

MEMORANDUM

Date:	November 21, 2010	TG:	09120.00
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To:	Marcia Smith, Skagit Transit Martha Rose, Island Transit
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From:	Patrick Lynch, AICP, Transpo Group Don Kostelec, AICP, Transpo Group
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cc:	Dennis Digges, Skagit Transit Phyllis Brett, Island Transit Evan Olsen, WSDOT James Mastin, SCOG
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Subject:	Meeting Notes from Skagit & Island Counties Coordinated Human Service Transportation Project Prioritization Discussion
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Below are the summary results of the October 26, 2010 meeting to discuss the prioritization of Coordinated Human Service Transportation projects for the FY 2011 grant cycle.

Location: Skagit Transit MOA Building, Burlington, WA

Attendees:

Martha Rose, Island Transit	Evan Olsen, WSDOT
Dennis Digges, Skagit Transit	Patrick Lynch, Transpo Group
Marcia Smith, Skagit Transit	Don Kostelec, Transpo Group
Dale O'Brien, Skagit Transit	

Meeting Summary

The attendees discussed the prospects for funding in the 2011 grant cycle in regards to the upcoming adoption of the updated Coordinate Human Service Transportation Plan. It was generally acknowledged that a maintaining of existing services was the primary objective for services in Skagit and Island Counties.

Evan Olsen briefly described the preferred method for ranking such projects and WSDOT evaluates grant applications. He also summarized how other agencies within the state were prioritization their project. WSDOT prefers a list of tiered priorities, ordered in groups A, B, C, and D to reflect the relative priority for individual agencies, with group A representing the highest priority projects. The Skagit/Island RTPO is allocated 14 total ranking spots: five in the "A" group, five in the "B" group, four in the "C" group, and an unlimited "D" group.

The group also discussed how these priorities related to ongoing efforts from the Washington State Transportation Commission and their request for the top 20 transit priorities from various agencies throughout the state. While these projects are not directly related to the top 20 priorities, it was acknowledged that some projects that will go through the grant application process could be related to what would eventually be the top 20 list.

Through the course of the discussion, the group documented their priorities for each county. With such a focus on maintaining of services, the agencies identified only Group A and B projects.

These are summarized in the following tables.

Prioritization Results

Table 1. Skagit Transit Priorities (Coordinated Plan Page Number in Parentheses)

Tier	Project	Description
Group A	1. Preservation of Fixed Route Sunday Services (p. 15)	Operations funding to preserve existing Sunday services.
	2. Preservation of Expanded Pocket Service (p. 15, 16)	Operations funding to continue to connect rural populations to existing commuter services.
	3. Preservation of Services to Increase Transit Frequency in Anacortes (p. 15)	Operations funding to preserve existing Route 49 services in Anacortes
Group B	1. Interactive Voice Response System (p. 18)	Purchase interactive voice system (IVR) to allow for automated access for clients via phone.
	2. Replacement Bus Shelters (p. 16)	Construct replacement bus shelters at high priority locations
	3. Vehicle Replacement (p. 15)	Purchase replacement vehicle for dial-a-ride services

Table 2. Island Transit Priorities (Coordinated Plan Page Number in Parentheses)

Tier	Project	Description
Group A	1. Vehicle Replacement and Expansion - Phase 1 (p. 15)	Replace vehicles designated as top priority, as funding is available.
	2. Vehicle Replacement and Expansion - Phase 2 (p. 15)	Replace vehicles designated as second priority, as funding is available. <i>Replacement vehicle needs have been identified as:</i> Vanpool Vans (x82) 40' Coaches (x4) 30' Hybrid coaches (x3) 25' Minibuses (x10) 25' Hybrid minibuses (x7)
Group B	1. MDT / AVL Enhancements (p. 18)	Upgrade and enhance the mobile transit transfer (MDT) and automated vehicle location (AVL) is Island Transit's fleet and related systems.
	2. Whidbey Solar Skyway Demonstration Planning Project (p.13)	Conduct analysis, comprehensive and preliminary design for the skyway transportation corridor project.

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