

# **Special Needs Transportation Committee Agenda**

Date: July 17, 2024 from 9:30 a.m. to 11:30 a.m.

Online Meeting Only: Use Zoom Connection Information Provided Below

1. Welcome and Introductions (9:30 a.m.) - Jean Kim, PSRC

- 2. Action: Approval of Meeting Summary (9:40 a.m.)\*
  - May 15, 2024 SNTC Meeting
- 3. Action: Committee Operating Procedures and Membership Update (9:45 a.m.)\*

PSRC shared a revised version of the SNTC Operating Procedures and membership with the committee in May for feedback. The finalized version of the operating procedures is provided in the packet. At the meeting, SNTC will discuss:

- Timeline for the implementation: One option is to introduce the change in membership by this fall, in preparation for the 2024 regional priority ranking process. (Sponsor presentations are scheduled for October 16 and the deliberation meeting will be on November 20). Alternatively, the change could be implemented after the committee's regional priority ranking deliberation process.
- Committee relationship to the Transit Operators Committee: The Transit Operators Committee (TOC) is a forum for discussing transit-related issues in the region. Currently, SNTC is a sub-committee of TOC and has representation on the committee. SNTC will have an opportunity to discuss potential changes in this committee relationship.

Committee members are asked to come to the meeting prepared to provide input on the above topics.

4. Discussion: Development of the Regional Safety Action Plan (10:15 a.m.)

PSRC will provide an update on the development of a Regional Safety Action Plan, including sharing the initial results of the data analysis and the state of the practice review.

Discussion: Coordinated Mobility Plan Survey Updates (11:00 a.m.)

PSRC recently surveyed all transit agencies and key specialized transportation program providers in the region (including both operators and mobility management providers) in preparation for the next Coordinated Mobility Plan (the region's Coordinated Transit-Human Service Transportation Plan). At the meeting, staff will share the survey results and status of the additional data collection. After a brief presentation from staff, committee members will discuss the next steps of this work.

- 6. Roundtable: Opportunity for SNTC members to share information on their programs and coalition news (11:15 a.m.)
- 7. Adjourn (11:30 a.m.)
- 8. Next Meeting: September 18, 2024, from 9:30 a.m. to 11:30 a.m.
- 9. Information Item: PSRC's Regional Priority Ranking Process guidance materials for the 2025-2027 WSDOT Consolidated Grant program are now available: <a href="https://www.psrc.org/our-work/funding/project-selection/specialized-transportation-funding">https://www.psrc.org/our-work/funding/project-selection/specialized-transportation-funding</a>. Training webinar for the PSRC region will be held between 9:30-10:30am on July 31, 2024, via Zoom. Advance registration is required here: <a href="https://psrc-org.zoom.us/webinar/register/WN">https://psrc-org.zoom.us/webinar/register/WN</a> hqCLBfNETcGfmXm8LByDOQ

# **Zoom Participation Options:**

# To join audio/video conference:

https://psrc-org.zoom.us/j/84845082947?pwd=WVpBdDhaSWx1MStZaGEyN2Z6NUFvZz09

# To join via cellphone (1-touch dial):

One tap mobile 8335480282,,84845082947#,,,,\*478388# US Toll-free 8778535257,,84845082947#,,,,\*478388# US Toll-free

# To join via phone:

833 548 0282 US Toll-free 877 853 5257 US Toll-free 888 475 4499 US Toll-free 833 548 0276 US Toll-free

Meeting ID: 848 4508 2947

Passcode: 478388

#### Other Formats:

- Sign language and communication material in alternate formats can be arranged given sufficient notice by calling (206) 464-7090 or TTY Relay 711.
- العربية |Arabic, 中文 | Chinese, Deutsch | German, Français | French, 한국어 | Korean, Русский | Russian, Español | Spanish, Tagalog, Tiếng việt | Vietnamese, visit https://www.psrc.org/contact-center/language-assistance.

<sup>\*</sup>Supporting materials attached



# **Special Needs Transportation Committee Meeting Summary**

Date: May 15, 2024 from 9:30 a.m. to 11:30 a.m.

**Location: Remote – Online Meeting Only (Zoom Meeting)** 

#### **Welcome and Introductions**

Susan Carter, Chair, welcomed everyone at 9:30 a.m. and took a roll call of the membership in attendance.

# **Approval of Meeting Summary**

The March 20, 2024 meeting summary was approved as presented.

# Discussion: Preparation for the 2024 PSRC Regional Priority Ranking Process

Jean Kim, PSRC, provided an overview of the PSRC's Regional Priority Ranking process for the 2025-2027 WSDOT Consolidated Grant. Jean mentioned that PSRC region can distribute 11 ABC rankings for projects seeking funding from the state. Grant applications are due September 17<sup>th</sup> and the SNTC Priority Ranking Recommendations meeting will be held on November 20<sup>th</sup>. Erin Hogan, PSRC, shared proposed priority ranking factors to use for this year's PSRC evaluation of applications. Revising current factors and implementing new factors will help the region identify the projects benefiting equity-focused populations and further improve their transportation needs. PSRC will release its call for projects materials in mid-June on the Specialized Transportation Funding webpage and will provide the regional priority ranking training on July 31, 2024.

The presentation can be found on our website here.

For more information, contact Jean Kim, PSRC, at <a href="mailto:ikim@psrc.org">ikim@psrc.org</a>

# **Discussion: PSRC Transportation Planning Committee Updates**

Gil Cerise, PSRC, provided an overview of PSRC's review and assessment of transportation planning advisory committees. He shared the results of the review which included a reduction of standing transportation advisory committees from eight to five. Jean then shared proposed updates to the Committee's Operating Procedures and Membership. Key revisions include minor updates to the committee purpose statement and its work program and changes to the membership structure and committee leadership/facilitation. Proposed membership updates include re-naming of the existing voting membership seat (Other People with Accessibility and Mobility Needs), updates

to the membership requirement for a seat chosen by county coalitions, and the addition of tribal and non-voting/partners membership seats.

The committee was asked to provide feedback on the proposal.

The presentation can be found on our website <u>here</u>.

For more information, contact Jean Kim, PSRC, at <a href="mailto:jkim@psrc.org">jkim@psrc.org</a>

# Discussion: Coordinated Mobility Plan's Specialized Transportation Inventory Survey

Erin Hogan, PSRC, presented the status of the Coordinated Mobility Plan Survey. She provided early results of the survey including top origins and destinations, transportation needs, and others. Erin then shared the next steps of this survey effort. PSRC will reach out to survey respondents in June for additional data collection that will help the development of the Coordinated Mobility Plan which will be updated in 2026 as part of the PSRC's 2026-2050 Regional Transportation Plan.

The presentation can be found on our website <u>here</u>.

For more information, contact Erin Hogan, PSRC, at <a href="mailto:ehogan@psrc.org">ehogan@psrc.org</a>.

# Roundtable: Opportunity for SNTC members to share information on their programs and coalition news

During the local coalition reports, the committee received updates and announcements from the following attendees:

- Bree Boyce, Hopelink
- Jeff Vinecourt and Annie Chatman, Kitsap Transit

### **Adjourn**

The meeting adjourned at approximately 11:30 a.m.

#### \*Members and Alternates Represented

See attached attendance roster.

#### \*Alternates, Guests and PSRC Staff Present

Arman Rajaeian, SDOT; Bree Boyce, Hopelink; Annie Chatman, Kitsap Transit; Jenny Hayslip, Everett Transit; Tom Hewitt, City of Seattle.

# **PSRC**

Gil Cerise, Jean Kim, Alexa Leach, Erin Hogan, Nick Johnson

\*All attendees were present via remote participation.

### **SNTC Attendance Roster**

(Members and Alternates represented)

Date: May 15, 2024 9:30am - 11:30am Online/Remote Meeting Only

		Offinite/ Net	note weeting only			
Representation		Name	Representation		Name	
King County - Transit			Snohomish County - Transit			
King County Metro (1)		Mitchell Brown, King County Metro	Community Transit/Everett Transit (1)		Margaret Keckler, Community Transit	
mig county means (1)		Penny Lara, King County Metro (Alt.)			Brian Senyitko, Everett Transit	
King County - Local Coalition	<u> </u>	remy Lara, King County Metro (Art.)	Snohomish County - Local Coalition	<u> </u>	Brian Senyitko, Everett Transit	
KCMC (1)		Jonny Prociv, Volunteer Services of CCSWW-KC (KCMC)	Representative from SNOTRAC (1)	х	Brock Howell, SNOTRAC	
KCIVIC (1)			- nepresentative from sive flower (1)	<u> </u>		
Staci Sahoo, Hopelink (KCMC) (Alt.)			Amanda Dodd, SNOTRAC (Alt.)			
King County - Area Agency on Aging/ADRC Seattle-King County Aging and			Snohomish County - Area Agency on Aging/ADRC Snohomish County Long-Term Care and			
Disability Services (1)		Dinah Stephens, Seattle ADS	Aging (1)	х	Stefanie Novacek, Snohomish Co LTC & Aging	
		Suzy Miller, Seattle ADS (Alt.)			Michal Glauner, Snohomish Co LTC & Aging (Alt.)	
King County - Disability Advocacy G	roup	,	Snohomish County - Disability Advocacy G	roup		
King County Persons with			Snohomish County Persons with			
Disabilities/Advocacy Groups for			Disabilities/ Advocacy Groups for Persons			
Persons with Disabilities (1)		Aaron Morrow, KCMC	with Disabilities (1)	х	Leigh Spruce, Arc of Snohomish County	
		Dorono Corpuell, VCMC (Alt.)			Don Vanney, Arlington councilmember and disability advocate (Alt.)	
King County - Other Special Needs (	iroun	Dorene Cornwell, KCMC (Alt.)	Snohomish County - Other Special Needs (	Grour		
Available county seat to be chosen	l	I	Available county seat to be chosen by	Т	, 	
by KCMC* (1)		Phirun Lach, Sound Generations	SNOTRAC* (1)		Melissa Johnson, Snow Goose Transit	
			7		Christina Robertson, Catholic Community Svcs	
		Amy Biggs, Snoqualmie Valley Transportation (Alt.)			Snohomish (Alt.)	
Pierce County - Transit			Kitsap County - Transit			
Pierce Transit (1)	х	Ausha Potts, Pierce Transit	Kitsap Transit ^ (1)		Michael Bozarth , Kitsap Transit	
		Cherry Thomas, Pierce Transit (Alt.)	7	х	Jeff Vinecourt, Kitsap Transit (Alt.)	
Pierce County - Local Coalition		•	Kitsap County - Local Coalition			
Representative from PC Human			KIRN - Kitsap County Coalition ^ (1)			
Services (f/k/a PCCC) (1)	х	Daeveene May, Pierce County, Human Services	_		Kelly Schwab, KIRN	
		Jodie Moody, Catholic Community Services (Alt.)			VACANT (Alt.)	
Pierce County - Area Agency on Agi	ng/A[	DRC	Kitsap County - Area Agency on Aging/ADRC			
Pierce County Aging and Disability		Drive Cutheir Disease Co. Asias & Disability December	Kitsap County Dept. of Aging and Long-		MACANIT	
Resources (1)	х	Brian Guthrie, Pierce Co. Aging & Disability Resources	Term Care ^ (1)	-	VACANT	
		VACANT (Alt.)			VACANT (Alt.)	
Pierce County - Disability Advocacy	Grou		Kitsap County - Disability Advocacy Group		vicini (inc)	
Pierce County Persons with	<u> </u>		Kitsap County Persons with Disabilities/			
Disabilities/ Advocacy Groups for			Advocacy Groups for Persons with			
Persons with Disabilities (1)	х	Francie Peltier, PCCTC	Disabilities ^ (1)		VACANT	
		Tara Zink, Pierce County, Human Svcs. Developmental				
		Disabilities Dept (Alt.)			VACANT (Alt.)	
Pierce County - Other Special Needs	Grou	ир	Kitsap County - Other Special Needs Group	)		
Available county seat to be chosen			Available county seat to be chosen by			
by PCCTC* (1)		Steve Hutchins, Around the Sound	Kitsap Group* ^ (1)	_	VACANT	
		Penni Belcher, UWPC/South Sound 211 (Alt.)			VACANT (Alt.)	
State and Regional Representation						
Medicaid Transportation – Pierce a	nd Kit	tsap Counties				
Paratransit Services (1)		Ann Kennedy, Paratransit Services				
( )		Christie Scheffer, Paratransit Services (Alt.)	┪			
Medicaid Transportation – King and	Snot		-			
Hopelink (1)		Susan Carter, Chair (Hopelink)				
Hopelink (1)	<u> </u>		-			
Washington State Ferries (WSDOT)		Darryl Sierra, Hopelink (Alt.)	<b>–</b>			
	Ι	Court Book MCF	┥			
Ferries - WSDOT (1)	_	Sarah Rose, WSF	_			
Designal Transit		Jared Fernley, WSF (Alt.)	<b>⊣</b>			
Regional Transit		T	┥			
Sound Transit (1)		Brandy Arojo, Sound Transit	-1			
		Beth Hamby, Sound Transit (Alt.)	_			
Regional Education		1	┥			
Educational Service Districts (1)		Jacque Mann, PSESD	_			
	х	Davina Miller-Leach, PSESD (Alt.)				
Tribal Representation **						
Tribes (1)		VACANT				
Í	I	VACANIT (Alk.)			6.1 /202.1	

<sup>\*</sup>This is suggested to be a representative from a transportation provider or other special needs populations listed in coordinated plan including seniors, low income, youth, veterans, and limited english proficiency groups.

\*\* Representative is chosen by local Tribal Transportation Planning Organizations (TTPO)

<sup>^</sup>Role does not include WSDOT Consolidated Grant Voting



DISCUSSION ITEM July 10, 2024

TO: Special Needs Transportation Committee (SNTC)

FROM: Jean Kim, Senior Planner

**SUBJECT: Committee Operating Procedures and Membership Update** 

This memo summarizes updates to the committee's operating procedures, which were shared at previous meetings. At the July meeting, SNTC will be asked to take action on this item. Action on membership changes can range from consensus to a formal vote.

#### DISCUSSION

PSRC staff developed a clearly defined committee purpose statement and work program, which were shared at the March and May SNTC meetings with opportunities for committee input. PSRC has also proposed renaming the committee to the Coordinated Mobility and Accessibility Committee (CMAC) to better reflect the committee's purpose and to use more inclusive language.

PSRC shared proposed updates to the operating procedures with the committee in May and is now asking SNTC to take action on the revised document.

As a reminder, key updates to the committee operating procedures include:

- Committee leadership/facilitation: Due to ongoing challenges of recruitment and retention of committee chairs and vice-chairs, PSRC staff will take on meeting facilitation for SNTC and other similar transportation planning advisory committee meetings in the future.
- Meeting Cadence: Clarification that meeting cadence for SNTC follows the scope of the purpose and work program. However, PSRC will still plan for six meetings per year (the third Wednesday of every other month) and cancel meetings when they are not needed.
- Membership: PSRC is summarizing the changes to committee membership, as follows, for the committee's review:

- Revising the title of the "Other Special Needs" seat under County Representation to "Other People with Mobility and Accessibility Needs" seat for more inclusive terminology. Also, revising the eligibility of this seat to allow only system users or organizations that represent people with low incomes, youth, people with limited English proficiency, or other priority populations, not transportation operators. County coalitions can appoint transportation providers as voting members (and/or alternates) for the County Coalition seat.
- o Regional Representation was changed from five voting members (and accompanying alternates) to four members (and alternates) to create separate membership for tribal members. Two membership seats are available for non-emergency medical transportation (NEMT) brokers to ensure the committee has full NEMT representation from across the region.
- o Removal of the "Informative Members" but allow voting members to invite guests to provide technical or program expertise depending on a subject that the committee is discussing.
- Tribal Representation is called out and four seats are added to ensure that all federally recognized tribes that are PSRC members (Muckleshoot Indian Tribe, Puyallup Tribe of Indians, the Suguamish Tribe, and the Tulalip Tribes) have an opportunity to have a representative member serve on this committee
- Non-voting/Partner membership was also added to invite WSDOT Community Transportation Planners representing all PSRC areas to the regional discussion.

Overall changes to SNTC membership resulted in an increase from 26 voting members to 29 voting members. Revised membership can be found in Attachment A.

If time allows, the committee will discuss the implementation timeline of the changes in membership and its relationship to PSRC's Transit Operators Committee (TOC). Currently, SNTC is a sub-committee of TOC.

#### **Next Steps**

Given that the Committee Operating Procedures update includes substantive changes to membership, PSRC will seek the committee's action on the above changes. Action can range from consensus of the membership to a formal vote. Once SNTC has taken action on the updated Operating Procedures, PSRC staff will begin recruitment for new membership seats and/or vacancies and county coalitions will be asked to fill their seats.

For more information, contact Gil Cerise at <a href="mailto:geerise@psrc.org">geerise@psrc.org</a> or (206) 971-3053 or Jean Kim at jkim@psrc.org or (206) 971-3052.

# **Attachment A: Proposed Committee Operating Procedures and Membership**



# **Attachment A: Committee Operating Procedures (July 2024 DRAFT)**

#### NOTE:

- Yellow highlights indicate new additions and revisions to the Operating Procedures.
- Strikethrough is used to mark text removed from the <u>previous version</u> of the Operating Procedures.

# Special Needs Transportation Coordinated Mobility and Accessibility Committee Operating Procedures

# **Committee Purpose**

The Coordinated Mobility and Accessibility Committee (CMAC) serves as the primary forum for technical advice and expertise to inform Puget Sound Regional Council (PSRC)'s Coordinated Mobility Plan, the region's Coordinated Transit-Human Services Transportation Plan, and the development of regional priorities to implement the Plan.

# **Primary Responsibilities-General Work Program**

Key responsibilities of the **CMAC** include:

- Developing and implementing the Coordinated Mobility Plan (PSRC's Coordinated Transit-Human Services Transportation Plan) as required by federal and state law.
- Developing recommendations to allocate regional priorities for specialized transportation funding (Consolidated Grant funding, including FTA Section 5310, managed by Washington State Department of Transportation).
- Providing the perspective of people with accessibility and mobility needs for consideration in other PSRC planning efforts, including the development of the Regional Transportation Plan.

Other issues of general interest will be identified by the CMAC members at the beginning of each calendar year and incorporated into the annual committee work plan.

#### **Individual Committee Member Responsibilities**

- Identify issues vital to the interests represented on the Committee.
- Provide timely review of the information provided by PSRC staff.
- Provide representation on the TOC, Regional Staff Committee and other PSRC committees seeking a special needs perspective.
- Represent and report to their agencies and local mobility coalitions on activities and assist in building a regional consensus on specific strategies and policies related to the improvement of special needs transportation in the central Puget Sound region.

#### **Committee Leadership Responsibilities**

- A SNTC Chair and Vice Chair will be elected by the Committee from among the voting membership for a two-year term. Efforts will be made to rotate representation by agency and geography for the SNTC leadership positions. Leadership positions should not be held by members from the same county at the same time.
- The Chair's role will be to keep the discussions focused and to ensure that all SNTC members have the opportunity to express their views on the issues at hand. The Chair will make every effort to conduct and complete the meetings on time unless otherwise agreed to by Committee members.
- The Chair or designated alternate will represent SNTC at other PSRC Committee meetings including Transportation Operators Committee and Regional Staff Committee meetings.
- The Vice Chair will serve in place of the Chair when the Chair is unable to attend.

#### **PSRC Responsibilities**

- PSRC will provide staff support to the Special Needs Transportation Committee and develop information to facilitate discussion, as well as providing information on the activities and meetings of the SNTC to the TOC, the Regional Council's policy boards, and the general public.
- PSRC staff will develop an annual calendar of planned SNTC meetings and work program items in consultation with the SNTC.
- PSRC staff will prepare or collect agenda materials and distribute them to SNTC members.
- PSRC staff will have reporting responsibilities to the TOC, Regional Staff
  Committee, Transportation Policy Board, and Executive Board on the activities of
  the Special Needs Transportation Committee.
- PSRC will be responsible for adequate public information and dissemination of SNTC materials.
- Provide information to the SNTC on other PSRC planning initiatives, plan updates, and other topics of potential interest to the committee.
- PSRC staff will attend and participate in county mobility coalition meetings, as needed.

# **General Composition Membership**

CMAC is composed of voting members and designated alternates of the voting members who represent various local, regional, and state agencies (both government and non-profit), county mobility coalitions, other specialized transportation providers, and system users. The committee membership seats may include others as determined appropriate by the committee while maintaining the sense of agency and geographic equity in representation. In case(s) of multiple organizations representing membership seats, county mobility coalitions (or similar organizations) may assist PSRC in identifying a representative for the committee.

Formal recommendations intended for PSRC action will be held by vote of the SNTC. Two subjects that the SNTC shall make recommendation to PSRC on include:

- Coordinated Plan: All voting members or their alternates may vote on issues related to the Coordinated Transit-Human Services Transportation Plan and other planningrelated recommendations.
- Regional Priority/Grant Funding: All voting members or their alternates may
  vote on issues related to special needs transportation regional priorities for grant
  funding with the following exception. Voting members representing a county or
  counties that do not participate in the PSRC regional ranking for the
  Consolidated Grant competition may not participate in voting for that funding
  competition. In those instances, voting members from such county or counties
  are considered non-voting (informative) members for that vote.

The SNTC includes both voting members and non-voting (informative) members.

Voting Members: Voting membership (found in Attachment A-1) reflects the
need for a committee that is a workable size and addresses the requirements for
representation associated with older adults, people with disabilities, and other
populations associated with federal, and state coordinated planning
requirements. Voting members should have the ability to provide meaningful,
consistent, and timely representation of their respective membership seats at
meetings to assist in carrying out the committee's purpose. Voting membership
will be reviewed at least once every three years. Any time membership is
updated, the rationale and background determined by the committee will be
documented.

Each voting member will have a designated alternate. Please note that only designated voting members or their alternates may participate in voting. Where meeting room space is constrained, priority shall be given to providing space at the table for designated voting members and their designated alternates.

- County Coalitions (or similar organizations) are responsible for appointing members for three voting seats listed below and further identified in Attachment A-1:
  - Person with Disability/ Disability Advocacy Group: county coalitions are asked to provide one member and one alternate who are system users (or advocacy groups) representing people with disability.
  - Other People with Mobility and Accessibility Needs: county coalitions are asked to provide one member and one alternate who are system users (or advocacy groups) representing people with low incomes, youth, people with limited English proficiency, or those with other transportation needs.
  - County Coalition: county coalitions are asked to provide one member and one alternate representing the coalition. Each coalition may provide membership for this seat based on its own rules and operating procedures. PSRC suggests that this seat may be mobility management staff, transportation service providers, or system users representing people with accessibility and mobility needs.
  - Other membership seats are appointed by organizations found in Attachment A-1 (see "Appointment column").
- Alternates: Each voting member should have a designated alternate. Only
  voting members or their alternates can participate in voting. An alternate may

only participate in a vote if the voting member is not present. However, alternates are welcome to attend meetings and contribute to discussion items.

Non-Voting/Partner Members: Non-voting/partner membership encourages
attendance of the Washington State Department of Transportation staff
representing areas within the region to ensure coordination with the state agency
and to receive any information related to planning for people with accessibility
and mobility needs on a regular basis.

Given the wide variety of interests and perspectives involved in planning for people with accessibility and mobility needs, committee members may be asked to invite staff or guests to provide technical or program expertise depending on a subject that the CMAC is discussing. Guests can attend the meeting to hear discussions of the committee and contribute perspectives for the topic they were invited to share but may not vote on behalf of the member.

# Non-voting (Informative) Membership

Given the wide variety of interests involved in coordinated transportation for special needs populations, the SNTC may also include non-voting membership for those organizations interested in contributing their technical or program expertise to special needs transportation discussions. Non-voting members may include representatives from governmental, nonprofit, human services and/or private transportation sectors with an interest or role in special needs transportation. Informative members may participate in discussions of the committee, but may not vote.

Addition of non-voting members to the SNTC shall be evaluated on a case-by-case basis by PSRC. Non-voting membership will be requested in writing from the sponsoring organization for consideration by PSRC. The SNTC will maintain a roster of non-voting membership. The non-voting membership roster will be updated periodically, as needed.

# Written Notice of Appointments

Appointments for each voting member and designated alternate are to be provided in writing to PSRC. In cases where voting membership seats may be filled by a number of organizations, a county mobility coalition (or similar organization) will be responsible for appointing the voting member and a designated alternate and providing the appointment in writing to PSRC. For other cases, the appointment shall be provided to PSRC by the organization's executive, department head, or other responsible official. Written member appointment communication for CMAC can be provided via email.

### **Meeting Procedures**

- Meeting materials, including summaries of past meetings are included on the website prior to each scheduled SNTC meeting.
- Meetings will be open to the public and time will be made available at each meeting for public comments.
- Meeting agendas will be sent to SNTC members at least three business days in advance of the scheduled meeting.

 Relating to a SNTC action item, supporting materials shall be distributed to the SNTC members at least three business days in advance of the scheduled meeting date, as a courtesy to all. When appropriate, the Chair will consider issuing a determination on materials not meeting this requirement.

# **Decision-Making Process**

PSRC staff will set the agenda topics for each meeting and facilitate discussions and actions by the committee, to ensure equal opportunity for participation by members present. The decision-making will be by general committee consensus. If consensus cannot be achieved, a vote of members will be taken. Voting is not weighted, and each representative is allowed one vote. A quorum is not required, and all actions and recommendations shall be approved by a simple majority of the voting members present.

# **Committee Meetings and Agendas**

The committee will plan meetings every other month (six meetings/year), as determined by PSRC's coordinated planning/specialized transportation work program. Meetings will be canceled our added, as needed, based upon the work program needs.

Meeting agendas will be sent to committee members approximately one week prior to each committee meeting. Meeting materials, including presentation slides, will be posted on the PSRC website before each scheduled committee meeting.

#### **Evaluation**

The purpose and formal composition of the SNTC will be re-evaluated periodically, as needed. But, in no case shall the evaluation occur any less frequently than once every five years.

# Attachment A-1: Committee Membership (July 2024 DRAFT) VOTING MEMBERSHIP

County Representation	Appointment		
Transit Agency	1/county	Inty Transit Agency Executive (or Designee)	
Area Agency on Aging	1/county	Area Agency on Aging Executive (or Designee)	
Person with Disability/ Disability Advocacy Group	1/county	County Coalition (or Similar Organization)	
Other Special Needs Group People with Mobility and Accessibility Needs	1/county	County Coalition (or Similar Organization)	
Local Coalition County Coalition	1/county	County Coalition (or Similar Organization)	
Regional Representation	Appointment		
Transit—Regional Sound Transit	1	Agency Executive (or Designee)	
WSDOT Ferry State Washington State Ferries	1	Agency Executive (or Designee)	
Medicaid Regional Non-Emergency Medical Transportation (NEMT) Regional Brokers	2	Agency Executive (or Designee)	
Education—Regional Puget Sound Educational Services District	1	Agency Executive (or Designee)	
Tribes-Tribal Representation	Appointment		
Muckleshoot Indian Tribe	1	Tribal Executive (or designee)	
Puyallup Tribe of Indians	1	Tribal Executive (or designee)	
The Suquamish Tribe	1	Tribal Executive (or designee)	
The Tulalip Tribes	1	Tribal Executive (or designee)	
TOTAL	<mark>29</mark>		

# **NON-VOTING/PARTNER MEMBERSHIP**

State	Appointment	
WSDOT Community Transportation	4	WSDOT Public
Planner – King/Pierce	<u> </u>	Transportation Division
WSDOT Community Transportation	4	WSDOT Public
Planner – Kitsap	<u> </u>	Transportation Division
WSDOT Community Transportation	1	WSDOT Public
Planner – Snohomish	<u>"</u>	Transportation Division