Special Needs Transportation Committee
January 17, 2018 • 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 – Marianna Hanefeld, Chair
2. Public Comment
3. Approval of Meeting Summary – November 15, 2017*

9:35 4. Action: Nominations of SNCT Vice-Chair for 2018 – Marianna Hanefeld, Chair

9:40 5. Reports from PSRC Committees and Boards – Gil Cerise, PSRC
   • Brief Reports from PSRC Committees and Boards – Gil Cerise, PSRC & Alex O’Reilly, City of Bellevue
   • Update of SNCT Representation at Transportation Operators Committee & Regional Staff Committee – Gil Cerise, PSRC

9:50 6. Discussion: Introducing Updates to Committee Operating Procedures and Membership* – Gil Cerise, PSRC

10:05 7. Discussion: Change in PSRC-WSDOT Roles for Special Needs Transportation Funding Competition for 2019-2021 Biennium – Gil Cerise & Sarah Gutschow, PSRC
   • Information: 2019-2021 Consolidated Grant Timeline and Process*

10:45 8. Information: DRAFT 2018 SNCT Work Program* – Gil Cerise & Jean Kim, PSRC

10:55 9. Information: Snoqualmie Valley Transportation Coalition and Needs Assessment Debrief – Kris Van Dyke, Hopelink

11:15 10. Discussion: Local Coalition Reports / Emerging Issues – Local Coalition Mobility Managers/Representatives

11. Next Meeting:
   February 21, 2018 from 9:30 am to 11:30 am in PSRC Board Room, 1011 Western Avenue, Suite 500, Seattle, WA 98104-1035

11:30 12. Adjourn

*Supporting materials attached
Welcome and Introductions, Public Comment, and Announcements

Jacque Mann, Chair, welcomed everyone at 9:30 a.m. Self-introductions were provided around the room and on the phone.

Public Comments
There was one public comment from one individual (Alex Tsimmerman) who was allowed 2 minutes to comment.

Approval of Meeting Summary
The meeting summary for the October 18, 2017 meeting was approved.

Reports from PSRC Committees and Boards (Gil Cerise, PSRC)

- Transportation Operations Committee (TOC)
- Transportation Policy Board (TPB)
- Regional Staff Committee (RSC)

Gil Cerise provided brief updates on the TOC, TPB and RSC meetings. The TOC recommended approval of the Coordinated Grant Contingency List Awards for 2017-2019 Biennium. The committee also reviewed the final Transit Integration Report and discussed next steps for the regional access to Remix (transit sketch planning software). The TPB recommended the contingency award of special needs funding recommendation at their November meeting. PSRC’s Executive Board is scheduled to take action on that in December. The topics being covered at the RSC include the draft Regional Transportation Plan and Public Outreach, Puget Sound Regional Travel Survey, Regional Centers Framework and initiation of update to VISION 2040.

Action: Nominations and Election of Special Needs Transportation Committee Chair and Vice-Chair in 2018 (Gil Cerise, PSRC)

Gil Cerise reviewed the process of nominating and responsibilities of SNTC chair and vice-chair. Every year, SNTC change leadership and rotate by different county representatives based on the Committee’s norms. For the upcoming year, Snohomish County will take a lead on the committee. Nominations were then made for Marianna Hanefeld, SNOTRAC for Chair and Aubrey Adams, Homage/TAP for Vice-Chair for 2018. A vote was taken and the two nominations were unanimously approved. The new leadership will take the helm in January 2018.
Discussion: Special Needs Transportation Funding (Coordinated Grant) Options (Gil Cerise & Kelly McGourty PSRC)

Gil Cerise reviewed options in preparation for the December 14 PSRC Project Selection Task Force with regards to future administration of fair and equitable distribution of federal special needs transportation funds (FTA Section 5310 funds) for the Seattle-Tacoma-Everett large urban region. Gil outlined a proposal to have WSDOT take the lead in conducting the funding competition, which would leave PSRC with its role of developing regional priorities for funding, while WSDOT awards all of the special needs funds in the region. Kelly McGourty noted that change in the Coordinated Grant process is expected to benefit grant applicants by streamlining two separate applications into one. PSRC will try to continue maximizing the investments in the region by coordinating with WSDOT. Gil explained that the new grant process will be implemented for next grant competition in 2018.

The committee discussed potential issues and ideas for allocating set-asides for mobility management projects. Next steps on this topic to occur between December 2017 and March 2018, PSRC staff will participate state Regional Ranking meetings and will give feedback on issues discussed to the committee.

Discussion: DRAFT 2019-2022 DRAFT Coordinated Transit-Human Services Transportation Plan for Public Release (Jean Kim & Gil Cerise, PSRC)

The committee had an opportunity to review major components of the draft 2019-2022 Coordinated Transit-Human Services Transportation Plan (Coordinated Plan) with an associated presentation from PSRC staff (see agenda item 7 attachments within the November 15 SNTC agenda packet for more information: https://www.psrc.org/sites/default/files/sntc201711-agenda.pdf). Gil reviewed the plan update schedule and Jean Kim presented summary of updates to the plan. PSRC worked with SNTC and mobility coalitions and conducted targeted outreach to special needs populations to inform mobility needs and gaps, updates to prioritized strategies and development of desired outcomes for this plan update. Jean solicited the committee’s feedback on changes to incorporate into the final plan. Please see the presentation slides posted on the website for more information: https://www.psrc.org/sites/default/files/sntc201711-pres-coordinatedplanupdate111517.pdf. The draft Regional Transportation Plan and Coordinated Plan will be released for public comment on December 14, 2017 (comments due January 31, 2018) and PSRC General Assembly will adopt the final plan in Spring 2018.

Information: Beyond the Borders Presentation (Jerri Kelly, Pierce County Human Services)

Jerri Kelly gave a presentation on the Beyond the Borders program. Beyond the Borders transportation service helps eligible riders in east and south Pierce County who are outside of the Pierce Transit service area. Beyond the Borders helps rides access public transportation, medical services, employment and social activities. The service was started in 2003 and expanded to cover special needs riders losing Pierce Transit service in 2012. In addition to the connector service, Beyond the Borders also provides deviated fixed route and demand response service to eligible riders. Please see the presentation slides posted on the website for more information: https://www.psrc.org/sites/default/files/sntc201711-pres-beyondtheborders.pdf.

Information: Volunteer Driver Summit (Roundtable)

Committee members who attended the Volunteer Driver Summit shared a brief update. On October 25, 2017, the South King County Mobility Coalition, along with community partners, hosted the summit. The event was an all-day summit that brought together stakeholders to build awareness of volunteer driver programs and learn best practices. Please see the Volunteer Driver Summit event summary posted on the website for more information: https://www.psrc.org/sites/default/files/sntc201711-handout-volunteerdriversummiteventsummary.pdf

Discussion: Local Coalition Reports / Emerging Issues

- Snohomish County Transportation Coalition (SNOTRAC) – Marianna Hanefeld, Everett Transit, shared how the coalition communicates with its members and how it works on building relationships with stakeholders around the region.

- King County Mobility Coalition (KCMC) – The quarterly KCMC meeting will be held November 16th. Agenda items include an update on I-405 by WSDOT, Seattle’s Age-Friendly initiative, and a presentation and discussion on the recently passed King County Veterans, Seniors & Human Services Levy. The Coalition’s Education and Outreach sub-committee hosts monthly Community Transportation field trips. This is an opportunity to take a deep dive into the services that ensure all residents have safe and reliable transportation options. All field trips take place on the second Friday of the month from 10:00am to 11:00am.
• Pierce County Coordinated Transportation Coalition (PCCTC) – Jerri Kelly, Pierce County Human Services, reported that the PCCTC’s strategic team is working on their 5-year plan update.

Next meeting
January 17, 2018 from 9:30 – 11:30 a.m.

Information: 2018 SNTC Meeting Dates

Adjourn
The meeting adjourned at 11:30 a.m.
Special Needs Transportation Committee Charter

June 2015

1. Committee Purpose

The Special Needs Transportation Committee (SNTC) will serve as the primary forum for discussing and addressing the needs and gaps in special needs transportation and other human services transportation issues of common concern and/or interest to the stakeholders of special needs transportation in King, Kitsap, Pierce, and Snohomish Counties. Actions approved by the Special Needs Transportation Committee will be forwarded as recommendations to the Transportation Operators Committee (TOC) for their consideration.

2. Roles and Responsibilities

2.1. Primary Responsibilities

Primary responsibilities of the SNTC include:

- development and implementation of the region’s Coordinated Transit-Human Services Transportation Plan (for updates to Transportation 2040) as required by federal and state law;
- recommendations relating to update of the PSRC Section 5310 Program Management Plan;
- recommendation of grant awards and similar duties associated with a fair and equitable distribution of special needs transportation funding; and
- providing special needs perspective for consideration in other PSRC plans and policies.

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

2.2. Individual Committee Member Responsibilities

- Identify issues vital to the interests represented on the Committee.
- Provide timely review of the information provided by the 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.
2.3. PSRC Responsibilities

- PSRC staff will be considered a participant for purposes of discussion and clarifying information but will abstain from participation in polling for consensus.
- 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 SN TC to the TOC, the Regional Council’s policy boards, and the general public.
- PSRC staff will develop an annual calendar of planned SN TC meetings and work program items in consultation with the SN TC.
- PSRC staff will prepare or collect agenda materials and distribute them to SN TC 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 SN TC materials.
- Provide information to the SN TC on other PSRC planning initiatives, plan updates, and other topics of potential interest to the committee.
- Convene countywide mobility managers and participate in county mobility coalitions.

3. Committee Membership

3.1. General Composition

The Committee will be composed of staff from various local, regional, and state agencies (both government and non-profit), and county and local mobility coalitions involved in the planning, funding, coordination, or delivery of special needs transportation services. Membership of the Committee may include others as determined appropriate by the Committee while maintaining the sense of equity in representation both by agency as well as geography. Each Committee member will be required to appoint an alternate who will be responsible for attending meetings and reporting back to the Committee member if the member is unable to attend.

3.2. Membership Types

The SN TC includes a variety of membership types, with some members representing multiple membership types. See membership roster for which membership seats serve each membership type below.

- Informative
  - All members of the SN TC are considered Informative members.
  - Those agencies invited to Special Needs Transportation Committee meetings to serve in an informative role only will not have the ability to vote on any issue.
  - These individuals, however, are permitted to fully participate in discussions related to special needs transportation issues and provide comments when solicited.
• These individuals are encouraged to fully participate in SNTC meetings outside of formal votes. They are encouraged to share information about their programs and other special needs transportation programs at the federal, state, and local levels.

**Coordinated Plan Voting**

• These agencies are those that will vote to make recommendations on a variety of issues related to the *Coordinated Transit-Human Services Transportation Plan*. Their recommendations will be forwarded to the Transportation Operators Committee (TOC) for consideration and recommendation for policy board approval.

• Coordinated Plan Voting encompasses all four counties within the central Puget Sound region, since all four counties are included within the regional *Coordinated Transit-Human Services Transportation Plan*.

**Regional Priority Ranking for WSDOT Consolidated Grant Program Voting**

• Agencies filling this role will have the ability to vote on PSRC recommendations for regional rankings on projects from the central Puget Sound region submitting applications to the Washington State Department of Transportation’s Consolidated Grant Program. Their recommendation will be forwarded to the TOC for consideration and recommendation for policy board approval.

• Only counties that participate in the central Puget Sound region’s regional project selection for WSDOT Consolidated Grant Program will be allowed to vote in a competition. Any county within the central Puget Sound region that elects to join the PSRC Coordinated Grant competition and have county attributes included in the central Puget Sound region for the number of WSDOT priority ranking slots, will be given this voting status prior to the Coordinated Grant call for projects.

**Seattle-Tacoma-Everett (Large Urbanized Area) Funding Recommendation Voting**

• These agencies will vote on funding recommendations to foreword to the TOC for PSRC’s Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities) Grant Program funds.

• In 2015, this membership role is filled by committee members who represent King, Pierce, and Snohomish counties, as well as regional voting members.

4. **Committee Meetings**

4.1. **Meeting Procedures**

• A SNTC Chair and Vice Chair will be elected by the Committee for a one-year term. Efforts will be made to rotate geographic representation of the SNTC leadership positions each year.

• 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 Vice Chair will operate in place of the Chair when the Chair is unable to attend.
• Members will attend or be represented by their designated alternate at all SNCTC meetings.
• Member agencies shall be allowed a single representative at the table, either the primary member or designated alternate. If seating space is an issue, additional individuals representing a particular agency will take a seat away from the main table.
• The SNCTC will generally operate by consensus of its members. Consensus is defined as general agreement among the SNCTC members present.
• Voting: Although the SNCTC will continue to strive for consensus, voting is required on the subjects of recommending an update to the Coordinated Transit Human Services Transportation plan and any funding recommendations to the Transportation Operator Committee.
  o When a vote is required, voting agencies will receive only one vote.
  o If the voting member is absent, then the alternate for the voting member shall be permitted to vote.
• In the absence of consensus on any issue, PSRC staff will report areas of agreement and/or disagreement to the TOC for consideration and resolution. Disagreements will not be presented by PSRC staff in terms of the members for or against, but rather as objectively as possible in terms of the nature and perspectives of the issues to clearly and fairly state all points of view.
• Meeting materials, including summaries of past meetings are included on the website prior to each scheduled SNCTC meeting.
• Meetings will be open to the public and time will be made available at each meeting for public comments.

4.2. Meeting Schedule

• The Special Needs Transportation Committee will meet at least quarterly, and more frequently as determined by the SNCTC. The Committee meeting dates shall be determined through polling of the SNCTC membership.
• Additional meetings will be held as needed upon agreement of the Committee.
• Meeting agendas will be sent to SNCTC members at least three business days in advance of the scheduled meeting.
• Relating to a SNCTC action item, supporting materials shall be distributed to the SNCTC 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.

5. Evaluation

The purpose and formal composition of the Special Needs Transportation Committee will be re-evaluated periodically, as needed. But, in no case shall the evaluation occur any less frequently than once every five years.
### Special Needs Subcommittee Proposal for Membership and Voting Composition of Special Needs Transportation Committee

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<td>Tom Okada, King County Metro</td>
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<td>Jerric Rountree, Sound Generations</td>
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<td>Tom Reith, Pierce Transit</td>
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<td>Jerryl Kelly, Pierce County Human Services</td>
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1. Local Coalition in each County is responsible for selecting these seats: 1) Local Coalition; 2) Disability Advocacy Group; and 3) Other Special Needs Group.

2. 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.

3. **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.**

4. VACANT

5. Updated December 5, 2017

Agenda Item 6a-Page 1
The Consolidated Grant Program funds capital investments; projects that improve public transportation within and between rural communities as well as between cities; and provides transportation services for seniors and persons with disabilities. Eligible applicants include public transit agencies, nonprofit organizations, tribal governments, and other general or local governments.

WSDOT uses a single process – one application – to distribute both state and federal funds from several funding sources:

- State Special Needs
- State Rural Mobility
- Federal Transit Administration 5311 (Rural transit)
- Federal Transit Administration 5310 (Transit for seniors and people with disabilities)
- Federal Transit Administration 5339 statewide apportionment (Capital funding for bus and bus facilities)

**CALL FOR PROJECTS TIMELINE**

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<th>Date</th>
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<tr>
<td>July 9, 2018</td>
<td>Notice of Funding Opportunity (NOFO) – application available</td>
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<td>July-August 2018</td>
<td>Application training and technical assistance opportunities</td>
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<td>August 18-22, 2018</td>
<td>Training sessions at Public Transportation Conference in Tri-Cities</td>
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<td>September 14, 2018</td>
<td>Due date for applications</td>
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<td>October-December 2018</td>
<td>WSDOT internal review</td>
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<td>December 7, 2018</td>
<td>Due date for revised applications – as applicable</td>
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<td>January-February 2019</td>
<td>External evaluation panel ranks projects</td>
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<td>March 2019</td>
<td>Ranked list of projects announced</td>
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<td>April-June 2019</td>
<td>Funding assignments made based on Legislative budget and award letters sent</td>
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**EVALUATION PROCESS**

Regional transportation/metropolitan planning organizations (RTPO/MPO) have a significant impact on the ranking of applicants. Each RTPO/MPO provides WSDOT with a list of applicants and associated projects in their region ranked by local priority which translates into evaluation points. The evaluation panel, comprised of industry experts representing tribal transit, special needs transportation, rural transit, planning, and asset management, evaluates the applications based on the program criteria specified in the NOFO. Using a ranked list, WSDOT matches the highest ranking projects with the appropriate available source(s) of funding. The goal is to award as many projects as possible.

For ongoing notices and more information regarding this grant program, check the Public Transportation Division’s website at [www.wsdot.wa.gov/transit/grants](http://www.wsdot.wa.gov/transit/grants).
SNTC 2018 Work Program

Quarter 1 (January – March)

- Election of Vice-Chair for 2018 and SNTC Representation on other committees
- Committee Operating Procedures and Membership Update
- Preparation for the Next Special Needs Transportation Grant Competition
- VISION 2050 Scoping
- PSRC Household Travel Survey (tentative)
- Information Items:
  - Snoqualmie Valley Preliminary Needs Assessment Results
  - Homage’s TAP Operations Program Presentation
  - King County Community Access Transportation (CAT) Program

Quarter 2 (April – June)

- Preparation for the Next Special Needs Transportation Grant Competition
- RTP and Coordinated Plan Final Adoption (Opportunity to assess implementation of new plan)
- VISION 2050
- Information Items:
  - Methods of Visualizing Gaps – Review of various products used by local coalitions
  - ORCA Training Video for LEP Community
  - Other topics TBD

Quarter 3 (July – September)

- Preparation for the Next Special Needs Transportation Grant Competition
- VISION 2050
- Information Items:
  - Updates to the FindARide.org
  - Other Topics are TBD

Quarter 4 (October – December)

- Finalize Regional Priority List for Funding in 2019-2021
- Chair and Vice-Chair Election for 2019
- VISION 2050
- Develop 2019 Work Program
- Information Items:
  - KCMC and other local coalition Needs Assessment Preliminary Results
  - Other Topics are TBD