





**MEETING AGENDA**

**Date:** Thursday, February 8, 2024  
**Time:** 1:00 pm—3:00 pm  
**Contacts:** Lianne Thompson, Chair:  
 503.741.1715  
**Sarah Lu Heath, Administrator:**  
 971.328.2877 or [SarahLu@nworegon.org](mailto:SarahLu@nworegon.org)  
**Caroline Crisp, ODOT Staff**  
 (503)313-6812 or [Caroline.crisp@odot.oregon.gov](mailto:Caroline.crisp@odot.oregon.gov)

**Location:** Banks Fire Stations #13  
 13430 NW Main St, Banks OR  
**Virtual:** <https://us02web.zoom.us/j/83755031485>  
**Call-in Number:** 1-253 215 8782  
**Meeting ID:** 837 5503 1485

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 Sarah Lu Heath at 971.328.2877 at least 48 hours prior to the meeting.

		Action	Presenter
<b>Item 1</b> 1:00 p	<b>Welcome and Introductions</b>		Sarah Lu Heath
<b>Item 2</b> 1:10 p	<b>NWACT Minutes/Updates</b>  November & Ad Hoc Meeting Minutes (attached)  Public Comment (Limited to 3 minutes per person)  ODOT Region 2 Updates  Washington County Transportation Update	✓	Lianne Thompson  Bill Jablonski/ Caroline Crisp  Stacy Shetler
<b>Item 3</b> 1:30 p	<b>Oregon State Police &amp; Highway Safety Discussion</b>		Lieutenant Hasenkamp
<b>Item 7</b> 2:00 p	<b>2027-2030 STIP and Great Streets 2.0</b>		Tova Peltz, Deputy Division Administrator
<b>Item 8</b> 2:35 p	<b>ODOT DEIT Training &amp; ACT Code of Conduct</b>		Lisa Brown, Equity and Civil Rights Program Manager
<b>Item 9</b> 2:55 p	<b>NWACT Business/Member Updates</b>  Save the Date: Transportation Grants Workshop, Thurs Feb 22 at 10am.  Updates: 2-3 minutes, transportation projects, grant requests, relevant closures, or construction projects, etc.		Lianne Thompson  All

✓ Indicates the NWACT should vote on this item.

**Attachments:**

November 2023 Regular Meeting Minutes  
 December 2023 Ad Hoc Meeting Minutes  
 ACT Code of Conduct

Note: A complete meeting packet is available on the NWACT website at [NWOregon.org/NWACT](http://NWOregon.org/NWACT)

**Northwest Area Commission on Transportation  
Meeting Minutes November 9, 2023**

The meeting was called to order at 1:03 pm by Chair Thompson. NWACTION Members in Attendance are denoted with an asterisk:

**Clatsop County**

Commission (v) **Lianne Thompson\***  
Commission (a) **Terry Hendryx\***  
Large City (v) **Elisabeth Adams\***  
Large City (a)  
Small City (v) **Steve Wright\***  
Small City (a)  
Citizen-at-Large **Kathy Kleczek\***  
Citizen-at-Large

**Transit Districts**

Columbia Co (v) **John Dreeszen\***  
Columbia Co (a)  
Clatsop Co (v) **Debbie Boothe Schmidt\***  
Clatsop County (a) **Craig Johnston\***  
Tillamook Co (v)  
Tillamook Co (a) Brian Vitulli

**Columbia County**

Commission (v) **Casey Garrett\***  
Commission (a) **Mike Russell\***  
Large City (v)  
Large City (a) **Dave Sukau\***  
Small City (v) **Bob Brajcich**  
Small City (a) Scott Jorgenson  
Citizen-at-Large Rosemary Lohrke  
Citizen-at-Large

**Ports**

Port of Astoria (v) **Frank Spence\***  
Port of Astoria (a) Will Isom  
Port of Columbia Co (v) **Nancy Ward\***  
Port of Columbia Co (a) **Sean Clark\***  
Port of Tillamook Bay (v) **Michele Bradley\***  
Port of Garibaldi (a) Mike Saindon

**Tillamook County**

Commission (v) **Erin Skaar\***  
Commission (a) **Chris Laity\***  
Large City (v) Aaron Burris  
Large City (a) Nathan George  
Small City (v)  
Small City (a) **David McCall\***  
Citizen-at-Large Nicole Stevens  
Citizen-at-Large **Patrick McHugh\***

**Washington County**

Commission (v) **Jerry Willey\***  
Commission (a) **Stacy Shetler\***  
Large City (v)  
Large City (a) **Jolynn Becker\***  
Small City (v) **Marsha Kirk\***  
Small City (a)  
Citizen-at-Large **Don Odermott\***  
Citizen-at-Large Mike Borresen

Others in attendance:

Bill Jablonski, ODOT  
Caroline Crisp, ODOT  
Mark Buffington, ODOT  
Jayson Buchholz, ODOT  
Arla Miller, ODOT  
Mary McGowen, ODOT  
Jeff Harrington, City of Astoria  
Tony Hyde, Knife River  
Liane Welch, Bay City  
Leon Telesmanich, Tillamook SBDC  
Doug Olson, Tillamook County  
Debbie Doshet, guest  
Cindy Moore, City of Astoria  
Medha Pulla, Washington County  
Betsy Johnson, Regional Solutions Convener

\*Members denoted with asterisks were in attendance.

**Item 1: Welcome and Introductions**

Members and guests introduced themselves.

**Item 2: NWACT Minutes/Updates**

September's meeting minutes were reviewed. Kathy Kleczek motioned to approve; Marsha Kirk seconded the motion, it passed unanimously.

**Public Comment:** None

**ODOT Regional 2 Updates:** Updates were provided in the meeting packet and ODOT staff offered time to answer questions. Frank Spence gave his appreciation for the Astoria Riverwalk Community Paths grant. Kathy Kleczek inquired about the flooding on Highway 101 in Seaside. There was discussion about previous studies and an upcoming inquiry on the affect of King Tides. Bill Jablonski informed the group that the current STIP includes a culvert project which should help with flooding. Erin Skaar commented that the new STIP funding process is frustrating as it removes opportunity for ACTs to inform the prioritization of projects.

**AOC Update:** No update since the legislative session is over.

**Clatsop County Update:** Terry Hendryx from Clatsop County Public Works provided an update on transportation projects including: a full bridge replacement on Youngs River Road, new rumble strips on Lewis & Clark Road, and fish passage work on Hill Crest Loop in Svenson. Also, highway design and rail engineering related to the Westport Ferry for a realignment to direct heavy trucks out of residential areas.

**Item 3: Elect Vice Chair:** The nominations committee shared information about their process and nominated Columbia County Commissioner Casey Garrett to serve as the Vice Chair for the NWACT. Jerry Willey motioned to accept the nomination, Erin Skaar seconded, the motion passed unanimously.

**Item 4: OTC Strategic Action Plan:** Mary McGowen presented an update on the OTC Strategic Action Plan including high level goals and timeline to adoption. Betsy Johnson requested fog lines and other basic expectations be met, recommended the consideration of customer service kiosks and other novel customer service approaches to improve this area, and questioned ODOT's efficiency in spending its budget. Jerry Willey commented on the need for a funding fix for ODOT in 2025. Steve Wright offered support for EV charging stations and the impacts of transportation funding for rural tourism based economies.

**Item 5: NWACT Strategy:**

Caroline Crisp provided an overview of the process undertaken by the group thus far and the NWACT Strategy. The group discussed final revisions and comments to clarify member and staff roles, and what expectations are expected from ODOT. It was requested that Hayes Oyster Drive in Bay City be added to the significant projects list.

Kathy Kleczek and Lianne Thompson shared concerns about the timeliness of being able to provide feedback on this plan. It was decided that the Executive Committee would host an open meeting in December to further discuss the feedback on the NWACT Strategy and the OTC's Strategic Action Plan.

Erin Skarr motioned to permit the Executive Committee's decision on feedback to submitted on behalf of the commission; Marksha Kirk seconded and the motion carried unanimously.

**Item 6: Oregon State Patrol:** Lieutenant Hasenkamp provided feedback to ODOT on safety issues included the need for fog lines to both people and automation features in vehicles. Comments from NWACT focused on safety on Highway 30 especially in Knappa, Westport, and Deer Island. Due to time constraints, members requested OSP also join the next meeting.

**Item 7: New Meeting Occurrence:** To better align with the OTC meeting schedule in order to provide timely engagement and feedback, the group decided to meeting every other month starting in February 2024. The motion to update the calendar was made by Erin Skaar, seconded by Jerry Willey, and passed unanimously.

**Item 8: NWACT Business/Member Updates:** NA

Meeting was adjourned at 3:10pm.

**Northwest Area Commission on Transportation  
Ad Hoc Meeting Meeting Minutes  
December 12, 2023**

The meeting was called to order at 2:00pm by Chair Thompson. NWACT Members in Attendance are denoted with an asterisk:

**Clatsop County**

Commission (v) **Lianne Thompson\***  
 Commission (a) Terry Hendryx  
 Large City (v) **Elisabeth Adams\***  
 Large City (a)  
 Small City (v) **Steve Wright\***  
 Small City (a)  
 Citizen-at-Large **Kathy Kleczek\***  
 Citizen-at-Large

Large City (v)  
 Large City (a) Jolynn Becker  
 Small City (v) **Marsha Kirk\***  
 Small City (a)  
 Citizen-at-Large **Don Odermott\***  
 Citizen-at-Large **Mike Borresen\***

**Columbia County**

Commission (v) **Casey Garrett\***  
 Commission (a) Mike Russell  
 Large City (v)  
 Large City (a) **Dave Sukau\***  
 Small City (v) Bob Brajcich  
 Small City (a) **Scott Jorgenson\***  
 Citizen-at-Large **Rosemary Lohrke\***  
 Citizen-at-Large **Betsy Johnson\***

**Transit Districts**

Columbia Co (v) John Dreeszen\*  
 Columbia Co (a)  
 Clatsop Co (v) Debbie Boothe Schmidt\*  
 Clatsop County (a) **Craig Johnston\***  
 Tillamook Co (v)  
 Tillamook Co (a) **Brian Vitulli\***

**Tillamook County**

Commission (v) **Erin Skaar\***  
 Commission (a) **Chris Laity\***  
 Large City (v) Aaron Burris  
 Large City (a) Nathan George  
 Small City (v)  
 Small City (a) **David McCall\***  
 Citizen-at-Large  
 Citizen-at-Large **Patrick McHugh\***

**Ports**

Port of Astoria (v) Frank Spence  
 Port of Astoria (a) Will Isom  
 Port of Columbia Co (v) **Nancy Ward\***  
 Port of Columbia Co (a) Sean Clark  
 Port of Tillamook Bay (v) Michele Bradley  
 Port of Garibaldi (a) Mike Saindon

**Washington County**

Commission (v) Jerry Willey  
 Commission (a) **Stacy Shetler\***

Others in attendance:

Bill Jablonski, ODOT  
 Caroline Crisp, ODOT  
 Mark Bernard, ODOT  
 Jeff Harrington, City of Astoria

\*Members denoted with asterisks were in attendance.

**Item 1: Discussion on Emergent Flooding Situation** Several areas in southern Clatsop County and across Tillamook County have flooded. Previously approved funding for the Sand Lake area have been expediated. Circle Creek and Beerman Creek we highlighted as areas of need.

## **Item 2: NWACT Strategy**

The commission reviewed minor changes to the NWACT Strategy based on comments from the November meeting. The group confirmed that the significant projects list was universal and not prioritized. The NWACT will need to submit a short, prioritized list for the STIP at a later date. It was also confirmed that this document could be updated or added to. Marsha Kirk and Lianne Thompson would like the NWACT to focus on safety and resiliency in the coming year.

The motion to approve the 2024 NWACT Strategy was made by Scott Jorgenson, seconded by Marsha Kirk and approved unanimously.

The meeting was adjourned at 3:06pm.

<b>Area 1 updates NWACT</b>				
<b>8-Feb</b>				
<b>STIP Project</b>	<b>Phase/Year</b>	<b>Budget</b>	<b>Completion date</b>	<b>Comments</b>
<b>Planning</b>				
US 101 Gearhart Great Streets Project	Design/PE 2023	11,835,467	PE 2024	Gearhart has been selected as the fourth project in the Great Streets application. Currently, ODOT is internally negotiating funding to cover the cost of this road diet along with a signal enhancement.
US 30: Basin St - 8th Street Great Streets				After being ranked first in the initial round of review, our team felt confident that we would be awarded the construction funds for the median islands and RFBs in this project. However, in the subsequent round of review with new criteria, this project was not selected. Caroline will be exploring additional grant opportunities for this project, such as...
Tillamook County TSP - ODOT budget	PL 2023		PL2023	Caroline and Chris are currently working on the SOW (project scope) for the TSP. They are excited to launch the statement of work in the new year, inviting consultants to bid.
US101 Flooding study Beerman Creek	PL 2024	\$200,000		Building on the work completed 10 years ago. Move forward with the next design and construction options including King Tide impacts
St Helens Path - Oregon Community Paths	PL 2023		PI 2023	Caroline and Jennifer are working on the SOW for the path right now and are hoping to launch the solisitation in January.
NWACT Work Plan				Complete
<b>Project Development (current)</b>				

OR202: Nehalem River Bridge	PE/2023	\$1,754,838	PE/2026	Full bridge deck and rail replacement - early in design
US101 @ Broadway Signal Upgrades (Seaside)	PE/2023	\$871,844	PE/2026	Starting consultant selection - replace/upgrade signal
US101 MP 23.9 Culvert Replacement	PE/2023	\$293,255	PE/2027	Project kick-off Jan 2024- replace failing culvert
OR6 Roadside Barrier Upgrades	PE/2023	\$1,867,593	PE/2024	Project at DAP - construction expected 2025 full barrier upgrade/replacement Tillamook to Banks
OR6 MP 4.4 - 9.0 (Paving)	PE/2023	\$868,791	PE/2024	Paving construction anticipated 2025
OR6 @ Wilson River Loop Road (MP2.07)	PE/2023	\$727,550	PE/2026	Upgrade NE intersection of WRL and OR6 - construction anticipated 2025
OR 6 Devila Lake Fork Wilson River Bridge	PE/2023	\$218,900	PE/2024	Bridge painting anticipated summer 2024
US101 Nedonna Creek	PE/2023	\$1,100,000	PE/2025	Culvert replacement incooperation with Oregon Coast Scenic Railroad/POTB
US30 Rainier - Wonderly Rd	PE/2023	\$429,300	PE/2025	Preservation design started, construction funding not identified
US101 Urban Upgrades (Garbibaldi)	PE/2020	\$1,837,000	PE/2025	Highway preservation, sidewalks, ADA ramps, rail safety expected to beigin construcion 2024
US101 Pacific Way (Gearhart)	PE/2023	\$688,845	PE/tbd	Signal replacement under design - construction funding not identified
US30 SE Maple St Rail Safety Crossing (Scappoose)	PE/2023	\$641,000	PE/tbd	Upgrade rail crossing - construction funding not identified
US30 Slide MP 74 (Bradley)	2024*	\$8M		Advanced investigation, design, and ROW
US101 Culvert MP 22.98 (Beerman Crk)	2024*	\$4M		Design, ROW, and construction
US101 Butte Creek Culvert	PE/2022	\$1,800,000	PE/tbd	Received PROTECT funds for construction phase approx \$8M*
Complete 2427 STIP @ <a href="https://www.oregon.gov/odot/STIP/Documents/OnlineSTIP_Public.pdf">https://www.oregon.gov/odot/STIP/Documents/OnlineSTIP_Public.pdf</a>				
<b>Construction</b>				
Rumble Strips (Unit 1 NW Oregon)	CON	\$5,319,700	Summer 2024	US30, 26, OR47, 131



US30 @ Graham Creek	CON	\$3,670,160	Summer 2024	Two lanes back on the highway, small traffic shift in place for the winter months.
US26 @ Mendenhall	CON	\$6,332,331	Nov-23	New structure is complete. Need to finish striping and punch list in the spring.
US30 Astoria Roadway Reconfiguration	CON	\$1,500,000	Winter 23/24	Complete
US30 Clatskanie ADA Ramps	CON	\$498,000	Nov-23	Mostly complete, just need to finish traffic signal work and crosswalk markings.
US30 EB Larson Road Longview Queue Warning	CON	\$1,654,900	Spring 24	Just got going. There is a speed reduction in place and work is progressing.
US30 Clatskanie River Bridge Scour	CON	\$321,221	Summer 24	Project recently bid, just getting started
US26 Little Humbug Creek Bridge	CON	\$4,194,879	Fall 24	Project recently bid, just getting started
US101 Ave A - Ave K Seaside	CON	\$8,841,154	Fall 23	Project is complete with a couple clean up items needed from the contractor.
Old Youghs Bay Bridge	MBM	\$ 804,000	Spring 2024	Just Bid and awarded. Will remove failing pile wrap from timber piles. Maintenance project
US30 Jones Road to Rainier paving	Paving	tbd	2024	Anticipated 2024 season. Still working out the details
OR202 Dresden St. to 4th St (Astoria)	CON	tbd	2024	Bids in late March. Anticipating 2024 season for completion. Will know more next NWACT meeting.
<b>District 1 Maintenance activities:</b>				

Winter maintenance (sanding, de-icing, plowing) was accomplished through the January winter storm even though the district is down 7 vacant positions.				
Sweeping of sand will be occurring throughout the month of February in all maintenance sections.				
Bumps on US26 at MP10ish are being ground down next week by the Warrenton Maintenance crew.				
Sink on OR6 at MP35ish is being patched on a regular basis by the Manning Maintenance crew as it cracks and sinks constantly.				
Working on a culvert replacement on US101 in Rockaway Beach to occur in the spring.				
Night shifts are washing signs and delineators throughout the winter.				
*Pending programming				



# Oregon

Tina Kotek, Governor

Oregon Transportation Commission

Office of the Director, MS 11

355 Capitol St NE

Salem, OR 97301-3871

January 30, 2024

Lianne Thompson, Chair  
Northwest Area Commission on Transportation

Dear Chair Thompson,

Thank you for submitting your comments and feedback on the Draft 2024-2028 Strategic Action Plan. Your comments were included directly in the packet that was discussed with the Oregon Transportation Commission at the January 24th, 2024 meeting. Staff also relayed your interests in increased funding for rural public transportation, maintenance and operations that consider geographic balance; stewardship of resources; and earlier consultation to inform the SAP planning process. At the meeting, ODOT committed to better outreach and will continue to look for opportunities to strengthen approaches to address these issues.

Funding is identified in the SAP as foundational and will be a significant focus area in the near term. Actions in the SAP and the Oregon Transportation Plan call for a diversified funding portfolio, which considers mechanisms including the gas tax, vehicle and licensing fees, miles traveled fees, tolling and more. As part of this, we will work with legislators and partners to engage the public to understand transportation funding and investment, including needs, gaps, challenges and opportunities with revenue sources, and consequences of disinvestment.

The NWACT also expressed the need for additional information that provides greater detail for how these initiatives will be implemented beyond the actions in the Draft SAP. Following the approval of the SAP this Spring, updates on implementation status will be submitted to the Commission every quarter. These updates will include detailed milestones for how each of the implementing actions will be achieved. Staff is happy to share additional details including the tracking website or updates at your ACT meeting as desired. As always, thank you for taking the time to share your insights and help inform the Commission.

Sincerely,

Chair Brown, Oregon Transportation Commission

# NWACT Grant Workshop

Exploring 2024 Federal and State Grants

**Thursday, February 22 @ 10a**

Contact [SarahLu@nworegon.org](mailto:SarahLu@nworegon.org) for the  
VIRTUAL LINK



# 2027-2030 STIP and Great Streets 2.0

---

Presentation to Area Commissions on Transportation

Amanda Pietz - Policy, Data and Analysis Division Administrator

Tova Peltz – Delivery and Operations Deputy Division Administrator

January 2024

# Statewide Transportation Improvement Program (STIP)

## What is the STIP? Capital Program Funds

Federal (FHWA & FTA) & State Funds

Construction Projects on State & Local Roads

Public & Active Transportation Programs & Projects

## What is NOT in the STIP?

Maintaining & Operating State Highways

State Highway Fund to Cities & Counties

Revenue & Administrative Functions

State-Funded Multimodal Grant Programs: STIF/CO





# STIP Funding Categories

## **FIX-IT**

Projects that preserve or fix the state highway system (pavement, bridges, culverts, etc.)

## **SAFETY**

Projects focused on reducing fatal and serious injury crashes

## **PUBLIC AND ACTIVE TRANSPORTATION**

Bicycle, pedestrian, public transportation and transportation options

## **LOCAL GOVERNMENT PROGRAMS**

Funding to cities, counties, and others for priority projects

## **ADA CURB RAMP DELIVERY PROGRAM**

Curb ramp construction for accessible sidewalks

## **OTHER FUNCTIONS**

Workforce development, planning, data collection and other programs using federal money

## **UNALLOCATED / FLEXIBLE**

Discretionary funds approved by the OTC

## Public Feedback to Inform Allocation



- Strong support for Fix-It investments statewide, especially in rural areas
- Strong support for Public and Active Transportation investments, especially in urban areas
- Positive feedback on Great Streets to address multiple, community or corridor needs at once
- Support for comprehensive safety improvements
- Interest in investing in climate and environmental projects
- Concern about ensuring a fair regional distribution of funds and a desire to invest in regional and local priorities



# OTC Allocation

Category	2021-2024 STIP	2024-2027 STIP	2027-2030 STIP
Fix-it	1,024,937,739	1,004,248,351	640,053,025
Public and Active Trans. (PAT)	750,000,000	800,000,000	583,824,096
ADA	90,500,000	310,660,686	625,000,000
Local	534,583,562	535,732,694	461,898,337
Safety	174,207,738	189,728,305	177,472,200
Enhance	711,580,261	200,000,000	-
Other	274,800,989	317,290,521	387,614,693
Unallocated	Distributed above	Distributed above	70,571,954
Total	3,560,610,289	3,357,660,557	2,946,434,305

## Major Changes in the 2027-2030 STIP

- 40% reduction in Fix-It finding
- Doubling of ADA funding, but reduction of nearly 30% of PAT funding
- Zeroed out historic discretionary programs like Enhance and Mass Transit
- Reduced other historic discretionary programs like Elderly and Disabled
- Even with these major reductions, only able to maximize \$70M in unallocated funds

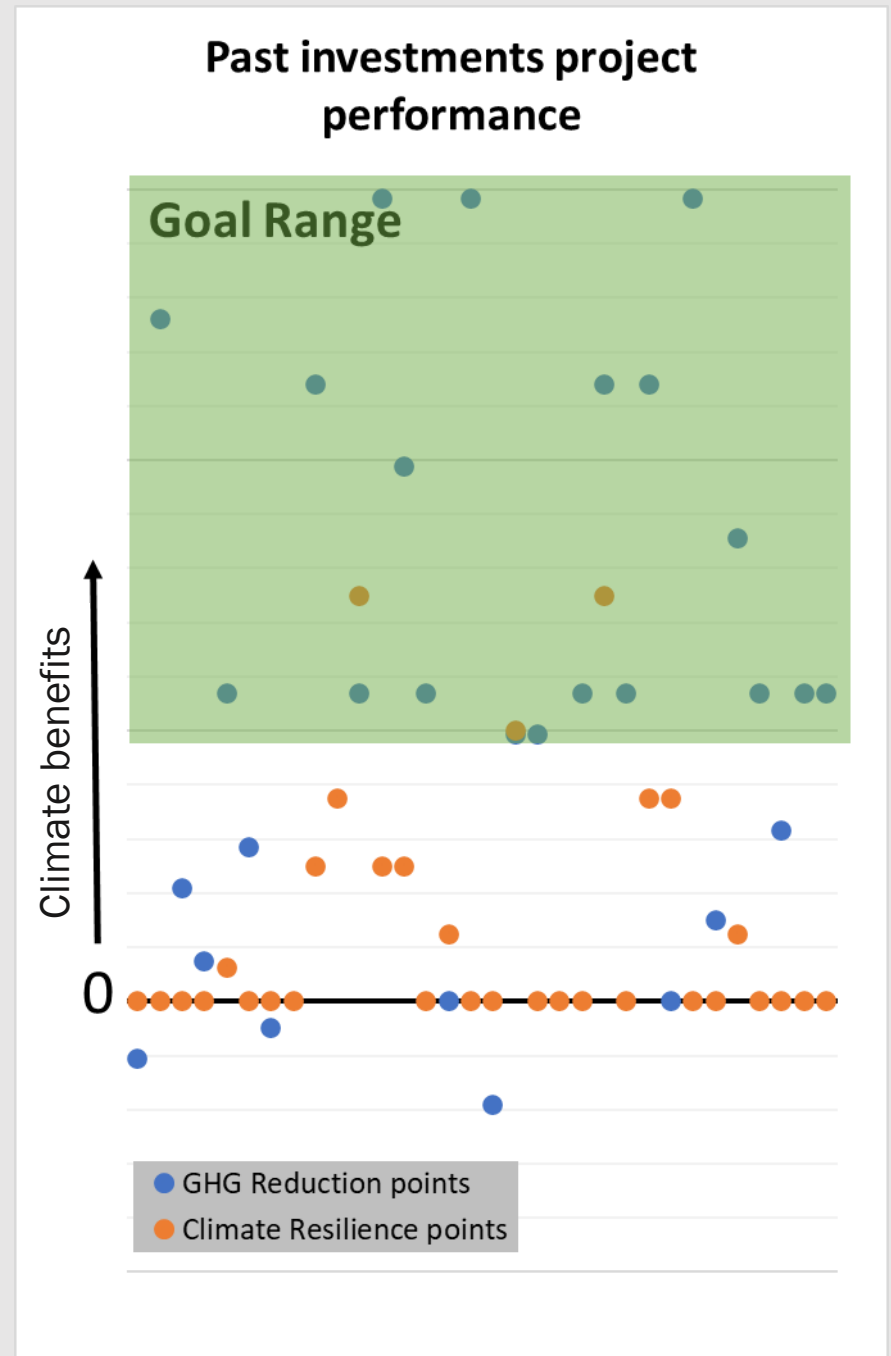
# Projected Outcomes of 27-30 Funds

- Only paving interstates in this timeframe
- More bridges will be load rated
- Unable to address remaining bike/walk gaps
- Significant reduction in asset maintenance and preservation across all modes
- Reactive vs proactive investments



## 27-30 STIP: Work to Further Key Outcomes

- Ensuring climate, safety and equity lenses are applied
  - Creating processes and measuring to assure accountability to these outcomes
    - Reducing GHG emissions
    - Using cleaner materials and fuels in construction
    - Addressing the most unsafe locations
    - Supporting access to low cost transportation options, jobs, and services





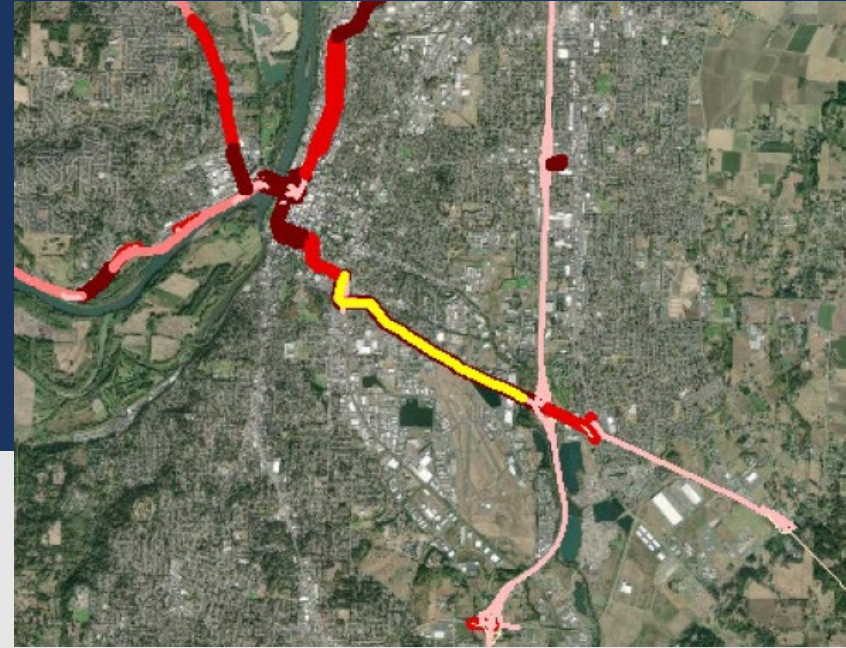
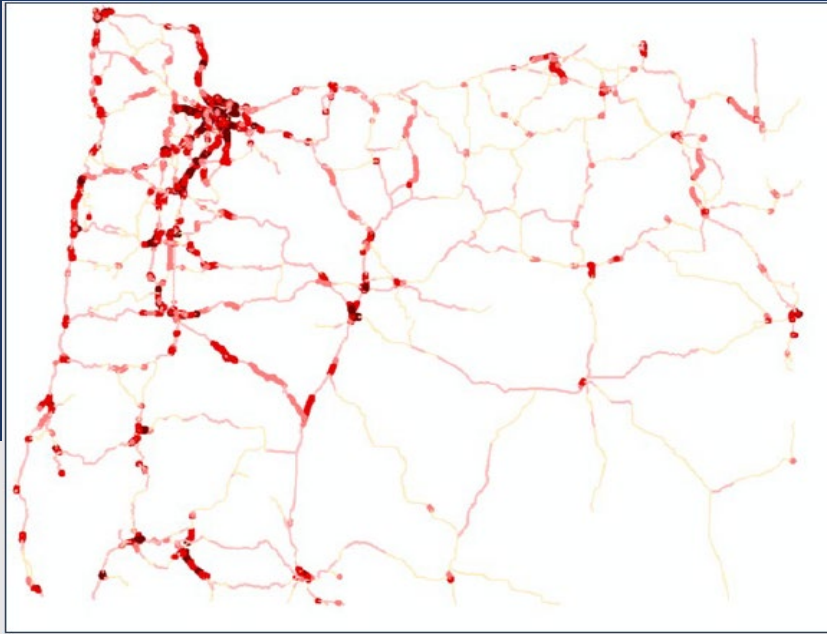
# Unallocated: \$70M for "Great Streets 2.0"

Strategic funding to advance safety, climate and equity outcomes in a corridor or community

- **Builds** from past programs like STIP Leverage and evolves Great Streets to maximize dollars and support communities and holistic needs.
- **Opportunity** for complementary investments and save on overall costs
  - ADA updates
  - ARTS investments



# Identify Opportunities to Address Multiple Needs



**Be strategic:** identify locations where multiple *top* priorities overlap

- Safety needs and risks
- Bicycle and Pedestrian needs
- Areas of high disparity (based on age, disability, income, race, etc)
- Climate adaptation and seismic
- Climate mitigation and electrification
- Operations (e.g. ITS) and preservation
- And other data layers





For example, while adding a curb ramp, may:

- Add an enhanced pedestrian crossing
- Restripe for safety or bikeways
- Fill in missing sidewalks

# Investment Considerations

## Eligibility

- Is an identified “hot spot” area
- Leverages other dollars

## Potential Criteria

- Advances one or more: safety, equity, climate
- Has community support
- Meets project readiness threshold
- Is within cost limits
- Other potential project benefits

# Strategic Outcomes

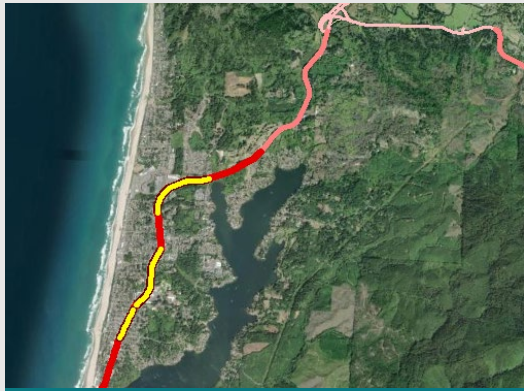
## Program Principles

- Identify where top priorities overlap across different program areas
- Advance safety, equity and/or climate outcomes
- Identify investment opportunities in urban and rural areas
- Recognize funding is limited and final projects selected may not cover all areas
- Leverage investments by addressing multiple needs at once, leading to efficiency and cost savings

### Questions:

- As we operationalize these principles, what do we need to consider?
- Any thoughts on criteria or other considerations when selecting Great Streets 2.0 investments?

# Next Steps



Hot spot mapping

Overlay multiple management systems to identify top priorities



Review and refine

Review 'hottest' locations to ensure correct sites were identified and iterate as needed



Narrow projects

Review hot spot opportunities with partners; apply criteria for GS 2.0 and reduce project list



Scope & select

Conduct desk and field scoping to refine criteria scores; prioritize; and select



Additional  
Thoughts?





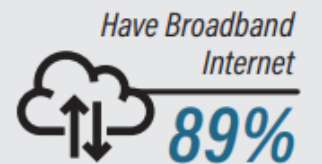
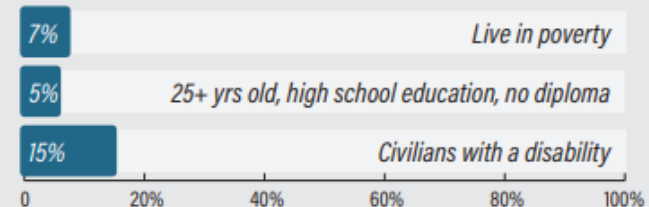
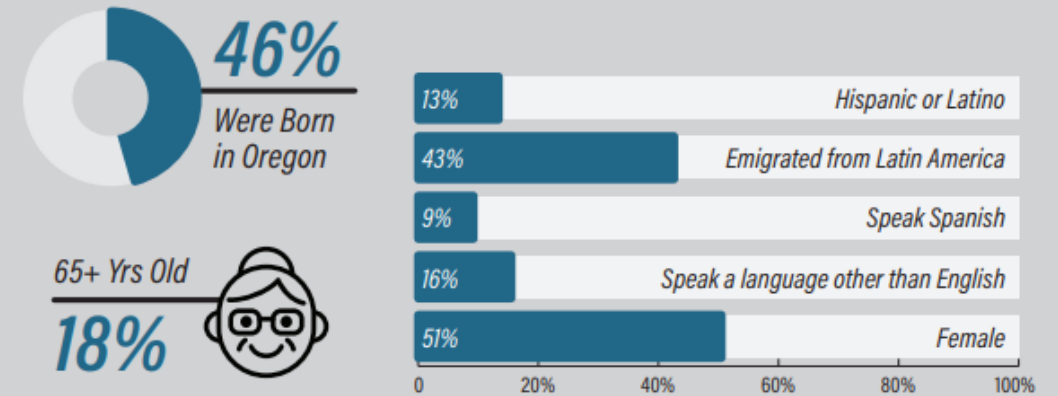
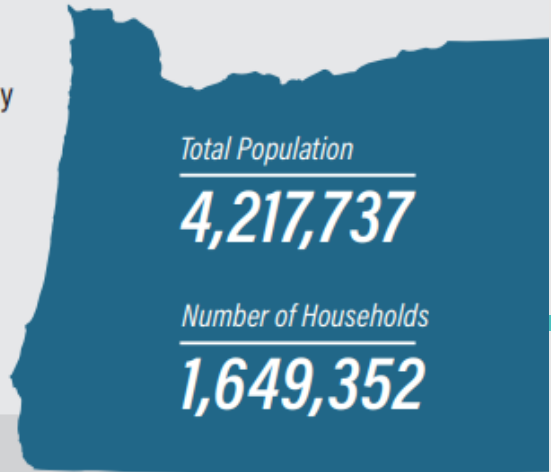
# Equity Guidance for ODOT Advisory Committees

---

# Overview

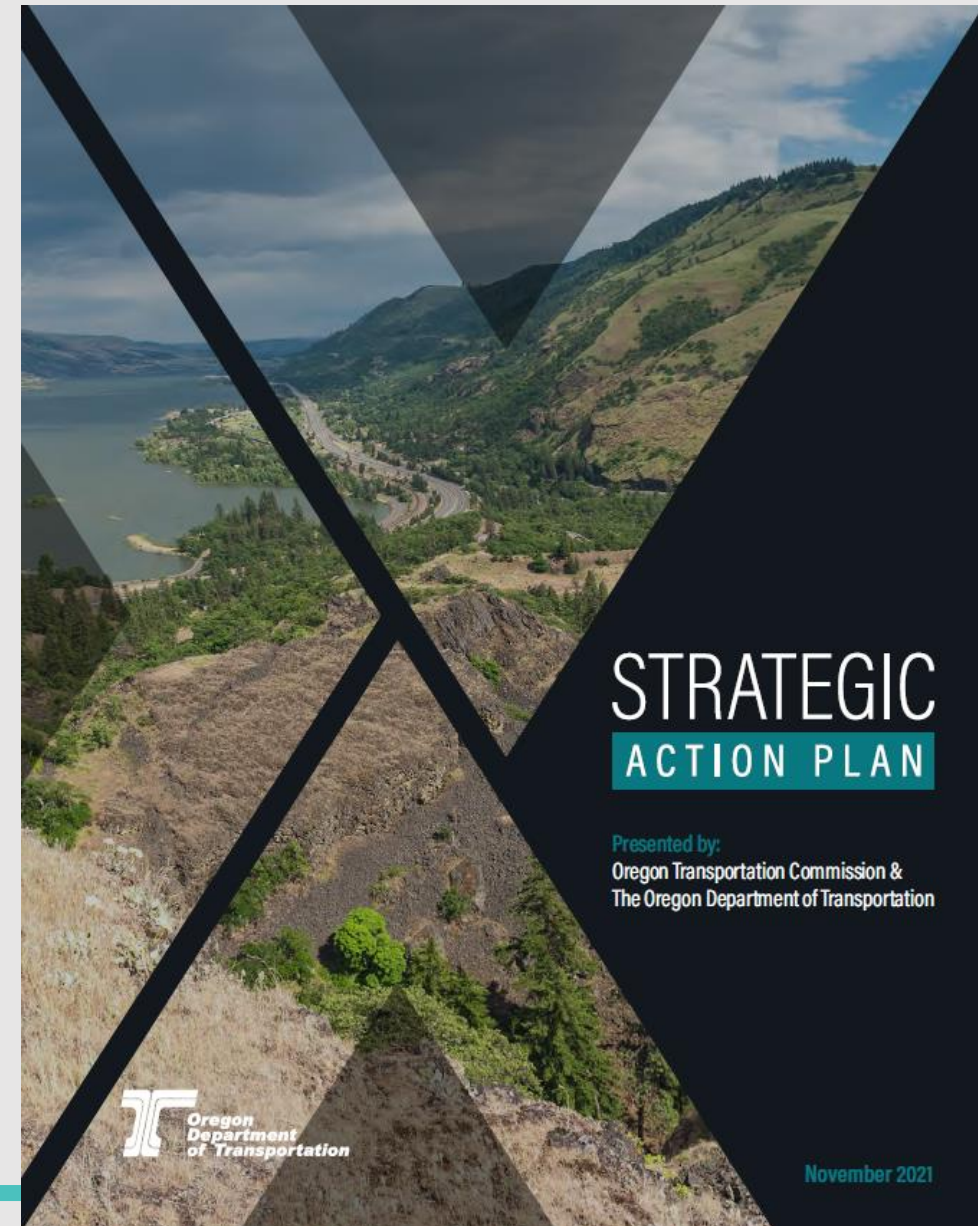
Effective January 1, 2022, House Bill 2985, directs ODOT to diversify its advisory committees to reflect Oregon's population's racial, ethnic, and ability composition, as determined by the most recent American Community Survey.

Understanding transportation needs starts by getting to know the people we serve. Especially those historically excluded from processes. We can perform at our innovative best when we respect the voices and experiences of all Oregonians!



## Objective

The bill explicitly calls out ODOT's statutory advisory committees; however, in alignment with ODOT's Strategic Action Plan and our value of embracing equity and fostering a culture of inclusion, the agency will include all advisory committees in this mandate.



# Why??

---



- Utilize the viewpoints of those who reside in the communities ODOT serves and who are likely to be affected by the decisions ODOT makes.
- Prioritize diversity, equity, and inclusion by identifying and addressing systemic barriers to ensure all Oregonians benefit from transportation services.

# Blind Spots: Broaden Perspectives

---

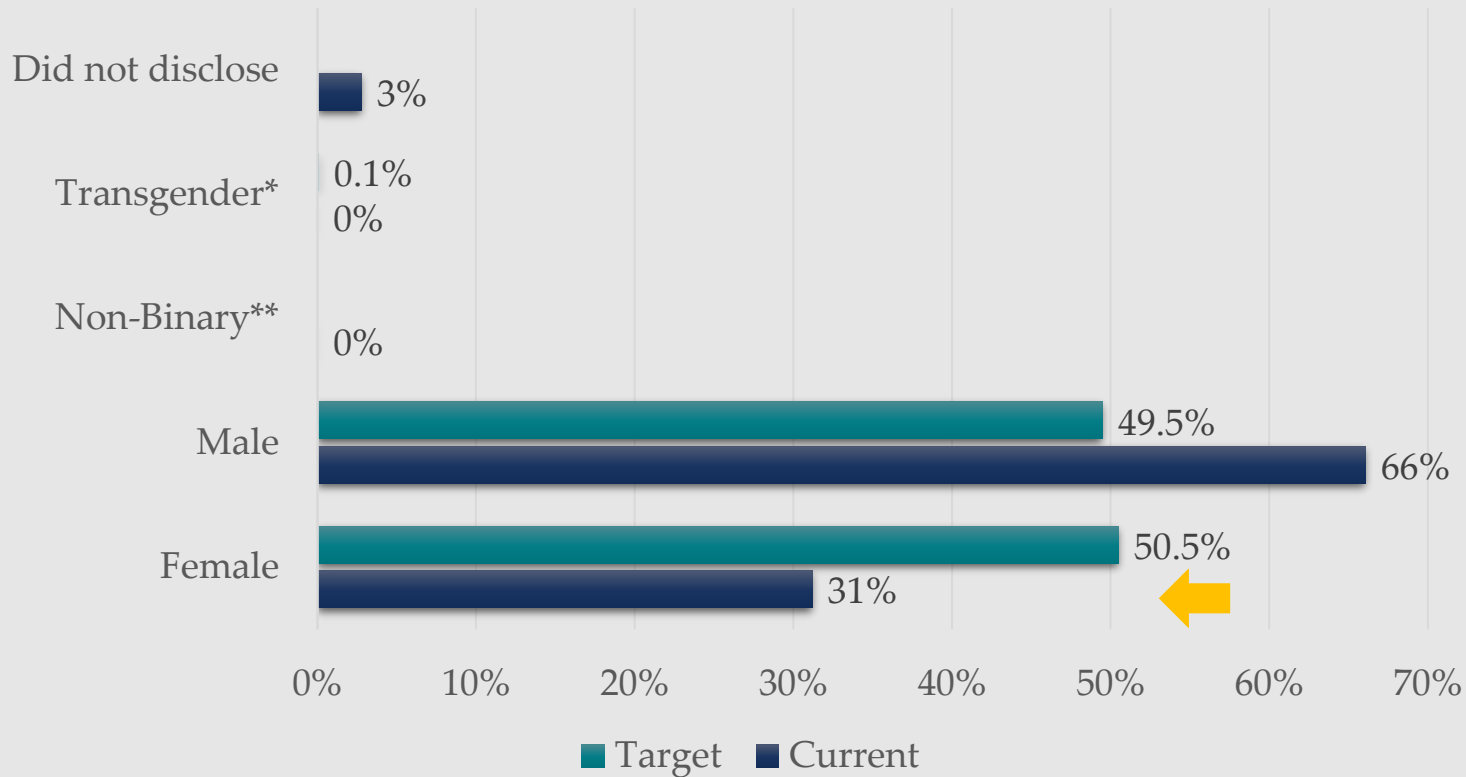


- Examine our network
- Open the door (recruitments)
- Encourage ideas (guidance)



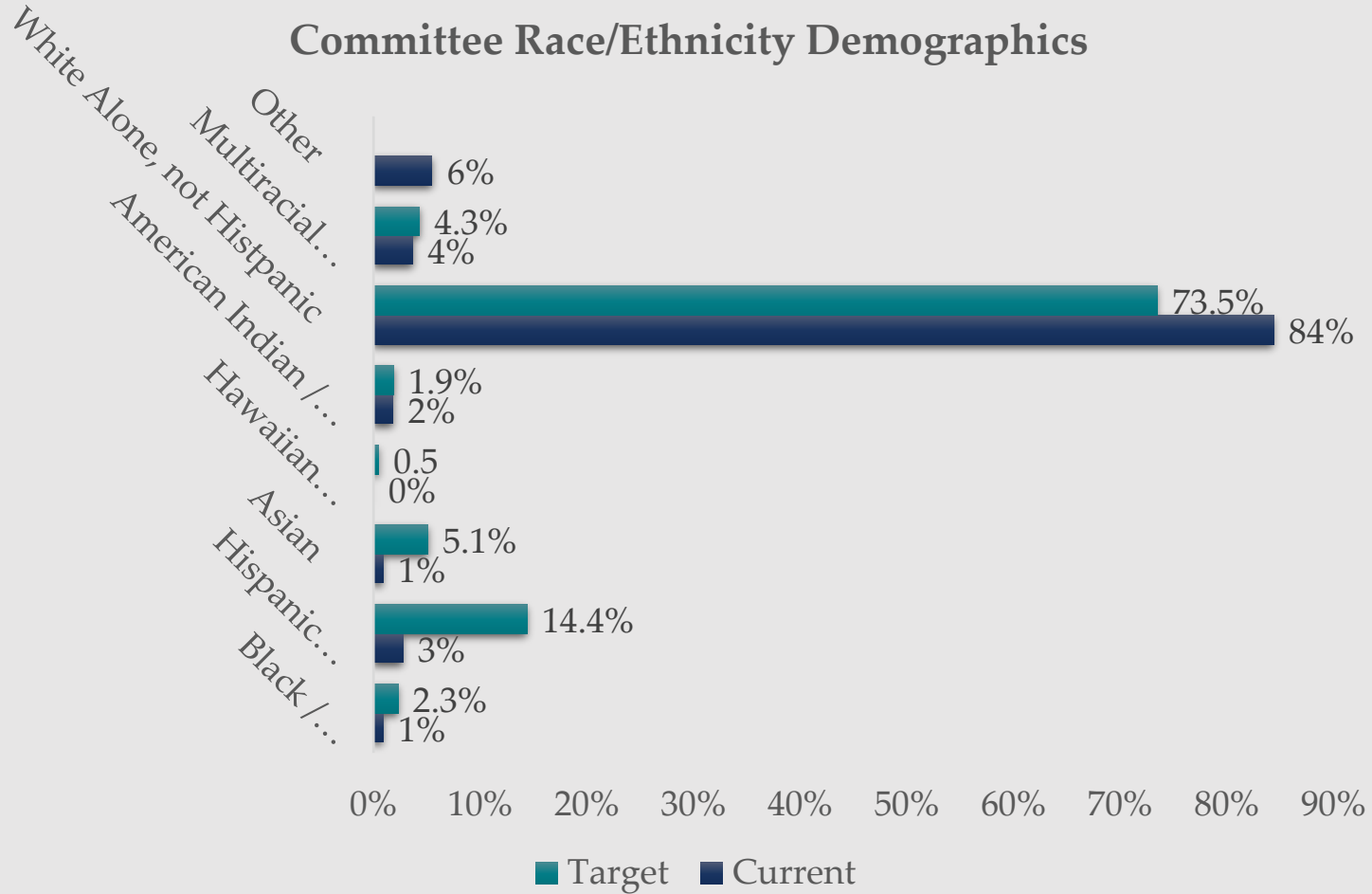
# Consider – Who's Perspective is Missing?

Committee Gender Demographics



# Consider – Who's Perspective is Missing?

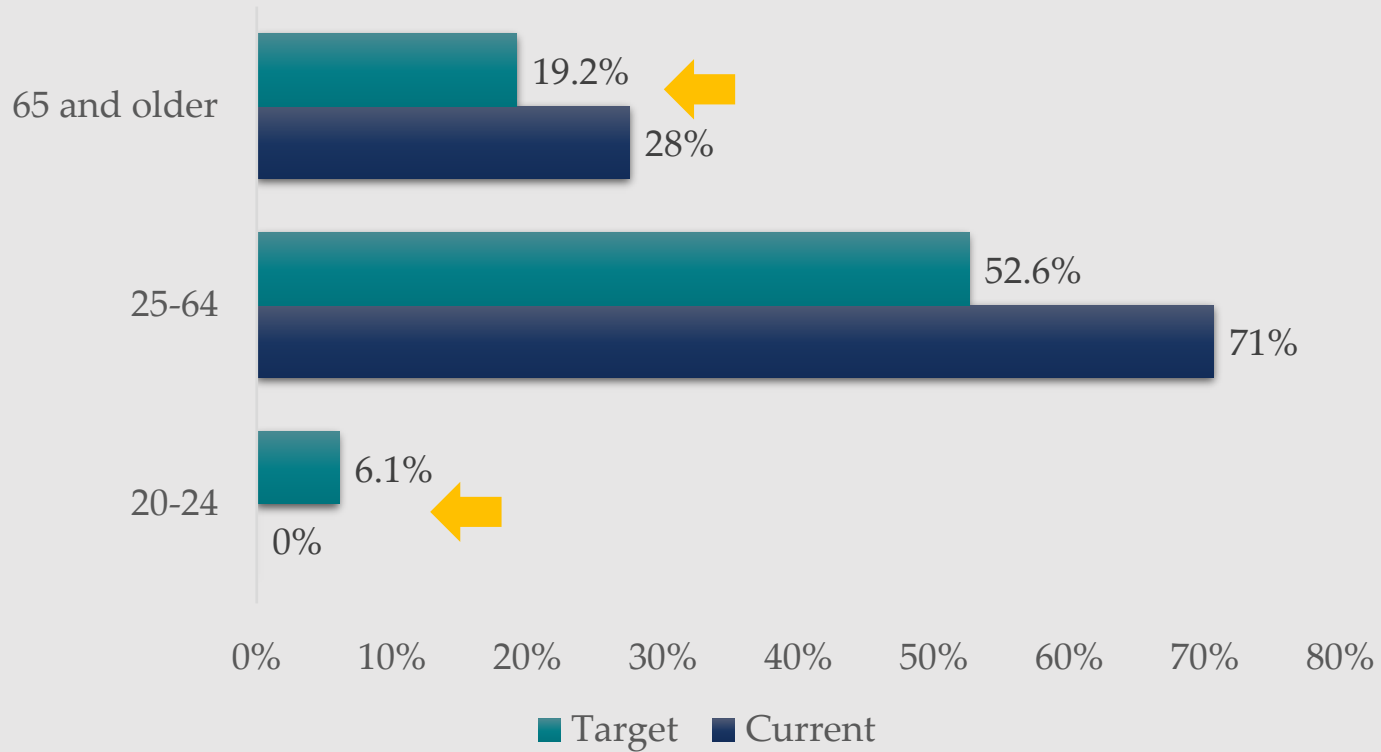
Committee Race/Ethnicity Demographics



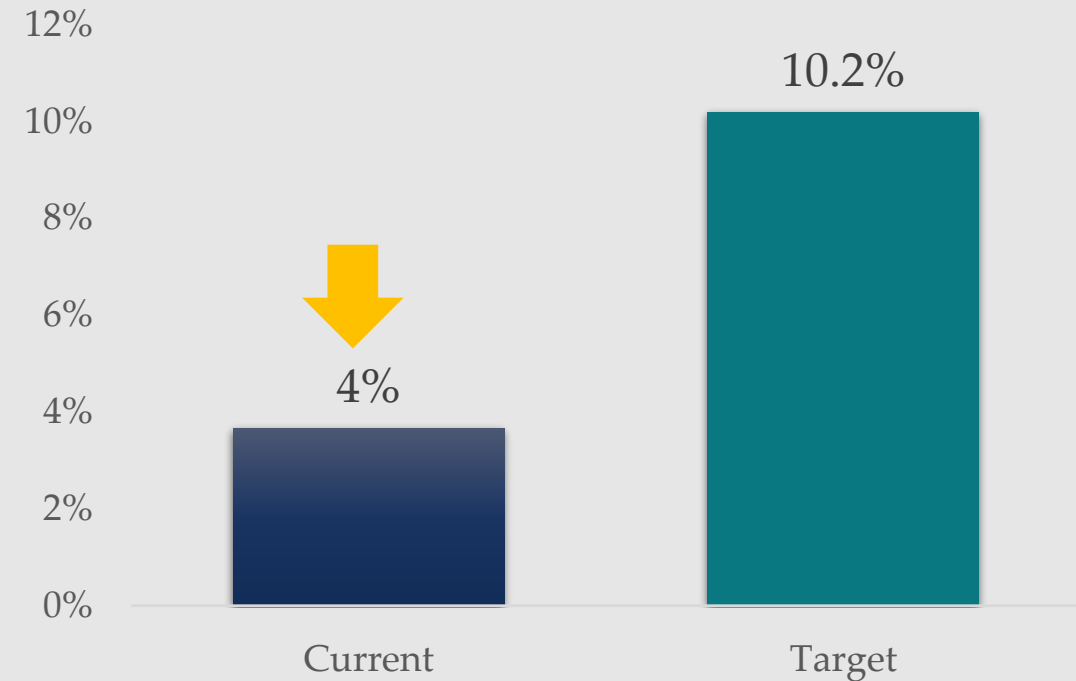


# Consider – Who’s Perspective is Missing?

Committee Age Demographics



A person with developmental, psychological, learning or physical disability



# Challenges we heard about...

---



- How to determine the diversity within the “communities we serve”.
- How to do equitable engagement.
- Who to reach out to when committees have an opening.
- How to ensure tokenism and microaggressions don't occur.
- How to ensure diverse members are valued and voices are honored.

# Committee Guidance Objectives

---



Better equip advisory committees and members to:

- Reflect on ODOT and Committee values.
- Utilize the ODOT Social Equity Lens in decision making.
- Incorporate diversity, equity and inclusion into guiding principles.
- Ensure inclusive practices and environment.
- Take personal ownership and accountability for equitable outcomes.
- Sets expectations and standards for membership makeup.
- Sets expectations and standards for issues and complaints.
- Provides guidance on committee compensation options and requirements.
- Provides guidance on equitable engagement and outreach.
- Provides guidance on equitable recruitments and onboarding practices.
- Offers diversity, equity and inclusion training resources.

# What is equity?

---

1

Equity acknowledges that not all people, or all communities, are starting from the same place.

2

Equity is the effort to provide different levels of support based on an individual's or group's needs in order to achieve fairness in outcomes.

3

Equity actionably empowers communities most impacted by systemic oppression and requires redistribution of resources, power, and opportunity to those communities.

# Equity illustrated

## Equality



The assumption is that **everyone benefits from the same supports**. This is equal treatment.

## Equity



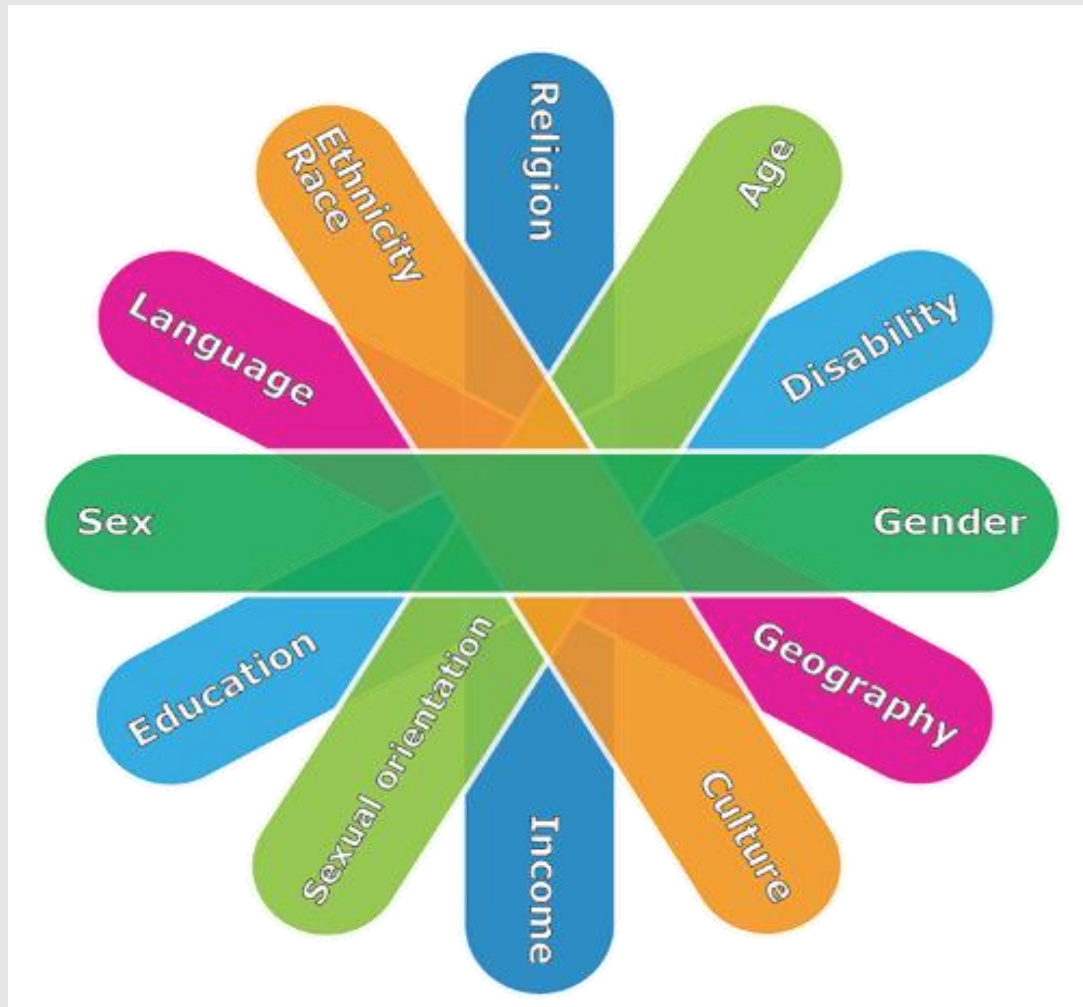
**Everyone gets the supports they need** (this is the concept of "affirmative action"), thus producing equity.

## Justice



All 3 can see the game without supports or accommodations because **the cause(s) of the inequity was addressed**. The systemic barrier has been removed.

# Intersectionality



- Video on intersectionality.
- Intersectionality is a framework for understanding how individuals' various social and political identities result in unique combinations of oppression, discrimination, and privilege. Intersectionality identifies multiple factors of advantages and disadvantages.



# Questions or Thoughts?



## Code of Conduct

*{The following language is recommended but may be revised by each advisory committee.}*

### Purpose

The primary mission of the **[NAME] Area Commission on Transportation OR [Modal] Advisory Committee** is to advise the Oregon Transportation Commission (OTC) on state and regional policies, funding, and investments affecting the transportation system.

To achieve this mission, each advisory committee meeting should be an open forum where members feel secure sharing their values and viewpoints and all opinions are respected. Additionally, any reference to or discussions about advisory committee members outside of meetings should be respectful.

The Code of Conduct policy sets expectations to guide [advisory committee name] members in their actions during and outside of advisory committee meetings. This policy establishes options for managing conflict and a process for addressing unacceptable behavior.

### Conduct

#### ***During Advisory Committee Meetings***

- Communicate in a respectful and professional manner
- Hold oneself accountable
- Respect physical and verbal boundaries
- Build positive relationships
- Act in the best interest of the advisory committee's agreed-upon purpose
- Avoid personal comments that are intended to, or could reasonably be construed to, offend others
- Create opportunities for everyone to speak
- Exercise tolerance of the perspectives and opinions of others
- Refrain from making inappropriate comments
- Be welcoming to speakers and treat them with respect

#### ***Outside of Advisory Committee Meetings***

- Communicate in a respectful manner
- Limit discourse outside of meetings
- Discuss topic areas thoughtfully rather than attacking individual behaviors
- Be aware of the public nature of written notes, calendars, voicemail messages, and e-mail
- Understand proper political involvement
- Make no promises on behalf of the advisory committee in unofficial settings



## Managing Meetings

Advisory committee Chairs play an important role in ensuring meetings are open to all those who wish to participate in a respectful and constructive manner.

ODOT advisory committee staff, whether or not a member of the advisory committee, should encourage members to participate by establishing and maintaining open and constructive meetings and partner with the advisory committee Chair.

To encourage respectful dialogue and meeting efficiency, ODOT advisory committee staff and advisory committee Chair should ensure meetings should be conducted with the following actions:

<b>Maintain control</b>	Set clear expectations of time allotment and goals.
<b>Keep to the agenda</b>	Note when discussion has wandered away from the agenda topic and get back to the agenda item when necessary.
<b>Encourage full participation</b>	Ensure a respectful and safe environment for everyone to participate; free of insults, disrespect, yelling or other inappropriate behavior.
<b>Discourage time monopolizing</b>	Some members may monopolize time and discourage others from participation. The Chair should discourage this behavior and encourage quieter members to participate by allotting them time to speak.
<b>Weigh all contributions and summarize discussion points</b>	It is important to recognize all participation and consider all contributions. The Chair should note all the viewpoints and summarize impartially before any decisions are made.
<b>Keep calm with strong leadership</b>	advisory committee Chairs are considered leaders and others look to them to stay calm and provide fairness to all members.

## Addressing Unacceptable Behavior

### *During Advisory Committee Meetings*

Advisory committee Chairs and ODOT advisory committee staff should follow the steps below when addressing unacceptable behavior during advisory committee meetings. Advisory committee members may also assume this responsibility:

<b>1</b>	<b>Redirect</b>	Redirecting discussions back to the agenda topic may prevent escalated behavior and language.
<b>2</b>	<b>Verbal warning</b>	Any member or attendee acting inappropriately will be notified by the ODOT advisory committee staff or advisory committee Chair of such with a verbal warning.

<b>3</b>	<b>Asked to leave meeting</b>	Following a verbal warning, anyone who continues acting inappropriately will be asked by ODOT advisory committee staff or advisory committee Chair to leave the meeting for the remainder of the meeting.
<b>4</b>	<b>Written warning</b>	A written warning from ODOT advisory committee staff or advisory committee Chair will be issued to anyone who is asked to leave a meeting or is found to behave inappropriately toward an advisory committee member or other participant(s).
<b>5</b>	<b>Warning of removal from advisory committee</b>	ODOT advisory committee staff or advisory committee Chair may issue a warning of advisory committee termination to any member who continuously behaves inappropriately during or outside of meetings resulting in more than two written warnings in a span of 12 months.
<b>6</b>	<b>Removal from advisory committee</b>	The ODOT advisory committee member should consult with the advisory committee Chair for removal of any advisory committee member who behaves inappropriately. This decision will be based on the severity and/or frequency of behavior resulting in written warnings.

### ***Outside of Advisory Committee Meetings***

In instances where inappropriate behavior associated with the advisory committee has occurred to anyone affiliated with the advisory committee (members, staff, the public, presenters), the following steps should be taken to address this behavior:

<b>1</b>	<b>Verbal warning</b>	Any member or attendee acting inappropriately will be notified by ODOT advisory committee staff or advisory committee Chair with a verbal warning that their behavior is offensive or inappropriate.
<b>2</b>	<b>Warning of removal from advisory committee</b>	A written warning from ODOT advisory committee staff or advisory committee Chair will be issued to anyone who has engaged in unacceptable behavior toward an advisory committee member or advisory committee meeting participants outside of the meeting whether in person, via email or other methods.
<b>3</b>	<b>Written warning</b>	The ODOT advisory committee staff or advisory committee Chair will issue a warning of advisory committee termination to any member who continues behavior after initial warning.
<b>4</b>	<b>Removal from advisory committee</b>	The ODOT advisory committee staff should consult with the advisory committee Chair for removal of any advisory committee

		member who behaves inappropriately. This decision will be based on the severity and/or frequency of behavior resulting in written warnings.
--	--	---

## Reporting

Anyone witnessing or experiencing inappropriate behavior related to advisory committee activities may wish to discuss informally with advisory committee Chair or ODOT advisory committee staff and may wish to resolve the issue personally. Advisory committee Chairs and ODOT advisory committee staff should be available to anyone wishing to discuss concerning behavior.

Advisory committee Chairs should make themselves easily approachable and available for anyone who wishes to discuss concerning behavior or incidents. Advisory committee Chairs will determine if and when inappropriate behavior has occurred and work closely with advisory committee staff to determine appropriate next steps and communicate with those parties involved. It is understandable that some actions or behavior may need additional exploration for determining if action is needed and advisory committee Chairs will work closely with ODOT advisory committee staff to make the most informed decision.

Behavior that is considered unacceptable toward anyone associated with advisory committees should be reported as soon as possible to the designated individual(s) such as ODOT advisory committee staff or advisory committee Chair. Any member of the advisory committee, general public, staff, or presenters should report inappropriate or offensive behavior as soon as possible.

### ***Reporting Inappropriate Behavior***

Reports of inappropriate behavior can be to ODOT advisory committee staff or advisory committee Chair made by phone, email, or in person and can be made into formal record or not. If individuals feel comfortable doing so, it is recommended to document as many details as possible including related statements, physical actions, or other details as soon as possible after the incident. Reports of such behavior should be made to the ODOT advisory committee staff and include the advisory committee Chair and staff if they are not involved in the incident. Any incidents that involved the ODOT advisory committee staff, advisory committee Chair and other staff should be reported to the ODOT appointing authority(ies) related to the advisory committee.

A report should contain the following:

- Names of all parties involved including witnesses.
- Date(s), time(s), and locations of occurrence.
- Specific and detailed account of conduct believed to be inappropriate or offensive.
- Include related screenshots, recording, or other documents.

### ***Responding to a Report of Inappropriate Behavior***

The following steps should be completed when responding to a report or following an event:

- Provide specific information to facilitate understanding of what actions were deemed inappropriate.
- Offer resources or training to support the individual in addressing inappropriate behavior.
- Provide information on next steps if the actions occur again.
- Be made aware of any retaliation that occurs.
- Dismiss member, if necessary, by following the process described in the [advisory committee name] Bylaws or others guiding documents.
- Report back to those who filed the initial report or to the group if deemed appropriate.

### **Additional Resources Available**

The following resources related to codes of conduct and inappropriate behavior may be useful:

State of Oregon Department of Administrative Services State HR Policy on Professional Workplace Behavior: <https://www.oregon.gov/das/Policies/50-010-03.pdf>

*Contentious Meetings: Managing and Preventing* <https://www.naco.org/articles/contentious-meetings-managing-and-preventing>