

Statewide Transportation Improvement Fund

Best Practices: Advisory Committees and Public Engagement

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Oct. 28, 2018



Key Questions

Write on post – it
note and stick to
wall



Overview

- STIF Advisory Committee
 - STIF rule requirements
 - Committee establishment
 - Committee meeting management
- Public Engagement
 - STIF rule requirements
 - Oregon state law requirements
 - Developing and implementing public engagement plans



Desired Outcomes

Increased understanding of advisory committee and public input processes

Challenges and confusing language are highlighted and clarified

Successful acceptance of STIF fund applications



Stories

Successes?

What didn't go so well?



STIF Advisory Committee Requirements

Committee Purpose and Role (732-040-0030)

- Qualified Entity shall appoint an Advisory Committee to **advise and recommend** on:
 - Prioritization of Formula projects
 - Whether to fund Discretionary projects
 - Opportunities to coordinate STIF projects with other transportation programs to improve service delivery and reduce gaps in service
 - Policies to ensure:
 - PTSPs are expending funds consistent with approved projects
 - PTSP projects don't fragment service



Advisory Committee Composition

732-040-0035

- Minimum size based on QE type
- Represent diverse interests, perspectives, geography, and area population demographics.
- Appointees must
 - Be knowledgeable about public transportation needs
 - Represent one or more of the constituencies listed in rule
- Minimum composition—low-income, seniors and/or people with disabilities, and public transit provider



Advisory Committee Bylaws

732-040-0030

The QE is responsible for committee bylaws:

- Purpose, number of members, membership criteria and terms of office
- Meeting schedule, procedures, and duties
- Fostering public involvement and compliance with Oregon public meeting and records laws
- **Process to review Project proposals** for all STIF programs using criteria identified in these rules
- **Definition of high percentage of Low-income Households** for the Committee's evaluation of proposed Projects



OTC STIF Plan Rejection Considerations

As it applies to Advisory Committees

- QE did not establish an Advisory Committee or established one inconsistent with membership requirements in these rules
- QE failed to confer with its Advisory Committee
- QE's STIF Plan fails to fund one or more projects proposed by a PTSP, despite a QEs Advisory Committee recommendation to do so
- A QE's Advisory Committee failed to substantively consider one or more PTSP's project proposal(s)



Advisory Committees: In General

Why?

Can lead to better and more durable decisions aligned with the needs of your community

Key elements of **success:**

- Respect for the process and the people
- Structure helps the process proceed efficiently
- Discussion and interaction among staff and participants is essential



Advisory Committee Best Practices

- Ensure members know the committee's purpose
- Develop clear bylaws or charter to guide the conduct of the committee
 - Committee to adopt
- Provide materials in advance
- Promote discussion among members
- Allow alternative meeting options
- Document and post Committee progress for members and public



Before You Begin

Be prepared – your committee will thank you!

- Draft/adopt bylaws
- Think about the end:
Establish committee workplan/schedule
- Member recruitment
 - Application?
 - Direct appointment?
 - Ask for representatives from organizations?
 - Combination?
- Establish website or another method to post meeting materials
- Establish public notice process



Meeting Management

Be Prepared:

- What does committee need to support their work?
- How support your members?
- What could go wrong?
- Design your meeting to avoid or minimize risks

- Know your objectives and desired outcomes
 - List objectives on agenda
- Select meeting format to meet topic and participant needs
- Provide space/time for public comments
- Follow your ground rules
- Use a trained facilitator if needed for larger groups or when controversy exists
- Meeting evaluation forms ¹³

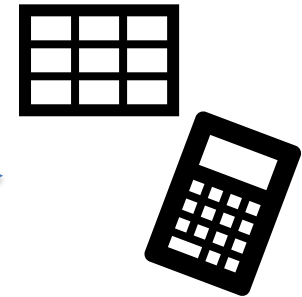


Ranking/Selecting Projects

No perfect solution



Consensus



Numeric scoring

****** Regardless of how the priorities are selected, document the rationale of the committee



Managing Disruptive Participants

Tools to help

- Pre-meeting check-ins with members, to check for concerns and educate
- Develop a meeting format that supports respectful dialogue
- Use a facilitator or neutral party to assist
- Tell and model how disruptive behaviors will be addressed
- Post and enforce ground rules in bylaws
- Use body language or physical presence
- Reminder of agenda objectives and time slots
- Address disruptive behavior consistently, in meeting and outside of meeting, if necessary
- Don't take the bait; restate concerns neutrally if they are inflammatory
- Be willing to remove members, build in process in bylaws



Advisory Committee Resources

- STIF Advisory Committee Bylaws Template
- STIF Formula Fund Guidance and Application Instructions

[RPTD\Funding Opportunities Page\STIF Formula Fund tab](#)

<QUALIFIED ENTITY NAME>

**Statewide Transportation Improvement Fund
Advisory Committee Bylaws**

<DATE>

Using this template

This Advisory Committee Bylaws Template is intended to provide guidance to Qualified Entities in establishing a STIF Advisory Committee that complies with the Statewide Transportation Improvement Fund administrative rules. The template is intended to be flexible and only includes minimum required content specified in the administrative rules. ODOT encourages Qualified Entities to add bylaw content necessary to ensure the Advisory Committee performs its essential functions. Qualified Entities should consider getting legal counsel review of bylaws before adoption.

Information to be inserted by the Qualified Entity are indicated in **<BRACKETS>**. Additional information about bylaw requirements is provided in green boxes. These green boxes should be removed from the final version of the bylaws.

ADVISORY COMMITTEE NAME: <OFFICIAL NAME OF THE ADVISORY COMMITTEE>

This document has been prepared to guide the role and operation of the **<QUALIFIED ENTITY NAME>** Statewide Transportation Improvement Fund (STIF) Advisory Committee, known as **<ADVISORY COMMITTEE NAME>**. The document has been reviewed and adopted by **<QUALIFIED ENTITY GOVERNING BODY>**.

PURPOSE OF THE ADVISORY COMMITTEE

<QUALIFIED ENTITY GOVERNING BODY> has formed an Advisory Committee to advise and assist **<QUALIFIED ENTITY NAME>** in carrying out the purpose of the STIF and prioritizing projects to be funded by STIF moneys as set forth under OAR Chapter 732, Division 40, Sections 0030 and 0035, Division 42, Section 0020, and Division 44, Section 0025.

DEFINITIONS

The following definitions apply to terms used in these bylaws and the tasks of the Advisory Committee.


Advisory Committee: Either a committee formed by a Qualified Entity to assist the Qualified Entity in carrying out the purposes of the STIF Formula Fund and the Advisory Committee requirements specified in ORS 184.761(1) or a joint committee formed by two or more Qualified Entities for the same purposes, pursuant to ORS 184.761(1).

High Percentage of Low-income Households: **<INSERT QUALIFIED ENTITY'S DEFINITION>**

The bylaws must define "High-Percentage of Low-income Households." See OAR 732-040-0030(4)(s).

Some applicable definitions from the STIF administrative rules are included here. See OAR 732-040-0009 for additional defined terms that may be needed to clarify the bylaws.

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Formula Fund

Statewide Transportation Improvement Fund (STIF)
Guidance and Application Instructions, July 19, 2018

Oregon Department of Transportation Rail and Public Transit Division

<https://www.oregon.gov/ODOT/RPTD/Pages/Funding-Opportunities.aspx>
<https://www.oregon.gov/ODOT/RPTD/Pages/STIF.aspx>



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Skill Building



Public Engagement



STIF Public Engagement Requirements

- Qualified Entities must ensure Advisory Committee processes foster public engagement
- Public engagement includes informing and consulting with stakeholders about a pending decision so they may have the chance to help influence the final outcome



State and Local Public Meeting Requirements

- Local agencies are subject to their own public meeting requirements, which may be in addition to state law
- ORS 192.610-192.690 pertain to Oregon public meeting laws
- Public notice is required any time the governing body of a public body holds a public meeting
- General notice is required to be given to public at large as well as notice to identified interested persons
- Recommended notification options include news releases, mail/email lists, postings in designated public locations, and website postings
- Number of days in advance depends on meeting type; ODOT recommends 7-10 days



STIF Public Engagement Best Practices

- Identify your stakeholders
- Ask stakeholders how they prefer to be involved
- Clarify the public's role in the decision process
- Meet your stakeholders where they are
- Be inclusive
- Inform stakeholders how the comments were used



Public Engagement Tools

Tools to share information

- Website
- Email updates
- Media releases
- Social media
- Mailings
- Fliers and posters
- Information posted at transit facilities
- Presentations to community or business groups

Tools to collect input

- Comment forms
- Online surveys
- On-board rider surveys
- Email comments
- Mail-in comments
- Project voicemail
- Information booth at community events
- Verbal comment at advisory committee or governing body meetings
- Public meetings



Building Your Public Engagement Plan

Outline

- Project overview
- Public engagement goals/objectives
 - How will engagement inform project?
- Audiences
 - Who is affected/interested?
- Tactics to reach and involve audiences
- Messages
- Schedule
 - with roles/responsibilities
- Evaluation metrics
 - Connect back to objectives



Public Engagement Resources

- Public Involvement Techniques for Transportation Decision-making
- Environmental Justice Policy Guidance for Federal Transit Administration Recipients (FTA Circular, 4703.1)
- Resource Guide on Public Engagement
- 18F Accessibility Guide
- How to Make Presentations Accessible to All
- Core Values, Ethics, Spectrum – The 3 Pillars of Public Participation



Questions?



Session Evaluation



Follow Up

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