



Consolidated STIF Rules Advisory Committee

Charter - June 2021

Preamble

During the 2019 session, the Oregon Legislature directed the Oregon Department of Transportation (ODOT) to develop a plan for merging two separate public transportation funding programs: the Special Transportation Fund and the Statewide Transportation Improvement Fund. The Special Transportation Fund (STF) was created in 1985 to support transportation services for seniors and people with disabilities. The Statewide Transportation Improvement Fund (STIF) was created to improve and expand public transportation service in Oregon. The intent of this merger is to increase efficiency and improve funding reliability for public transportation providers throughout the state.

To guide a smooth transition, ODOT launched a Consolidation Advisory Committee (CAC) to consider and recommend changes needed to consolidate the two programs. The Oregon Transportation Commission endorsed the Committee's consolidation report and plan in November 2019.

Senate Bill 1601, signed July 2020, directed consolidation of the two programs, effective July 1, 2023, and incorporated the CAC's recommendations in the statutory language.

To this end, the Agency plans to:

- Create a Rules Advisory Committee to advise ODOT on revisions to Oregon Administrative Rules (OAR) Chapter 732, Divisions 5, 10, 20, 40, 42, and 44 needed to implement a consolidated STIF program and ensure a smooth transition to one state funded public transportation program moving forward.

Purpose of Charter

This charter is intended to provide a clear and mutually agreeable statement of the roles and responsibilities of Committee members and ODOT staff. It also identifies the way in which the Committee will operate, including decision-making processes and meeting conduct. The charter will guide the work and conduct of the Committee in an open and transparent process.

Committee Composition

The Rules Advisory Committee will be composed of 18 members representing large and small urban, rural, Tribal, and non-government transit providers and users; counties and cities; bicycle and pedestrian advocacy groups; environmental advocacy groups; veterans advocacy groups; advocates for seniors, people with disabilities, and paratransit public transportation users; and social and human service groups. Members will be responsible for advising the Oregon Transportation Commission (OTC) and ODOT staff, representing stakeholder organizations, and assisting ODOT in

extending the reach of project communications and public notifications.

Committee Responsibilities

The Committee is charged with developing recommended revisions to rules that:

- Incorporate the statutory elements of [Senate Bill 1601](#) into current [STIF rules](#);
- Maintain the areas of emphasis established in STIF statute (improves service for low-income households, mitigates impacts of transit tax on low income households, purchases low/no emission vehicles in areas with populations greater than 200,000, fills gaps in the statewide transit network, improves coordination between transit providers, and improves public transportation services for students in grades 9-12);
- Maintain the area of emphasis established in STF statute (provides public transportation services needed to access health, education, work, and social/recreational opportunities so that seniors and people with disabilities may live as independently and productively as possible);
- Reconcile recipient eligibility for STF and STIF;
- Include minimum Formula fund allocations for Qualified Entities;
- Provide for statewide discretionary solicitations and infusions of funding from other sources;
- Address the Federal Transit Administration requirement that Agency proportionally allocate indirect costs across all revenue sources consistent with 2 CFR § 200.414;
- Consider and document public and stakeholder input on draft rule language; and
- Allow flexibility for future changes without requiring rule revisions.

Schedule

The Rule Advisory Committee's work on these rule revisions should be completed no later than October 2021 to allow time for the Agency to follow the Secretary of State's public input process. The OTC adoption target is December 2021.

Decision-making

The purpose of the Rules Advisory Committee is to engage diverse perspectives to develop a recommendation to ODOT and OTC on the administration consolidated STIF funds, as described above. While the Committee has no decision-making authority, the Committee will provide invaluable insight and feedback to ODOT. All Committee feedback will be respectfully considered.

All members are encouraged to challenge themselves to approach the project with a mentality that looks for creative solutions. Members will work together to fulfill the Committee charter and seek to achieve consensus to the extent possible. For the purpose of this Committee, consensus is achieved when all members can say:

I am fully supportive of this decision or choice.

or

*While I may not be fully supportive of this decision or choice,
I can live with it and I will not oppose it.*

If consensus on a recommendation cannot be achieved, a vote may be taken by members present. Majority and minority opinions may be included in the recommendation to OTC.

Meeting Protocols

- Meetings will be led by ODOT and actively facilitated by a neutral third party facilitated to ensure that discussions are consistent with the Committee charter, and to ensure that feedback and recommendations are advanced from the group consistent with the project schedule.
- The facilitator will be a 'content neutral' party who ensures that everyone has an equal opportunity to participate.
- Members agree to follow the meeting ground rules agreed to by the Committee as established with the group's facilitator in the first meeting.
- Members will make their best effort to attend all meetings either in-person or by phone and notify the facilitator or ODOT's project manager if unable to attend. There will be six meetings held on a monthly basis in 2021 with one contingency.
- Qualified alternates (representing a similar stakeholder perspective) may stand in for a member, with advanced notice, preparation, and discussion with the facilitator. Qualified alternates should also be prepared and authorized to vote on Committee decisions.
- Committee recommendations will not be revisited unless agreed to by a majority of the members present.
- Public notification of Committee meetings will occur at least one week in advance and the agenda and meeting materials will be made available on the project website.
- ODOT will make every effort to ensure meeting materials are finalized at the time of distribution; however, there may be instances where updated versions of materials are provided. In these cases, staff will describe the changes. Please review all materials in advance and come prepared to participate. Accommodations will be provided to people with disabilities and material can be made available in alternative formats. To request an accommodation, please contact the meeting facilitator or ODOT's project manager at least 48 hours prior to the meeting.
- Meetings will begin and end on time. If agenda items cannot be completed on time, the Committee will decide if the meeting should be extended, an additional meeting scheduled, or the discussion continued at the next scheduled meeting.
- Meeting summaries will be produced for each meeting to reflect group discussion, feedback, areas of agreement and tasks and assignments related to advancement of the group's work. Draft summaries will be distributed and Committee members given the opportunity to clarify or edit the summary to make sure it accurately reflects the meeting.