

## Special Needs Transportation Committee Charter Excerpts

Approved by SNTC on June 17, 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. 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.

### 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 SNTC 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 SNTC 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 forward 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.