

Transportation Funding Task Force (TF2) Charter and Protocols

Task Force Charter

Background on a possible transportation bond measure

We've worked for decades to create a transportation system that works for greater Portland and been recognized the world over for our success. Yet as our growing communities grapple with growing congestion, costs, and climate change, we can't rest on these laurels any longer. The Metro Council recognizes that greater Portland needs a systemic and equitable transportation action plan to make getting around easier, safer and more affordable – no matter where we live, who we are or how we travel.

During the development of the Regional Transportation Plan, thousands of residents from Hillsboro to Gresham, from St Johns to Oregon City, told us what matters to them. They identified clear outcomes our transportation system should deliver: safety, reliability, and affordability. Now it's time to take the next step to find the resources that we need to build the future that we want.

After consideration of existing policy, recent engagement and current priorities, the Metro Council provided direction in January 2019 to guide the next phase of developing the investment measure, including the measure's structure, development process, priorities, outcomes and design. That direction focused on the need to deliver on the plans the region has already identified, from our [Climate Smart Strategy](#), our [Regional Transportation Plan](#), our [Strategy to Advance Racial Equity](#), and our [2040 Vision](#).

On Feb. 14, 2019, the Metro Council confirmed the Metro Council President's appointment of a Transportation Funding Task Force to advance the council's policy direction and provide recommendations to create a successful regional transportation investment measure. The Task Force represents a wide range of perspectives and experiences with transportation, communities and business throughout the region.

This is our moment. Working together and listening to each other and the community, the Task Force will shape a successful investment measure that truly improves residents' lives and begins a bold new chapter in greater Portland's story. Let's get moving.

Task Force Purpose and Charge

The Metro Council is working with partners and the community to create a transportation action plan for greater Portland and shaping a potential 2020 regional investment measure to make it a reality. Instead of a piecemeal project list, this plan will focus on comprehensive investments in key travel corridors – the roads and transit routes tens of thousands of us depend on daily to get to work and school and home again.

As a member of the Transportation Funding Task Force, you and your fellow community leaders will advise the Metro Council on this critical work, including the following questions:

- The Metro Council has identified objectives and outcomes the measure should advance; are there additional objectives and outcomes that should be considered?
- What metrics should be used to measure our impact?

- Based on identified objectives and outcomes, what criteria should the Metro Council use to prioritize these corridors for inclusion in a regional investment measure?
- What programs to support our regional vision should the Metro Council consider for an investment measure?
- What revenue mechanisms should the Metro Council consider to support these investments?

These are serious questions. To answer them, the Task Force will rely on honest, solutions-focused dialogue. You will represent the needs and interests of your constituency and community by sharing the Task Force's deliberations regularly with those you work with and represent, and by receiving their input to guide you in these deliberations.

By early 2020, the Task Force will be asked to make a final investment measure recommendation to the Metro Council.

Task Force Membership

Building a successful ballot measure requires building a broad, diverse coalition. The Task Force is designed to bring together voices from across the region, including elected leaders and public officials, leaders from the business community and leaders from the community advocacy realm. The Task Force is roughly proportional based on geographic representation and supports Metro Council's Strategic Plan to Advance Racial Equity, Diversity and Inclusion by ensuring that the voices of communities of color are elevated.

The Task Force will meet once or twice a month, depending on the pace of their decision-making, and will continue until the Metro Council decides whether or not to refer a measure to the ballot.

Chairperson Role

Two chairpersons have been selected by Metro Council. Chairs responsibilities are to:

- allow facilitator to lead discussions and keep the group to time and task
- provides guidance and direction, when needed, on content and ideas to meet the group's goals
- participates fully and equally - voices objections and agreements
- encourages consensus decision making
- regains leading the meeting when all attempts at reaching consensus have been exhausted;
- speak for the Task Force in any requests for comment from the Task Force.

Meeting Protocols

Meeting Guidelines

All participants agree to act in good faith in all aspects of decision making and to do your best to represent the needs of your community, and work to find consensus. This also includes behavior outside of meetings. Expectations include:

- Attend meetings in person if possible, by phone if necessary, and notify staff if you have an unavoidable conflict
- Prepare for meetings by reading materials in advance and arriving on time
- Share the air – only one person will speak at a time, and we will allow others to speak once before we speak twice

- Express our own views or those of our constituents
- Respect the views and opinions of others
- Agree and abide by previous Task Force decisions
- Seek to find common ground with each other and consider the needs and concerns of the local community and the larger region.

Making Task Force Recommendations

- We will strive to make decisions on recommendations by consensus, understanding that our recommendations to the Metro Council are strengthened by high levels of agreement. Consensus is achieved when all members can accept and will support the decision. Task Force decisions will be understood as the most viable choice for the community and the overall project, even if it may not be each individual member's personal preference.
- If it is clear consensus cannot be reached, then a 3/4 majority of the voting members present will be required for an outcome to be represented as a recommendation of our Task Force. If this level of agreement cannot be reached, then there will be no recommendation from the Task Force and all perspectives will be forwarded for consideration by the decision makers.
- A majority of members, attending either in person, will constitute a quorum for any decisions made at that meeting.
- Decisions will be respected as final to avoid backtracking, unless the Task Force as a whole agrees there is sufficient new information to reconsider a previous decision. Because of the pace of decision-making in this task force, members are encouraged to make every effort to be present for meetings (either physically or by phone).

Additional Roles and Responsibilities

- **Metro Council:** Metro Council will make any final decisions on the approval of local implementation plans, taking into account Task Force input.
- **Metro staff:** Metro staff will provide key policy information and context as needed to the Task Force. Staff will provide context and information for members who are unable to attend a meeting, to help ensure that members are kept informed and prepared for key decision-making points. Staff will aim to send materials to the Task Force digitally ahead of meetings with ample time for review. The goal for delivery of materials will be 5 days, with the recognition that might not be possible in all scenarios.
- **Facilitator:** As necessary, a neutral, third party facilitator will assist the Transportation Funding Task Force in crafting a framework for a possible regional transportation measure. The facilitator will be responsible for the group process, and will not advocate on behalf of any issue, interest group or member.

Public Comment

- While the primary purpose of the Task Force meetings is to provide a forum for the deliberation of the Task Force, meetings will be open to the public for observation.
- As needed, up to a total of ten minutes of each meeting will be reserved for public comment. The facilitator will work with the Chairs to ensure that public comment is incorporated into the

agenda, and that this is clearly marked on the agendas posted for the public. There may be a 'check in' with members of the public at the beginning of meetings, if public comment is scheduled for the end of a meeting, to ensure that any members of the public who wish to speak but are not able to stay for the duration of the meeting have an opportunity to speak. The length of public comment may be extended by the Chairs, in consultation with the Task Force, if needed and if time allows. Those who wish to provide comment should check in with Metro staff before the start of the meeting. The length of individual comments should be limited based on the number of individuals who wish to address the task force but should be no more than three minutes.

- Interested members of the public are encouraged to provide more thorough comments in writing. Opportunities will also be provided for public comments to be submitted via email. All comments will be circulated to each member of the Task Force.