



Puget Sound Regional Council

Freight Advisory Committee

Operating Procedures

August 2024

Purpose

The purpose of the Freight Advisory Committee (FAC) is to advise the Puget Sound Regional Council (PSRC) and provide input into state, regional, and local planning processes with regards to freight and goods movement.

Committee Membership Structure

The FAC is composed of staff from PSRC's member organizations with an interest in freight planning including cities, counties, ports, tribes, and the state. FAC membership reflects the need for a committee that is of a workable size and representative of PSRC's members. Membership is divided into Voting and Non-voting membership, as described below.

Voting Membership

To ensure adequate representation from PSRC member agencies, each of the four counties, each of the region's ports, PSRC member tribal governments, the Washington State Department of Transportation (WSDOT), and the Freight Mobility Strategic Investment Board (FMSIB) will be represented as voting members.

In addition, jurisdictional representation is based on the regionally designated manufacturing/industrial centers (MICs) and freight intensive areas as identified in PSRC's current Industrial Lands Analysis Report. See Attachment A for a current map of these areas. The criteria to determine jurisdictional representation is listed below:

- Each MIC/freight intensive area will be represented by one voting member and one alternate
- Each MIC/freight intensive area is presumed to be represented by the jurisdiction in which it is located
- Each jurisdiction will have only one voting seat; if there is more than one MIC/freight intensive area located in a jurisdiction, the jurisdiction may appoint an adjacent or interested agency to serve as the second voting representative and alternate
- For MIC/freight intensive areas with known multiple jurisdictional interests, those jurisdictions are encouraged to coordinate to designate a member and an alternate

The voting membership structure will be reviewed every three years; each time voting membership is updated, the rationale and background determined by the committee will be documented. See Attachment B for the current FAC voting membership structure.

Each seat will include a voting member and a designated alternate, who will only vote on action items if the member is not present.

Appointments

Appointments for each member and alternate are to be provided in writing to PSRC from the appropriate department head or elected official. This could be the County Executive, Mayor, Public Works Director, transportation department head, or other responsible official. Written member appointment communication for the FAC can be provided via email.

Non-voting Membership

The FAC may offer a total of 4 non-voting membership seats to individuals who represent business/labor, educational institutions with a freight program, freight related organization/implementers, and other relevant categories to obtain perspectives that might be missing from the voting membership. Non-voting members may participate in discussions of the committee but may not vote.

The addition of non-voting members to the FAC Advisory Committee shall be evaluated on a case-by-case basis by PSRC, according to the established criteria for non-voting membership, including:

- The applicant's expertise and knowledge of freight issues and their organization's role in freight and goods movement; and
- Ensuring that the number of allowable non-voting members does not impact the manageable size of the overall committee, based on total membership as approved in Attachment B.

The FAC will maintain a roster of non-voting membership which will be updated as needed.

Decision Making Process

PSRC staff will develop and distribute the agendas for each meeting and facilitate discussions and actions by the committee, to ensure equal opportunity for participation by members present and regional consensus.

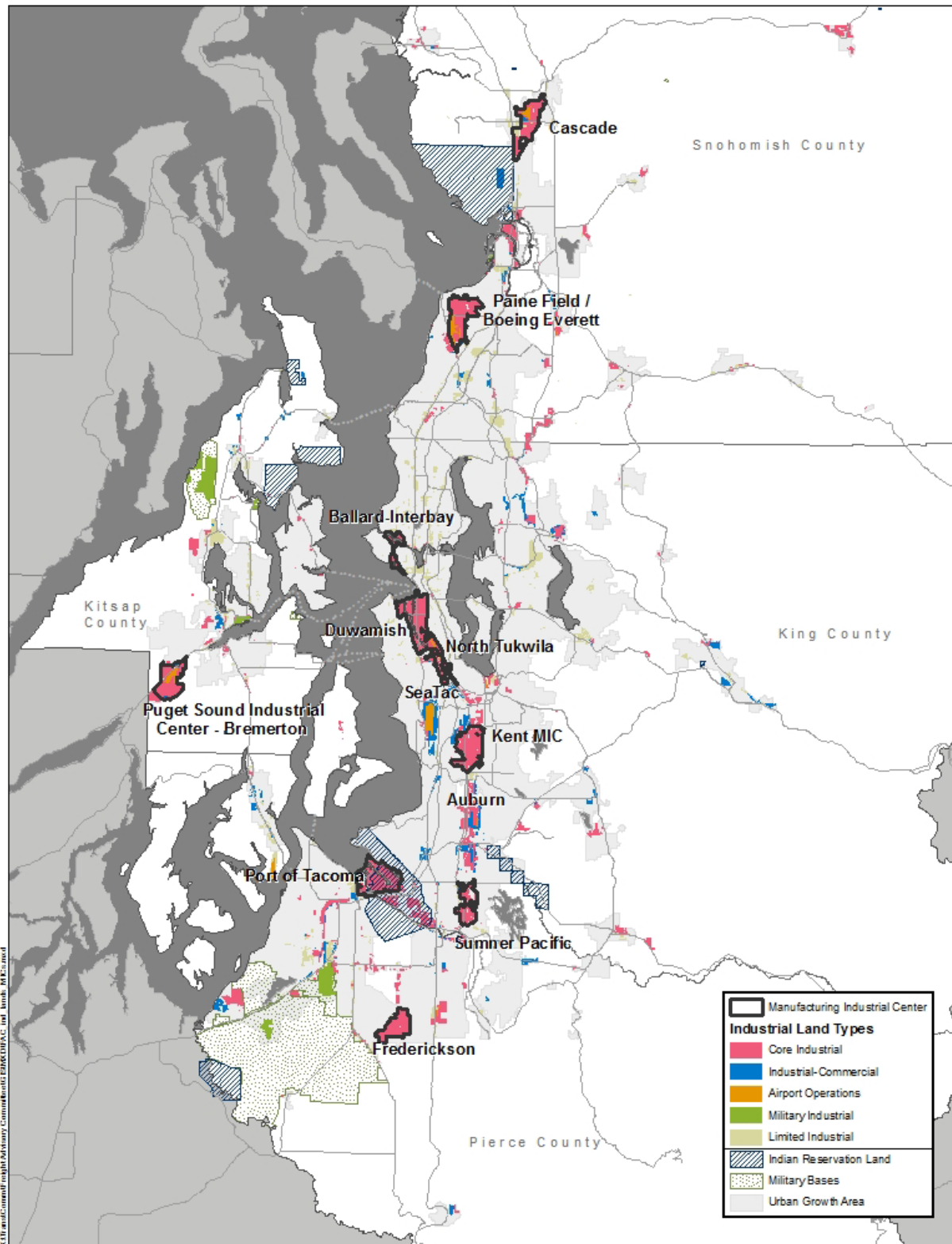
Formal recommendations intended for PSRC action will be held by vote of the Freight Advisory Committee. Other recommendations and feedback to PSRC staff will be achieved by consensus. Votes are approved by a simple majority but if a vote is close, the split vote shall be communicated along with the recommendation.

As noted above, only designated voting members – or their designated alternate if the member is not present - may participate in formal votes. Non-voting members may participate in discussions and committee deliberations but do not vote. All other interested parties may observe committee proceedings as guests only.

Meeting Schedule

The FAC typically meets every other month on the 2nd Wednesday of the month from 9:30 a.m. - 11:00 a.m. However, actual meeting frequency and duration will be determined by the needs of PSRC's freight work program. All FAC meetings and meeting materials will be open to the public.

Attachment A: Manufacturing/Industrial Centers and Freight Intensive Areas in the Central Puget Sound Region



Attachment B: FAC Membership Structure – 2024

The FAC membership includes one voting member and one alternate seat for each of the following 26 entities, and four non-voting member seats

Counties	
	King County
	Kitsap County
	Pierce County
	Snohomish County
Ports	
	Port of Bremerton
	Port of Everett
	Port of Seattle
	Port of Tacoma
WSDOT	
FMSIB	
Tribal Agencies	
	Puyallup Tribe
	Muckleshoot Indian Tribe
	Suquamish Tribe
	Tulalip Tribe
Manufacturing/Industrial Centers	
	Cascade
	Paine Field / Boeing Everett
	Ballard - Interbay
	Duwamish
	North Tukwila
	PSIC - Bremerton
	Kent MIC
	Sumner Pacific
	Port of Tacoma MIC
	Frederickson
Freight Intensive Areas	
	SeaTac
	Auburn