible for providing regular updates to their respective organizations on actions and recommendations being considered by NWACT.

I. Stakeholder Groups

Although it is not practical to include representatives from every stakeholder group on NWACT, a concerted effort is made to hear recommendations of stakeholders prior to making decisions regarding recommendations to the OTC. NWACT provides access to technical materials and supporting documentation during its decision-making process and considers and responds to public input received during the planning and program development process.

IX. AMENDING NWACT’S BYLAWS

NWACT defines its manner of conducting business through agreed upon Operating Bylaws. Recommendations to repeal, amend, add to or replace these bylaws may be made by a seventy-five (75) percent vote of all voting members either in person or by proxy. Such changes shall be presented at one NWACT meeting, acted upon at the subsequent meeting, and effective the following meeting.

GLOSSARY ATTACHMENT

(To be added: Glossary of agency acronyms)

June 27, 2000	Operating Agreements Adopted
November 4, 2004	Bylaws Adopted
June 9, 2005	Bylaws Amended
November 2, 2006	Bylaws Amended
July 12, 2012	Bylaws Amended
July 13, 2017	

NWACT

Northwest Oregon Area Commission on Transportation

***Public
Involvement
Plan***

Adopted: December 2, 2004

NWACT Public Involvement Plan

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1.0 Introduction

The Northwest Oregon Area Commission on Transportation (NWACT) is committed to an open, public involvement process, which allows all citizens and transportation stakeholders the opportunity to participate in transportation decision-making. Our public involvement strategy has four primary goals:

- To involve stakeholders in developing the Statewide Transportation Improvement Program (STIP),
- To inform the public about the STIP process and how they can participate,
- To educate the public on regional and statewide transportation issues, projects and funding procedures, and
- To provide a forum for receiving input and feedback from the public

In addressing each of these goals, our plan defines our key topics and messages (the “what”), identifies target audiences (the “who”), and establishes a process for soliciting and receiving input, and involving citizens in the ACT’s work (the “how”).

2.0 The “WHAT”: Key Topics for Public Outreach

The NWACT has four key areas where stakeholder and public outreach are needed:

2.1 STIP Development

A primary function of Area Commissions across the state is to provide for stakeholder and citizen input on the Statewide Transportation Improvement Program. The Oregon Transportation Commission relies heavily on the NWACT to involve stakeholders through STIP development, and to provide a forum for public input and comment on projects proposed in the STIP.

2.2 “Who/What is NWACT?”

Our ACT members also feel a responsibility to inform local governmental agencies, our stakeholders and the public about the ACT’s purpose, our membership, and our structure and processes. It is important for all citizens

to understand the ACT's key role in providing a forum for regional transportation decision-making.

2.3 Funding Opportunities

Funding for transportation improvements, at both the state and local level is of significant concern for our members and stakeholders. In addition to providing a forum for regional discussion of funding programs and setting regional priorities for funding investments, the NWACT works closely with ODOT to assist our local agencies in identifying and competing for grants.

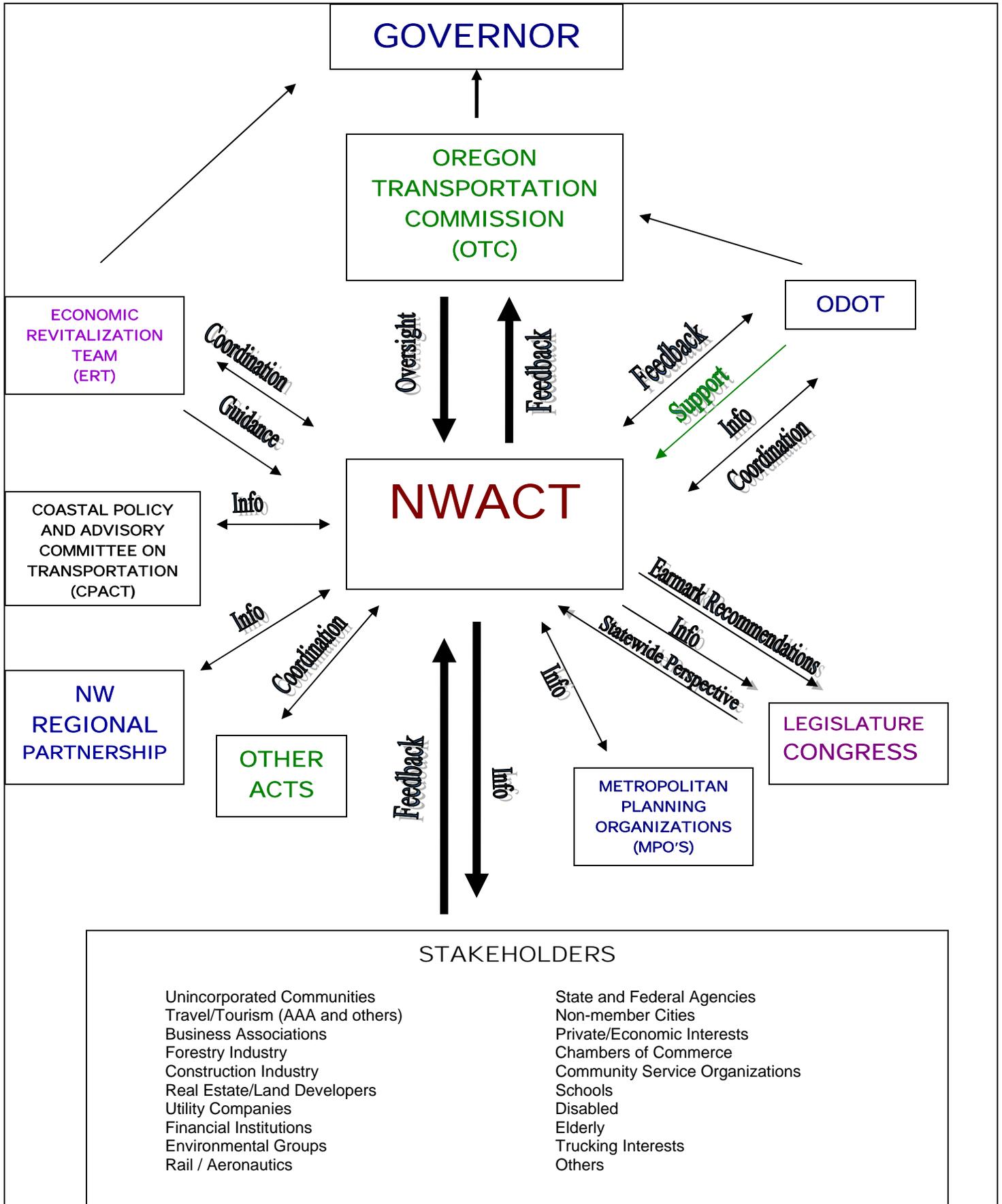
2.4 Regional and Statewide Transportation Issues

The NWACT serves as the central dissemination point for information on regional and statewide transportation issues. In addition, we provide a public forum where transportation issues are discussed and the diverse viewpoints of our constituents are heard. Based on feedback and input received from stakeholders, the NWACT advises the Oregon Transportation Commission on policies and programs affecting our area.

3.0 The “WHO”: Target Audiences

3.1 Relationship of NWACT to Other Organizations and Interests

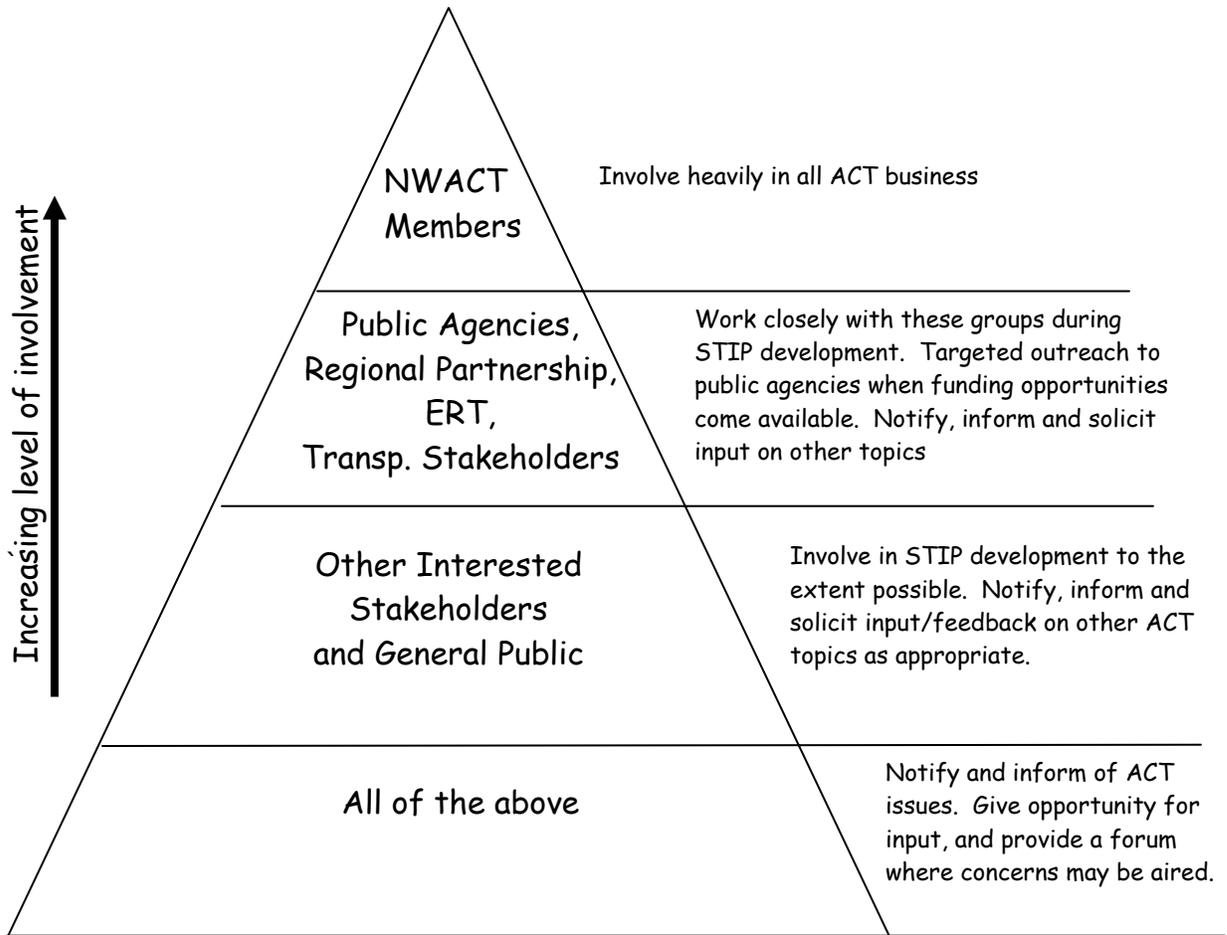
The NWACT has many community allies in the form of other established organizations and civic groups. Effective communication between the NWACT and these interests is essential to ensure regional transportation decisions and investment priorities match other regional decision-making processes for community services and economic development. The following chart depicts the NWACT's relationship to several key organizations, however it should be noted that many other organizations exist which will require periodic outreach.



3.2 Target Audiences and Level of Engagement

Our target audiences, and their level of interest and involvement can be defined by a pyramid. At the top are those most vested in regional transportation issues and decisions, such as our own NWACT members. Near the base of the pyramid are those who are peripherally affected by transportation issues and investment decisions, but who may not have the time or inclination to participate in day to day decision-making. Our public involvement strategy acknowledges that different levels of outreach and stakeholder engagement are needed, depending on the topic and interest levels of various audiences.

Finding the Right Level of Involvement



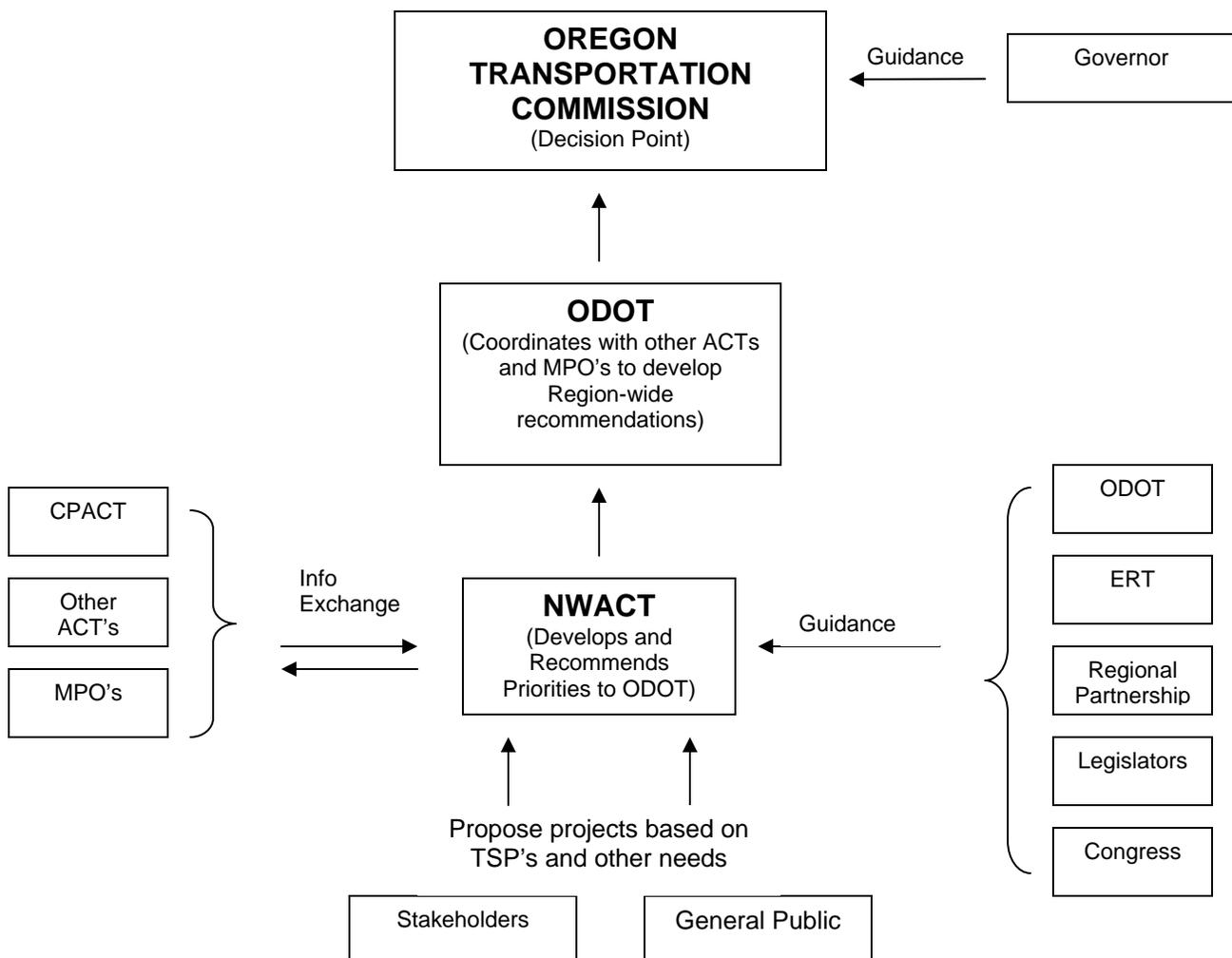
4.0 The “HOW”: Public Involvement Strategies

The NWACT has defined several public involvement strategies, based on the key information to be conveyed and our target audiences as described above.

4.1 Public Involvement for the STIP

Outreach through the development of the Statewide Transportation Improvement Plan (STIP) is a primary role of the NWACT. Our public outreach activities parallel ODOT’s schedule for STIP development, which spans a two-year development and approval process. The chart below defines the NWACT’s role in developing recommended project priorities.

NWACT Project Prioritization Process



The following table shows a schedule of NWACT's activities for the FY08 to FY11 STIP.

NWACT FY08-11 STIP Process	
<i>Timeline</i>	<i>NWACT STIP Activities</i>
Spring 2005	Receive and review program goals and anticipated funding levels from OTC
Summer 2005	NWACT returns comments to OTC on program goals NWACT sets Mod criteria NWACT establishes project prioritization committees – needs public notification NWACT sends letters to public agencies and stakeholders describing project prioritization process and requesting participation on subcommittees
Summer/Fall 2005	Subcommittees meet and recommend project priorities to NWACT Priorities published for public review 45 day public comment period NWACT adopts project list. Public hearing to be held at meeting prior to adoption
Winter 2005/2006	ODOT Scoping Process. NWACT assigns members or other representatives to participate on scoping teams
Spring 2006	NWACT sends delegation to All-Area meeting in Region 2 to negotiate funding for modernization projects on the ACT's prioritized list
Summer/Fall 2006	Draft STIP is published by ODOT and reviewed by NWACT members 45 day public comment period NWACT schedules public open houses in Columbia, Washington, Clatsop and Tillamook Counties

NWACT FY08-11 STIP Process	
<i>Timeline</i>	<i>NWACT STIP Activities</i>
Fall 2006	Members present STIP to their own boards/councils NWACT open houses are held, and public comments are collected NWACT holds a public hearing at their regular meeting in late Fall at the close of the 45 day comment period.
Fall/Winter 2006/2007	NWACT reviews public comments, then forwards comments and recommendations for program changes (if any) to OTC
Spring/Summer 2007	NWACT members review the final STIP
Fall/Winter 2007/2008	ACT members notify their boards/councils when final STIP adopted by OTC.

4.2 Public Involvement Activities Related to Funding Opportunities

Because funding opportunities are of significant interest to ACT members and other local agencies, the NWACT serves as a clearinghouse for information on funding programs. Additionally, we sponsor funding workshops which correspond with ODOT’s Transportation Enhancement, Bike/Ped and Scenic Byways solicitation processes.

As part of our work plan, NWACT will be developing a list of potential transportation funding sources and opportunities which are available to local communities.

4.3 Public Involvement Activities to Increase Awareness of the NWACT (Implementing the “Who is the ACT” Message)

To get the word out about NWACT, our mission, members, structure and activities, our work plan includes a task for preparing and distributing a handout describing our organization. We will also develop a “canned” presentation to be made available to members who may wish to make presentations about the ACT to civic groups and local agencies.

4.4 Public Involvement Activities related to Regional Transportation Issues

The NWACT's regular monthly meeting provides an open public forum for discussion of regional transportation issues. In addition, we coordinate with the Northwest Oregon Regional Partnership, Oregon Coastal Zone Management Association, the Governor's Economic Revitalization Team and other organizations to provide regional forums on transportation concerns

4.5 Reaching Minority and Economically Disadvantaged Groups

An ex-officio seat is provided on the NWACT's membership for the Clatsop-Nehalem Tribe.

In addition to assist in targeting low-income populations within our area, we have placed DHS and Senior Centers on our mailing list. As our meeting locations rotate through our four-county area, we seek opportunities to hold our meetings at senior centers, community centers, and other locations which are both centrally located and accessible to all citizens.

To broaden and diversify our target audience, the following organizations have been added to our mailing list:

- CARE (Tillamook Co.)
- Lower Columbia Hispanic Council
- Centro Culturale (Wash. Co.)
- Sacred Heart Catholic Church, Tillamook (large Hispanic membership)
- Commission on Children and Families
- Hispanic Advisory Council
- Station KTIL Radio (evening program broadcast in Spanish)

4.6 Other Public Outreach Activities

For general public outreach, NWACT maintains a website and publishes a newsletter quarterly.