



TECHNICAL MEMORANDUM SUPPLEMENT

TO: Mike Oliver

FROM: Patrick Holm

DATE: July 28, 2016

PROJECT #: 0738.05

SUBJECT: MTA Park and Ride Development Project
Summary of Workshop 1 – Draft Criteria and Criteria Weighting

PURPOSE

The purpose of this technical memorandum is to summarize the discussion from Workshop 1 for the Belfair Site Selection of the Mason Transit Authority (MTA) Park and Ride Development Project.

BACKGROUND

MTA plans to develop a park and ride facility in the Belfair/North Mason County area as part of their Countywide Park and Ride Development Project. Before the project was funded by WSDOT, we carried out research for MTA and wrote the North Mason Park and Ride Parcel Assessment Technical Memorandum, dated August 17, 2015. That Technical Memorandum listed 14 potentially suitable parcels. Five were eliminated because they did not meet MTA's basic requirements. Nine parcels were preliminarily evaluated with respect to, but not limited to, the following:

- Access to Highway 3 beyond central Belfair congestion
- Access to the future Highway 3 Belfair Bypass
- Size of parcel
- Access to utilities
- Site topography
- Environmental considerations

The Technical Memorandum recommended that three of the parcels/sites had the best characteristics for the proposed Belfair park and ride facility (see Figure 1 for site locations):

- Site #1
- Site #2
- Any five acre parcel that can be delineated and subdivided from the combined acreage of parcels #3, #4, #6, and/or #7. All of these parcels are adjacent and have the same owner, with whom this option has been discussed.

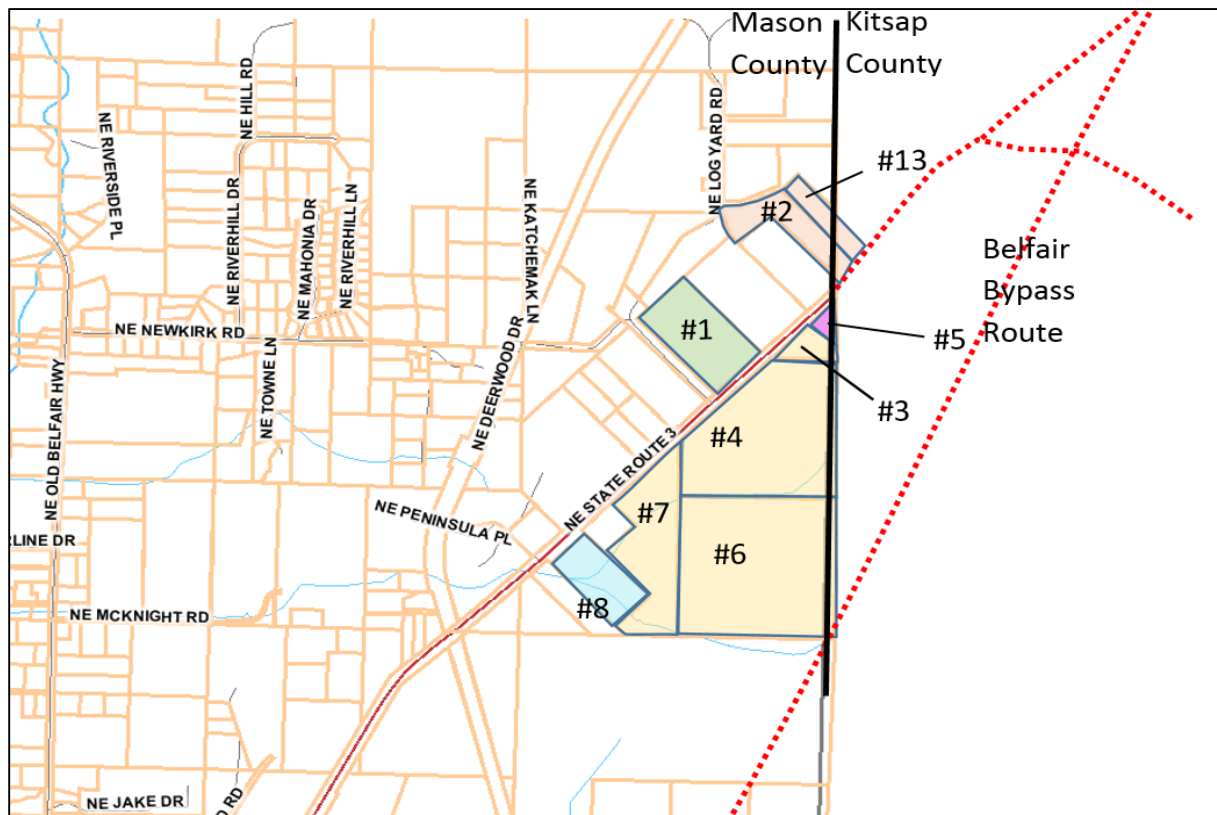


Figure 1. Approximate parcel boundaries with numerical labels. Parcels with same color have the same ownership.

A supplement to the August 2015 Technical Memorandum, dated June 2016, stated that the three sites above are still the best options to evaluate as the permanent Belfair park and ride location. In July of 2016, MTA opened a temporary park and ride lot in downtown Belfair off of Roy Boad Road behind the Safeway. MTA wanted to include the temporary lot location as a fourth site for evaluation based on positive feedback on the opening of the lot.

We are contracted with MTA to conduct an alternatives analysis of the four potential sites to establish the best value alternative. The best value alternative will be determined through an alternative analysis process outlined in a Technical Memorandum, dated June 21, 2016, included as Attachment A.

WORKSHOP 1 – DRAFT CRITERIA AND CRITERIA WEIGHTING

Workshop 1 was held at the Mason Transit Authority office on July 20, 2016, to review the potential sites, discuss draft criteria for rating each site, and weight the importance of each criterion.

Attendees

The workshop was attended by the following workgroup:

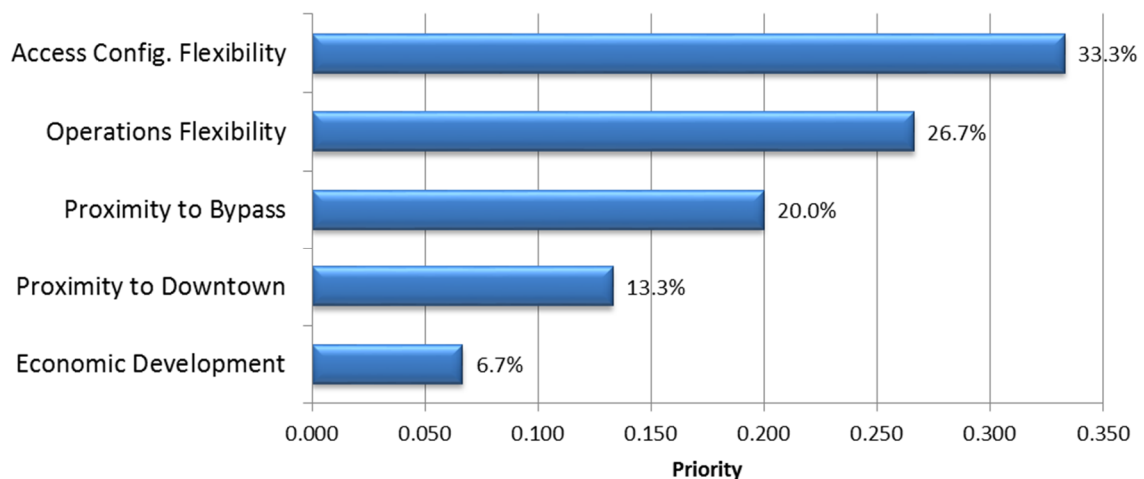
- John Campbell (MTA Board/North Mason Board of Education)
- Randy Neatherlin (MTA Board/Mason County Commissioner)
- Melissa McFadden (Mason County Public Works)
- John Piety (Mason County Transit Advisory Board)
- Mike Oliver (Mason Transit Authority)
- Danette Brannin (Mason Transit Authority)
- Patrick Holm (SCJ Alliance)
- Maddie Knecht (SCJ Alliance)

Meeting Summary

The following is a summary of the discussion from Workshop 1:

- The workgroup discussed and reviewed the four sites. Details are noted below regarding each site
 - Roy Boad Road Site
 - Located in downtown (temporary park and ride lot)
 - Poor visibility
 - Small parcel
 - Northeast corner of Highway 3 and Logyard Road
 - Vacant lot
 - Would require sewer extension
 - Southeast corner of Highway 3 and Logyard Road
 - Vacant lot
 - Possible direct access to the Belfair Bypass
 - Would require sewer extension
 - Mason County line site
 - Frontage is not located in Mason County (located in Kitsap County)
 - Likely near the Belfair Bypass connection
 - Would require sewer extension
- It was noted that any future exhibits showing the potential sites should include an overlay of the future Belfair Bypass as it is currently aligned by WSDOT documentation.
- The workgroup reviewed draft criteria presented by SCJ:
 - Average Commute to Park and Ride Location (measured in time or distance based on survey information)
 - Proximity to SR-3 Belfair Bypass (measured in linear feet or miles)
 - Proximity to Downtown Belfair (measured in linear feet or miles)

- Quality of Access Configuration/Operations (qualitative)
- Availability of utilities (qualitative)
- The workgroup eliminated the following criteria:
 - **Average Commute to Park and Ride** – The workgroup felt that measurement would be too small to differentiate the sites and would all score the same.
 - **Utilities** – The workgroup decided that this would be factored as a cost.
- The workgroup decided to modify the **Quality of Access Configuration/Operations** criterion in to two criteria:
 - Quality of Access Configuration Flexibility – This criterion would assess the availability of access roads and how they are able to connect to the existing roadway network, specifically Highway 3 and the Belfair Bypass.
 - Operational Flexibility – This criterion would assess the operations of transit and users. It would also assess how the site could fit into MTA long term program goals.
- The workgroup decided on the following criteria:
 - Quality of Access Configuration Flexibility (qualitative/measured in availability of access roads)
 - Operational Flexibility (qualitative/measured in site size)
 - Proximity to Belfair Bypass (measured in feet)
 - Proximity to Downtown Belfair (measured in feet)
 - Ability to promote economic development (unsure on measurement)
- The workgroup weighted the criteria using pairwise comparisons with the following results:



- The workgroup discussed the possibility of using public opinion as a criterion. The workgroup agreed that public involvement of the site selection process was important. The workgroup decided to not use public opinion as a criterion and that we would present the criteria and

weights to the public as a means of involvement. It was agreed that the best place for this meeting would be the new senior center.

NEXT STEPS

SCJ Alliance will coordinate with MTA to set up a public meeting with the workgroup and the general public.

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TECHNICAL MEMORANDUM

TO: Mike Oliver
FROM: Patrick Holm
DATE: June 21, 2016
PROJECT #: 738.05
SUBJECT: Belfair Park and Ride Site Selection/Alternatives Analysis Process

BACKGROUND

Mason Transit Authority (MTA) has contracted SCJ Alliance to assist with the MTA Park and Ride Development Project, which will improve four existing park and ride locations and construct two new park and ride/transit facilities. One of the new park and rides to be constructed is in the Belfair area. Currently, there is not a site selected for the new park and ride location. Part of our work with MTA is to establish a process for public involvement and to select the preferred location.

PURPOSE

The purpose of this technical memorandum is to outline the Alternatives Analysis process we recommend to facilitate the Belfair park and ride site selection and stakeholder involvement.

STAKEHOLDERS AND WORKING GROUP

MTA has compiled a list of stakeholders regarding the new Belfair park and ride. From the list of stakeholders, MTA will recommend a smaller Working Group to participate in workshops and facilitate in the decision making process. As a part of this step, we will prepare a summary level schedule for the alternatives analysis, identifying points of Working Group involvement and share with the Working Group.

POSSIBLE SITES

We wrote a technical memorandum dated June 7, 2016 recommending that the three sites previously put forth in the North Mason Park and Ride Parcel Assessment Technical Memorandum are still the best options to present to the Working Group at the first workshop. This memo is included as an attachment.

PERFORMANCE RANKING

We propose to use a Performance Value Measurement spreadsheet to weigh and score performance attributes used for this alternatives analysis. The spreadsheet uses the following variables and methods to evaluate the alternatives.

Criteria

We will work with MTA to draft preliminary criteria. At Workshop 1 MTA, SCJ and the Working Group will discuss and refine criteria.

Weighting

At Workshop 1, MTA, SCJ and the Working Group will weigh the relative importance of the criteria. Relative weightings will be established by using pair-wise comparisons.

Scoring

Each potential site will be scored against the criteria. A rating of 0 to 10 will be applied to each of the criteria. The rating is then multiplied by the criteria weight to determine the criteria score. The alternative score is determined by the sum of the criteria scores.

Value Ranking

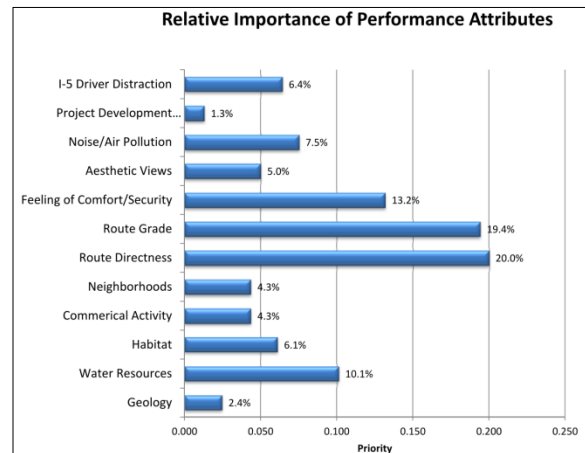
The alternatives are ranked by best value. The alternative value is a function of the cost index and alternative score, where the cost index is the ratio of the individual alternative cost and the sum of all alternative costs. The alternative value is determined by dividing the alternative score by the cost index. The best value alternative will be the recommended alternative.

Workshops

There will be three workshops to complete the process:

- Workshop 1 – Discuss Site Locations, define criteria and weigh criteria.
- Workshop 2 – Review preliminary alternative scores, revise criteria and weighting. Develop different weight scenarios if necessary. Finalize scoring.
- Workshop 3 – Present Alternatives Analysis and final scoring to broader group of stakeholders.

A Decision Process Diagram is included to outline the process.



Example Criteria Weight distribution - Graph

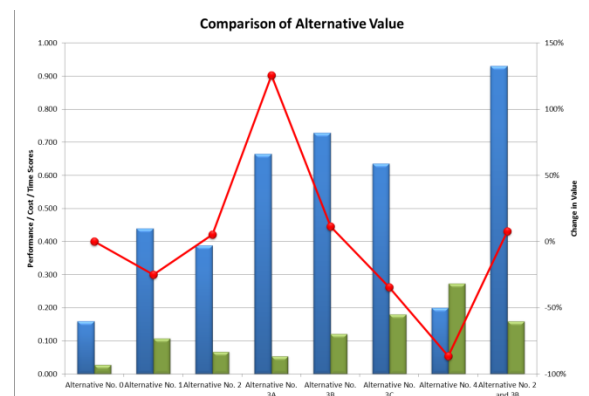
$$\text{Criteria Score} = \text{weight} * \text{rating}$$

$$\text{Alternative Score} = \sum \text{criteria scores}$$

$$\text{Cost Index} = \frac{\text{Alternative Cost}}{\sum \text{Alternative Cost}}$$

$$\text{Alternative Value} = \frac{\text{Alternative Score}}{\text{Cost Index}}$$

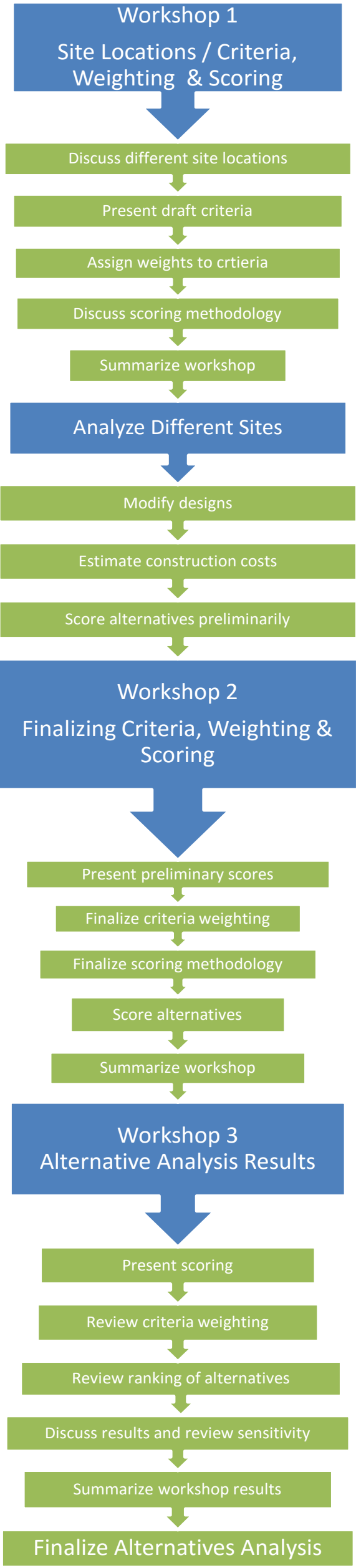
Example Value Index for alternatives - graphic



Example Value Index for alternatives - graphic

MTA Park and Ride Development Project
Decision Process Diagram

Next Step



July

late July

August

August

September