Special Needs Transportation Committee

January 18, 2017 • 9:30 a.m. – 11:30 a.m.
PSRC Board Room • 1011 Western Avenue, Suite 500 • Seattle, WA 98104

9:30  1. Welcome and Introductions – Jacque Mann, Chair

2. Public Comment

3. Approval of Meeting Summary – October 19, 2016 and November 16, 2016 *

9:35  4. Reports from PSRC Committees and Boards and Update of SNTC Representation – PSRC Staff and SNTC Committee members

9:40  5. Information: Update on Current and Upcoming Grant Competitions
   • Current status on Coordinated and Consolidated Grant processes – Gil Cerise, PSRC & Ryan Warner, WSDOT
   • Upcoming FTA competitions – Kelly McGourty, PSRC
   • WSDOT review of method to allocate regional priority rankings – Gil Cerise, PSRC & Ryan Warner, WSDOT

10:00  6. Information: Adverse Weather Tabletop Exercises* – Zoë Jorna, Hopelink

10:10  7. Presentation: Transportation 2040 Update Work Plan Overview – Robin Mayhew & Gil Cerise, PSRC


11:00  10. Discussion: Update of Inventory of Services – Gil Cerise, PSRC

11:15  11. Discussion: Local Coalition Reports / Emerging Issues

12. Next Meeting: February 15, 2017 from 9:30 am to 11:30 am in PSRC Board Room, 1011 Western Avenue, Suite 500, Seattle, WA 98104-1035

   Information: 2017 Calendar of Meetings *

11:30  13. Adjourn

*Supporting materials attached

Sign language and communication material in alternate formats can be arranged given sufficient notice by calling (206) 464-7090 or TTY Relay 711. 中文 | Chinese, 한국 | Korean, Русский | Russian, Español | Spanish, Tagalog, Tiếng việt | Vietnamese call 206-587-4819.
Special Needs Transportation Committee
Meeting Summary

October 19, 2016

Attendees: Jerri Kelly, Chair – Pierce County Coordinated Transportation Coalition (PCCTC); John Mikel, Vice chair – Pierce County Aging & Disability; Aubrey Adams – Senior Services Snohomish County; Amy Biggs – Snoqualmie Valley Transportation; Mark Carson – Hopelink; Stacy Haber – Hopelink; Bryan Hill – DOWL Engineering; Harry Horst – Northshore Senior Center; Zoe Jorna – Hopelink; Penny Lara – King County Metro; Francoise Larrivee – Hopelink; Jacqueline Mann – Puget Sound Educational Service District; Alex O’Reilly – King County Mobility Coalition; Ryan Peterson – Snohomish County DPW; Tim Renfro – Pierce Transit; Ryan Warner, WSDOT; Jon Morrison Winters – Seattle ADS; via phone: Leigh Spruce – ARC Snohomish County

PSRC Staff: Gil Cerise, Sarah Gutschow, Kathryn Johnson, Jean Kim, Marina King, Kelly McGourty, Pavithra Parthasarathi, Jeff Storrar

1. Welcome and Introductions
   Jerri Kelly, Chair, welcomed everyone to the meeting at 9:30 AM. Self-introductions were provided around the room and on the phone.

2. Public Comment
   Public comment was made by Alex Tsimmerman, Stand Up America.

3. Meeting Summary Approval
   ACTION: The July 20, 2016 meeting summary was approved.

4. Reports from PSRC Committees and Boards – Gil Cerise, PSRC, and Committee Members
   Gil Cerise, PSRC, reported briefly on the work of PSRC boards. He announced the kick-off of PSRC staff work on the update to Transportation 2040 and the need for input from subject matter committees such as the SNTC. He invited members to participate in a meeting later in the month and asked those interested to contact him.

5. Information/Discussion: Preparing for Special Needs Transportation Committee Deliberations at November 16 SNTC meeting – Gil Cerise, Kelly McGourty, PSRC
   Gil showed a Coordinated Grant process chart and talked about the schedule for special needs funding and the fact that there is less funding this year. Kelly McGourty, PSRC and Ryan Warner, WSDOT, answered questions on the timing of PSRC and WSDOT project rankings and decisions. Kelly and Gil provided information on the PSRC scoring team process. The SNTC will meet on November 16th and take the whole day, if necessary, to make recommendations on the project list. The recommendations will be given to the TOC for final recommendations to the Transportation Policy Board and Executive Board. Gil requested that committee members read all of the applications and come to the November 16 meeting prepared for discussion and decision making.

6. Information: Update on WSDOT Consolidated Grant Competition – Ryan Warner, WSDOT
   Ryan Warner’s information on the Consolidated Grant was provided during the item 5 discussion.

7. Discussion: Update of PSRC Coordinated Plan – Existing Conditions – Jean Kim, PSRC
   Jean Kim, PSRC provided a presentation on the existing conditions and schedule for update to the Coordinated Plan, planned for 2017 as part of the update to Transportation 2040. It will be a minor plan update, with the goal to make it shorter and more readable. A draft of the Coordinated Plan is scheduled to be ready for public review in fall of 2017. As a first step in this process, Jean asked for member feedback on how to improve the usefulness of the maps in the plan, and how best to conduct outreach. Members suggested that PSRC outreach coordinate with existing regional and local meetings, as special needs populations have restricted mobility.
8. **Discussion: Federal Transit Asset Management Rules Applicable to Special Needs Transportation Providers – Gil Cerise, PSRC**

Gil stated that the final FTA rules were in place regarding asset management planning, and the requirement applies to special needs transit providers. Special needs transportation providers need to be a part of a group plan. The group plan sponsor has not yet been identified. PSRC will be doing outreach to local providers, including special needs providers and he encouraged committee members to look at the final rules to determine if they apply to their agency.

9. **Local Coalition Reports/ Emerging Issues – Committee Participants**

- The Pierce County coalition is meeting quarterly. The plan for the October 21st meeting is a recap of the successes of the year and planning for the upcoming year. Next year the coalition will be updating its plan.
- The SNOTRAC executive committee is in the final stages of applicant review, in order to bring on a new employee to replace long-time committee member Anne Gifford.
- The King County Coalition’s November meeting will receive a presentation from King County Metro. The King County Accessible Travel Map has been printed and is available. The coalition will be doing an adverse weather workshop and further information will be forthcoming. Mark Carson and Zoe Jorna from Hopelink were introduced.
- Gil Cerise, PSRC, announced that by the November 16th meeting, members should have updated the names of voting representatives, because of the upcoming grant decision-making process.

10. **Next Meeting:**

The next meeting is scheduled for Wednesday, November 16, 2016 from 9:30 a.m. until 4 p.m., due to the grant recommendation deliberations.

11. **Adjourn**

The meeting adjourned at 11:20 a.m.
1. **Welcome and Introductions**

   Jerri Kelly, Chair, welcomed everyone to the meeting at 9:30 AM. Self-introductions were provided around the room and on the phone.

2. **Public Comment**

   Public comment was made by Alex Tsimmerman, Stand Up America.

3. **Information/Discussion: Nominations for 2017 Special Needs Transportation Committee Chair and Vice-Chair – Gil Cerise, PSRC**

   Jacque Mann, Puget Sound Educational Service District, was nominated as committee chair for 2017. Jon Winters, Seattle ADS, was nominated as vice-chair. There were no other nominations and the decision to accept the nominations was unanimous.

4. **Action: Recommend 2016-2017 Coordinated Grant Program Ranked List of Projects to the Transportation Operators Committee**—Kelly McGourty and Gil Cerise, PSRC

   **Recommendations will be made for:**
   - a. PSRC Section 5310 funds;
   - b. Regional Priority rankings for 2017-2019 WSDOT Consolidated Grant; and
   - c. Projects and Funding Amounts to be included on a Contingency List for the 2017-2019 Biennium.

   Gil Cerise reviewed the documents in the agenda packet and described the attachments. Kelly McGourty reviewed a memo describing ground rules and procedures for the meeting. She provided a brief update on several of the projects in the list and urged all attendees to participate in the discussion, because the final project list recommendation to the TOC must be from the SNTC committee. She provided three options on how to proceed with the deliberations and asked for feedback from committee members. It was decided to begin with deliberating on the Traditional 5310 funding category, then moving to Other 5310, and closing with the WSDOT rankings. It was understood that the discussion would be an iterative process. Staff proposed making a firm recommendation on PSRC funding, rather than waiting until the statewide process was concluded in the late spring. Deliberations moved forward with that assumption.

   Discussion began by determining how far available funding would go by scores only in both categories. This method provided funding to approximately ten projects in total, and did not adequately address geographic equity. The second scenario took into account the first order of scalability provided in each application. Under the Traditional 5310 category, this generated concerns that mobility management projects would not be fully funded, low scoring projects...
would be funded at the expense of higher scoring projects, and comments related to the viability of funding among the three Snohomish County projects. The committee also discussed the possibility of setting a cut-off line in the scores. The committee decided to pause the Traditional 5310 category discussion at this point and move to the Other 5310 category.

The scenario for the Other 5310 category also began with applying the first order of scalability. The first round of this effort resulted in approximately four projects funded, with a lack of geographic equity. The committee then decided to also incorporate the discussion related to the competitiveness of projects in the state process, to tentatively assign regional rankings and balance the available PSRC funding within this category.

The committee discussed the competitiveness of each project in the Other 5310 category, to determine an appropriate regional ranking and whether or not PSRC funds should be awarded. The conclusion was for two projects to receive regional rankings without PSRC funding, due to the strong possibility of receiving funding in the state competition, and also as a compromise from the sponsor on available PSRC funding for other of their projects. The committee then reevaluated the available PSRC funding in order to achieve both balance and regional equity.

The committee then revisited the Traditional 5310 funding category of projects, and determined that the variability in sponsor responses to the scalability factor was perhaps not the best approach for these types of projects, which include mobility management. Instead, the Committee decided to look at Baseline funding for each project. It was noted that some requests were higher than the Baseline, while others were the same as or lower than the Baseline. Balancing to available funding, Snohomish County projects were under-represented. The committee then had a robust discussion regarding the importance of funding mobility management within each county, and offered options for how to provide funding to the mobility management project in Snohomish County. The committee also walked through each project for competitiveness in the statewide process, for the negotiation between PSRC funding and regional rankings. In order to achieve regional equity and adhere to the goal of funding mobility management within each county, the committee looked at applying a percentage cut to each project.

This discussion balanced the amount of available Traditional 5310 funding to all but $672, which the committee agreed to let PSRC correct with a small adjustment to projects. The committee then assigned the remaining B rankings to the two remaining projects seeking WSDOT funds only. The five available C rankings were then applied first to the projects that were not recommended for any PSRC funding in the Other 5310 category, then to any project in rank order that had taken a funding cut in the Traditional 5310 category. D rankings were applied to all other projects – the one remaining project in the Traditional 5310 category not recommended for funding or other ranking, and all other projects that received partial PSRC funding.

Next the committee determined the rankings for the prioritized contingency list. The final recommendation was to retain projects in rank order, with the balance of PSRC funding of every eligible project to remain on the contingency list. This contingency list will remain in effect until the next competition, and may be funded through returned funds, higher than estimated appropriations, or as a result of the current statewide process – i.e., if a project with a WSDOT regional priority ranking and a recommendation of PSRC funding is fully funded in the statewide process, PSRC funding would thereby be “freed up” to fund projects in priority order on the contingency list.

**ACTION:** The Committee voted unanimously to forward this final recommendation for PSRC’s Section 5310 funding and WSDOT regional rankings to the Transportation Operators Committee (TOC).

Members stated some concern about the process to align both the competitive process and respect for scoring with the additional goals of geographic equity and other factors. This will be a topic for discussion prior to the next process.

5. **Next Meeting:**
   The next meeting will be held January 18, 2017 from 9:30 am to 11:30 am in PSRC Board Room, 1011 Western Avenue, Suite 500, Seattle, WA 98104-1035.

6. **Adjourn**
   The meeting adjourned at 4 p.m.
Adverse Weather Tabletop Exercise

The goal of this workshop is to engage transportation providers, emergency managers, and human service agencies to work together to identify and address potential gaps in transportation services to vulnerable populations during emergencies. This workshop is brought to you by the Regional Alliance for Resilient and Equitable Transportation Workgroup.

We will lead you through a simulated disaster scenario and prompt you to examine your plans, policies, and procedures. The tabletop will allow for a facilitated discussion of roles, procedures, and responsibilities in the context of a simulated emergency scenario between multiple jurisdictions. The RARET Workgroup encourages everyone to participate, regardless of ability. For accommodations or accessibility information, contact Zoë Jorna. Please choose one of the three events to attend. Everyone is welcome!

Audience:
• Transportation providers
• Human service agencies
• Emergency managers
• Healthcare facilities

Snohomish County
Date: Friday January 27th
Time: 9am - 12pm
Snohomish County Emergency Management
720 80th St SW, Building A
Everett, WA 98203
Click here to register!

King County
Date: Friday February 3rd
Time: 9am-12pm
King County Emergency Management
3511 Northeast 2nd St., Renton, WA 98056
Click here to register!

Pierce County
Date: Friday February 10th
Time: 9am-12pm
Pierce County Emergency Management
2501 S 35th St, Suite D
Tacoma, WA 98409
Click here to register!

Questions? Please contact:
Zoë Jorna
Emergency Management Coordinator
(425) 943-6730
zjorna@hope-link.org
MEMORANDUM

January 9, 2017

TO: Special Needs Transportation Committee (SNTC)

FROM: Gil Cerise, PSRC
       Jean Kim, PSRC

SUBJECT: Update of 2015-2018 Coordinated Transit-Human Services Transportation Plan (Coordinated Plan)

IN BRIEF
At the January 18, 2017 SNTC meeting, PSRC staff will present an overview of the work plan for the Coordinated Plan update, including the agency’s suggested approach for addressing public outreach. Following the overview, PSRC staff will review an update to existing conditions and demographics and take input on how to update the FTA-required inventory of services.

BACKGROUND
The current 2015-2018 Coordinated plan was adopted by the PSRC General Assembly in May 2014. As required by federal and state law, PSRC is planning an update to the Coordinated Plan covering the 2019-2022 timeframe. This updated Plan will be adopted in spring of 2018 as part of the next Transportation 2040 update.

The Coordinated Plan is part of the region’s metropolitan transportation plan, Transportation 2040. It is updated every four years in accordance with the Transportation 2040 update cycle. Robin Mayhew will provide a brief overview of the Transportation 2040 Plan update at the January 18 SNTC meeting.

Given the limited timeframe for the Coordinated Plan update, PSRC proposes to incorporate the following themes and subjects in the Coordinated Plan update in 2017:

- Make the Coordinated Plan more readable and succinct, in general
- Retain the Plan’s 2040 horizon year, but also make it more action-oriented and relevant to the 2018 and 2020 special needs transportation funding cycles and other possible funding opportunities;
- Focus efforts on update of needs, gaps, and duplications; and prioritized strategies and performance measures; and
- Validate the update of through outreach to seniors, individuals with disabilities, and other special needs populations.

The timing of this Coordinated Plan update may also assist furthering discussions relating to alternative methods of distributing FTA Section 5310 funds.
The figure below shows an updated general schedule for developing a draft 2019-2022 Coordinated Plan.

The generalized schedule is designed to be flexible and may be updated based upon feedback from the public outreach consultant.

**DISCUSSION**

The SNTC has reviewed updates to demographics, regional travel survey results and other relevant information for the Coordinated Plan update in recent months. At the January 18 meeting, PSRC will present information on updates to the “Mobility Today” chapter. In addition, PSRC staff will also begin engaging the Committee in discussions relating to the update of the Coordinated Plan's Inventory of Services.

**Mobility Today**

PSRC staff presented information relevant to the Mobility Today chapter as recently as the October 2016 SNTC meeting. Updates to demographic, household travel, and other information relevant to the Mobility Today chapter (page 19-32 of the plan) will be presented at the January 18 meeting. Please come to the meeting prepared to engage in a discussion about how the story of special needs transportation has evolved within this region.

**Inventory of Services**

FTA requires that the Coordinated Plan include “...an assessment of available services that identifies current transportation providers (public, private, and nonprofit)” [FTA C 9070.1G, Section V.2b(1)]. PSRC currently addresses this requirement through a static inventory of services found in Attachment C of the 2015-2018 Coordinated Plan. This has been supplemented by online special needs transportation resources linked from the PSRC special needs transportation web page:

- Special Needs Transportation Resources
- Find-A-Ride

Please come to the January 18 SNTC meeting prepared to discuss how to best update and maintain a current assessment of available services within the region.
Public Outreach
As described in the work program, PSRC is planning public outreach associated with the Coordinated Plan update in spring and summer of 2017. Given the short timeframe for this plan update, PSRC would like to develop a comprehensive schedule of public outreach being conducted by member organizations throughout 2017. PSRC would like to identify opportunities to collaborate in reaching the most people with special transportation needs possible during the Plan update.

For more information prior to the January 18th SNTC meeting, please contact Jean Kim at (206) 971-3052 (jkim@psrc.org) or Gil Cerise at (206) 971-3053 (gcerise@psrc.org).
Unified calendar for the Transportation Operators Committee (TOC), Special Needs Transportation Committee (SNTC) and Regional FTA Caucus

2017 Meeting Schedule

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- TOC: Planned Meeting
- SNTC: Planned Meeting
- Cau: Planned Meeting
- Hold for a meeting, if needed

January: TOC Hold for a meeting, if needed
February: SNTC Hold for meeting, if needed
March: Cau Hold for a meeting, if needed
April: TOC Hold for a meeting, if needed