

**BIENNIAL REPORT OF THE  
SOUTH WEST AREA COMMISSION ON TRANSPORTATION  
(SWACT)  
February 2008**

The South West Area Commission on Transportation (SWACT) was created in early 2000 as the result of a desire by the Oregon Transportation Commission (OTC) to expand opportunities for citizens and local governments to be more involved in transportation project selection. A provisional charter was adopted for SWACT in February 2000 and the first meeting was held in March of that year. The OTC adopted SWACT's final charter in 2001 and amendments in 2005. The charter describes SWACT's mission as follows:

- To provide a forum of local government agencies and the private sector to discuss, understand, and coordinate transportation issues affecting the entire South West area.
- To review the process for determining transportation infrastructure, capital investments, and project prioritization in the South West area.
- To recommend priorities for state transportation infrastructure and capital investments such as the Statewide Transportation Improvement Program (STIP) through the development of an implementation strategy based on state and local transportation plans related to the South West area.
- To educate the public, neighboring regions, legislators, and other interested organizations about South West area transportation issues.
- To advise the Oregon Transportation Commission on state and regional policies affecting South West Oregon's transportation system.

SWACT adopted its first Operating Agreement in 2000. The Agreement was most recently amended in October 2005 to make the Operating Agreement consistent with the OTC's "Policy on the Formation and Operation of Area Commissions on Transportation (ACTs)."

The information below describes the structure and operation of SWACT.

#### ACT Boundaries

The SWACT boundary includes Coos, Curry, and Douglas Counties. These three counties, and the cities and transportation stakeholders contained therein, are joined by a reliance on highway connectivity between the I-5 corridor and the Oregon coast.

Due to steep topography, highways are the primary means of freight movement. The Port of Coos Bay is a deep draft port that relies on its connection to interstate 5 via Highways 38 and 42. Likewise, these same highways provide an important connection for coastal communities along US 101. The SWACT boundary contains an area of common interest and there is no desire to change it at this time.

#### SWACT Membership

Due to the large number of local governments and other stakeholders, the ACT is comprised of three subgroups, formed largely around specific highway corridors, and a Steering Committee responsible for setting direction and making recommendations. The SWACT Charter identifies the membership as follows:

##### Interstate 5 Corridor Group (I-5, 138 East)

Douglas County

Riddle, Myrtle Creek, Canyonville, Winston, Roseburg, Sutherlin, Oakland, Glendale, Yoncalla

Cow Creek Band of Umpqua Tribe of Indians, Umpqua Transit, Other Stakeholders, ODOT Area Manager - Chair.

Hwy 38/42 Group (Hwy 38, 42, 101 North of 42, Powers, Coos River, Cape Arago)  
 Coos County/Douglas County, Drain, Elkton, Reedsport, Lakeside, North Bend, Coos Bay, Coquille, Myrtle Point, Powers, Oregon International Port of Coos Bay, Port of Umpqua Port of Coquille, Confederated Tribes of Coos - Lower Umpqua - Siuslaw Indians, Coquille Indian Tribe, Coos County Transit Agency, Other Stakeholders, ODOT Area Manager - Chair.

Hwy 101 South Group (Hwy 101 south of 42, 42 S)  
 Curry County, Bandon, Port Orford, Gold Beach, Brookings, Port of Bandon, Port of Port Orford, Port of Gold Beach, Port of Brookings, Curry County Public Transit, Other Stakeholders, ODOT Area Manager – Chair.

The SWACT Steering Committee is made up of the following members:

I-5 Subgroup	38/42 Subgroup	101 South Subgroup
1 City Representative	1 City Representative	1 City Representative
1 County Representative	1 County Representative	1 County Representative
3 Other Stakeholders	3 Other Stakeholders	2 Other Stakeholders
(1 must be private sector)	(1 must be private sector)	(1 must be private sector)
ODOT Area Manager	ODOT Area Manager	ODOT Area Manager

More than 50% of SWACT's voting members are elected officials.

SWACTs membership also includes ex-officio (non-voting) members. The ex-officio membership includes representatives of the adjacent area commission (Rogue Valley ACT), and state legislators representing Coos, Curry, and Douglas Counties. The SWACT Operating Agreement also allows for ex-officio members representing other state or federal agencies, the Community Solutions Team, and other regional groups with an interest in transportation.

SWACT believes its membership is broadly representative of the transportation interests in the three-county area. In addition to local elected officials, the membership includes representatives of alternate modes, tribal governments, and local businesses. Although not specifically listed as ex-officio members, representatives of all of the groups identified in the OTCs Policy on Formation and Operations of ACTs (Section IV.B.) receive notice of, and agendas for, all SWACT meetings and are encouraged to attend.

Coordination with Adjacent ACTs and the Legislative Delegation

The adjacent ACT and the three-county legislative delegation are ex-officio members of SWACT and receive meeting notices and agendas, and are invited to attend the Commission's meetings. SWACT has invited representatives of the Rogue Valley ACT to meet with the Commission and share information of mutual interest.

Work Program

The work program is determined by the SWACT Steering Committee and typically includes education on transportation funding, projects, planning and issues; public involvement process planning; STIP updating; establishing criteria for the selection of STIP projects; coordination with regional community solutions team, and community development work.

### Public Involvement/Meeting Notice

Notice of SWACT meetings and meeting agendas are provided to an extensive list of organizations, elected and appointed officials, and interested individuals. The following describes in more detail how notice is provided.

*Meeting Notice* - ODOT Region Support staff place an advertisement in the three regional newspapers approximately 10 days prior to the regular meeting (held on the second Friday of odd numbered months at 10:00am). The agenda is also sent for posting on the ODOT SWACT web site. The agenda always includes time for public comment, as well as opportunities for members of the legislative delegation or the OTC to provide comments, if present.

*Meeting Materials* - the agenda package is mailed to Commission members, ex-officio members, and others requesting the full package approximately one week prior to the meeting. The agenda only is sent at the same time to individuals and organizations requesting it.

*Meeting Location* - Regular meetings are held in the Second Floor Conference Room at the Coos County Annex in downtown Coquille. Once each six months the meeting is scheduled in Douglas or Curry County. All meeting locations are ADA accessible.

*Meeting Minutes* - Meeting minutes are prepared for each meeting. After the minutes are approved by the Commission (at the next meeting), they are posted to the ODOT - SWACT web site.

### Operational Structure

The work of SWACT and the Commission staff is guided by a Steering Committee which consists of the Chair, Vice Chair, ODOT Representative, and additional commission members selected by the membership. The Steering Committee sets the work plan for the SWACT; makes final decisions and recommendations for the SWACT to the Oregon Transportation Commission; receives prioritized recommendations from the subgroups and prioritizes them if necessary; and provides the link between the subgroups.

The Sub-Groups provide input to the Steering Committee and are responsible for nominating new Steering Committee members. Each Sub-Group is chaired by the ODOT Area Manager. Sub-Groups typically meet quarterly.

### Technical Assistance

Efforts are made to utilize existing technical advisory groups as much as possible. The Region Planning and Programming Section provides technical support as necessary.

### Commission Staffing

Principal support for SWACT comes from Region 3 Planning and Support Services.

### Decision-making Process

SWACT uses a consensus-based decision-making process and makes its recommendations and sets priorities considering the Area as a whole. If complete consensus cannot be achieved, the SWACT Operating Agreement allows for a decision to be made by the majority of the Steering Committee members in attendance.