

**ISLAND TRANSPORTATION PLANNING ORGANIZATION
HUMAN SERVICES TRANSPORTATION ORGANIZATION COMMITTEE MEETING**

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**ISLAND TRANSPORTATION PLANNING ORGANIZATION
HUMAN SERVICES TRANSPORTATION ORGANIZATION COMMITTEE MEETING**

**1:00 – 2:30 PM, Monday, Aug 29, 2016
Room 131, Island County Law & Justice Building**

AGENDA

1. Welcome and Introductions
2. Approval of minutes from July 25 HSTP
3. Review committee membership
4. Committee operating structure/procedures
5. Project scoring/grading criteria
6. Project Application (Ryan Warner)
7. New Items / Roundtable conversation (All)

Attachments:

1. Membership List
2. Structure/procedure Ideas
3. Scoring materials

Acronym Key:

ITPO: Island Transportation Planning Organization
IRTPO: Island Regional Transportation Planning Organization
HSTP: Human Services Transportation Plan
WSDOT: Washington State Department of Transportation

Please contact Brian Wood at (360) 678-7959 if there are any other items that you would like to have added to the agenda. Next meeting: TBD.

HSTP Committee Members

General:

Connie Bowers, Island County Public Works (C) (CW)

Jackie Henderson, Isl County Human Services/Island Transit Board (C) (CW)

Veterans:

Dana Sawyers, Island County Veterans Services (C) (CW)

Mike Brenaman, Service Officer, Disabled American Veterans (OH) (CW)

Youth:

Megan Frazier, Juvenile & Superior Court (C) (CW)

*Vivian Rogers-Decker, Oak Harbor Public Schools (OH) (OH)

Poverty:

*Vivian Rogers-Decker, Spin Café/Oak Harbor Public Schools (OH) (OH)

Lisa Clark, Opportunity Council (OH) (CW)

Seniors:

Mary Anderson, Oak Harbor Senior Center (OH) (OH)

Karla Jacks, Camano Center (CI) (CI)

Housing:

Teri Anania, Housing Authority Of Island County (C) (CW)

Health:

Lou Cox, Island County Manager Compass Health (OH) (WI)

Heidi Saunders, WhidbeyHealth Medical Center (C) (WI)

Library:

Mary Campbell, Managing Librarian, Oak Harbor Library (OH) (OH)

Transit:

Mike Nortier, Island Transit Executive Director (C) (CW)

Dee Wells, Island Transit (C) (CW)

Meg Heppner, Island Transit (C) (CW)

Developmental Disabilities:

Mike Etzell, Human Services Island County (C) (CW)

Disability (Focus on Employment):

Ashlee Wiley, Prog. Manager Service Alternatives Island County (OH) (CW)

(OH): Oak Harbor (CW): Countywide (C): Coupeville (WI): Whidbey Island (CI): Camano Island

Parentheses: 1st = Location, 2nd = Service Area *= repeated member

HSTP Committee Operating Guidelines

Meetings

- Monthly during grant rounds?
- Quarterly?
- Yearly stakeholder meeting?
- Motion/Second for operating decisions?

Representation

- Geographically?
 - South Whidbey
 - Central Whidbey
 - North Whidbey
 - Camano
 - Defined service?
- Identified need category?
- Population based?

Voting

- One vote per organization?
- One vote per committee member?
- Votes allocated geographically?
- Votes allocated to identified need areas?
 - Elderly
 - Youth
 - Disability
 - Income
 - Veteran
- Recused for own project?

How Skagit-Island RTPO Ranked Projects:

- Committee agreed upon a weighting system for priority strategies*
 - How were the strategies determined?
 - How were weights assigned?
- 7 projects were submitted
- Projects were scored
 - Assigned strategy weights (figure 10) became points
 - Each project received points for each of the 15 strategies
 - Example a project could receive up to 15 points for “Preserve Existing Services” from a given rater, while utilize technology could only receive 5
 - Points for each strategy were averaged across raters
 - Strategy averages were added to produce an “Average total”
- Projects were ranked and graded
 - A ranking of (1) was assigned to the project with the highest average and (7) to the lowest
 - Letter grades were assigned to each project
 - Project ranking was not the only factor considered in assigning letter grades
 - Fairness
 - Sponsor desire

*Strategies were developed through input from a needs analysis (multiple data sources such as para-transit trip data and demographic data) and public engagement.

Figure 10: Prioritized Strategies and Weights

Implementation Strategies	Weights
S1 Preserve Existing Services: maintain or restore existing service levels and vehicle fleet	15
S2 Expand Services: increase service levels	15
S3 Address High Need Areas: provide service to areas scoring high in human services transportation need index	15
S4 Improve Regional Connections: improve cross-regional connections	15
S5 Increase User Knowledge: increase knowledge of available transportation options to targeted users	10
S6 Improve Existing Service Timeliness: improve quality of timeliness of service	5
S7 Utilize Existing Services: improve utilization of existing transportation services	5
S8 Expand Driver Training: promote driver training to encourage “compassionate professionalism”	5
S9 Improve Provider-User Coordination: improve coordination between transit service providers, human services providers and users	5
S10 Utilize Technology: utilize technology to provide improved efficiency and user access to mobility options	5
S11 Inform Users of Mobility Options: assist human service providers in guiding users to the most efficient mobility options	5
S12 Improve Provider Regional Coordination: improve coordination between regional and cross-regional transit service providers	5
S13 Promote Innovation: promote innovative programs, processes and tools that improve efficiency and reduce cost	5
S14 Promote Environmental Sustainability: incorporate environmentally sustainable practices into regional coordinated transportation planning and services	5
S15 Leverage Funding: further leverage available funding	5

Criteria	Skagit Transit Projects			Community Action Project	Island Transit Projects		
	#1	#2	#3	#1	#1	#2	#3
Preserve Existing Services (max. 15)	2.50	3.17	3.17	5.83	15.00	14.33	15.00
Expand Services (max. 15)	14.67	9.83	2.17	2.50	1.00	1.00	3.00
Address High Need Area (max. 15)	13.00	9.50	9.50	12.83	13.33	10.83	15.00
Improve Regional Connections (max. 15)	13.17	4.83	5.50	6.67	7.00	6.40	14.17
Increase User Knowledge (max. 10)	2.00	5.67	10.00	8.67	0.00	2.00	0.00
Improve Existing Service Timeliness (max. 5)	4.67	4.50	4.17	2.83	2.00	4.50	2.83
Utilize Existing Services (max. 5)	2.17	4.17	5.00	3.50	3.00	3.67	2.83
Expand Driver Training (max. 5)	0.00	1.17	1.33	1.50	0.00	0.00	0.00
Improve Provider-User Coordination (max. 5)	1.33	1.50	5.00	4.83	0.60	1.17	2.60
Utilize Technology (max. 5)	0.67	5.00	1.00	1.83	1.67	2.00	0.00
Inform Users of Mobility Options (max. 5)	1.83	1.67	5.00	4.00	1.40	1.00	0.00
Improve Provider Regional Coordination (max. 5)	4.50	1.50	2.50	2.50	2.00	0.60	2.20
Promote Innovation (max. 5)	1.50	2.50	3.50	2.17	1.00	1.80	0.00
Promote Environmental Sustainability (max. 5)	1.00	1.00	1.83	2.00	1.00	1.00	1.40
Leverage Funding (max. 5)	3.33	3.33	2.17	5.00	3.33	2.17	1.17
Average Total	66.33	59.33	61.83	66.67	52.33	52.47	60.20
Rank	2	5	3	1	7	6	4
Skagit-Island Special Needs Committee Recommended Letter Grade*	A	B	A	A	A	B	A

*Note: Skagit-Island has 5 "A's", 5 "B's" and 4 "C's"

Project Key		Funding Request
Skagit Transit #1:	Expansion of Fixed Route Services in Sedro Woolley and Burlington	408 \$ 446,
Skagit Transit #2:	ADA Next Stop Announcement System	172 \$ 296,
Skagit Transit #3:	Mobility Management Specialist	410 \$ 123,
Community Action #1:	Utilize Existing Services: Improve Utilization of Existing Transportation Services	,000 \$ 50
Island Transit #1:	Five Medium Duty Cutaways and Five 7-8 Passenger Vans	286 \$ 778,
Island Transit #2:	Preserve and Replace Capital Equipment and Bus Communications: 2 Bus Shelters; Paint Oak Harbor Transit Station; 10 Bus Surveillance Systems; 65 Tablets; 11 Rebuilt Engines; Alignment Machine	535 \$ 382,
Island Transit #3:	Specific Operating Assistance to Preserve Existing Service	Incomplete

**MINUTES OF MEETING
HSTP ADVISORY COMMITTEE MEETING
May 25, 2016**

Attendance List

Connie Bowers, Island County Public Works	Dana Sawyers, Isl. Co. Veterans Services
Megan Frazier, Juvenile & Superior Court	Heidi Saunders, Whidbey Health
Christopher Strader, People First of Isl. Co.	Dee Wells, Island Transit
Matt Webster, Sunrise Services	Meg Heppner, Island Transit Ex. Asst.
Mike Etzell, Human Services Isl. Co.	Mike Nortier, Island Transit Exec. Dir.
Vivian Rogers-Decker, Spin Café/OH Pub. Schools	
Mary Anderson, OH Senior Center	
Lisa Clark, Opportunity Council	
Teri Anania, Housing Auth. Of Isl. Co.	
Ryan Warner, WSDOT	
Cathy Niuro, United Way	Facilitator
Jackie Henderson, IC Human Services/Isl. Transit	Brian Wood, ITPO Staff

The meeting began at 3:00 PM.

Action Items

- Invite Disabled American Veterans Organization, OH Services (360) 224-0799
- Develop committee member list
- Send out rough timeline/meeting schedule
- Determine if ranked list can be amended
- Collect scoring criteria and send out for feedback from committee
- Application available soon—sponsors should target completion by end of September
- Due date for applications: Oct. 14!

Attendees Desiring Committee Membership:

Connie Bowers, IC Public Works	Mary Anderson, OH Senior Center
Jackie Henderson, IC Human Services/Isl. Transit	Lisa Clark, Opportunity Council
Dana Sawyers, Isl. Co. Veterans Services	Teri Anania, Housing Auth. Of Isl. Co.
Megan Frazier, Juvenile & Superior Court	Mike Nortier, Island Transit Exec. Dir.
Mike Etzell, Human Services Isl. Co.	Dee Wells, Island Transit
Vivian Rogers-Decker, Spin Café/OH Pub. Schools	Meg Heppner, Island Transit

Presentation Items

- Reviewed regional transportation planning history and present structure.
 - Prior: Skagit-Island Regional Transportation Planning Organization (SIRTPO)
 - Now: Island Transportation Planning Organization (ITPO)
 - Structure: Technical Advisory Committee and Policy Board (elected officials)
- Reviewed Human Services Transportation Plan history and current responsibility
 - History:

- Under SIRTPO HSTP plan was developed and WSDOT grant funding was sought
 - Grant submission was below total allotment from WSDOT
- Current Responsibility:
 - Form an advisory committee to address transportation priorities for special needs populations
 - Review/rank projects
 - Vet through ITPO
- Reviewed grant allotment structure received from WSDOT
 - Island County can compete for up to 9 higher priority grants (unlimited lower priority)
 - WSDOT determined % Veterans, % Over 65 as high needs, with % Disabilities nearing high priority cutoff for Island County.

Ryan Warner Presentation, WSDOT Community Liaison ADA and Civil Rights Specialist

- Consolidated grants:
 - 10 different public transportation grants
 - One application to reach multiple funding sources—WSDOT fits projects to actual grants
 - Only apply every two years
- Two State Funding Categories: Paratransit Special Needs and Rural Mobility
- 4 Federal Funding Sources: 5310 Disability, 5311 Rural Mobility, 5316 Jobs Access, 5317 ADA
- Prioritization process: Committee assigns letter grades to projects A, B, C or D
 - Projects with higher grades receive more points from WSDOT in terms of competitiveness for grants
- Projects:
 - Sources: Look at HSTP and ask community for needs
 - Not for sidewalks
 - May be for vans, bicycles, transit stops
 - Strong project idea: learning to use transportation system (travel trainers)
 - Funding for: capitol and operating costs, insurance, but not planning
 - No guarantee for on-going funding (often works as a startup grant)
 - Not just for transit agencies, non-profits provide a number of transportation services
 - Match: at least 5% required, new projects are 10%, WSDOT may help with match in excess of those percentages
- WSDOT Timeline:
 - Oct. 14th, 2016 -- applications due
 - Dec 2016 -- finalize
 - Jan 2017 -- HSTP Ranking to WSDOT
 - Mar -- Awards announced
 - Jul 1st, 2017 -- Project start

The meeting adjourned at 4:05 PM

Next Regular HSTP Meeting: Tentative for September