



FREIGHT ADVISORY COMMITTEE (FAC)

Purpose

This administrative policy implements Board policy 4048. This policy sets forth the goals, objectives and expectations of the Idaho Freight Advisory Committee (FAC) and its members.

Legal Authority

Idaho Code 40-307 - For the administration of their function, the Board may employ such persons as are deemed necessary.

Idaho Code 40-314(3) - Authority of Board to exercise powers necessary to implement the provisions of Title 40.

Goals and Objectives

The Idaho Freight Advisory Committee provides a framework for collaboration, partnership and communication in order to move forward the recommendations included in the Idaho Freight Study completed in 2012. The FAC shall:

- Serve as a forum for discussion regarding freight movement and freight infrastructure within Idaho
- Educate freight stakeholders regarding local, regional, and statewide transportation planning processes
- Provide access to improved freight data and a more consistent set of data
- Work with the Idaho Transportation Department (ITD) to incorporate freight interests into transportation planning to improve freight infrastructure
- Improve statewide understanding of the importance of freight transportation in Idaho

Member Expectations

It is expected that FAC members will:

- Work collaboratively, helping to ensure that the process and products balance the varied interests of statewide freight stakeholders
- Serve as ambassadors for the Freight Study recommendations, disseminating information and collecting feedback from their networks of industry contacts and affiliated interest groups
- Review and provide recommendations to the ITD on project products and deliverables that best meet the needs of the state as a whole
- Accept and adhere to the parameters outlined in this charter

Appointments

The FAC will consist of 13 private industry stakeholders who bring a statewide freight perspective from diverse stakeholder groups. Interest in the FAC will be solicited by ITD, and the Idaho Transportation Board shall make final appointments.

The FAC shall consist of one representative from each of the following stakeholder interest groups:

- Rail Industry
- Highway/Trucking Industry, as recommended by the Idaho Trucking Advisory Council
- Aeronautics, as recommended by the Idaho Aeronautics Board
- Port/Barge Industry
- Agricultural Industry (one representative each from the top 3 Idaho products)
- Natural Resource Industry (one representative each from the top 2 Idaho products)
- Manufacturing/Retail
- Carrier/Shipping
- Freight Logistics/Warehousing
- Member-at-Large

Ex-Officio Members

Representatives from the following public agencies shall be asked to serve as ex-officio members.

- Federal
 - Federal Highway Administration
 - Federal Motor Carrier Safety Administration
 - Federal Railroad Administration
 - US Maritime Administration
- State/Regional
 - Idaho Public Utilities
 - Idaho Department of Agriculture
 - Idaho Department of Commerce
 - Idaho Department of Labor
 - Idaho Transportation Department
 - Idaho State Police
- Region
 - Metropolitan Planning Organizations (one representative)

Term of Service

Non ex-officio members shall serve staggered two (2) year terms to allow up to seven (7) members to be appointed or reappointed each year. The terms shall expire on December 31, after their respective one or two year appointment. Initially, six (6) members shall serve until December 31, 2013 and seven (7) members shall serve until December 31, 2014.

Each non ex-officio member shall serve after the expiration of his own term until a successor has been appointed by the Board. Within fifteen (15) days prior to the expiration of a term, the FAC shall make a replacement recommendation(s). Each member may recommend succeeding themselves. Should any member resign, die, or move from the State, the Board may, within sixty (60) days, appoint a successor representing the same stakeholder interest to serve for the remainder of the retiring member's unexpired term.

Members may be removed for non-attendance of one-half (50%) of the FAC meetings in a calendar year. Extreme situations shall be reviewed by the FAC. If removed, a member is excluded from reappointment.

Chair and Vice Chair

A Chair is elected for one one-year term, for a total of two consecutive terms, from among the FAC members at the first meeting of the State Fiscal Year in which the election is due. The Chair's responsibilities include:

- Serving as the group's spokesperson,
- Working on membership issues as needed,
- Issuing letters and notices as appropriate,
- Participating in agenda development activities on behalf of the group, and
- Other functions as appropriate.

A Vice Chair shall be elected at the same election as the Chair. The election of the Vice Chair shall occur after the Chair is selected, to ensure a 2/3 majority vote on each selection. The Vice Chair shall assume the responsibilities of the Chair when the Chair is not able.

Subcommittees shall be convened on an as-needed and ad hoc basis.

FAC members shall receive no salary for their services. Members are reimbursed for attending meetings according to the provisions of Idaho Code Section 59-509 (m). They are also reimbursed by the Department for travel and expenses according to the limits specified in Idaho Code Section 67-2008.

Meetings

The FAC shall meet at least twice each year but every effort shall be made to meet on a quarterly basis. Additional meetings shall be at the discretion of the Chair. The first meeting of the calendar year shall establish goals and a work plan for the remainder of the year. Every effort shall be made to combine one of the meetings with a field trip to a freight-related site (i.e. dry port, railroad, transload facility, etc.). In addition, each December the FAC shall present a report to the Board of the Committee's activities during the preceding year.

The 2014 work plan is anticipated to include identifying a freight priority corridor; monitoring implementation of the freight study and performance measures; and recommending project identification, selection, and prioritization policies.

Notice of regular meetings shall be made at least ten (10) days prior to the meeting by the ITD liaison. Meeting agendas shall be prepared and distributed by the ITD liaison as determined by the Chair. Special meetings may be called by the FAC Chair and the ITD Director with notice given to FAC members by the ITD liaison.

The FAC maintains no quorum requirement. Members are expected to provide their contributions during and between meetings. FAC members in attendance shall continue to discuss, work, and make decisions on the work plan according to the meeting agenda and priorities. Members who have not participated are expected to not oppose those decisions or revisit those discussions.

Decision-making

FAC recommendations shall be made using consensus-building processes. Consensus means that all members of the group agree to support a group recommendation, having sought to understand all perspectives and generating a recommendation that they think is best for the whole. Members might not completely agree with an action, however, they agree to support it, both within and outside the group. Consensus is not a majority vote.

Members who do not feel comfortable supporting the consensus opinion are individually responsible to disclose their concerns during the discussion. Those concerns shall be reflected in the committee's submitted recommendation.

Staff Support

The Idaho Transportation Department shall act as the lead agency and will provide administrative support.

Signed

Date May 01, 2014

Brian W. Ness
Director