



# Draft Meeting Minutes

Central Oregon Area Commission on Transportation  
COACT  
November 14, 2019  
Redmond Public Works Training Room  
243 E. Antler Ave., Redmond, OR

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## **Members:**

Robert Townsend (ODOT), Wayne Fording (Jefferson County), Jerry Brummer (Crook County), Andrea Breault (COIC/CET), Krisanna Clark-Endicott (City of Redmond), Jeff Monson (Commute Options), Barb Campbell (City of Bend), Michael Folkestad (Jefferson County), Scott Smith (City of Prineville), Bill Duerden (City of Redmond), Andrea Blum (City of Sisters), Jeff Hurd (City of Madras), Patti Adair (Deschutes County).

## **Guests:**

Chris Doty (Deschutes County), Tyler Deke (Bend MPO), Annette Liebe (Governor's Office), Matt Powlison (Jefferson County Public Works), Matt Tipton (Century West Engineering).

**Staff:** Dana Greenwald (COIC).

### **1. Call to Order**

COACT was called to order by Commissioner Wayne Fording at 3:06 pm. Introductions were made and Bob Townsend acknowledged this is Jeff Monson's last meeting since he is retiring.

### **2. Public Comments**

A) General Comments  
Wayne Fording, Jefferson County

No public comments were made.

### **3. COACT Business**

A) September 12, 2019 Meeting Minutes (**ACTION**)

*Scott Smith motioned to approve the September 12, 2019 meeting minutes. Barb Campbell seconded. Minutes were approved by consensus.*

### **4. October Oregon Transportation Commission Meeting Debrief**

A) Informational Update – Bob Townsend

Every 2 years the Oregon Transportation Commission visits the various ACTs, and on October 18<sup>th</sup> they met our area ACT in Sunriver. Bob shared that the 1<sup>st</sup> day the OTC did a tour of the 97 corridor south of Bend to look at the 4 lane extension. Part of the Commission's agenda included adding about \$4 million of Federal Lands Access Program (FLAP) funds to continue to extend the 4 lanes another 4 miles. In addition, the OTC toured the multi-use path which is funded for construction between Bend and Lava Butte, stopped at the High Desert Museum to discuss the road access, and visited a wildlife crossing. The afternoon and into the evening was the COACT workshop, where Bob says there was great regional participation. He continues to hear about how pleased the OTC were regarding the input they received during that session and with COACT's overall feedback and professionalism. They stated that they appreciated the 12 speakers and the common theme about how local

jurisdictions have funding for capital improvements yet ODOT doesn't. This prompted a timely and important conversation that was carried on into the next day. Bob feels that we represented the regional needs very well, especially in regards to the 3 projects:

1. Adding Federal Lands Access Program money to extend the 4 lanes.
2. Adding \$500,000 from Deschutes County to start an improvement at Ward/Hamby Roads and US 20 intersection, our highest safety priority in the region.
3. Advancing North Corridor bonds based on receiving the \$60 million INFRA grant.

Bob said it was a great day for ODOT, identifying and sharing these projects and showcasing collaboration in the region.

Barb Campbell shared she also attended the OTC event. She said the City of Bend sent 3 Councilors, the Mayor, and the City Manager. Barb said it universally felt like the OTC was listening, and she was impressed the Commission allowed the Bend speakers to continue past their designated 3 minutes of speaking time. As a result of meeting with the OTC, Bend now has a meeting with the OTC the day after Thanksgiving to address the issues of improving the previously mentioned deadly intersection.

Bob appreciated OTC Commissioner Sharon Smith's presence and leverage during the OTC's visit.

Krisanna Endicott also attended and brought up Cascadia not as an if – but a when – and shared she also felt like she was heard, and the OTC really listened. She said the meeting was much less a presentation, and more like an engagement.

Wayne Fording stated that he is thinking about delivering a message to the OTC sharing words of gratitude for listening during their visit, and asking for more responsibility and delegation of projects. Jerry Brummer said that we COACT members know our needs here much better than the representatives who reside in Salem. Jerry said if we had more responsibility he believes COACT attendance would be much better. Jeff Monson, who has been a member of COACT for more than 7 years remembers the days where there was much more involvement in regional transportation projects and the ACT was much more engaged.

Bob said there are some ACTs that are negative, that they no longer feel valued, and the OTC is looking to help remedy that. Many cities, even Madras and Metolius are allocating money for projects, and ODOT has no flexible funds to assist. All the ODOT money has been earmarked.

Chris Doty suggested that as a way to have COACT be more active, is to get more involved in developing TSAPs, or Transportation Safety Action Plans. He believes this is a need for our region. Barb Campbell agrees with Chris. She said she is finding it difficult to keep approving millions of dollars to keep residents from hitting each other. Both Chris and Barb referenced the need to “change the culture” around safety. One component is education. Barb talked about Bend's “Pace Car” sticker idea. A car bearing the sticker would take the pledge to drive the speed limit, and thus setting the pace of safety.

Mike Folkestad cautioned against gimmicks – specifically the idea of stickers.

Andrea Breault said that as a public transit provider, CET is required to have a safety plan. CET has hired a consultant to draft a safety plan and have it adopted by the end of the year.

## B) New COACT Operating Guidelines

Bob said when the OTC visits, they want to do 2 things: 1) Adopt your ACT's bylaws, and 2) Review a 2-year report. Prior to the OTC meeting, the COACT Board had been discussing adding elected City officials to the COACT Executive Committee, and to additionally allow the City officials to sit as Board Chair. Bob said COACT could not previously vote since the Commissioners were not present at the last COACT meeting. Instead, the Board made the motion to recommend the changes to the Executive Committee. In turn, the Executive Committee voted unanimously to integrate the recommendations. The new language in the COACT Operating Guidelines is as follows:

“The Executive Committee will consist of the three appointed representatives from each County Government, two City representatives who shall be elected officials, Tribal Government, and a Region 4 ODOT Representative. The City representatives shall be elected by the full COACT membership. The Executive Committee will guide the work of COACT by establishing agendas and meeting dates. All members may suggest agenda items.”

This language was formally adopted by the COACT Executive Committee at their October 3, 2019 meeting in order to have formally-approved revised COACT Operating Guidelines before the OTC meeting.

## **5. ODOT Region 4 2021-2024 STIP Update**

### **A) Information and Updates**

As a quick update, Bob said the goal is to have all the STIP projects bid by February 2021. Due to safety concerns, a few projects have taken precedence, but the spreadsheet will be pretty much advanced and built as stated.

### **C) US 20/US 97 Bend North Corridor Project Update**

Robert Townsend, ODOT

The goals of the US 20/ US 97 North Corridor improvements are to reduce congestion, overall crash rate and severity throughout the corridor, truck related crashes at intersections, increase travel time reliability, and to improve bicycle and pedestrian access. HB 2017 earmarked \$50 million for US 97 Cooley Road mid-term improvements. ODOT requested \$66.7 million dollars via INFRA, and was awarded \$60.4 million. The project total with match from the City of Bend, Deschutes County, and private development is \$133.4 million dollars. The US 20 corridor development includes 4 dual lane roundabouts to be constructed at Tumalo/Cook Ave, Old Bend/Redmond Rd, Cooley Rd, and Robal Rd. The budget for this project is \$35 million, and construction is planned to start in 2022. The method to complete this project will be “Design/Build,” which is not widely used at ODOT, to earmark the designated funds and move forward with construction the fastest way possible. The public notification/involvement period is Winter 2019/2020.

To access the full presentation, visit: <https://www.coic.org/community-development/central-oregon-area-commission-on-transportation/>

Andrea Breault asked Bob whether or not they plan to build crosswalks and bus stops at the roundabouts along US 20. Andrea said that CET does not currently serve Tumalo, but there has been some interest, and if crosswalks were considered bus service could be an option. Bob said specifics are forthcoming, but pedestrians and mass transportation are part of the larger plan for the corridor, and he didn't include it in today's presentation because ODOT hasn't made any kind of definitive decisions around that yet.

Barb Campbell expressed concern around the cost projections, stating she read at least 3 different project totals in 3 different sources. Barb stated she thinks ODOT can do a better job communicating. Bob agreed, and

appreciated her comment.

## **6. 2020 Legislative Session Prep**

A) Discussion of pending transportation-related legislation  
Kayla Byers, ODOT

This agenda item was cancelled by Bob Townsend due to the fact that Kayla did not have anything new to share with the group.

## **7. Regional Roundtable**

A) Group Discussion.

Jerry Brummer, from Jefferson County, echoed what was shared last month about the 150 miles of chip seal that was completed. In addition, they are starting to hold meetings about creating a 2<sup>nd</sup> access in and out of Juniper Canyon.

Scott Smith, Prineville, said Elm Street Bridge is opening tomorrow evening, even though it is not quite done, it is ready for road traffic. He said they finished their paving projects and are working on sewer projects. There is about \$50 million dollars in water and sewer projects underway. In addition, Prineville is lowering the speed coming in and out of the Tom McCall Roundabout, per the results of a speed study.

Jeff Hurd, Madras, said they have completed the runway/taxiway rehab projects. Madras is working on the J Street bridge, and has a 700-acre urban renewal district to incentivize homebuilding in Madras. Jeff said Madras is also putting a prepared food tax on the May ballot to develop transportation funds.

Krisanna Endicott is heading to the National League of Cities Conference next week. She is sitting on a Transportation and Infrastructure panel and is also up for a National League of Cities Transportation and Infrastructure Vice Chair position. Krisanna will be sitting on the panel speaking to the OReGO program, a pay-as-you-go transportation funding pilot program. It is an alternative to the fuel tax.

Andrea Blum, Sisters, shared that their water pressure in the downtown area is fixed. Andrea said that Sisters is a great example to share with the OTC of a city that has money for needed transportation projects, and since ODOT doesn't have unearmarked dollars to contribute, those projects are not getting done.

Andrea Breault, from CET, had an update on STIF. They are working on IGAs with the Counties and Tribes to implement STIF service. The first service you will see as a result is Saturday service along Community Connector Routes 20, 22, 24, 26, 29, and 30, starting February 1st 2020. Additional routes in Bend and Redmond will be introduced in 2021. Roughly about \$9.5 million dollars in projects will be coming down the pipeline in the next 2 years.

Barb Campbell, Bend, shared that between ODOT and City/County project dollars, there are \$300 million dollars' worth of transportation projects planned for the next 5 to 6 years. There is significant water and sewer infrastructure planned and also currently underway.

Jeff Monson, of Commute Options, received funding October 1<sup>st</sup> to increase the education around their Safe Routes to School Program. The funding is for 3 years of education and infrastructure. They are also working on worksite transportation options.

Chris Doty, of Deschutes County, finished work on what was formerly known as 6 Corners. It is now a regular

intersection. They are starting to bid a project on South Canal, and some additional Redmond projects.

**9. ADJOURN**

Wayne Fording adjourned the meeting at 4:25 PM.

DRAFT

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

**OPERATING GUIDELINES**

**Revised October 3, 2019; Adopted October 17, 2019**

# **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 be elected from among Executive Committee members by the full membership of COACT. 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 elected representatives from each County Government, two elected City representatives, Tribal Government, and a Region 4 ODOT Representative. The City representatives shall be elected by the full COACT membership. 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.

## Proposed COACT Meeting Schedule – 2020

Month	Type of Meeting	Meeting Date	Meeting Time
February	Executive Committee	February 6, 2020	3:30 to 4:30 PM
March*	COACT	March 12, 2020*	3:10 to 5:00 PM
May	COACT	May 14, 2020	3:00 to 5:00 PM
August	Executive Committee	August 6, 2020	3:30 to 4:30 PM
September	COACT	September 10, 2020	3:00 to 5:00 PM
October	Executive Committee	October 1, 2020	3:30 to 4:30 PM
November	COACT	November 12, 2020	3:00 to 5:00 PM

Unless otherwise noticed, all COACT Board, Technical Advisory Committee and Executive Committee meetings will be held at the **Redmond Public Works Training Room, 243 E. Antler Avenue, Redmond**. The May 14 meeting will be held remotely, via Zoom.

\*The March 12 meeting was canceled

For more information:

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**From:** HOOTSMANS Kayla R <[Kayla.R.HOOTSMANS@odot.state.or.us](mailto:Kayla.R.HOOTSMANS@odot.state.or.us)>

**Sent:** Wednesday, April 29, 2020 3:05 PM

**To:** CRAWFORD Savannah <[Savannah.CRAWFORD@odot.state.or.us](mailto:Savannah.CRAWFORD@odot.state.or.us)>; TOWNSEND Robert L <[Robert.L.TOWNSEND@odot.state.or.us](mailto:Robert.L.TOWNSEND@odot.state.or.us)>; BRINDLE Frances \* Frannie <[Frances.BRINDLE@odot.state.or.us](mailto:Frances.BRINDLE@odot.state.or.us)>; HUESTIS John <[John.HUESTIS@odot.state.or.us](mailto:John.HUESTIS@odot.state.or.us)>; PATTERSON Kenneth E <[Kenneth.E.PATTERSON@odot.state.or.us](mailto:Kenneth.E.PATTERSON@odot.state.or.us)>; SNYDER Tony R <[Tony.R.SNYDER@odot.state.or.us](mailto:Tony.R.SNYDER@odot.state.or.us)>; ANDERSON Arthur H <[Arthur.H.ANDERSON@odot.state.or.us](mailto:Arthur.H.ANDERSON@odot.state.or.us)>; DINWIDDIE Kimberly <[Kimberly.DINWIDDIE@odot.state.or.us](mailto:Kimberly.DINWIDDIE@odot.state.or.us)>; JOHNSON Jarod E <[Jarod.E.JOHNSON@odot.state.or.us](mailto:Jarod.E.JOHNSON@odot.state.or.us)>; MALONEY Sean <[Sean.MALONEY@odot.state.or.us](mailto:Sean.MALONEY@odot.state.or.us)>; HUNTER Chris <[Chris.HUNTER@odot.state.or.us](mailto:Chris.HUNTER@odot.state.or.us)>

**Subject:** ODOT's budget picture

To our ODOT partners –

As a critical partner in the ongoing operation of our state's transportation system, I want to share directly with you challenges that lie ahead for ODOT's budget. To simplify a complicated story, unless we take proactive steps to bring our resources and expenditures into alignment, around the year 2024 ODOT will not have enough State Highway Fund resources to cover the costs of operating the agency. While the current COVID-19 pandemic certainly impacts our revenues, the structural issues the State Highway Fund faces are much larger than COVID-19.

This shortfall is specific to the State Highway Fund resources that are available to cover the costs of operating the agency—paying for functions like day-to-day road maintenance and operations by ODOT forces, collecting revenue through the DMV and Commerce and Compliance Division, as well as administrative functions like human resources and information technology. This shortfall is not in the state and federal funds available for transportation projects in the Statewide Transportation Improvement Program or our multimodal grant programs, as those funds are specifically directed by law to investments in the transportation system. However, some of those state and federal funding streams may be challenged by COVID-19 or other factors.

Many will wonder how ODOT can face a shortfall of operating funding after the recent passage of the largest transportation investment package in the state's history. The reality is that virtually all of the funding from HB 2017 and other recent transportation investment packages was directed by law to the transportation system rather than to cover the agency's operating costs and maintenance. The challenge is that our operating expenditures are growing by about 6% per year, while the resources we have available to cover these costs are growing at about 2% per year. This is by definition unsustainable, and in the near future our expenditures will eclipse our available resources.

While we do not face an immediate shortfall, our executive leadership team is proactively working with the Oregon Transportation Commission to address this challenge. All parts of the agency will be seeking to maximize efficiency in order to close the budget gap. We will look for ways to innovate and do things differently so we get more bang for the buck. But we will also need to focus on core priorities and reduce service levels in some areas.

Our decisions to bring revenue and expenditures into alignment will have impacts on our customers and stakeholders. We want to ensure that you understand the challenge, and we will engage with you as we seek to solve it. We pledge that as we seek to close this gap we will keep customer needs in the front of our minds and engage our stakeholders and local governments in a spirit of partnership.

If you would like more information, you can read our [budget factsheet](#) or listen to ODOT leaders and financial experts discussing this challenge at the Oregon Transportation Commission's meeting on Thursday, May 14. You are also invited to participate in a webinar on Tuesday, May 19 from 3-4 pm at which we'll be taking questions from the public. Both the OTC meeting and the webinar will be livestreamed on ODOT's YouTube channel at [www.youtube.com/user/OregonDOT/live](http://www.youtube.com/user/OregonDOT/live), and you don't need to RSVP for either event.

While the road ahead will at times be difficult, we will navigate it together.

Sincerely,

Kris Strickler  
Director