

DRAFT Meeting Minutes

**Central Oregon Area Commission on Transportation
COACT
July 12, 2018**

**Redmond Public Works Training Room
243 E. Antler Ave., Redmond, OR**

Members:

Gary Farnsworth (ODOT), Jerry Brummer (Crook County), Jeff Monson (Commute Options), Wayne Fording (Jefferson County), Steve Uffelman (City of Prineville), Matt Wiederholt (Rail Rep), Wendy Holzman (Bike-Ped Rep), Jeff Hurd (City of Madras), George Endicott (City of Redmond), Andrea Blum (City of Sisters), Bill Duerden (City of Redmond), Dave Thomson (BPAC), Mike Folkestad (Jefferson County), Pat Hanenkrat (City of Metolius).

Guests:

Robert Townsend (ODOT), Chris Doty (Deschutes County), Scott Smith (City of Prineville), Bob O'Neal (Crook County), Michelle Rhoads (COIC), Andrea Breault (COIC), Theresa Conley (ODOT), LeeAnne Ferguson (ODOT), David Amiton (ODOT), Richard Ross (CET), Paul Bertagna (City of Sisters), Bruce Irwin (Confederated Tribes of Warm Springs), Annette Liebe (Regional Solutions), Devin Hearing (ODOT), Lisa Strader (ODOT), Tom Headley (Century West Engineering), Mary McGowan (ODOT, via phone).

Staff: Hailey Barth (COIC)

1. Call to Order and Introductions

Meeting called to order by COACT Chair Jerry Brummer at 3:05pm. Introductions were made.

Gary Farnsworth introduced himself and shared that he is the new ODOT Region 4 Manager. Gary explained that Bob Townsend is taking over his role as Area Manager for Region 4 and also filling his seat on the COACT Board.

2. Public Comments

A) General Comments
Commissioner Jerry Brummer, Chair

There were no public comments.

3. COACT Business

A) May 10, 2018 Meeting Minutes (**ACTION**)

George Endicott motioned to approve the May 10, 2018 meeting minutes. Wayne Fording seconded. Minutes were approved by consensus.

4. ODOT ADA Plan Update

A) Informational Update

Lisa Strader, ODOT

Gary introduced Lisa Strader and noted she plays a large role in ODOT's Americans with Disabilities Act (ADA) program. Lisa provided the group with an overview of the updates to the current ADA plan and highlighted the following:

- Two requirements of the settlement agreement from the lawsuit with the Association of Oregon Centers for Independent Living have been met:
 - The ADA annual report was delivered in March of 2018.
 - The current curb ramp inventory has been submitted.
- The ADA Transition Plan is a broad look at what ODOT needs to do relating to accessibility.
 - Any public entity with more than 50 employees needs to have a Title II ADA Transition Plan.
- The awarded settlement agreement is a 15 year agreement that applies to accessibility features on or along the state highway system.
 - Mostly deals with pedestrian signals and curb ramps.
 - The plaintiffs had 5 million dollars to allocate immediately to areas of need, many of which were in Region 4.

Lisa touched on the guidelines for accessibility which are open for interpretation. She stated that ODOT has interpreted these guidelines as ODOT Standards and shared a detailed map of these standards and what the accessibility features look like.

Lisa noted that the settlement agreement called for a comments, questions, concerns and requests (CQCR) form so people around Oregon can provide feedback and make requests to address issues on the state transportation system. The CQCR form can be found here: <https://www.oregon.gov/ODOT/About/Pages/ADA.aspx>

Lisa continued the presentation and highlighted the following regarding work zones around Oregon and the impact they have to both pedestrian and vehicular traffic:

- ODOT wrote two new policies regarding pedestrian accessible routes through construction.
 - Plans have been established for both new construction and maintenance.
 - An Accessibility Consultant will be in Oregon July 2018 to go over ODOT's construction plans.

Lisa shared a photo of an example plan for pedestrians to maneuver around construction. Lisa also presented another detailed photo of an example curb ramp inspection form that is used to conduct inventories across the state. Lisa highlighted the following regarding curb ramp inspection:

- The form is 8 pages and is used to inspect all curb ramps on the state highway system.
- If the curb ramp fails inspection, contractors will not be paid until issues are resolved.
- Curb ramps are rated as "good", "fair", "poor", and "missing".
 - 97.2% of the current inventory in Oregon is categorized as "poor".
 - ODOT still classifies the current ADA system as operable, but needing improvement.

Lisa shared a chart that detailed the 11 elements used to rank curb ramps on their compliance around the state and also photos depicting compliant and non-compliant curb ramps. Lisa then showed a matrix from the settlement agreement that highlighted the current curb ramp inventory.

Lisa explained how the ADA classifies “poor” or “non-compliant” curb ramps. She highlighted the following:

- Most of the current curb ramp inventory was built to be compliant with earlier standards.
- The standards for review became more detailed in 2015.
 - Visual inspections of curb ramps used to suffice.
 - Detailed measurements are now used.
- Environmental changes have contributed to curb ramps deteriorating over time.

Lisa said as part of the settlement agreement, ODOT will update and repair the entire inventory that is not classified as “good” over a time period of 15 years. She explained that there are three five-year targets for this reconstruction work:

- In the first 5 years 30% of the work must be completed.
- Another 45% percent needs to be completed in the next 5 years.
- All work completed by 2032.

Lisa noted that ODOT has issued their settlement agreement report and it is available for review here: <https://www.oregon.gov/ODOT/About/Documents/2017AnnualADASettlementReport.pdf>

Lisa shared that a lot of ODOT’s state highway goes through local jurisdictions, therefore if a local jurisdiction is considering projects, such might trigger the need to do curb ramps. She said ODOT has created intergovernmental agreement language for what these efforts should look like for local jurisdictions, what the ODOT standards are, and how the local entity would access the ADA design checklist.

Bruce Irwin asked if ODOT is looking at using alternative pavements within their ADA projects. Lisa responded that ODOT has not been discussing that. She said they have had conversations about asphalt curb ramps and how they settle differently and are not as durable. Lisa said ODOT’s curb ramps are mostly concrete. Bruce said that a company out of Merced, California distributes alternative pavements and suggested Lisa reach out to them.

5. ODOT Freight Plan Phase 2

A) Informational Update
Devin Hearing, ODOT

Jerry Brummer introduced Devin Hearing from ODOT who presented an update on Phase 2 of the US 97 Corridor Freight Plan. Devin highlighted the following during his presentation:

- Phase 1 of the Freight Plan began in 2016 and focused on a study of existing conditions.
- The Phase 2 study kicked off in 2018 and focused on stakeholder outreach, mobility and safety analysis, investment strategies, and the identification of freight projects.
- Commodity flows on US 97 include mainly forest products and agricultural food products.
- Findings: corridor performance
 - Among top 5 highways by percentage of truck traffic
 - Combination truck type dominates the corridor
- Purpose :
 - To obtain freight stakeholder input regarding needs on US 97
 - Conduct a more detailed need assessment

- Identify & Prioritize freight-related investments along the corridor
- Determine high-benefit, low-cost solutions delivered as investment strategy for implementation
- Strategy:
 - Identify project needs
 - Describe areas of uncertainty for future
 - Prioritize needs according to corridor goals & objective

Devin continued the presentation and detailed the Goals and Objectives of Phase 2 of the Freight Plan. He summarized as follows:

- Goal: Enhancing truck safety
 - Objectives:
 - Identify high truck crash locations
 - Identify potential projects to address safety issues
- Goal: Improve freight mobility, accessibility and connectivity for key destinations
 - Objectives:
 - Identify locations of high truck delay and unreliability
 - Prioritize potential projects to address worst delay and reliability issues
 - Assess route resiliency to key truck destinations
 - Prioritize solutions that provide resiliency and/or redundancy to the system
- Goal: Maximize economic competitiveness
 - Objectives:
 - Enhance understanding of commodity flows and prioritize solutions that address the locations that carry the highest total value and tonnage of freight
 - Prioritize solutions that provide higher benefit per costs
- Goal: Increase understanding and support for freight needs on the corridor
 - Objectives:
 - Communicate preliminary findings to local, regional, and state jurisdictional stakeholders
 - Engage industry stakeholders early in identifying and prioritizing needs and solutions

George Endicott asked how much the new 11-hour driving rule for truckers will impact the need for additional truck stops and pullouts. Devin said Phase 2 of the plan focuses on group load and delay, not pinch points for oversize loads, but noted the issue will be addressed. George pointed out that Charlie Every, COACT's trucking representative, was very concerned with the new 11-hour driving rule. Gary Farnsworth added that freight industries try to avoid peak congestion time periods, and said that ODOT needs to be more strategic regarding stops and moving freight through urban areas.

Gary said there is a lot happening on ODOT's side regarding new technology and autonomous vehicles and noted freight is leading the way with these advancements. Gary asked how these advancements will fit into the analysis and investments of the Freight Plan. Devin responded that this area is vague as it is tough to address what technology is coming and when. Devin said they will leave room in the Freight Plan to address these possibilities.

6. ODOT 2021-2024 STIP Update

A) Informational Update

Robert Townsend, ODOT

Jerry introduced Bob Townsend who presented an update to the group on ODOT's 2021-2024 STIP. Bob provided the group a handout that consisted of the 2021-2024 ODOT Region 4 Scoping List, and noted that this "150%" list is still in progress. Bob discussed the following:

- The majority of the Scoping List focuses on ODOT's Fix-It projects.
- There are now leverage opportunities between active transportation, safety, and Enhance funds.
- Every box on the spreadsheet represents an individual project.
- ODOT is still accepting applications for new projects.

Bob explained the differences between this list and the scoping list he presented during the May 2018 COACT meeting, including:

- The current list is much longer with numerous new projects added.
 - ARTS Program projects
 - Local bridge projects
- Projects have been prioritized.

Bob discussed the current timeline of these projects and stated:

- This is the longest, most thorough scoping process in the past 20 years.
- The draft 100% list will not be approved until July 2019.
 - The intent is to be done with scoping by February 2019 and then provide updates to COACT and the cities and counties.
- ODOT will come back to each COACT meeting with updates of the projects and leverage opportunities.

Gary said he can't emphasize how important this scoping list is, and said if any COACT members see opportunities for projects to not hesitate to get them to Bob to be added.

Mike Folkestad asked if the US 97 and Lower Bridge Way intersection falls into the current ODOT Scoping List. Gary said it was included on a prior list and is currently in the 2018 program.

7. Safe Routes to School (SRTS)

A) Updates and Workshop Outcomes

LeeAnne Ferguson, ODOT

Gary introduced LeeAnne Ferguson and explained she works in ODOT's Transportation Development Division and has been working on the ADA program. Gary noted that LeeAnne hosted a Safe Routes to School (SRTS) workshop immediately before the day's COACT meeting and she is the SRTS Program Manager for ODOT.

LeeAnne presented to the group a PowerPoint that provided an overview of the Oregon Safe Routes to School Infrastructure Program. LeeAnne highlighted the following:

- SRTS is a program that focuses on:
 - Education – outreach regarding the benefits of walking and biking to school
 - Encouragement – community events encouraging kids to take alternate modes of transportation to school
 - Enforcement – working with school resource officers, police officers, etc. to make sure parents are following safe protocols when dropping kids off at school
 - Evaluation – tracking kids walking and biking to school and measuring success of program

- Engineering – SRTS infrastructure program
- Equity- ensuring low income communities are receiving SRTS resourcing

LeeAnne pointed out that when the “6 E’s” stated above are met using the SRTS program, there will be a 43% increase of kids walking and biking to school.

LeeAnne provided a general overview of the SRTS Non-Infrastructure Program and stated:

- There will be a call for applications in May and June of 2019.
- \$500k pot of funding annually for SRTS.
 - This will increase to \$1 million annually in 2020.
 - School districts, local agencies, and community-based organizations can apply for these funds.

LeeAnne continued her presentation and shifted into discussion of the SRTS Infrastructure Program. She provided a general overview that highlighted the following:

- This program came out of Transportation Bill 2017.
 - \$10 million annually, increasing to 15 million in 2023
- Divided into 3 different programs:
 - Competitive Grant Program
 - 87.5% of funds
 - Funds will be used in a competition to build street safety projects to reduce barriers and hazards for children walking or bicycling to school
 - Rapid Response Grant Program
 - Up to 10% of funds
 - Funds will be used for urgent needs or systemic safety issues
 - Project Identification Grant Program
 - Up to 2.5% of funds
 - Funds will be used to help communities identify projects to reduce barriers and hazards for children walking or bicycling to and from school

LeeAnne explained the annual allocation of SRTS funds and said the money will be broken down as follows:

- Fiscal Year 19 - 20: \$18.33 million
- Fiscal Year 21 - 22: \$30 million
- Fiscal Year 23 - 24: \$30 million

LeeAnne focused the rest of her presentation on the Competitive Grant Program and provided a detailed overview of the timeline. She also discussed who is eligible to apply for these funds, and noted cities, counties, ODOT, tribes, transit districts, and other road authorities can all apply. LeeAnne continued and explained the project proposal eligibility for the SRTS Competitive Grant Program and highlighted the following:

- The project needs to be on a public road right of way.
- The project must fit within a plan with the ability to leverage other funds/resources.
- The project has to affect the ability of kids to walk and bike to school and be within a one mile radius of a school.
- The project must be for a Title 1 school and provide a safety benefit.

Wendy Holzman pointed out that at the beginning of this program the radius for a project was only a quarter mile from a school, and asked why it was changed to one mile. LeeAnne answered that the legislation statute was increased to one mile.

LeeAnne continued the presentation and discussed the steps to select a project, and noted they will remain the same for all of the competitive cycles into the future. She then discussed the project's Letter of Intent and application requirements and provided handouts of both as examples to the group.

LeeAnne then discussed the weighing priorities for proposed projects and explained how they are ranked by the SRTS Advisory Committee:

- High Priorities:
 - Title 1 schools
 - Safety risk factors
 - Elementary/middle schools
 - Readiness of project
- Medium Priorities:
 - Proximity to school
 - Mutual benefit
- Low Priorities:
 - Connection to education and encouragement programs

Wayne Fording asked if LeeAnne had statistics of how many kids were walking to school in the 70s compared to now. He said the problem is too many parents are delivering their kids to school because of fear of bullying and “stranger danger”. LeeAnne answered that the statistic of kids walking and biking to school in the 70s, 80s, and 90s was a lot higher, and the national average today is only 3%. She added that the issues that keep kids in cars such as bullying and “stranger danger” can be addressed in the SRTS programming, specifically education and encouragement.

Mike Folkestad asked if the SRTS Program is only in Oregon. LeeAnne answered no, it is a national program that is federally funded. Mike asked why SRTS is focused on Title 1 schools if this is a safety program. LeeAnne responded that the students in low income schools have significantly higher risks for health issues and have less access to safe infrastructure.

Jeff Monson said that Commute Options also focuses on alternative modes of transportation and they are working in coordination with LeeAnne and the school districts.

8. Transportation System Plan Guidelines Update

A) Overview and Webinar Outcomes

Theresa Conley, ODOT; Mary McGowan, ODOT.

Mary McGowan, ODOT Senior Transportation Planner, joined via conference call and gave a presentation on the Transportation System Plan (TSP) Guidelines Update. Theresa Conley, ODOT Region 4 Transit Coordinator, assisted.

Mary provided the group with an overview of the TSP project history and highlighted the following:

- The TSP Guidelines were developed in 1991, updated in 1998 and again in 2008.
- The guidelines were updated because of changes to statewide policy and planning regulations.
- Stakeholder interviews, the Intermodal Oregon Initiative, and coordinated efforts led to the update.

Mary explained that the ultimate goal of the TSP Guidelines Update was to inform the next generation of

system plans. She continued on to explain the overarching framework for the 2018 TSP Guidelines and highlighted the following:

- Format
 - Web-based deliverable (scalable for different browsing platforms)
 - Dynamic, livable document with quarterly updates
 - Not a traditional paper-based guide with chapters
- Audience
 - Policy makers – Answering the What/Who/Why TSP Questions
 - Practitioners – Scoping/Developing/Administering TSPs
- Guidance
 - Focus on preparing TSP Updates
- Templates
 - Provide starting points that can be tailored

Mary noted that the Guideline Update Team consisted of an ODOT Project Management Team with 5 members, and a Consultant Team with 8 members. She also explained that there was a Stakeholder Advisory Committee and focus groups involved in the TSP Guideline update process. Mary said that White Papers were prepared to inform and provide discussion for the TSP Guidelines Update.

Mary then provided an interactive overview of the TSP Guidelines Online Tool that can be located at the following web address: <http://www.oregon.gov/ODOT/Planning/TSP-Guidelines/Pages/default.aspx>. Mary navigated the group through multiple pages of the website to familiarize the ACT with the general layout and pointed out resources and important information on the web pages.

Mary asked COACT members to provide feedback on the TSP Guidelines Update via the website and to spread the word about the guidelines through their networks. She also invited the group to utilize elements of the guidelines in new TSP update projects.

Mary concluded the presentation by discussing the next steps for the TSP Guidelines Update process including:

- Quarterly Team Meetings and Guideline Updates
- New 2018 TSP Pilot Implementation Opportunities
- APA Conference TSP Guideline Presentation
 - October 18th & 19th, 2018

9. Roundtable

- A) Focused on CIP Implications of HB 2017 Funding
- All

Jerry Brummer invited group members to share any updates they may have regarding capital improvement implications of HB 2017 funding on their projects.

Matt Wiederholt provided an update on the asphalt terminal in Prineville, Oregon operated by McCall Oil and Chemical Corporation. He said meetings are underway and the City of Prineville has applied for a Regional Infrastructure Fund to help speed things along and fund rail cars that allow for more carrying capacity. Matt said the application asked for \$122k for improvements to allow for more competitive transportation in Central

Oregon. He said they replaced #3 on the list that goes up to legislative review, and noted if they do not receive any grant money he will return to COACT and ask for support or seek financial options. Matt continued and said oil was supplied for the Crook County bid and the City of Prineville Bid, and noted his engineer's estimated costs of \$861k, and the bid came in at 80k less. Matt said that this bid was 100k cheaper than the second bid, and 200k cheaper than the third. He added that McCall proposed another blend of oil that will shave costs by another \$30k and stated he hopes he sees these savings in the years to come.

Gary asked Matt how the improved track benefits Prineville in terms of costs. Matt answered that Bend, Redmond, Prineville and Madras are all in the same rail rate. He said when you put a car online, you are paying for the transportation of that car. Matt said currently a 263k pound car can be brought into McCall's yard, where their competitor in Madras can do a 289k pound car. He said by increasing the rail size to get a higher capacity car, you are paying for that shipping now.

ADJOURN

Jerry Brummer adjourned the meeting at 5:02pm.

PAVEMENT AND BRIDGE REPORTING UPDATE

This is being sent on behalf of the HB 2017 Transparency, Accountability and Performance website project team.

Section 11 of House Bill 2017, Keep Oregon Moving, requires counties and cities to report on pavement and bridge conditions and for ODOT to post these reports online. Reporting will begin later this year.

Cities and counties reminded to prepare for reporting

The following message will go out to cities, counties and representatives of the Association of Oregon Counties and the League of Oregon Cities early next week. The message reminds them to collect pavement conditions in preparation for reporting later this year. It also gives them updated information about bridge reporting.

Please encourage local government partners to stay informed by visiting [ODOT's webpage on Keep Oregon Moving](#). They can also sign up for email updates. Thank you!

If you have any questions, please contact the [Transparency, Accountability and Performance Website team](#).

Pavement and bridge reporting: Have you checked your pavement yet?

On June 27 we sent you information about requirements in [Section 11 of House Bill 2017, Keep Oregon Moving](#) that call for **all counties and cities to report** on pavement and bridge conditions and for ODOT to post these reports online. We also sent you a [brief guide](#) and a [video](#) to help you comply with these requirements.

Now we want to remind you about pavement condition reporting and give you a little more information about bridge condition reporting.

Pavement conditions

If you are the person responsible for pavement condition reporting for your agency, now is the perfect time to check your pavement conditions so that you can be ready to report later this year.

It's as easy as 1, 2, 3!

We've boiled the process down to three easy steps. Use the guide and video to help you gather information. When the reporting forms become available towards the end of the year, you'll be ready to enter the data.

Timeline

- Now: Get ready to report. Check out your pavement conditions.
- Fall 2018: ODOT will test online forms ([we'll need some volunteers](#)).
- End of 2018: Local governments receive instructions and links to online forms.
- Feb. 1, 2019: Reporting deadline for local governments. Reported data posted on new ODOT Transparency, Accountability and Performance website.

Remember, you don't have to send anything in yet. **When it's time to report we'll let you know.**

Bridge conditions

Local governments must report conditions for all of their bridges, whether or not they are on federal-aid highways. We maintain bridge condition data. In October we will run a report that will list individual bridges by jurisdiction and the condition of each bridge as of October 2018. We'll send you a link. You can use the ODOT report as a resource when you fill out the online form later this year.

Timeline

- October 2018: ODOT will run a report on local bridge conditions and make it available to you.
- Fall 2018: We'll test the online forms ([we'll need some volunteers](#)).
- End of 2018: Instructions and links sent to local governments.
- Feb. 1, 2019: Reporting deadline for local governments. Reported data posted on new ODOT Transparency, Accountability and Performance website.

Visit [ODOT's webpage on Keep Oregon Moving](#) for local governments for the latest information on this and other topics. Thank you!

COACT PURPOSE AND GOALS FRAMING QUESTIONS

For September 13, 2018 COACT Meeting

Please be prepared to discuss the following questions:

- 1) From your perspective, what are the key opportunities for COACT to address and focus our work on over the next 5-10 years?
- 2) Do you still want COACT to focus on the four Purpose statements currently listed in the Operating Guidelines?
 - “To provide a forum for the discussion, understanding and coordination of transportation issues affecting the Central Oregon region.
 - To review the process for determining transportation infrastructure, capital investments and project prioritization in the Central Oregon region.
 - To advocate Central Oregon transportation issues to neighboring regions, area legislators and other interested organizations.
 - To advise the Oregon Transportation Commission on state and regional policies affecting Central Oregon’s transportation system.”
- 3) Are there other goals that you have for COACT?
- 4) Would it be a good use of COACT resources to develop “Area Strategies”? These Area Strategies would be derived from local Transportation System Plans (TSPs) and Facility Plans and would serve as a basis for prioritizing investments in the future. Area Strategies would include prioritization across modes as well as include the entire transportation system – including state and local systems.
- 5) Given the goals that you have for COACT, how would you like to accomplish them? Are there any processes that COACT should engage in to achieve those goals? (For example – if COACT is going to “advocate Central Oregon transportation issues to neighboring regions, area legislators, and other interested organizations, how should we accomplish that goal?)
- 6) Are there any changes to meeting structure and frequency, group composition, governance, etc. that would help achieve those goals?

**CENTRAL OREGON
AREA COMMISSION ON TRANSPORTATION
(COACT)**

OPERATING GUIDELINES

Adopted March 17, 1999
Revised January 12, 2012

CENTRAL OREGON AREA COMMISSION ON TRANSPORTATION (COACT)

OPERATING GUIDELINES

The jurisdictions representing Crook, Deschutes and Jefferson counties, the Confederated Tribes of the Warm Springs reservation and the respective cities of Bend, Culver, La Pine, Metolius, Madras, Prineville, Redmond and Sisters have been granted a charter establishing an Area Commission on Transportation for the Central Oregon Region by the Oregon Transportation Commission (OTC) as of November 17, 1998.

Purpose

- To provide a forum for the discussion, understanding and coordination of transportation issues affecting the Central Oregon region.
- To review the process for determining transportation infrastructure, capital investments and project prioritization in the Central Oregon region.
- To advocate Central Oregon transportation issues to neighboring regions, area legislators and other interested organizations.
- To advise the Oregon Transportation Commission on state and regional policies affecting Central Oregon's transportation system.

Operating Philosophy

COACT meetings will be scheduled every two months as a means to achieve the above mentioned goals. Additional meetings will be scheduled upon the request of the OTC, the ODOT Regional Manager, or by the desire of COACT. All meetings and committee functions will comply with the requirements of the Oregon Public Meetings Law, ORS 192.610 to 192.690, and every attempt will be made to involve the broadest spectrum of regional transportation stakeholders.

Structure and Membership

The voting membership of COACT will consist of a member and alternate representing each of the following:

Crook County	(designated and/or elected official)
Deschutes County	(designated and/or elected official)
Jefferson County	(designated and/or elected official)
City of Bend	(designated and/or elected official)
City of Culver	(designated and/or elected official)
City of La Pine	(designated and/or elected official)
City of Madras	(designated and/or elected official)
City of Metolius	(designated and/or elected official)
City of Prineville	(designated and/or elected official)

(continued on next page)

City of Redmond	(designated and/or elected official)
City of Sisters	(designated and/or elected official)
The Confederated Tribes of Warm Springs	(designated and/or elected official)
ODOT Representative	(ODOT Region 4 Manager appointment)
Jefferson County Stakeholder Representative	(non-elected official)*
Crook County Stakeholder Representative	(non-elected official)**
Bureau of Land Management Representative	(BLM appointment)
US Forest Service Representative	(USFS appointment)
Aviation Mode Representative	(COACT Executive Committee appointment)
Bicycle and Pedestrian Mode Rep.	(COACT Executive Committee appointment)
Rail Mode Representative	(COACT Executive Committee appointment)
Transit Mode Representative	(COACT Executive Committee appointment)
Trucking Representative	(COACT Executive Committee appointment)
Transportation Options Representative	(COACT Executive Committee appointment)

*Jefferson County (in consultation with the Cities of Culver, Madras, and Metolius) will appoint one additional voting member from interested stakeholders which may represent, but are not limited to: public interest advocacy groups, environmental, land use, local citizens, business, education, public safety providers, non-profit organizations, etc.

**Crook County (in consultation with the City of Prineville) will appoint one additional voting member from interested stakeholders which may represent, but are not limited to: public interest advocacy groups, environmental, land use, local citizens, business, education, public safety providers, non-profit organizations, etc.

Ex-Official Representation (non-voting) will consist of the following:

Local State Legislators	All Crook, Deschutes & Jefferson
Congressional Local Aides	3 Members
All OTC Commissioners	5 Members

The Bend Metropolitan Planning Organization will be represented on COACT through the City of Bend and Deschutes County COACT members.

COACT may choose to establish technical advisory committees to assist in the consideration of technical aspects of policy matters and/or to prepare alternatives and recommendations to be forwarded to the OTC.

Staffing Support

Staff support will be provided by ODOT and/or the Central Oregon Intergovernmental Council or in any matter acceptable to COACT and ODOT.

Quorum

At least 50% of the current voting members constitutes a quorum. Any vacant or unfilled voting member seats will not count toward the quorum.

Decision Making

COACT will use a consensus decision-making process and will foster a collaborative approach to problem solving. Consensus means that all members agree to support the decision. Members may choose not to block the consensus even though they do not fully agree with the decision. Members are encouraged to voice and have recorded all views. Once a consensus decision has been reached, all members agree to support that decision.

Sufficient time will be provided for the members to seek advice from constituents, agencies, or other experts, when desired, before a decision is adopted. All members present at the meeting are included in the consensus process. Any member may abstain from the consensus and may request to be acknowledged as abstaining in any publication of the consensus. Abstaining is a choice not to block or to support the decision.

If any member feels the need to stand in the way of consensus on a decision, he/she will explain his/her concern with the proposed decision to the group, and the group will make every attempt to understand the concern and the underlying interests. The group may decide to delegate the issue to a working group for further exploration, development or recommendation for the full group.

If the group is unable to reach consensus with any of the approaches above, and if a majority of the group feels it is important to reach a decision on the issue in controversy, the group will vote and record the majority and minority views. It is the intent of COACT to use the voting system infrequently so as not to turn the work of COACT into one of garnering votes rather than working collaboratively to find solutions.

The group may delegate decisions on administrative matters to a smaller group, such as the executive committee

Coordination

Coordination with stakeholder groups, residents, and other regions and ACTs is a primary obligation of COACT. COACT will consider local, regional and statewide perspectives.

Officers

A Chairperson and Vice-Chairperson shall rotate annually between the three County representatives. The Chair shall preside at all meetings he/she attends and shall be responsible for helping the group adhere to the operating guidelines. The Chairperson will conduct all meetings in a productive manner, respectful of the need for all interests and

concerns to be raised. The Vice-Chairperson shall assume the duties of the Chair in his/her absence.

Executive Committee

The Executive Committee will consist of the three appointed representatives from each County Government, Tribal Government, and a Region 4 ODOT Representative. The Executive Committee will guide the work of COACT by establishing agendas and meeting dates. All members may suggest agenda items.

Media Relations

All members are free to speak to the press or to various groups on issues before COACT. Members should not represent COACT views unless the group has reached a decision on an item. Members should not characterize the views or comments made by other individual members. Specific media inquiries about COACT will be directed to the Chair, Executive Committee, and/or staff.

Meeting Conduct

Members will treat each other with respect and in a manner that provides opportunity for group decision making. Conflict will also be addressed in keeping with the operating guidelines.

Subcommittee Formation

COACT members or the Executive Committee can form any subcommittee, such as a technical advisory committee, on the basis of need. Members will be asked to submit names of resource persons in their communities. Subcommittees will form and/or disband per ongoing needs of COACT.

Public Outreach Process

All COACT meetings will be open to public attendance and any member of the public may attend any meeting. The public is encouraged to participate at the appropriate time on the meeting agenda.

Meeting Notice

Advanced meeting notice will be submitted to news media, adjacent ACTs, and to interested persons and stakeholder groups which have requested notice. Meeting notices will also be posted at local public institutions, and on the ACT website. Notices will include the time, place, agenda subjects, and the name of the person and telephone number (including TTY

number) to contact to make a request for an interpreter for the hearing impaired or for other communication aids. Meeting notices will be distributed one week prior to the meeting.

A paid meeting advertisement will be considered when COACT meets to develop project priorities for the STIP, for Draft STIP public hearings, and for all electronic meetings.

Meeting Materials

Advance agendas will be posted on the ACT web site one week prior to the meeting. For decision items, every effort will be made to post meeting materials on the ACT web site one week prior to the meeting.

Meeting materials will be made available to everyone in attendance at COACT meetings. Time will be provided on all meeting agendas for public comment.

Meeting Schedule

COACT meets every two months at a regular, established meeting time.

Meeting Location

COACT meetings will be held only in facilities that meet the accessibility requirements of the Americans with Disabilities Act (ADA). No meeting will be held in buildings where discrimination (race, sex, age, national origin, color, creed, disability) is practiced.

Meeting Minutes

Minutes shall be prepared for all COACT board meetings. Minutes shall be distributed to COACT members prior to the next meeting, and shall be posted on the ACT web site.