Special Needs Transportation Committee Agenda

Date: Wednesday, September 19, 2018 from 9:30 a.m.-11:30 a.m.
Location: PSRC Board Room, 1011 Western Avenue, Suite 500, Seattle, WA 98104

1. Welcome and Introductions (9:30 a.m.) – Marianna Hanefeld, Chair

2. Public Comment

3. Approval of Meeting Summary – June 20, 2018*

4. Report on PSRC Committees and Boards (9:35 a.m.)
   a. Regional Staff Committee – Marianna Hanefeld, Chair
   b. Transportation Operators Committee – Gil Cerise, PSRC

5. Information: WSDOT Consolidated Grant and Preparation for SNTPC Deliberation* (9:45 a.m.) – Gil Cerise & Jean Kim, PSRC

6. Information: FTA Access and Mobility Partnership Grant (11:00 am) – Gil Cerise & Jean Kim, PSRC
   Information on this funding opportunity can be found at this link: https://www.transit.dot.gov/about/news/us-department-transportation-announces-63-million-funding-opportunity-improve-access

7. Discussion: Local Coalition Reports / Emerging Issues (11:15 a.m.) – Local Coalition Mobility Managers/Representatives

8. Next SNTC Meeting: October 17, 2018 from 9:30 am to 3:30 pm at PSRC Board Room, 1011 Western Avenue, Suite 500, Seattle, WA 98104-1035
   NOTE: Meeting will adjourn once regional ranking recommendations are approved. Lunch will be provided.

9. Adjourn

*Supporting materials attached

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.
- 中文 (Chinese), 한국 (Korean), Русский (Russian), Español (Spanish), Tagalog, Tiếng việt (Vietnamese), call 206-587-4819.
Welcome and Introductions, Public Comment, and Announcements

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

Public Comments

There was no public comment.

Approval of Meeting Summary

The meeting summary for the May 16, 2018 meeting was approved.

Reports from PSRC Committees and Boards

Regional Staff Committee (Marianna Hanefeld, Chair)

Marianna Hanefeld, Chair, mentioned that the Regional Staff Committee was in the process of reviewing the PSRC VISION 2050 updates. Gil Cerise, PSRC, noted that there was a
presentation of highlights from the 2017 Household Travel Survey that might be of interest to the SNTC. Information and presentations from the meeting are available on the PSRC website: https://www.psrc.org/rsc-meetings.

Transportation Operators Committee (Gil Cerise, PSRC)

Gil Cerise provided an overview of what was discussed at the TOC meeting, which included an update to the Regional Reduced Fare Permit and a presentation of the PSRC sidewalk data collection work and how this could be helpful for the special needs population. Information and presentations from the meeting are available on the PSRC website: https://www.psrc.org/toc-meetings.

Transportation Policy Board (Gil Cerise, PSRC & Tim Renfro, Pierce Transit)

Gil mentioned that he, along with Tim Renfro with Pierce Transit, and Nick Bolten and Anat Caspi with the University of Washington, presented Regional Transportation Plan implementation work that is being done in the realm of pedestrian data and accessibility to transit. The work presented incorporated Regional Transportation Plan implementation of the Coordinated Plan, the Active Transportation Plan, and the regional access to transit and parking strategy. Information and presentations from the meeting are available on the PSRC website: https://www.psrc.org/tpb-meetings.

Discussion: PSRC Region’s Priority Rankings for WSDOT 2019-2021 Consolidated Grant Competition (Gil Cerise, Sarah Gutschow & Jean Kim, PSRC)

- Review updated draft “policy premises” and description for how applications will be reviewed

  Gil Cerise, PSRC, reviewed the matrix of policy premises and provided an overview of any changes to-date. He asked the committee if there were any clarifications needed and if these provided a sufficient amount of guidance.

- Review updated draft “additional factors” for determining regional priority rankings for PSRC region

  Sarah Gutschow, PSRC reviewed the Additional Considerations for Deliberation list and noted any changes and provided a brief explanation for each of the considerations on the list. Gil mentioned that the additional consideration for geographic distribution will start fresh since the process is changing from award of funding to award of regional rankings. Committee members requested that other data also be provided, including information from the National Transit Database (NTD), Regional Reduced Fare Permits, etc. PSRC staff will review available information and return to the Committee before October deliberations.

  Stacy Clauson, WSDOT, said that they could provide some more information and details regarding the WSDOT evaluation criteria and noted that although PSRC uses the geographic distribution criteria to rank the projects, the WSDOT panel does not use this as part of their criteria.

- Confirmation of PSRC’s policy premises evaluation
Gil Cerise noted that at the last SNTC meeting a couple of months ago, it was decided that PSRC will be doing the policy premises review, (in the past, when PSRC had project selection authority, scoring was done with a committee of stakeholders), and asked the committee if there were any objections to this decision. The committee had no objections, so it was confirmed PSRC would do this.

- PSRC data support for the upcoming grant competition

Gil Cerise reviewed what data support would be helpful and noted that maps with common destinations could be provided. He explained the map will be a standard map and will not be customized, but the user could for instance, draw their own boundary lines if that was needed. Gil noted that other data requests can be made of PSRC, but to try to ask for these as early as possible so there is enough lead time for the data center to fill the request.

Information: Next Steps for the Upcoming Consolidated Grant Competition (Gil Cerise, PSRC)

- Reminder on changes to the PSRC’s role
- Review of 2019-2021 Consolidated Grant timeline for PSRC region

Gil Cerise reminded the committee on the changes to PSRC’s role as part of the Consolidated Grant Competition and presented an overview of the Consolidated Grant schedule which provided a detailed timeline for the upcoming process. Gil said that the WSDOT Call for Projects will be July 9th, and that PSRC will have its own regional webpage with a link to WSDOT for the Call for Project materials. He noted that on July 16th, the WSDOT Consolidated Grant Training will be at PSRC, and also emphasized the Application Deadline will be September 14th, and that the same application must be submitted to both WSDOT and PSRC at this time. He said that voting members and alternates should review the applications prior to the October 17th SNTC meeting which will be an extended meeting for the recommendations.

Information: 2018 PSRC Regional Transportation Plan & Coordinated Transit-Human Services Transportation Plan (Gil Cerise, PSRC)

Gil Cerise said that the 2018 Regional Transportation Plan has been adopted by the General Assembly and the adopted plan is now available on PSRC website. He noted that the final Appendix H Chapter 3 and Chapter 4 excerpts were available as handouts. Gil said they are now looking at the implementation of the plan and what to prioritize first in the Coordinated Plan. Gil asked the committee if there were any feedback for implementation, and what priorities that they might have. He said one of the priorities is better access to healthcare.

Feedback received from committee members included connectivity between small cities and rural areas, accessing opportunities of a variety of sort; connectivity for seniors and others with special transportation needs in areas not well served by fixed-route transit. Access to healthcare, particularly medical appointments and related trips can be difficult for people who are too frail to get to use fixed-route or the ADA paratransit system, particularly when there are transfers, trips are very long, and/or there is a need for the person to get to a pick up area on their own. The adopted 2018 PSRC Regional Transportation Plan is available on the PSRC website at: [https://www.psrc.org/our-work/rtp](https://www.psrc.org/our-work/rtp)
Discussion: Local Coalition Reports / Emerging Issues (Local Coalition Mobility Managers/Representatives)

Staci Haber, Hopelink, reported that the King County Mobility Coalition will be presenting preliminary findings from the Request for Information (RFI) on June 21st and that the RARET meeting will be at this same time as well. She mentioned that KCMC is working on their needs assessment and also noted that KCMC will be hosting a brainstorming session on July 10th for grants and that Monica Ghosh, WSDOT, will be there.

Marianna Hanefeld, SNOTRAC, reported that the RFP went out for a consultant to help with Snohomish County community transportation survey, and noted that the data from this survey will help with Snohomish County needs and gaps. She also mentioned that the Duvall to Monroe project is underway, and they are working with groups and organizations that can provide alternative funding, to help with funding for projects that are deserving but may not qualify for other grants.

Tim Renfro, Pierce County, reported that a dialysis workgroup as been started and that they have just begun to study this issue of transportation for that type of trip. Their coalition is looking at this to see what the specific needs are for this population. He noted that awareness and outreach is continuing and that there was a very large turnout for the most recent coalition event.

Gil Cerise reminded everyone of the upcoming WSDOT Consolidated Grant / PSRC Regional Priority Ranking Training on July 16, 2018 from 1:00 pm to 4:00 pm in PSRC Board Room.

Next meeting
September 19, 2018 from 9:30 – 11:30 a.m.

Adjourn
The meeting adjourned at 11:30 a.m.
Special Needs Transportation Committee 2019-2021 WSDOT Consolidated Grant Project Regional Priority Ranking Recommendations Meeting Procedures

The meeting will begin promptly at 9:30 a.m. on Wednesday, October 17th. The committee will take necessary breaks at regular intervals, including a break scheduled at 11:30 a.m. for a catered lunch. The meeting will resume at 12:00 p.m. and will continue, as needed, until 3:30 p.m.

PURPOSE AND OUTCOMES

- The committee will recommend regional priority rankings for projects seeking funding from WSDOT’s 2019-2021 Consolidated Grant program. WSDOT has allocated the following regional priority rankings to the PSRC region:
  - 7 “A” rankings
  - 7 “B” rankings
  - 7 “C” rankings
  - Unlimited “D” rankings.

- For projects seeking four years of funding, the committee shall identify whether to allow the regional priority ranking to be used for the four years or only for a two-year period. Note: a regional priority ranking used for four years does not become available to the region again until that four year period is over. For example, if one “A” is recommended for a project seeking four-years of funding, PSRC will only receive 6 “A” rankings instead of 7 for the 2020 Consolidated Grant competition.

- The committee will submit their recommendation to PSRC’s Transportation Operators Committee (TOC).

EXPECTATIONS

Meeting Decorum

- Committee members agree to keep an open mind and identify their interests and objectives.

- Committee members agree to respect each other’s opinions and make an effort to understand and accurately characterize the views of other members. Members will operate in a consistently constructive manner.
• Discussion will be conducted in a professional way with a focus on project merits.

• Although both informational and voting committee members and alternates may be seated at the table and participate in the discussion, only voting members or their alternates (in the absence of the voting member) will be permitted to make motions or take votes. No questions or comments will be permitted from other staff, other than PSRC or WSDOT staff, during the committee deliberations. There will be a public comment period at the beginning of the meeting.

• Project sponsors may be present for the deliberations. However, out of fairness to project sponsors unable to attend in person, project sponsors will not be asked to respond to project-specific questions posed by committee members. Instead, committee members will rely upon applications, and other information provided by the applicant to develop recommendations.

• The committee will conduct their deliberations in an open discussion with no pre-determined outcome. No pre-determined regional priority ranking packages will be considered.

• During breaks, participants will not discuss regional priority ranking recommendations.

• The committee shall strive to reach informed consent on the issues before them, through a cooperative problem-solving process. Consensus is not unanimity, but substantial agreement that the group can move forward. Voting shall be transacted by motion that may be made by any voting member in attendance (or alternate if the voting member is absent), including the chair, and shall require a second. Voting on all motions shall be by a call for a roll. Then the facilitator shall call for the vote of each member and the vote shall be recorded.

Meeting Procedures

• The facilitator will manage the meeting, to enable the chair to participate in discussions.

• PSRC staff will provide a summary of how project applications addressed factors that the region takes into account for regional priority rankings to the committee a week prior to the deliberation. The summary results will show an initial ranking of projects based upon those factors. The results of this summary are final and there will be no discussion or debate on individual project.

• The facilitator will ask if any project sponsors wish to voluntarily withdraw any projects or provide any other relevant information to inform the regional priority ranking recommendation.
• The committee has already identified an initial set of additional factors to be considered as part of the deliberations. After presentation of the materials provided to the committee, the facilitator will ask the committee before beginning the project recommendation discussion if there are other criteria the committee wishes to use to help in their decisions, besides that already provided.

• The committee will openly discuss all project requests for consideration. If a higher ranked project is skipped over or provided a lower priority ranking than would otherwise be considered by the initial ranking, an explanation is required, e.g., meeting the agreed upon additional considerations.

**POST-MEETING EXPECTATIONS AND OUTCOMES**

• PSRC staff will present the recommendation to the TOC. Committee members are expected to brief TOC representatives from their county, as appropriate. The SNTC representative to the TOC will also attend the TOC recommendation meeting as well but are non-voting members on the TOC.

• PSRC staff will prepare the meeting summaries, including the priority ranking results and committee recommendations, for reporting to the TOC, the Transportation Policy Board (TPB), and the Executive Board.

• There are public comment opportunities at all TOC, TPB, and Executive Board meetings.
Regional Priority Ranking: Factors PSRC Takes into Account in Recommending Regional Priorities

Table 1 shows Consolidated Grant applicants and other stakeholders the factors that PSRC will consider in identifying regional priority rankings. Project sponsors applying for the WSDOT Consolidated Grant this year must submit their application to both WSDOT and PSRC by 5:00pm on September 14, 2018. Applications must be emailed to Gil Cerise at gcerise@psrc.org by the date and time noted above for regional priority ranking evaluation.

For more information or questions, contact Jean Kim at 206-971-3052 or jkim@psrc.org, or Gil Cerise at 206-971-3053 or gcerise@psrc.org.

Instructions
PSRC’s regional priority ranking factors are designed to help implement PSRC’s Coordinated Transit-Human Services Transportation Plan (Coordinated Plan).

- Applicants must identify how their project address each of the six topics found in Table 1 in their WSDOT-provided application to be eligible to receive a regional priority ranking.
- A second column in Table 1 provides guidance for which WSDOT application question/page number will be used to address the PSRC factors for regional priority rankings.
- Applicants within PSRC’s region are expected to address both WSDOT’s published evaluation criteria and PSRC’s regional priority factors within the same application.

PSRC staff will review applications for how they address the regional priority factors in Table 1. Projects will receive a simple “Yes” or “No” answer for each factor.

- A “Yes” indicates that the project application addresses the factor.
- A “No” response indicates that a project application either does not address the factor or does not adequately address it.

A summary of projects arrayed by the number of “Yes” responses will be provided to the PSRC Special Needs Transportation Committee (SNTC) for their October 17, 2018 meeting where a recommendation for regional priority rankings will be completed.
Table 1 outlines the regional priority ranking factors along with a description of how PSRC staff will evaluate each factor found under the sub-heading: “Evaluation Method.” The topics listed below are not listed in any priority order. No weighting will be applied to any topic in presentation to the SNTC.

**Table 1: PSRC Regional Priority Ranking Factors**

<table>
<thead>
<tr>
<th>Regional Priority Ranking Factors</th>
<th>Guidance for which WSDOT application question addresses this factor</th>
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</table>
| **Project Type (Preservation vs. New/Expansion):** | **Page 2 of WSDOT application:** If your project is an operating project or capital project, the response should be provided under the heading: “II. Type of Project.”  
**Page 3 of WSDOT application:** However, other projects, including mobility management, must include whether they are preservation of an existing program in a brief statement under “1a. Proposed scope/description of the work” under the heading: “III. Project Description.” |
<p>| Is the application for preservation of an existing program, or needed to support ongoing operations of an existing program? This includes fleet replacement or other capital needs to support an existing program. | <strong>Evaluation method:</strong> Only preservation and capital projects that are supporting existing programs will receive a “Yes.” New or expansion projects will receive a “No” for this factor. |
| <strong>Coordinated Plan: Emerging Needs and Gaps:</strong> | <strong>Page 3 of WSDOT application:</strong> provide a clear description of how your project addresses the emerging needs and gaps in question #1c., “Why is this project needed, and how does this proposal address the need?” under the heading: “III. Project Description.” |
| Does the application support programs meeting “Emerging Needs and Gaps” identified on page 31 of the PSRC Coordinated Plan? | <strong>Evaluation method:</strong> Only applications showing that they adequately address one or more “Emerging Needs and Gaps” found on page 31 will receive a “Yes.” Applications addressing predominantly other needs and gaps in the Coordinated Plan will receive a “No.” |</p>
<table>
<thead>
<tr>
<th>Regional Priority Ranking Factors</th>
<th>Guidance for which WSDOT application question addresses this factor</th>
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<tbody>
<tr>
<td><strong>Coordinated Plan: Prioritized Strategies:</strong></td>
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<tr>
<td>Does the application address one or more “High priority” strategy identified on page 43 of the 2019-2022 Coordinated Plan?</td>
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<tr>
<td><strong>Evaluation method:</strong> Only applications showing that they address one or more “High priority” strategies will receive a “Yes.” Applications only addressing “Other priority” strategies in the Coordinated Plan will receive a “No.”</td>
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<td><strong>Page 4 of WSDOT application:</strong> Address how your project aligns with PSRC’s “High priority” strategies or “Other priority” strategies in question #2, “Describe coordination efforts with your regional planning organization” under the heading: “III. Project Description.”</td>
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<tr>
<td><strong>Uniqueness of Service or Program</strong></td>
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<tr>
<td>Does the application provide information demonstrating there are no alternate public transportation options for the populations served by the program within same geographic area?</td>
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<tr>
<td>If there are alternate public transportation options, does the application demonstrate the uniqueness of the project and how it meets needs that cannot be met by the other public transportation programs/services in existence?</td>
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<tr>
<td><strong>Evaluation method:</strong> Applicants that adequately explain the uniqueness of their service or program and how their service/program does not duplicate other existing services or programs for target populations, including those provided by public transportation operators (fixed-route, demand response, etc.). Applicants that do not provide an explanation, or respond there is no similar services or programs without explanation will receive a “No.”</td>
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<td></td>
<td><strong>There are two places in the WSDOT application where this information can be addressed:</strong></td>
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<td><strong>Page 4 of WSDOT application:</strong> Address how your project is unique in terms of serving the areas, times of day, target populations or other factors in question #3, “If the proposed project involves special needs transportation, how does the project advance efficiencies in, accessibility to, or coordination of transportation services provided to persons with special transportation needs?” under the heading: “III. Project Description.”</td>
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<td><strong>Page 5 of WSDOT application:</strong> Question #6 “Identify if your project connects to, coordinates with, leverages or enhances other modes of transportation in your service area (aviation, intercity bus or rail, park and rides, bicycle/pedestrian)” provides an area for applicants that are providing service in an area with another public transportation service provider to describe the uniqueness of their program and/or the target populations being served.</td>
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<tr>
<td>Regional Priority Ranking Factors</td>
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<tr>
<td><strong>Performance Measures and Targets:</strong></td>
<td><strong>Page 4 of WSDOT application:</strong> Address performance measures and targets in question #4, “How will your organization measure whether the project is successful and improves the efficiency and effectiveness of public transportation?” under the heading: “III. Project Description.”</td>
</tr>
<tr>
<td>Does the application include appropriate performance measures and targets and a plan for ongoing data collection and evaluation of program performance?</td>
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<tr>
<td><strong>Evaluation method:</strong> Performance measures listed in application should be both quantitative and relevant to the goals of the type of program for which funding is requested, with targets included for future years and funding cycles in order to receive a “Yes.” Applicants should demonstrate that they can collect the data needed to evaluate each measure at regular annual intervals to receive a “Yes.”</td>
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<tr>
<td><strong>Financial Sustainability:</strong></td>
<td><strong>Page 8 of WSDOT application:</strong> Operating, Mobility Management, and Planning Grants will use “3. Identify your sources of revenue” under the heading: “V. Financial Information for Operating, Mobility Management and Planning Grants – Revenues”</td>
</tr>
<tr>
<td>Does the application demonstrate that it is providing more than federal minimum required match from local sources in its project budget?</td>
<td><strong>Page 10 of WSDOT application:</strong> Capital requests will use “4. What is the source of the matching funds for this equipment request?” under the heading: “VI. Equipment Request (for Capital Projects Only).”</td>
</tr>
<tr>
<td><strong>Evaluation method:</strong> Operating projects seeking federal/state funding amount less than 50% (demonstrating more than 50% of the net project cost can be fulfilled with local match) of their net project cost will receive a “Yes.” Capital and mobility management projects seeking federal/state funding amount less than 80% (demonstrating more than 20% of the net project cost can be fulfilled with local match) of their net project cost will receive a “Yes.”</td>
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Additional Considerations for Deliberation

The Special Needs Transportation Committee (SNTC) identified the following factors that they may take into consideration during deliberations on regional priority recommendations for the WSDOT Consolidated Grant competition. The SNTC may identify other considerations not listed below during the Committee’s October 17th deliberation meeting. The topics listed below are not listed in any priority order.

a) **Geographical distribution of regional priority rankings**
   This factor addresses distribution of regional priority rankings (expressed as A’s, B’s, and C’s) over the three counties participating in the Consolidated Grant competition in the PSRC region.

b) **Project types**
   This factor addresses the variety of project types being recommended for regional priority ranking (e.g., mobility management, operating, and capital projects).

c) **Agency equity**
   This factor addresses the number of projects recommended to receive funding by an agency.

d) **Compelling cases for agencies with limited resources**
   This factor addresses projects that provide valued services and programs but which are challenged to provide minimum local match. Small agencies and/or community-based organizations might have less local support compared to larger agencies that have local partners providing sufficient local matching funds or local governments/transit agencies that have their own tax bases.

e) **Strategic application of federal/state funds**
   This factor includes stakeholders’ assessment of possible program eligibility for state/federal funding programs found within Consolidated Grant program.

f) **Coordination**
   This factor addresses projects that work together to make the most efficient use of limited resources. There are many levels of coordination, ranging from the basic sharing of training resources to the full integration of services. The Committee can discuss the full range of coordination for this topic.
# Membership and Voting Composition of Special Needs Transportation Committee

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<thead>
<tr>
<th>Member</th>
<th>Alternate</th>
<th>Type</th>
<th>Counties Served</th>
<th>Data</th>
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</thead>
<tbody>
<tr>
<td>Tom O'Keefe, King County Metro</td>
<td>VACANT</td>
<td>Representative from KCMC</td>
<td>King</td>
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<tr>
<td>Alex O'Reilly, KCWC (Bellevue)</td>
<td>VACANT</td>
<td>Represent.. County Aging and Disability Services</td>
<td>King</td>
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<tr>
<td>Jon Morrison, Seattle ADS</td>
<td>VACANT</td>
<td>Seattle-King County Advisors</td>
<td>King</td>
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<td>Aaron Morrow, KC Metro</td>
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<td>Available county seat be chosen by King Co. Coalition</td>
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<td>King</td>
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<td>Tim Renfro, Pierce Transit</td>
<td>VACANT</td>
<td>Available county seat be chosen by Pierce Transit</td>
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<tr>
<td>Jerrin Kelly, Pierce County Human Services</td>
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<td>John Mix, Pierce Co. Aging&amp;Disability Resources</td>
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<td>Represent.. from Pierce County Human Services</td>
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<td>France Pelle, PCCTC</td>
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<td>Steve Hohman, Around the Sound</td>
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<td>Tom Dietz, Vice-Chair, SNOTRAC Ex Off Com</td>
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<td>Available county seat be chosen by Pierce County Human Services</td>
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<td>Ann Kennedy, Paratransit Services</td>
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<td>Medicaid</td>
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<td>Sarah Nagal, WSDOT</td>
<td>VACANT</td>
<td>Washington State Ferries</td>
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<td>Regional/State</td>
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<td>Donna Smill, Sound Transit</td>
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<td>Transit</td>
<td>Regional</td>
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<td>Jacque Mann, PSESD</td>
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<td>Deesnay Hayes, Muckleshoot Indian Tribe</td>
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<td>Tribal Representation</td>
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* Local coalition in each County is responsible for selecting these seats: 1) Local Coalition; 2) Disability Advocacy Group; and 3) Other Special Needs Group.

** 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 Travel Planning Organizations (TTPO).

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Updated September 13, 2018