



Oregon

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TO: Celia Barry, Lane County Transportation Planning Manager

FROM: Savannah Crawford, Sr. Region Planner

SUBJECT: Area Commission on Transportation Charter Summary

At the request of Celia Barry, Lane County Transportation Planning Manager, ODOT prepared an Area Commission on Transportation (ACT) Charter Summary. This memo outlines the content within the ten (10) existing ACT Charters; but does not provide any recommendation on the formation of a Lane County ACT.

Background

ACT formations began approximately 13 years ago to increase public involvement on transportation issues within the state. The following is an excerpt from the ACT website:

"In 1996, the OTC authorized regionally based transportation advisory commissions known as Area Commissions on Transportation or ACTs in order to expand opportunities for local citizen involvement in ODOT's decision making. The OTC responded to local jurisdictions and other stakeholders asking for more opportunity to participate in the early stages of transportation project selection.

Area Commissions on Transportation (ACT) are advisory bodies chartered by the Oregon Transportation Commission (OTC). ACTs address all aspects of transportation (surface, marine, air, and transportation safety) with primary focus on the state transportation system. ACTs consider regional and local transportation issues if they affect the state system. They work with other local organizations dealing with transportation-related issues."

ACT Charter Outline

After review of the ten (10) ACT Charters within the State of Oregon, content generally consists of the following information:

Purpose – Describes the purpose of the ACT, area(s) served by the ACT, and when the ACT was formed.

Authority – Describes how the ACT serves the Oregon Transportation Commission (OTC) per ORS 184.610 to 184.666.

Roles/Responsibilities – Describes ACT duties and responsibilities, including, but not limited to, public engagement, recommendations to ODOT and OTC, considerations in decision making, role in review of transportation plans, and policy making recommendations.

Organization – Describes the membership make-up, including, but not limited to, alternates, chairs, vice-chairs, member appointment/election, member participation, executive committees, and technical committees. See attached spreadsheet for more detail. A list of each ACT membership make-up follows:

North West ACT (Clatsop, Tillamook, Columbia, and western rural Washington Counties)

- ❖ Voting (28 total): One county commissioner per county (4 total), One city official per county (4 total), One community/small city official per county (4 total), Two ODOT area managers (2 total), one port members from each county (3 total), one transit district per county (3 total), two citizen reps at large per county (8 total), and one tribe member per county (0 total).
- ❖ Non-Voting: Adjacent ACT members, MPO, Cities of Cornelius, City of Forest Grove, Clatsop Tribe, Congressional Delegates, Economic development council, legislators, NEW Oregon Regional partnership, OTC.

Mid-Willamette Valley ACT (Marion, Polk, and Yamhill Counties)

- ❖ Voting (17 total): One member from each MPO jurisdiction (6 total), One elected official per transportation corridor (5 total), one elected official from Yamhill County (1 total), One member from Yamhill Transit Area (1 total), one member from Confederated Tribes of the Grand Ronde (1 total), and three citizens at large (3 total).
- ❖ Non-Voting: Metro Portland Region (JPACT), Representatives of other adjoining regional communities, state legislators for the mid-Willamette area.

Cascades West ACT (Benton, Linn, and Lincoln Counties)

- ❖ Voting (40 total): One County Commissioner per County (3 total), One City Official per incorporated city (24 total), One representative per port (3 total), one tribal council (1 total), two citizens at large from each county (6 total), representative from the transit districts (2 total), One ODOT area Manager (1 total).
- ❖ Non-Voting: State legislators, Representatives of other groups representing regional transportation interests, Representatives of regional groups that have an interest in transportation issues, two representatives of alternative modes (bicycle, pedestrian), Chairs of the CWCOG Senior Services Advisory Council and the CWCOG Disabilities Services Advisory Council, and Executive director of each MPO within the area.

South West ACT (Coos, Curry, and Douglas Counties)

- ❖ Voting (40 total - divided into three sub groups):
 - Interstate 5 Corridor Group: Douglas County, Riddle, Myrtle Creek, Canyonville, Winston, Roseburg, Sutherlin, Oakland, Glendale, Yoncalla, Cow Creek Band of Umpqua Tribe, Umpqua Transit, Private Sector Members, ODOT Area Manager.
 - Highway 38/42 Group: Coos County, Drain, Elkton, Reedsport, Lakeside, North Bend, Coos Bay, Coquille, Myrtle Point and Powers, Port of Coos Bay, Port of Umpqua, Port of Coquille, Coos County Transit Agency, Confederated Tribes of Coos-Lower Umpqua-Siuslaw, Coquille Tribe, Private sector members, ODOT area manager.
 - Highway 101 South Group: Curry County, Bandon, Port Orford, Gold Beach, Brookings, Port of Bandon, Port of Port Orford, Port of Gold Beach, Port of Brookings, Private sector member, ODOT area manager.
- ❖ Non-Voting: Adjacent ACT members, State legislators, State or federal agencies, Governor's Economic Revitalization Team.

Rogue Valley ACT (Jackson and Josephine Counties)

- ❖ Voting (26 total): One representative from each county (2 total), one per City (13 total), ODOT representative (1 total), transit district representative (1 total), 4 private sector representatives from each county (8 total), MPO representative (1 total).
- ❖ Non-Voting: Oregon Transportation Commissioners, State legislators, Local congressional aides, Governor's Economic Revitalization Team members, State and federal agencies, City and county road districts or departments, Regional groups that have an interest in transportation issues.

Lower John Day ACT (Gilliam, Sherman, Wheeler, and Wasco Counties)

- ❖ Voting (14 total): One elected official per county (4 total), one city elected official per county (4 total), tribal council (1 total), ODOT district manager (1 total), one private sector representative per county (4 total).
- ❖ Non-Voting: All other members of the Lower John Day Regional Partnership, State legislators, representatives from adjoining ACTs, Central and Eastern Oregon members of the Oregon Transportation Commission, Regional community solutions team members, Public works directors and road supervisors from each county, All ports within the area.

Central Oregon (Crook, Deschutes, and Jefferson Counties)

- ❖ Voting (15 total): one county commissioner per county (3 total), one representative from each incorporated city (8 total), tribal council (1 total), ODOT area manager (1 total), private sector representatives (2 total).
- ❖ Non-Voting: State legislators, Congressional aides, All Oregon Transportation Commissioners, Aviation representative, special transportation issue representative, General public representative (education, special districts), Federal agency representative (BLM, U.S. Forest Service).

South Central Oregon ACT (Klamath and Lake Counties)

- ❖ Voting (27 total): Three county commissioners from each county (6 total), Lakeview mayor (1 total), Klamath Falls mayor (1 total), Klamath tribe (1 total), one private industry members from each county (2 total), Lake County at-large members (3 total), Klamath County at-large members (2 total), Basin Transit (1 total), higher education representative (1 total), Under/Unemployed representative (1 total), Klamath County Economic Development (1 total), Lake County Economic Development (1 total), Regional officer Oregon Department of Economic and Community Development (1 total), state representatives (3 total), state senator (1 total), ODOT area manager (1 total).
- ❖ Non-Voting: Oregon Transportation Commission liaison, Adjacent ACTs representatives, Mayors of the cities of Malin, Merrill, Paisley, Bonanza and Chiloquin, Oregon Department of Aviation, Regional officer, Oregon Department of Housing and Community Services, Regional manager, Oregon Department of Land Conservation and Development, Oregon Department of Fish and Wildlife, Regional representative of Oregon Department of Environmental Quality, Regional representative of Oregon Department of Agriculture, U.S. Forest Services, Bureau of Land Management, State of California, State of Nevada.

North East ACT (Morrow, Baker, Union, Umatilla and Wallowa Counties; Confederated Tribes of the Umatilla Indian Reservation)

- ❖ Voting (18 total): One county commissioner from each county (5 total), One member representing and selected by the cities of each county (5 total), Confederated Tribes of the Umatilla Indian Reservation to

be appointed by the Board of Trustees of the CTUIR (2 total), one at-large representative from each county (5 total), ODOT Area manager (1 total).

- ❖ Non-Voting: Representatives of adjacent ACTs, Eastern Oregon member of the Oregon Transportation Commission, Representative of the Oregon Department of Aviation, North East Region Community Solutions Team (1), State legislators representing districts in the region, Local congressional aides, Representatives of each county road or road district and planning departments (10), Representatives of regional groups that have an interest in transportation issues, such as housing advocates, investment boards, law enforcement agencies, etc.

South east ACT (Grant, Harney, and Malheur Counties)

- ❖ Voting (16 total): one per county court (3 total), one member representing the cities of Grant County (1 total), one member representing the cities of Harney County (1 total), one member representing the cities of Malheur County (1 total), at-large members from Grant County (3 total), at-large members from Harney County (2 total), at-large members from Malheur County (3 total), Burns Paiute Tribe of Harney County (1 total), ODOT Area Manager (1 total).
- ❖ Non-Voting: The Oregon Transportation Commission liaison to the ACT, Representative of the Oregon Department of Aviation, Eastern Regional Coordinator for the Governor's Office, Members of the Governor's Economic Revitalization Team, State legislators representing districts in the region, Representatives of each county road department or road district, Representatives of regional groups such as housing advocates and law enforcement agencies.

Executive Committees – Provides assistance in agenda development, monitors work plan, monitors member performance. Executive Committees are usually ACT members and can meet regularly or when requested by Chair.

Technical/Sub Committees – Provides guidance/recommendations to ACT. ACT can choose to have a permanent Technical Committee or form one for specific review items.

Operations – Describes the decision-making authority, meeting schedules, quorum requirements, and special meetings. See attached spreadsheet for more detail.

Stakeholder/Public Involvement – Describes who from the community (interest groups, public, etc.) should be invited to participate in the meetings, meeting advertisement, public comment, public notice, and media relations.

Staffing – Describes responsibility for staffing meetings and preparing materials.

Coordination – Describes various organizational bodies the ACT shall coordinate with, including, but not limited to, OTC, other ACTS, ODOT Advisory Committees, MPO's, stakeholder groups, and local governments.

Summary

This memo provides a content description of ACT charters with the State of Oregon. Further detail on the formation of an ACT or ACT charter development can be found in the *Policy on Formation and Operation of Area Commission on Transportation*.

If you have any questions, please contact me at 541-747-1354 or savannah.crawford@odot.state.or.us. Thank you.

Savannah Crawford
Sr. Region Planner

ACT Charter Summary

	Voting Membership*	Officers	Selecting Membership	Office Term	Attendance Requirement	Decision Making	Quorum	Meeting Dates
NWACT	28 Voting	Chair; Vice-Chair; 2nd V-Chair; serve one year term (can be re-elected); members elect	Jurisdictions appoint; citizen representatives are appointed by County Commission following public advertisement	2 years	Attend each meeting; 72 hr. RSVP if unable to attend; contact jurisdiction if member is absent three consecutive meetings	Consensus preferred; majority vote if consensus cannot be reached	9 or more members or alternates must be present to conduct a vote.	Monthly
MWACT	17 Voting	Chair; Vice-Chair; elected annually**	Jurisdictions appoint; citizen representatives are appointed by respective County Commission	X	X	X	X	X
CWACT	40 Voting	Chair; Chair Elect; County Commissioners only; annual rotation	Jurisdictions appoint; citizen representatives are appointed by respective County Commission	2 years	Attend each meeting; contact jurisdiction/member if member is absent two consecutive meetings	Consensus preferred; 75% concurrence of voting members present	51% of voting members in attendance	Quarterly
SWACT	40 Voting	Chair; ODOT Area Manager only	X	X	X	X	X	X
RVACT	26 Voting	Chair; one co-chair from each County (2 total); co-chairs serve two year term; members elect	Jurisdictions appoint; citizen representatives are appointed by ACT following public advertisement	X	Immediate removal for citizen representatives who have three consecutive unexcused absents.	Consensus preferred; majority vote if consensus cannot be reached; 2/3 majority vote upon request	50% membership plus one member	Monthly
LJDACT	14 Voting	X	X	X	X	X	X	X
COACT	15 Voting	Chair; Vice-Chair; County Commissioners only; annual rotation	Jurisdictions appoint; stakeholder representatives are appointed by respective County Commission	X	X	Consensus preferred; majority vote if consensus cannot be reached	50% of existing membership	Bi-Monthly
SCOACT	27 Voting	Chair; Vice-Chair; County Commissioners only; rotation every two years	Jurisdictions appoint; stakeholder representatives are appointed by respective County Commission	X	X	Majority Vote	Majority	X
NEACT	18 Voting	Chair; Vice-Chair; members elect; rotation every three years	X	X	X	Consensus preferred; majority vote if consensus cannot be reached	51% of voting members	Bi-Monthly
SEACT	16 Voting	Chair; Vice-Chair; members elect annually**	Jurisdictions appoint	X	X	X	X	Monthly

* See memo for non-voting membership and membership make-up

** Not obtained from ACT Charter

X - Not in Charter, further research required