

Oregon Department of Transportation Public Transportation Advisory Committee Purpose and Structure

Overview

The Public Transportation Advisory Committee (PTAC) was appointed by the OTC in January 2000. It provides a forum for transportation providers serving the general public and special publics (elderly and people with disabilities) and other public transportation stakeholders to communicate with the OTC and ODOT. The PTAC reviews and makes recommendations on policy issues and investment options affecting mobility in Oregon. Special emphasis is placed on programs delivered through ODOT's Public Transit Division.

PTAC membership includes 17 representatives of transportation providers and other stakeholders throughout Oregon. Membership is diverse in terms of geography and types of interests represented. There is one joint member of the Passenger Rail Advisory Council, and one OTC Commissioner serves in a liaison capacity. Membership positions were created by the OTC, but replacements are appointed by ODOT Director.

Members provide input to the Oregon Transportation Commission, ODOT and the Public Transit Division on issues of regional and statewide significance affecting public transportation. This work helps ODOT include appropriate mobility and modal elements in public transportation policy. This work also ensures that resources available for transportation planning and to implement public transportation projects are leveraged to the maximum extent practicable.

The PTAC serves as a forum for discussing and identifying public transportation issues and solutions. Specifically, the members collaborate to:

- Recommend actions to the Public Transit Division, ODOT, and the OTC regarding public transportation policies and programs.
- Recommend actions to the Public Transit Division, ODOT, and OTC regarding changes to existing transportation policies, rules and law.
- Respond to issues brought to it by the OTC, ODOT, other partners and the public.
- Advocate for the transportation needs of Oregon's seniors and people with disabilities,
- Advocate for alternative transportation modes and travel options strategies.
- Support and endorse local community and regional public transportation and alternative travel solutions.
- Disseminate information on public transportation and travel options.
- Provide members to participate on the Public Transit Discretionary Grant Selection Committee for the OTC

An OTC Commissioner (currently Commissioner Gail Achterman) is appointed as a liaison between the Committee and the Commission. Meeting attendance is not required for the OTC Commissioner although they receive meeting agendas, minutes and other program materials as background. The OTC member is available to the division administrator for consultation and helps “host” agenda items in the OTC meetings or helps inform the division and PTAC of OTC’s public transit issues and interests. This involvement is important for the transit program and PTAC as it provides an “access point” to the Commission through a member generally familiar with program issues.

Purpose, Functions and Structure

Purpose

The purpose of the Oregon Department of Transportation Advisory Committee (PTAC) is to provide a regular open forum for transportation providers and stakeholders. This group will help improve public transit services by sharing their valuable experience, expertise, perspectives, and contacts with the Public Transit Division. The agenda, forum, and related efforts are developed with PTAC and staff input.

Functions

Specifically, the Committee shall:

- Bring and/or respond to issues of interest or concern to the Public Transit Division.
- Review agenda materials and provide related input/data from the members’ unique perspectives.
- Make recommendations to the Oregon Transportation Commission and Public Transit Division regarding public transportation policies, programs, transportation rules and laws
- Promote statewide advocacy for alternative transportation modes and demand management strategies
- Support, endorse, and promote local community and regional solutions

Structure

Rotating positions are filled by persons appointed by the Director of the Oregon Department of Transportation. The positions consider balance of organizational-type as well as geographic balance. Characteristics of the Committee membership are intended to reflect, to the largest extent practicable, diversity in gender, race, ethnicity and disability.

Committee Appointments

Committee members appointed by ODOT will rotate through the Committee on three year fixed terms of office. State agencies, districts of over 200,000 population and state commissions appoint their representation and may at their discretion have different persons acting as voting members of the advisory Committee.

- Members who are directly appointed by ODOT are recruited through contact with public transportation professionals
- Partner organizations (AOC, TAGO, OTA, O4AD) are asked to identify new representatives every three years.
- State agencies (DHS, OSDC, CSS, OPRAC) should rotate delegates periodically as determined by the agency.
- Tri-Met, SAMTD and LTD may appoint new delegates every three years or as determined by those agencies.

Executive Committee

- ODOT will appoint the PTAC Chair. The Chair will conduct the meetings and work with PTD staff to establish the agenda for each meeting.
- ODOT will appoint the Vice-Chair. In the absence of the Chair, the Vice-Chair will conduct meetings.
- Staffing the PTAC is the responsibility of the Public Transit Division.

Terms of Participation

- Members will be ineligible to serve more than two consecutive three-year terms. If at the end of a Committee member's three year term he or she is serving as Chair or Vice-Chair the Committee member shall be allowed to continue as Chair or Vice-Chair until his or her term as Chair/Vice-Chair expires.
- Committee members are expected to be active participants in the business of the Committee. The Public Transit Division may remove any member whose attendance record for a year includes two unexcused absences.

Decision Making

- The Committee operates as required by public meeting laws. Decision making will be by consensus to the extent practical.
- A quorum is a simple majority plus one of the PTAC members. A quorum must be present to vote on issues referred to the Oregon Transportation Commission and for issues that have direct relevance to grant programs, funding, regulation, and/or law. If such number of Committee members is not present in person, those present shall have the power to adjourn the meeting.
- Issues regarding potential conflicts of interest by members will be resolved as provided by State law. Committee members shall discharge their duties in good faith with the care an ordinarily prudent person in a like position would exercise under similar circumstances and in a manner the member reasonably believes to be in the best interests of public transit. For purposes of this Committee, a conflict of interest transaction is authorized, approved or ratified

if it receives the affirmative vote of a majority of the committee members who have no direct or indirect interest in the transaction. The presence of, or a vote cast by, a committee member with a direct or indirect interest in the transaction does not affect the validity of any action taken.

Meeting Schedules

Meetings shall be held as needed. Initially, meetings will be bi-monthly at locations within Oregon. Notice of special meetings of the members shall be requested for publication at least two weeks prior to the meeting with a brief statement of the purpose of the meeting.

Costs of Participation

Public Transit Division will reimburse Committee members for travel costs directly associated with attended meetings. Reimbursement procedures will follow Department of Administrative Services (DAS) reimbursement policies regarding non-state individuals or ODOT travel policies for state employees.

Public Transit Division Grant Review Committee

Purpose

The purpose of the Oregon Department of Transportation Public Transportation Grant Review Committee is to conduct the final selection of discretionary grants that fund projects for public and special-needs transportation providers in the State of Oregon. The grants are offered to improve local and rural intercity transit services and programs provided by Public Transit Division.

The committee is made up of members of or selected by the Public Transportation Advisory Committee representing transit expertise in Oregon and chaired by one OTC Commissioner. Members are appointed by ODOT Director.

Members review staff recommendations, stakeholder comments and make final decision for the biennial grant selection processes.

Functions

This committee provides an efficient process for final decisions that relieves the full OTC membership of the review step but insures them of adequate process.

With consideration of required planning and public involvement processes the Project Selection Committee makes the final decision for selecting discretionary project investments for the biennium.

OTC Chair of the Grant Review Committee

An OTC commissioner will chair the committee during the review meetings. The commissioner does not vote but conducts the final process. The commissioner will act as “host” if needed in a follow-up report to the OTC. This commissioner may be the liaison assigned to the Public Transit division but is not required to be the liaison.