

**MINUTES OF MEETING
ISLAND RTPO TECHNICAL ADVISORY COMMITTEE
September 12, 2013**

Attendance List

Arnie Peterschmidt, City of Oak Harbor
Bill Oakes, Island County
Brad Johnson, Island County
Brian Wood, District 2 Citizen Rep.
Cac Kamak, City of Oak Harbor
Connie Bowers, Island County
Doug Cox, RTPO Staff
Greg Cane, Town of Coupeville
John Shambaugh, WSDOT
Pete Shrum, Island Transit
Roy Daniel, Island Transit

Doug began the meeting at 1:00 PM. Brief introductions were made.

Doug asked if there was a motion to approve the August 8th meeting minutes. Greg made a motion to approve, with Arnie seconding. The motion carried.

TAP Project selection:

Doug spoke about possible dates and milestones for the upcoming TAP project selection process. The group discussed the challenges of setting up a competitive process that ensures both counties' priority projects can be funded. Ultimately no decision about the process was reached and the group requested that Doug continue to work with SCOG staff to develop detailed outlines of different scenarios that could be used, including how the voting process would work and if a subcommittee consisting of representatives from both TACs should be formed. The call for TAP projects is expected to be issued shortly after the October Skagit-Island RTPO board meeting.

STP Project selection:

Doug gave an overview of the planned sequence-of-events for the STP project selection process. The process and project selection form will be the same as has been used in the past. As in the last round, the group decided on setting aside \$300,000 of the funds strictly to be used for resurfacing projects. The call for STP projects is planned to be issued at the end of September.

Island Sub-RTPO Transportation Improvement Program:

The group reviewed the draft TIP for the Island County sub-region. Doug explained that the TIP document only lists projects that have secured, federal funds or are regionally significant. Projects listed in the draft represented Coupeville, Island County, Langley and Oak Harbor. Roy verified that Island Transit does not have any projects to be listed.

S/I RTPO Bylaws revisions:

Doug summarized the major changes that are reflected in the proposed revisions to the bylaws. Aside from a more streamlined format, the revised bylaws would minimize the need for the full Skagit-Island RTPO board to meet by only requiring the full board to approve the Regional Plan and TAP projects. All other decisions would be made at the sub-RTPO level. The bylaws will be discussed at the October Skagit-Island RTPO board meeting. The Island sub-RTPO bylaws are expected to be revised upon adoption of the new S/I RTPO bylaws, likely in January 2014.

New Items

There were no new items.

The meeting adjourned at 2:00 PM

Next Regular TAC Meeting: October 10, 2013.

TAP PROJECT SELECTION CRITERIA

Project Sponsor:

Project Name:

PROJECT SCREENING CRITERIA

1. Is this project in an urban area? **Yes/No**

2. Is this project included or consistent with the Regional Transportation Plan? **Yes/No**

3. Does this project contain at least one eligible Transportation Alternatives category?

Eligible Categories: _____

4. Is the project listed in lead agency's current six-year TIP? **Yes/No**

5. If a construction project, does it include a minimum of \$150,000 in TAP or other federal funds?
Yes/No

6. When is the soonest this project can obligate funds? **FFY:** _____

7. What is the amount of TAP funds requested? _____

8. Is the project sponsor able to provide matching funds? **Yes/No**

9. If requested amount of TAP funds are awarded, will it be enough to complete the construction of the project?
If Yes, 10 points

(see reverse)

TAP PROJECT SELECTION CRITERIA

Project Sponsor:

Project Name:

PORTION TO BE SCORED BY TAC

1. How well does this project promote economic vitality? **1 to 10 points**

2. How well does this project maintain, preserve, and extend the life and utility of prior investments in transportation services? **1 to 10 points**

3. How well does this project provide for and improve the safety of the transportation customer and the transportation system? **1 to 10 points**

4. How well does this project improve the predictable movement of goods and people throughout the region? **1 to 10 points**

5. How well does this project promote energy conservation, enhance healthy communities, and protect the environment? **1 to 10 points**

6. How well does this project enhance stewardship (to continuously improve the quality, effectiveness, and efficiency of the transportation system)? **1 to 10 points**

Total Score: ____/70



TRANSPORTATION ALTERNATIVES PROGRAM SELECTION PROCESS

The Federal Highway Administration (FHWA) distributes Transportation Alternatives Program (TAP) funds to each state for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation; recreational trail program projects; safe routes to school projects; and projects for planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways. Washington State Department of Transportation then suballocates these funds to Regional Transportation Planning Organizations (RTPO's) across the state.

Skagit-Island Regional Transportation Planning Organization (SIRTPO) has the responsibility of distributing TAP funds to projects within the region that are selected on a competitive basis. This document is designed to identify the process that SIRTPO will use to rank and prioritize projects within the RTPO.

SELECTION CRITERIA

With the guidance of both the Skagit and Island Technical Advisory Committees (TAC) and the SIRTPO Transportation Policy Board, SIRTPO staff will prepare selection criteria to award TAP funding. The criteria will be based on identified priorities in the Regional Transportation Plan (RTP) or directives given by the Transportation Policy Board. The selection criteria will be reviewed by the TAC to ensure they meet the priorities of the Region. The TAC's will then recommend the approval of the selection criteria to the Transportation Policy Board. The SIRTPO Transportation Policy Board will then discuss and approve the final selection criteria.

CALL FOR PROJECTS

After the selection criteria are approved by the Transportation Policy Board, SIRTPO will issue a call for projects to be considered for TAP funding. SIRTPO member agencies and eligible applicants will then have 4-6 weeks to submit applications to SIRTPO for consideration to be funded.

PROJECT SCORING

Project applications will receive an initial screening by SIRTPO staff to ensure they meet TAP eligibility requirements. The applications will then be given to the TAC to be scored based upon the finalized selection criteria. Projects in Island County will be scored by the Island Sub-RTPO TAC and projects in Skagit County will be scored by the Skagit Sub-RTPO TAC. Each agency's scores will be compiled to create a project ranking for each individual agency. The highest scoring project will receive one point; the second-ranked project will receive two points, and so on. This process will be done for each ranker. The project scores will then be averaged to create a preliminary ranking of projects for each county with the lowest score being the highest priority.

SELECTION COMMITTEE

A selection committee consisting of three representatives of the Island TAC and three representatives of the Skagit TAC will be formed to create a final prioritization of the projects. Because Island TAC will not have scored Skagit projects and Skagit TAC will not have scored Island projects, the scores alone cannot be used as the only way to integrate the two lists. Instead, the selection committee will perform a forced-pairs comparison. The projects will be divided by county and ranked by their respective TAC's scores. The selection committee will then take the top Skagit project and the top Island project and determine which one better meets the selection criteria.



The winning project will be added to the final project list. If an Island project is picked first, the next comparison will be between the top-ranked Skagit project and the second-ranked Island project. These forced pair comparisons will continue until all the projects are integrated into one list.

Once the project prioritization for available TAP funding is complete, SIRTPO staff may reorder the projects in some ways to meet federal fiscal constraint requirements. This ranked list will then be submitted to the SIRTPO Transportation Policy Board for discussion and approval.

If the Selection Committee is unable to come to a consensus, the prioritization will be done by the Transportation Policy Board.

TRANSPORTATION POLICY BOARD

The Transportation Policy Board will then consider the project prioritization proposed by the selection committee. The prioritized list will serve as a guide for the final selection. The Transportation Policy Board has the freedom to reprioritize the list as they see fit.