



310 Maple Park Avenue SE  
PO Box 47387  
Olympia, Washington 98504-7387

(360) 705-7846 ♦ Fax (360) 705-6820  
www.wsdot.wa.gov/ACCT

Paula J. Hammond, Chair  
*WSDOT Chief of Staff*

Louise Bray  
*Governor's Transportation  
Policy Advisor*

Michael Harbour  
*Representing the Washington  
State Transit Association*

Theresa Hekel  
*Washington Association  
of Pupil Attendance*

Marilyn Mason-Plunkett  
*CTA-NW*

Doug Porter  
*Medical Services  
Administration of DSHS*

Marcia Riggers  
*Office of Superintendent of  
Public Instruction*

Bernice Robinson  
*Consumer Representative*

**Legislative Members:**

Representative Fred Jarrett  
Representative Mark Miloscia  
Representative Alex Wood

## Agency Council on Coordinated Transportation (ACCT)

Friday, December 2, 2005  
9:30 a.m. to 12:00 p.m.  
WSDOT Large Commission Board Room (1D2)  
Olympia, WA

### Meeting Summary

#### *Attendance*

##### Council Members

Paula Hammond, WSDOT  
Allan Jones, OSPI  
Bernice Robinson, Citizen Representative  
Michael Harbour, WSTA  
Marilyn Mason-Plunkett, CTA-NW  
Theresa Hekel, WAPT  
Doug Porter, DSHS

##### WSDOT Staff

Robin Phillips, ACCT Administrator  
Don Chartock  
Rebeca Potasnik  
Cathy Silins  
McKenzie Pifer

#### *Welcome and Introductions – Paula Hammond*

Ms. Hammond, WSDOT Chief of Staff, opened the meeting by introducing herself. The council and audience then introduced themselves.

Robin Phillips, ACCT Administrator, introduced Rebeca Potasnik, who was recently hired by the Public Transportation and Commute Options Office. Ms. Potasnik starts full time on December 16, 2005, and is taking over Seija Blaylocks' position. Her position includes work with performance measurements and program analysis, as well as coordination with the Trip Planner Project. Ms. Potasnik is graduating with a Masters Degree from the Community Planning Program at University of Oregon.

### *Approval of the Meeting Notes – Paula Hammond*

Ms. Hammond announced the August 2005 meeting minutes as well as the October 2005 Retreat meeting notes need approval. The August 5, 2005 meeting minutes were approved first.

Ms. Mason-Plunkett announced she would like to discuss the August 2005 meeting minutes. After thoroughly reading the minutes, it was decided that amendments needed to be made.

Ms. Phillips stated the minutes needed to be focused and edited more.

Ms. Hammond explains the August meeting minutes will be edited, and then can be discussed at the next ACCT meeting in February.

Ms. Hammond asks if the council is comfortable with the October retreat summary. The answers from the survey sent out gave the council great insight on how the public feels ACCT is doing and what areas need to be more focused on. The survey is available on the ACCT website.

### *Budget update and staff announcements – Robin Phillips*

Ms. Phillips explained the budget, which was compiled from information taken at the retreat. They tried to figure what provisional allocations ACCT should make in order to support council activities. The allocations received from Legislature were \$381,000, shown on the Draft Budget handout.

Other allocations or "Other Funds" reflects funds being provided to Washington from CTAA Community Transportation Association of America). CTAA has chosen ACCT for this funding because last years technical assistance grant went so well. They saw the investment as very positive and effective. CTAA has provided \$200,000 for FY2006-2007 of the federal funds they received, which is also shown on the Draft Budget handout, to continue the work being done with technical assistance.

The funding shown in the WSDOT Admin section covers salaries and travel expenses for Ms. Phillips, Don Chartock and Rebeca Potasnik. The funding provides opportunities, such as the State Conference coming up, and the National Rural and Intercity Conference happening in October 2006. These conferences are great opportunities for council members, because many of the programs supported by ACCT will be highlighted.

There is increased funding allocated to printing due to the ACCT Annual Report, which is to be completed next year around December, and the actual costs of printing last year.

Ms. Hammond asks about grants ACCT has received. Where on the budget will they be, and will this format allow the council to track individual grant expenses? Ms. Phillips explained that once funding from a particular grant had been accessed, such as the United We Ride grant, then there will be a space on the budget labeled "United We Ride", and the project defined.

Ms. Phillips began discussing the CTAA Technical Assistance funding, and how much match ACCT will provide. ACCT applied for United We Ride grants, requesting funds to support community connection and focus on creating a special needs transportation database. ACCT also requested funding (\$75,000 United We

Ride grant) for online access to statistical summary information and trip planner. (This is so data summaries can be shared, and it also will provide transportation performance information such as number of riders, hours, etc.)

## *Identify and Address Barriers*

### *Workplan Discussion – Robin Phillips*

The council reviewed the Draft for Discussion worksheet, which listed topics for 2006 ACCT Council meetings. Listed under each meeting date are round table discussions and detailed topics to be covered. For example, the 02/03/06 meeting shows that representatives of MPOs and RTPOs will attend the round table discussion, and review coordinated human service and transportation planning. This document can be found online on the ACCT Website.

It was suggested Karen Parkhurst from Thurston Regional Planning Council and Eric Phillips, who is the MPO/RTPO Coordinator, be invited to attend these round table discussions.

Ms. Phillips announced the joint Oregon/Washington meeting listed under the August 2006 Council meeting could take place earlier in the year. A letter will be sent to Matt Garrett, Director of ODOT, inviting them to meet with ACCT at an earlier time. This time will be used to share stories and discuss joint projects.

Other topics discussed include transportation for people with mobility challenges. Ms. Phillips suggests a sub-committee be put together to discuss opportunities to resolve transportation challenges of people using oversized wheelchairs or beyond the standard weight. Ms. Phillips will work with Mike Harbour and Marilyn Mason-Plunkett on the sub-committee.

## *Focus on Results*

### *Performance Measure Updates – Robin Phillips*

Rebeca Potasnik is working with Marcy Jaffe, Outreach Liaison for ACCT, on the trip planner. The goal is to develop an ACCT Report somewhat like the Public Transportation Summary Report.

## *Increase Advocacy*

### *Cabulance Update – Don Chartock*

The idea of regulating Cabulance raised concerns within the council of potential safety issues and the risk of provider's not meeting safety regulations, leaving a dangerous vehicle on the road. Many local jurisdictions have set their own safety standards, so ACCT convened a workgroup and came up with the solution to open up the current UTC (Utilities and Transportation Commission) regulations to include not only non-profit providers but for profit providers as well. This way there won't be any providers without oversight.

Ms. Phillips and Mr. Chartock met with the Director of UTC regarding adding their regulations to for-profit providers. UTC had many questions and requested time to think about the idea. At this point in time, UTC is still contemplating the idea, and has placed it on their agenda to present to the commission. Main concerns expressed by UTC, included wanting to have cost recovery on this, and to make sure they are not presented with inquiries regarding lifts and issues they have no experience with.

## *Legislative Agenda – Robin Phillips*

Ms. Mason-Plunkett stated that in addition to Cabulance issues, there's a sales tax on chairs, lifts, etc. This has resulted in a disagreement with Department of Revenue because they are not allowing a tax exemption on these things. There have been problems in keeping volunteer drivers for these services because of rising costs. A gas tax exemption is one way to encourage volunteer drivers to stay.

Mike Harbour added that the State Transit Association has not yet finalized a legislative agenda. There are so many things that have happened the past year including the gas tax and the new Office of Transit Mobility, and the association is just waiting to see how these laws will be implemented. OTM just completed its' first round of regional mobility grants, which totaled \$20 million dollars awarded this year. The State Transit Association is anticipating supporting CTR, and is interested in looking at the impact of grants. Two key points being looked at are program effectiveness and equity.

Focus was brought to the October Retreat summary. A few main topics discussed at the retreat include making school buses more available as community transportation resources by changing RCW28A.160.040-120. Ms. Hammond announces that a proposal for this needs to be developed, hopefully within the next year.

Faith Trimble stated that many school districts have concerns that the funding formula for the distribution of school money is a disincentive for coordination. Ms. Trimble asked Allan Jones of OSPI if a workgroup will be developed to discuss this issue, or if it is too volatile of a matter.

Mr. Jones explained that there is one part of the funding formula that takes into account, for instance, a school district that has one special needs student that they have to transport. This school needs enough funds to pay full cost for this student's transportation route. If additional students are added to this route, then less funding is provided per student, and the special-ed funding can be lost. Changes need to be made to the RCW, so Mr. Jones also hopes that a proposal for this topic will be developed within the next year.

There has been discussion in the media regarding the cost of fuel and its impact on the school district. There is a legislative piece that includes adjustments to the allocation rate for transportation and to take into account the higher cost of fuel. One suggestion heard many times was about fuel tax and why school districts have to pay fuel tax. If this topic comes up, Mr. Jones expects other groups to request for the fuel tax exception as well.

Another issue brought up under the Legislative Agenda at the October Retreat was to expand ACCT's representation to include Employment Security, Community Trade and Economic Development and transportation planning organizations. Ms. Hammond suggested that in this short session, not much time be spent trying to change the statute of ACCT. Ms. Phillips is asked to think about how ACCT can start formulating ACCT's statute for the 07'-09' session, keeping in mind that ACCT's Council sunsets in 2008.

Meeting is adjourned.

## *Next Meeting –*

Where: Intercity Transit Boardroom  
526 Pattison Street SE  
Olympia, WA 98501  
When: Friday, February 3, 2006  
Time: 9:30 am – 12:00 pm