

Transportation Electrification Infrastructure Needs Analysis (TEINA) Advisory Group

Roles, Responsibilities and Meeting Guidelines

Project Overview

The Oregon Department of Transportation (ODOT) Climate Office, in partnership with the Oregon Department of Energy (ODOE), is undertaking the Transportation Electrification Infrastructure Needs Analysis (TEINA) study to identify the charging needs and gaps across Oregon.

Convenient, accessible charging infrastructure is a critical driver in accelerating the widespread adoption of electric vehicles (EVs) and other types of electric transportation (such as electric buses, delivery vans, freight trucks, and e-bikes). This infrastructure is essential to achieve the state's greenhouse gas emissions reduction goals, particularly in the transportation sector. Governor Brown's [Executive Order 20-04](#) directs ODOT to lead this study, in collaboration with other agencies and entities.

The study will:

- Highlight charging infrastructure needs for light-duty zero-emission vehicles (ZEV) in support of the statewide adoption targets for 2025, 2030, and 2035 included in [Senate Bill 1044](#).
- Provide a near-term and long-term high-level overview of the charging infrastructure needs for other vehicle classes and use types, ranging from medium and heavy-duty trucks and buses to e-bikes and e-scooters.
- Offer a vision of the charging infrastructure needed to meet Oregon's transportation electrification (TE) goals over the next 15 years.
- Include an assessment of the unique needs for charging infrastructure to support transportation electrification in all parts of the state.
- Propose policy options and identify ways to expand charging infrastructure in Oregon to accelerate statewide transportation electrification.
- Position Oregon to develop an overall ZEV charging infrastructure strategy that can inform development of EV charging infrastructure in Oregon and support the state in meeting its transportation electrification and greenhouse gas emissions reduction goals.

This study will not:

- Identify specific sites or precise locations for EV and TE charging infrastructure.
- Propose policy options to address all barriers to transportation electrification; it will only focus on the barrier of access to and availability of EV charging infrastructure.

Advisory Group Roles

Advisory Group Members

The Advisory Group will oversee the analysis of the state's electric vehicle charging infrastructure needs. Members represent utilities, local governments, nonprofit groups, and the auto industry. The group is overseen by Amanda Pietz, ODOT Climate Office Director, and managed by Mary Brazell, the TEINA Project Manager.

Advisory Group roles include:

- Representing the point of view for their organizations and their broader industry interests, constituents, and customers.
- Providing and assessing information that affects transportation electrification and charging infrastructure development in Oregon.
- Reviewing background materials and information to inform discussions.
- Supporting a thorough assessment of current EV and TE charging infrastructure, gaps, and future needs.
- Considering a range of policy options that can lead to needed EV and TE charging infrastructure development that provides equitable access for all Oregonians and addresses geographic balance.

Each member may assign an alternate. It is each member's responsibility to fully brief their alternate on relevant issues and prior discussions to meet the meeting objectives and keep the project on schedule. To ensure broad, diverse interests are represented, if a member of the group can no longer serve, then the Project Management Team (PMT) will identify and appoint a replacement, with the current member's input. If a member's absence is unavoidable, please notify Zechariah Heck, Zechariah.HECK@odot.state.or.us,

Members of the Advisory Group will:

- Prepare for and attend approximately four meetings between November 2020 and June 2021 to ensure continuity throughout the process.
- Confirm attendance prior to the meeting.
- Comment constructively and in good faith.
- Stay focused on the specific topics for each meeting.
- Consult with their organization, customers, or colleagues to inform them of the process and gather their input.
- Provide feedback about the process to the PMT so improvements can be made quickly.
- Direct communications and media inquiries about group operations or decisions to Matt Noble, Matt.A.NOBLE@odot.state.or.us.
- Avoid representing the views of any other Advisory Group member or the group as a whole to the public or the media.

Facilitator

The Facilitator will:

- Encourage open, candid, and robust dialogue.
- Start and end the meetings and agenda items on time.
- Encourage innovation by listening to all ideas.
- Ensure that everyone has an opportunity to participate.
- Keep meetings moving and focused on the agenda.
- Provide time for public comment and ensure that public comment is an item on each agenda.
- Uphold meeting guidelines.

Project Management Team (PMT)

The PMT will:

- Provide and distribute agendas in advance that include clear meeting objectives.
- Provide discussion materials in advance so that the group has time to review the information.
- Produce Advisory Group meeting summaries.
- Encourage all members to take part in discussions.
- Provide feedback on how Advisory Group input is used.
- Keep a running list of Action Items from each meeting.
- Acknowledge and share member comments received between meetings.
- Share public comments received from stakeholders and the public.

Meetings and Accessibility of the Public

All meetings are:

- Open to the public.
- Advertised on ODOT's webpage calendar 2 weeks before the meeting at: [ODOT Public Meetings Calendar](#).
- Noticed by email to ODOT's EV and Climate Office GovDelivery lists.
- Held remotely via a call-in number or video conference.
- Advertised on the project website with the meeting agendas and materials approximately 1 week in advance.

A minimum of 5 minutes during each meeting will be reserved for public comment. This amount may be extended by the Facilitator, in consultation with the group, if needed and if time allows. The length of individual comments should be limited based on the number of individuals who wish to address the group but should be no more than 3 minutes. Meeting notifications will include ways to comment in writing. The public can provide written comments to Zechariah Heck, Zechariah.HECK@odot.state.or.us before each meeting. Comments received by 1:00 p.m. the business day before the meeting will be shared with committee members at their meeting. All written comments received will be added to the meeting record.

Decision-making

- The team will use Advisory Group input in developing work products, for example:
 - Existing conditions assessment
 - Future trends and scenarios
 - Policy options
 - Draft report
- The Facilitator will not seek consensus from the Advisory Group, nor will the group be asked to vote, on specific issues.

Meeting and Participant Ground Rules

- Provide a balance of speaking time. Share the air – let others speak once before speaking twice.
- Seek to learn and understand each other's perspective.
- Encourage respectful, candid, and constructive discussions.
- Be present.
- Bring information to the table that is relevant to the conversation; the group cannot address issues that are not raised during meetings.
- Advisory Group members agree to fully participate by sharing feedback and opinions with the Facilitator, the PMT and each other at meetings and between meetings.
- Share relevant information with the group about simultaneous projects, activities and other things in progress.

Public Records and Confidentiality

Advisory group communications and records, such as project documents, discussion drafts, meeting summaries and exhibits are public records and are available for public inspection and copying. The PMT does not assume responsibility for protecting proprietary or confidential business information shared during advisory group meetings.

Project Contacts

Primary Contacts:

Mary Brazell

Mary.Brazell@odot.state.or.us

Zechariah Heck

Zechariah.HECK@odot.state.or.us

Media Contact:

Matt Noble

Matt.A.NOBLE@odot.state.or.us

Attachment A: TEINA Advisory Group Roster

Name	Affiliation/Interest
Amanda Pietz	ODOT Climate Office, Advisory Group Facilitator
Greg Alderson	PGE (investor-owned utility)
Thomas Ashley <i>Alternate: Erick Karlen</i>	Greenlots (ZEV charging infrastructure company)
Philip Barnhart	Emerald Valley EV Association (EV user/driver interest)
Chris Chandler	Central Lincoln PUD (people's utility district)
Marie Dodds	AAA (drivers)
Judge Liz Farrar	Gilliam County
Ingrid Fish <i>Alternate: Alan Bates</i>	City of Portland
Stu Green	City of Ashland (municipal utility)
Jamie Hall	General Motors (auto original equipment manufacturer)
Zach Henkin	Cadeo Group (industry expert)
Joe Hull	Mid-State Electric Cooperative (co-op utility)
Juan Serpa Muñoz	Eugene Water & Electric Board (publicly owned utility)
Vee Paykar	Climate Solutions (advocacy)
Cory Scott	PacifiCorp (investor-owned utility)
Jairaj Singh	Unite Oregon
Charlie Tracy <i>Alternate: Ron Rasmussen</i>	Oregon Trail Electric Co-op (co-op utility)
Dexter Turner	OpConnect (ZEV charging infrastructure company)

Attachment B: Project Team Roster

Name	Organization	Role
Amanda Pietz	ODOT	Climate Office Director Advisory Group Facilitator
Mary Brazell	ODOT	Project Manager
Jessica Reichers	Oregon Department of Energy	Project Advisor
Zechariah Heck	ODOT	Sustainability Program Manager
Matt Noble	ODOT	Public Affairs/Media Specialist
Wayne Kittelson	Kittelson & Associates	Consultant Project Manager
Chris Nelder	Rocky Mountain Institute	Subject Matter Expert
Lynn Daniels	Rocky Mountain Institute	Subject Matter Expert
Rhett Lawrence	Forth Mobility	Subject Matter Expert
Stacy Thomas	HDR	Stakeholder Engagement Lead