



Puget Sound Regional Council

Transportation Operators Committee Agenda

Date: Wednesday, May 22, 2019 from 10:00 a.m.-11:30 a.m.

Location: PSRC Conference Room, 1011 Western Avenue, Suite 500, Seattle, WA 98104

1. Welcome and Introductions (10:00)

2. Action Item: Approval of Meeting Summary – April 24, 2018*

3. Transportation Policy Board and Regional Staff Committee Debrief (10:05)

The 'At Work' report for the Transportation Policy Board meeting on Thursday, May 9, 2019 is available on the PSRC website at <https://www.psrc.org/tpb-meetingsInformation>

The most recent meeting summary for the Regional Staff Committee meeting for Thursday, April 18, 2019 is available on the PSRC website at <https://www.psrc.org/rsc-meetings>

4. Discussion Item: Chair and Vice Chair Nominations (10:10)

The committee will discuss procedures and open nominations for upcoming elections of the Chair and Vice-Chair positions. PSRC will send an email call for nominations after the committee meeting. Nominations will be closed by May 31, 2019 for a future vote-by-email.

5. Action Item: Update to TOC Operating Procedures * (10:15)

PSRC will seek approval of an update to the TOC Operating Procedures. Based upon transit agency feedback, there are no changes to the membership structure of the committee.

6. Discussion Item: 2019 Transit Integration Report Initiation (10:25)

PSRC will review feedback from TPB Transit Caucus on the 2019 Transit Integration Report with the committee and an updated timeline for report development. The committee will discuss topics for inclusion in the 2019 Report.

7. Discussion: FTA Project Tracking and Progress Reports Update (10:55)

PSRC staff will provide an update on the on-going project tracking of FTA-funded projects, including information from PSRC's March 2019 Progress Reports for FTA-funded projects.

8. Discussion: Passenger Only Ferries Study (11:05)

PSRC will provide a background briefing on the PSRC-led Passenger Only Ferries Study included in the state budget.

9. Roundtable: Highlights from Transit Agency and Ferry Operators in the Region (11:20)

10. Next Meeting: June 26, 2019: 10:00 a.m. – 11:30 a.m.

- 2019 FTA Adjustments
- Transit agency thresholds for high capacity transit
- Transit performance measures for the region

11. Adjourn (11:30)

12. Information: TOC Membership as of May 16, 2019*

The membership list provided in the agenda packet shows the TOC membership as of the latest written notification from each transit agency department head or transit agency executive. PSRC will provide an update on membership received by the TOC meeting date.

*Supporting materials attached

Other Formats:

- Sign language, and communication material in alternative formats, can be arranged given sufficient notice by calling 206-464-7090, TTY Relay 711.
- العربية | Arabic, 中文 | Chinese, Deutsch | German, Française | French
한국 | Korean, Русский | Russian, Español | Spanish, Tagalog, Tiếng Việt | Vietnamese, call 206-587-4819



Puget Sound Regional Council

Transportation Operators Committee Meeting Summary

Date: April 24, 2019

Location: PSRC Board Room, 1011 Western Avenue, Suite 500, Seattle, WA 98104

Welcome and Introductions

In the absence of a Chair or Vice-chair, Gil Cerise facilitated the meeting. Gil welcomed everyone at 10:00 a.m. Self-introductions were provided around the room and on the phone.

Approval of Meeting Summary

The summary for the February 27, 2019 meeting was approved.

Discussion item: Report on PSRC Committee and Board Activities

Committee members reported that the April Transportation Policy Board was provided information about the Swift Green Line and Seaway Transit Center that is now in service. The board also heard reports, including one on PSRC's project tracking and delivery program which monitors PSRC federal funds spent prior to federal funding deadlines. The "At Work" report for the Transportation Policy Meeting is available on the PSRC website: <https://www.psrc.org/tpb-meetings>

Committee members discussed the April RSC meeting and its continued focus on VISION 2050. The presentations are available on the PSRC website:

<https://www.psrc.org/rsc-meetings>

Discussion item: PSRC Transit Agency Outreach and Update to TOC Operating Procedures

Gil Cerise and Kelly McGourty, PSRC, shared a summary of feedback from its outreach to TOC member agencies, including feedback on PSRC's transit-related work program and how the TOC operates. They noted outstanding issues including how voting membership is structured and meeting time/date/frequency. The committee discussed voting membership structure and the consensus of those at the meeting was that the existing membership structure of a primary member with one or more alternates works

better than having up to three members and no alternates. The committee agreed that given the small size of the group, agencies can bring staff who provide specific expertise, as needed, for particular topics. In terms of meeting date/time/frequency, the operating procedures do not currently address that. PSRC provided a proposal for the standing meeting. It was noted that TOC has requested meeting date/time changes multiple times in the last six years. Changing the dates for meetings is difficult. It is difficult to find a date/time that works for everyone. There is more flexibility in terms of meeting time and frequency of meeting. Gil said PSRC will provide a draft update to the operating procedures for TOC action at the May TOC meeting. The intent is to have things ready for a vote-by-email for the chair and vice chair prior to the June meeting.

Discussion item: 2019 Transit Integration Report Initiation

Gil Cerise and Kelly McGourty, PSRC, reviewed feedback from the 2018 Transit Integration Report and outlined a schedule and process for the 2019 Transit Integration Report. Some comments noted that the report is filled with success stories, but could also include some challenges, and how those challenges are being met. In addition, past reports read like a series of smaller integration stories with little overall transit integration vision. PSRC is planning a meeting with the TPB Caucus in May where staff will revisit the feedback prior to launching the 2019 Transit Integration Report. Other thoughts from committee to include in the report would be welcomed.

Discussion item: Transit Agency Thresholds for High Capacity Transit

Gil Cerise, PSRC initiated discussions with transit agencies on their definitions and thresholds for high capacity transit in their long-range planning processes. He said as part of the Draft 2050 plan, this information should be included in this category. It was noted that there are a variety of definitions of high capacity transit. The committee suggested looking at the definition of high capacity transit that was developed as part of the Centers framework. Gil said that PSRC will revisit the Centers framework definition and others and bring that information back to a future meeting.

Discussion item: Updating Baseline Information for Special Needs Transportation

Jean Kim, PSRC, reviewed transit data needs to assist in updating the region's baseline of mobility for people with special transportation needs throughout the four-county region. The agencies in the committee were asked to provide transit agency data sources as well as contacts to assist PSRC in creating a more data-driven special needs transportation plan.

The committee discussed various aspects of how this data could be provided which included using ORCA data for fixed route information (both Regional Reduced Fare Permit and youth fares) and the WSDOT grants program data (which requires some

data for travel training/trip planning). It was noted that while the region's fixed-route transit ridership has continued to grow, the ADA paratransit ridership has fallen. This is the only place in the state where those two trends are occurring. There is an interest in looking at this data and trying to tell a story about this and other data trends.

Jean said that the PSRC is planning to present this same request for data at the next SNTC meeting. PSRC staff will then follow-up with TOC and SNTC members to identify appropriate contacts from transit agencies to address the updates.

Action item: Vote on Transit Agency Alternates for the BPAC

Gil Cerise, PSRC, reminded the committee that it provides recommendations on local transit members and alternates for the Bicycle and Pedestrian Advisory Committee (BPAC). He said that although local transit members were approved by TOC last year, there remained vacancies for the alternate positions. Since then, nominations received were Penny Grellier, Pierce Transit and Justin Resnick, Washington State Ferries to fill those alternate positions. The TOC unanimously voted for the two alternates nominated.

Roundtable: Highlights from Transit Agency and Ferry Operators in the Region

Ed Coviello, Kitsap Transit, reported that Kitsap Transit has implemented improved service frequencies for two of their main routes, and that the agency is working on transit centers in east Bremerton and Silverdale.

Ben Smith, SDOT, reported new leadership updates at SDOT.

Don Chartock, WSDOT, reported that award letters for the Consolidated Grant program are being printed out, and should be sent out soon. He provided a status on the state's transportation budget. He also mentioned two Grants Process Advisory Committee (GPAC) groups that are working with aspects of the Consolidated Grant programs.

Darin Stavish, Pierce Transit, reported that the Pierce Transit Board adopted its Locally Preferred Alternative (LPA) for the Pacific Avenue / SR 7 corridor BRT Project. He mentioned that Pierce Transit's FTA Small Starts grant application for the project ranked well and noted that Pierce Transit is in the process of updating their long-range plan.

Celeste Gilman, WSDOT, reported that WSDOT is starting to get engaged in transit integration for the Northgate Link station opening, and coordinated letters of support for the system access projects.

Alex Krieg, Sound Transit, reported on several capital projects, including East Link, Lynnwood Link, and Federal Way Link and their various stages of capital project development and construction. He said agencies are becoming more aware of the Northgate Link completion in the next two years, and how the bus and rail will be integrated. He noted the ST Board recently advanced the SR 522/I-405 BRT projects,

to come online in 2023 – 2024 timeframe. Alex also gave a brief update on Sound Transit’s System Access Fund.

Peter Heffernan, King County Metro, reported on the launch of a new first/last-mile rideshare program this week that is focused on Southeast Seattle and Tukwila areas. He noted buses are now out of the Seattle bus tunnel and mentioned how King County Metro is looking at service restructures in southeast King County.

Adjourn

The meeting adjourned at 12:00 p.m.

Members and Alternates Present

*Melinda Adams, Everett Transit; Don Chartock, WSDOT; Edward Coviello, Kitsap Transit; *Ray Deardorf, WA State Ferries; Celeste Gilman, WSDOT; Marianna Hanefeld, SNOTRAC and SNTC Chair; Peter Heffernan, King County Metro; Alex Krieg Sound Transit, Benjamin Smith, Seattle DOT; Darin Stavish, Pierce Transit

**via remote participation*

PSRC Staff and Other Guests Present

Monica Adkins, PSRC; Patrick Blankenship, Pierce Transit; Gil Cerise, PSRC; Kelly McGourty, PSRC

Transportation Operators Committee (TOC) Charter

May 2019 DRAFT

Yellow highlights reflect portions of the Operating Procedures that are new, updated based upon TOC discussions, or that have had significant simplification.

Purpose

The Transportation Operators Committee (TOC) is composed of staff from PSRC's member public transit agencies and the Washington State Department of Transportation (WSDOT). As a standing committee of the Transportation Policy Board (TPB), the Transportation Operators Committee (TOC) is the primary forum for discussing and resolving issues related to public transit policy and planning, and recommending allocation of Federal Transit Administration (FTA) funds among the public transit operators in the four-county central Puget Sound region. The TOC assists PSRC in its role of facilitating cooperation, consultation, and coordination in long-range and short-range planning in the region. It provides input into the update and maintenance of PSRC long-range plans, and it provides input to PSRC's transit-related work program.

TOC Membership

TOC membership reflects the need for a committee that is a workable size and representatives of PSRC's member transit agencies. All transit agencies that are PSRC member agencies and report transit service to the National Transit Database (NTD) are considered voting members of the TOC. In addition, in recognition of WSDOT's contribution to and interest in public transit, WSDOT will be provided with a voting seat on the TOC.

Non-voting membership on the TOC is offered to public transit agencies that are not PSRC members but who report service to the NTD within the PSRC region. Standing subcommittee chairs are also considered non-voting members of the TOC to provide continuity between the work of the TOC and its standing subcommittees. Membership will be reviewed every three years, as per PSRC's Board procedures. Each time PSRC membership is updated, the rationale and background determined by the committee will be documented.

Each member will have one or more designated alternates. An alternate may only participate in a vote of the TOC if the member is not present. Alternates may sit at the table for discussions. However, if there are space constraints, then designated TOC members will have priority at the table.

Appointments for each member and alternate are to be provided in writing to PSRC by a transit agency department head or executive. Written member appointment communication for the TOC can be provided via email.

Attendance

All members or their designated alternate are expected to regularly attend committee meetings.

Attendance will be monitored and reported to the committee annually. If representation by either the member or designated alternate is absent for three meetings in a 12-month period, PSRC staff will contact the jurisdiction to encourage more regular attendance and to inquire if the appointment needs to be updated.

TOC Chair/Vice-chair Responsibilities

A Chair and Vice-chair will be elected via an open nomination process and voting by the Committee. Terms will be for two years. The role of the Chair's will be to facilitate discussions and actions by the Committee, and to ensure equal opportunity for participation by members present. The Chair serves as the TOC's designated non-voting member on the Transportation Policy Board.

The Vice-chair will operate in place of the Chair when the Chair is unable to attend a TOC meeting. The Vice-chair serves as the TOC's designated non-voting alternate on the Transportation Policy Board.

The Vice-chair shall take over as the Chair if the Chair is unable to serve the remainder of the two-year term. In the event the Vice-chair becomes the Chair, the TOC shall elect a new Vice-chair to take that position for the remainder of the two-year term.

TOC Member Responsibilities

TOC members and designated alternates shall be prepared to provide meaningful, consistent, and timely representation of their respective agencies at the TOC to assist in carrying out the Committee's purpose. In order to carry out these duties, TOC members/alternates are expected to have background and working knowledge in the region's long-range transit planning issues, major project planning/development (service and capital facilities), and equity/access/mobility, and should be able to articulate their agency's interests on a variety of transit planning and policy issues at the TOC. Given the TOC's representation role at the PSRC Transportation Policy Board, TOC members should be able to represent the Committee in that forum.

TOC members have the responsibility to keep their respective agencies informed of the issues discussed by the TOC. TOC members are encouraged to communicate topics of interest for future TOC meeting agendas to PSRC staff.

Meeting Schedule and Agendas

TOC will have a regular standing monthly meeting date scheduled to provide consistency for members and the public. Meetings are typically scheduled for the fourth Wednesday from 10:00 am – 12:00 pm. Meetings will be canceled, or additional meetings scheduled as needed, based upon the work of the Committee. TOC will meet at minimum every other month. A calendar of regularly scheduled advisory committee meetings for the year are posted on PSRC's website and are provided to each committee.

Action items will be clearly noted on the Committee agenda, which will be distributed approximately one week prior to each meeting. In general, if an item is not on the agenda, no action will be taken. However, under some circumstances, notification may be provided to the

Committee via email, either to add an item to an upcoming agenda, or to ask for action via email vote. No actions will be voted upon without adequate notice to all members of the Committee.

TOC Recommendations

Formal recommendations to be forwarded to the TPB will be by vote of the Committee. A recommendation may be proposed by any voting member of the TOC. 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 voting members present. Other recommendations pertaining solely to Committee activities, and which will not be forwarded to the TPB for action, may be achieved either by vote or by consensus. Consensus is defined as general agreement of the TOC voting members present. Alternates do not participate in voting or recommendations if the representative is present. Minority positions may be forwarded along with the majority recommendations to the TPB.

TOC Subcommittees

The TOC is assisted in its duties by standing subcommittees. In limited circumstances, the TOC and PSRC may elect to form a limited-term ad hoc subcommittee to address a specific topic.

Standing Subcommittees

There are two formal standing subcommittees of the TOC:

- The **Regional FTA Caucus** serves as the forum for addressing all issues associated with FTA funding programs and compliance issues in the central Puget Sound region. This subcommittee makes recommendations on the distribution of FTA formula funding among other things. More information on the Regional FTA Caucus can be found on its web page: <https://www.psrc.org/committee/regional-fta-caucus>
- The **Special Needs Transportation Committee (SNTC)** serves as a forum for addressing special needs transportation issues, including the Coordinated Transit-Human Services Transportation Plan, and makes recommendations for FTA Section 5310 funding to TOC. More information on the Special Needs Transportation Committee can be found on its web page: <https://www.psrc.org/committee/special-needs-transportation-committee>

Limited-Term Ad Hoc Subcommittees

In addition, limited-term ad hoc subcommittees may be formed from time to time to further assist the TOC on a specific issue. In general, these subcommittees shall be limited to areas of a technical or detailed nature that cannot be adequately addressed by the TOC membership. In each case that a limited-term ad hoc subcommittee is created, the TOC and PSRC shall collaborate to develop a clear purpose, work program, and schedule for delivering its work. Limited-term ad hoc subcommittees are advisory only to the TOC and should dissolve upon presentation of their work.

TRANSPORTATION OPERATORS COMMITTEE

Composition and Membership

Updated May 2019

| Agency / Jurisdiction | Member (Voting Members Eligible for Chair/Vice-Chair) | Alternate |
|-----------------------------------|---|--|
| TRANSIT AGENCIES (VOTING) | | |
| Community Transit | June DeVoll | Melissa Cauley |
| Everett Transit | Sabina Popa | Melinda Adams |
| King County Metro | Peter Heffernan | Katie Chalmers |
| Kitsap Transit | Steffani Lillie | Jeff Davidson Edward Coviello |
| Pierce County Ferries | VACANT | Nick Lacsina |
| Pierce Transit | Darin Stavish | Barb Hunter Alexandra Mather |
| City of Seattle | Bill LaBorde | Benjamin Smith Candida Lorenzana |
| Sound Transit | VACANT | Lisa Wolterink Alex Krieg |
| STATE (VOTING) | | |
| WSDOT Washington State Ferries | Ray Deardorf | John Bernhard |
| WSDOT Public Transportation | Celeste Gilman | Don Chartock Jason Beloso Stan Suchan |
| NON-VOTING PARTICIPANTS | | |
| Regional FTA Caucus | Melissa Cauley, Chair (Community Transit) | Sara Walton, Vice Chair (Seattle) |
| Intercity Transit | Eric Phillips | VACANT |
| SNTC | Marianna Hanefeld, Chair (SNOTRAC) | Mark Smutny, Vice Chair (Sound Generations) |