

MINUTES OF MEETING
IR TPO TECHNICAL ADVISORY COMMITTEE
November 10, 2016

Member Attendance List

Christine Boswell-Still, District 2 Citizen Rep.
Stan Berryman, City of Langley
Bob Monize, District 3 Citizen Rep.
Connie Bowers, Island County Public Works
John Shambaugh, WSDOT

Members not in Attendance

Angi Mozer, Port of South Whidbey
Brian Tyhuis, NAS Whidbey Island
Mike Nortier, Island Transit Exec. Dir.
Forrest Rambo, Port of Coupeville
Don Meehan, District 1 Citizen Rep.
Ron Nelson, Island Co. EDC
Arnie Peterschmidt, City of Oak Harbor
Owen Dennison, Town of Coupeville
Cac Kamak, City of Oak Harbor
Nathan Howard, Island County Planning

Facilitator

Brian Wood, IRTPO Staff

The meeting began at 1:00 PM.

Action Items:

- Send application materials to TAC members to be reviewed for revisions.
- John to send UPWP development “form”.

STBG/TA Project Scoring Update

- Executive Board approved the ranking (see last month, including allocating an additional \$540,000 to Oak Harbor’s 7th Ave Project.
- STBG/TA Presentation to Executive Board (on website: project submittals) was briefly examined.
- Project presentation feedback was reviewed:
 - It was suggested that Powerpoint presentation’s such as those used for the Executive Board would improve TAC member understanding.
 - Suggested option: Sponsors provide bullets, pictures, diagrams, or whole slides to IRTPO staff for TAC (and later Executive Board) presentation.

HSTP Project Scoring/Grading Update

TAC members reviewed the Executive Board presentation of the HSTP projects and the project evaluation process:

- Interim HSTP Advisory committee scoring yielded the following scores/rankings/grades:

<u>Project</u>	<u>Score</u>	<u>Rank</u>	<u>Grade</u>
Island County: HSTP Planning Grant	99.8	1	A
Island Transit: Mobility Management Specialist	88	2	A
Island Transit: North Sound Regional Connector Operations Funding	86.9	3	A
Vanpool Replacement Vehicles	80.8	4	B
Island Transit: Light-Duty Narrow Buses	74.1	5	B
Island Transit: Light-Duty Buses	73.5	6	B
Island Transit: Medium-Duty Buses	71.3	7	C
Island Transit: Heavy-Duty Buses	65.1	8	C
Bus Pullouts (Jacobs Rd and Quail Trail Ln)	57.2	9	C
Fareboxes	53.8	10	D
Parts Washing Equipment	51.5	11	D

- The Executive Board moved to swap Heavy Duty Buses with Light Duty Buses, which changed the grading. Also Parts Washing Equipment was swapped with Fareboxes (no grade change):

<u>Project</u>	<u>Rank</u>	<u>Grade</u>
Island County: HSTP Planning Grant	1	A
Island Transit: Mobility Management Specialist	2	A
Island Transit: North Sound Regional Connector Operations Funding	3	A
Vanpool Replacement Vehicles	4	B
Island Transit: Light-Duty Narrow Buses	5	B
Island Transit: Heavy-Duty Buses	6	B
Island Transit: Medium-Duty Buses	7	C
Island Transit: Light-Duty Buses	8	C
Bus Pullouts (Jacobs Rd and Quail Trail Ln)	9	C
Parts Washing Equipment	10	D
Fareboxes	11	D

Project Application Process Review/Feedback

Applications were provided at the meeting for review. Inconsistencies in the two different grant applications (STBG & TA) were discussed with the intention of improving the applications for future project calls.

- A list of WSDOT input field items from the Statewide Transportation Improvement Program web interface was presented as candidate application items to aid in project input.
- It was suggested that checkboxes should be used when possible to reduce errors and time required to complete applications.
- Application development was suggested as a candidate activity for the next TAC meeting.

IRTPO Staff Positions Discussion

- It was noted that many RTPO's define staff positions that are provided to the RTPO by the Lead Agency.
- Transportation Planner is one position that could be defined.
- IRTPO Director was a second proposed position:

- Lead Agency official overseeing IRTPO administration (Island County Public Works Director) could be a co-Signatory to IRTPO Agreements (ie., UPWP).
 - Rationale: ensures that institutional knowledge base & historical perspective are maintained.
- Prime signatory to payment authorizations under existing agreements (ie., charges to WSDOT for UPWP billings).
- Signatory to routine letters of support for project applications
 - It was noted that this is common practice in other RTPOs to allow for timely application completion.

UPWP Input

The requirement for RTPOs to create a Unified Planning Work Program was discussed, noting that this would be work through the end of June 2017. Items suggested included:

- Development of federal grant funding application materials
- Regional Transportation Strategy (RTS):
 - Would guide development of Regional Transportation Plan (RTP).
 - Could be developed County-wide planning policies and regional portions of local comp plans.
- Defining regional significance for Island Region:
 - Note: defining regional significance too broadly could result in overly diluted resources.
- It was noted that many components of the RTP may exist in current planning documents and that the financial component is based on the Transportation Improvement Programs and Capital Improvement Programs of the member jurisdictions.

PSRC Vision 2040 Update

- Island Region has an opportunity to comment on the work plan for the next update to Vision 2040.
 - One suggestion was for the PSRC to consider passenger only ferry service to Island County (as it is for Jefferson County) due to the high commuter movement between the regions.

The meeting adjourned at 2:30 PM

Next Regular TAC Meeting: December 8, 2016