



Freight Advisory Committee (FAC) Application

FAC Application Process

Applications sent to:

ITD – Freight Program Manager
Attn: Scott Luekenga, PO 7129, Boise, ID 83707

Or email to: scott.luekenga@itd.idaho.gov

Application Contact:

Scott Luekenga, Freight Program Manager
scott.luekenga@ITD.Idaho.gov
208-334-8057



Designation/Authority

The authority for the Freight Advisory Committee (FAC) is established by:

- 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
- Federal Code 49, Subtitle IX, Chapter 702, 70201 – State Freight Advisory Committees.

Purpose

The Freight Advisory Committee (FAC) will serve as a forum for freight stakeholders, the private sector and government agencies to advise the Idaho Transportation Department (ITD) on freight transportation needs, transportation policy, transportation projects and project funding in developing a safe, efficient and connected freight transportation system supporting the economic vitality of Idaho.

- Serve as a forum for discussion regarding freight movement and freight infrastructure within Idaho
- Advise ITD on freight-related issues, priorities, projects and funding needs
- Educate freight stakeholders, the public and decision-makers on the importance of freight, its connection to the economy and its reliance on the transportation system
- Collaborate with other agencies and organizations on data and information sharing to promote informed decision making
- Work with ITD to incorporate freight interests into transportation planning to improve freight infrastructure
- Advise ITD and other public agencies regarding local, regional, statewide and national transportation planning processes
- Promote the cross-sharing of information between private and public sections (e.g. local, state and federal government agencies) on freight issues

Composition and Representation

The FAC shall consist of seven (7) voting members; one (1) Chair and six (6) District Members representing each one of Idaho's six Transportation Districts. The District representative shall represent freight industries and stakeholders interests within their appointed District to ITD. The FAC shall be advised by Idaho's freight industries and partners of the FAC representing state and



federal governmental agencies. FAC members shall serve staggered three (3) year terms to allow up to two (2) members to be appointed or reappointed each year. The term shall expire on December 31, after the third year of appointment. Initially, two (2) members shall serve until December 31, 2024, two (2) members will serve until December 31, 2026 and two (2) members will serve until December 31, 2028.

Chair

A Chair is appointed by the Board and serves at the pleasure of the Board. 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
- Other functions as appropriate

District Members

District Members represent private industry stakeholders who bring a statewide freight perspective from diverse stakeholder groups such as the rail industry, highway/trucking industry, aeronautics, port/barge industry, agricultural industry, natural resources, forest industry, mining industry, manufacture, and retail, carrier/shipping freight logistics /warehousing, ITD Trucking Advisory Committee and Idaho Aeronautics Advisory Board.

Committee Roles and Responsibilities

It is the role of the FAC members to represent their constituent base, and to participate in the functions of the FAC in a manner that represents the freight program's statewide interest.

FAC members are responsible for participating in scheduled meetings, serving on ad hoc committees as assigned, and committing to the terms they are designated to fill. Each committee member will make a good faith effort to attend each full advisory committee session. Attendance in person is preferred, but if that is not possible, attendance may be by teleconference or videoconference.

FAC must partner with Idaho Transportation Districts, Metropolitan Planning Organizations (MPOs), other advisory committees/councils and other stakeholders to promote dialogue and strategy development to address multimodal freight system needs as well as consideration of regional transportation challenges, opportunities and constraints.

The seven members of FAC shall be voting members. FAC decisions will be made by utilizing consensus-building processes to reach as much agreement as possible, with a voting option to conclude a process where consensus can't be clearly established in the time available. FAC can call for a simple majority of those voting.

Members of the FAC shall be reimbursed according to the provisions of section 59-509(g), Idaho Code.



Meetings

The FAC shall meet at the discretion of the Chair, anticipating that there will be at least two (2) meetings per year. There will be two types of meetings; regular and working. Regular meetings are designated for projects discussion, voting and general information. Working meetings are designated for project development, work plan development and/or amendments and inter/intra agency coordination. The FAC Chair will designate meeting agendas as appropriate.

Meetings shall be open and shall be noticed consistent with ITD Open Meeting Requirements.



Freight Advisory Committee (FAC) Application Form

Required for Submission

Please include the following information:

- Cover Letter
- Letters of recommendation and/or references
- Conflict of Interest Statement (attached)
- Resume that includes work experience, educational background, and any other relevant experience.

Contact Information

Full Name: _____

Street Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Organization Affiliation (if any):

Name: _____

Street Address: _____ City/State/Zip: _____

District you are applying for:

District 1 ___ District 2 ___ District 3 ___ District 4 ___ District 5 ___ District 6 ___



Conflict of Interest Statement

As a member of the Freight Advisory Committee (FAC), you will be leading and participating in meetings and processes related to public transportation.

This FAC function requires that you fully disclose any real or potential conflict of interest that may influence or appear to influence your objectivity, judgment, or decisions. Based on the specific detail of any possible conflict of interest, you may be asked to recuse yourself from elements of the evaluation and recommendation process. If at any point you determine that a conflict of interest may exist, it is your responsibility to notify the presiding FAC chair to determine the most appropriate action.

Examples of a conflict of interest, or the appearance of a conflict of interest, exist when a council member:

- Is directly or indirectly associated with the project applicant
- Is employed, or considered for employment by the project applicant
- Is providing, or intends to provide, direct or in-kind financial assistance related to the applicant or project application
- Is elected to, appointed to, or employed by an organization that is providing, or intends to provide, direct or in-kind financial assistance to an applicant or the project application
- Is a member of a committee or board, voting or otherwise, of the project applicant
- Participated in the preparation of a submitted project application
- Maintains an ownership position of any type, including securities or other evidences of debt, with the project applicant
- Has a personal relationship with someone who has an interest in the project application

The above examples and are not intended as a complete list. If you have any questions concerning possible conflicts of interest, contact Public Transportation Program Manager prior to signing this form.

I have read and fully understand this *Conflict of Interest Statement* and will immediately advise the presiding FAC Chair or the Freight Program Manager of any potential conflict during my term on the FAC.

Print Name

Signature

Date