

**PRTPO EXECUTIVE BOARD MEETING****April 17, 2020 | 10:00 – 11:30****Zoom Meeting – Login Below (NEW)**

- | | | | |
|-----|---------------|---|--|
| 1. | 10:00 – 10:05 | Welcome and Introductions | Chair Bek Ashby |
| 2. | 10:05 – 10:10 | Approval of Agenda
Approval of Minutes from February 21, 2020 (Attachment) | ACTION |
| 3. | 10:10 – 10:15 | PRTPO RTIP Amendment – Clallam Transit (Attachment) <i>The Executive Board is asked to approve an amendment to the 2020-2025 RTIP to add a bus replacement project for Clallam Transit.</i> | ACTION
Edward Coviello |
| 4. | 10:15 – 10:25 | RTIP Amendment Policy (Attachment) <i>The Board will learn about a draft RTIP amendment policy. This will come to the Board for action in June.</i> | BRIEFING
Edward Coviello |
| 5. | 10:25 – 10:35 | Draft SFY 2021 Unified Planning Work Program (UPWP) (Attachment) <i>The Board will review and discuss a draft work plan for State Fiscal Year 2021. This will come to the Board for action in June.</i> | DISCUSSION
Thera Black |
| 6. | 10:35 – 10:55 | Transportation Alternatives Process Update – COVID-19 Response (Attachment) <i>The Board will discuss changes to the TA call for proposals necessitated by COVID-19 response measures.</i> | BRIEFING
Thera Black and
Edward Coviello |
| 7. | 10:55 – 11:05 | WSDOT Transportation Investment Strategy <i>Chair Ashby is scheduled to talk with WSDOT on April 16th about PRTPO perspectives on a state transportation investment strategy, and will report out on the meeting.</i> | UPDATE
Chair Bek Ashby |
| 8. | 11:05 – 11:10 | PRTPO Coordination Update (Attachment) <i>These are short updates to keep the Executive Board apprised of PRTPO activities not addressed elsewhere on the agenda.</i> | BRIEFING
Thera Black |
| 9. | 11:10 – 11:15 | Public Comment Period <i>This is an opportunity for anyone from the public to address the Board.</i> | |
| 10. | 11:15 – 11:30 | PRTPO Member Updates and Adjourn | |

*Bek Ashby, Chair**Randy Neatherlin, Vice-Chair**Tammi Rubert, Secretary***Next Executive Board Meeting – June 19, 10-12**

SFY 2021 UPWP Approval
CY 2020 Transportation Alternatives Funding Awards Selection
PRTPO RTIP Amendment Policy Approval

NEW REMOTE MEETING PLATFORM

Join this Zoom Meeting

<https://us02web.zoom.us/j/969108680?pwd=dy93VHBMU3hlc1ZBdWVZTDZxY09HZz09>

Meeting ID: 969 108 680

Password: 4780

Dial in by phone:

+1 253 215 8782 US

+1 301 715 8592 US

Meeting ID: 969 108 680

We are using Zoom for this meeting. It works well for videoconferencing, screen sharing, and for remote collaboration and is easy to set up and use. Audio-only access is available, but we encourage those with the ability to use a computer and maybe even the computer camera to join "in person." We are adapting the meeting format to these times and are working to foster a collaborative platform for policy maker engagement via remote meetings.

If you want to test your Zoom connection prior to the meeting please email TheraB@PeninsulaRTPO.org to set up a time.

ACRONYMS IN THIS AGENDA PACKET INCLUDE:

RTPO	Regional Transportation Planning Organization
SFY	State Fiscal Year (July 1 – June 30)
TA	Transportation Alternatives Program
TAC	Technical Advisory Committee
TIP	Transportation Improvement Program
	RTIP – Regional TIP
	STIP – Statewide TIP
UPWP	Unified Planning Work Program
WSDOT	Washington State Department of Transportation

<https://prtpo.kitsaptransit.com/>



Minutes of Meeting

PRTPO EXECUTIVE BOARD

February 21, 2020

10:00 – 12:00

Bremerton Airport Administrative Office

8850 SW State Highway 3

Bremerton, WA

CALL TO ORDER

Chair Annette Nesse called the meeting to order at 10:00.

ATTENDEES

Executive Board:

Jefferson County	David Sullivan (<i>remote</i>)
Kitsap County	David Forte (<i>alternate</i>)
City of Port Angeles	Lindsey Shromen-Wawrin
City of Port Orchard	Bek Ashby
City of Port Townsend	Ariel Speser (<i>remote</i>)
City of Poulsbo	Michael Bateman (<i>alternate</i>)
City of Sequim	Dennis Smith (<i>remote</i>)
City of Shelton	Diedre Peterson (<i>remote</i>)
Clallam Transit	Brendan Meyer
Jefferson Transit	Tammi Rubert
Kitsap Transit	John Clausen
Mason Transit	Danette Brannin
Port of Allyn	Judy Scott
Port of Bremerton	Gary Anderson
Port of Port Angeles	Chris Hartman
Port of Shelton	Dick Taylor
WSDOT Olympic Region	Dennis Engel
Jamestown S’Klallam Tribe	Annette Nesse
Makah Tribe	Jeff Bartlett (<i>alternate</i>)
Squaxin Island Tribe	Penni Restivo (<i>remote</i>)

Staff:

Ed Coviello, Kitsap Transit – Lead Planning Agency
Thera Black, PRTPO Coordinator

Others:

Sara Crouch, Jefferson Transit
Wendy Clark-Getzin, Jefferson County, TAC Chair
David Garlington, City of Sequim
Cliff Hall, WSDOT (*remote*)
Roger Gay, Resident

Approval of the Agenda

Action: Dick Taylor moved, seconded by Lindsey Schromen-Wawrin, to approve the agenda as presented. The motion carried.

Approval of Minutes from November 15, 2019

Lindsey Schromen-Wawrin reported that he had been representing both Clallam Transit and Port Angeles; only Clallam Transit was listed. Diedre Peterson pointed out a misspelling.

Action: Judy Scott moved, seconded by Brendan Meyer, to approve the minutes. The motion carried.

Approval of Consent Calendar

a. SFY 2020 2nd Quarter Invoice (Oct 2019-Dec 2019)

Action: Danette Brannin moved, seconded by Wendy Clark-Getzin, to approve the SFY 2020 2nd quarter invoice. The motion carried.

Review and Approve Draft PRTPO Procurement Policy

Action: David Forte moved, seconded by Bek Ashby, to approve the PRTPO Procurement Policy. The motion carried.

Transportation Alternatives Program – 2020 Call for Projects

PRPTO Coordinator Thera Black reviewed the parameters for the Transportation Alternatives (TA) Program 2020 call for projects described in the staff report. This process will award up to \$1.25 million to projects for obligation in FFY 2021 through 2025. The region is not constrained by annual funding limits of \$215,000 and can program funds onto fewer larger projects if desired. She provided an overview of the forced-choice ranking and evaluation process, noting that the Board will receive a recommendation from the TAC and make its funding decision in June.

Vice-Chair Ashby discussed the importance of wide participation among TAC members for the evaluation and prioritization process. If the process needs to extend over two days, reviewers should expect to participate both days. These logistics questions can be discussed at the March TAC meeting without delaying the call for projects.

A request was made to include in the application packet maps of the FHWA-recognized rural and urban boundaries since they don't conform to city or growth area boundaries.

Members involved with the TAC expressed their preference for a single long day for ranking as opposed to two half days if the entire process cannot be completed in a long TAC meeting. It was agreed to accomplish the evaluation in a single meeting if possible.

Action: Lindsey Schromen-Wawrin moved, seconded by Brendan Meyer, to approve the Transportation Alternatives 2020 call for projects as presented. The motion carried.

PRTPO Resource Manual

Ms. Black presented a mock-up of the new PRTPO Resource Manual, previewing its contents and functionality. It will be hosted on the PRTPO website. She advised that a broad announcement would go out with a link to the new Resource Manual when it is posted.

Guidance on the 2021-2022 Unified Planning Work Program

Ms. Black provided the Board an overview of the Unified Planning Work Program and the process for developing a new work program. She explained that the work program will identify core activities needed to satisfy state

requirements as well as other activities identified by the Board that fit within the budget and PRTPO mission. The Board will review a draft of the UPWP in April. It will also go through a WSDOT review process. The Board will take action on the final UPWP in June.

Vice-Chair Ashby noted that this will be a single year UPWP but that next year PRTPO will adopt a two-year work program. She explained that the WSDOT guidance identifies several planning needs that PRTPO needs to accommodate in its budget. One of those activities includes participation on an Investment Strategy Committee that Secretary Millar is creating. PRTPO will keep some budget set aside to participate on that if invited. It aligns with PRTPO's own interest in taking a more coordination regional approach to identifying priorities.

Members discussed interests in the upcoming work program and potential investment strategy collaboration.

- Mr. Schromen-Wawrin suggested that PRTPO support a shift of funds from federal to state for rural projects.
- Ms. Clark-Getzin noted that the Washington State Association of Counties received funds to support a fish passage culvert inventory and inquired what role there might be for PRTPO in that effort.
- Mr. Hall suggested including some focus on the regional transportation plan and reminded everyone that there will be a Consolidated Grants process that PRTPO will need to conduct this next year.
- Mr. Hartman explained that ports have special transportation needs and encouraged PRTPO to explore what those unique mobility needs are for this region.

'Complete Streets' Micro-Grant Funding Opportunity

Ms. Black explained the pop-up micro-grant opportunity from the Active Transportation office at WSDOT that would make \$8,900 available for carrying out a Complete Streets planning project or process. Funds must be spent by September 30.

Members discussed what kinds of projects might be applicable and the logistics of carrying out a project given the current work program and organizational structure. Ms. Black confirmed that the funds need to flow through PRTPO – a local agency cannot receive the funds directly from WSDOT. The very small dollar amount limits the nature of projects that can be considered. Concern was expressed that it may cost more to access and use the funds than any benefit that is generated. There is also no previously identified project need ready to go.

Action: Judy Scott moved, seconded by Lindsey Schromen-Wawrin, to authorize Ms. Black to pursue the 'Complete Streets' funding opportunity on behalf of PRTPO.

Five (5) Board members voted in favor. Thirteen (13) Board members voted against.

The motion failed.

Election of Officers

Chair Nesse reviewed the process spelled out in the bylaws for electing officers and advised that she must rotate off as Chair due to term limits. She presented the slate of officers to serve a two-year term for the Board's consideration:

Chair: Bek Ashby, City of Port Orchard

Vice-Chair: Randy Neatherlin, Mason County

Secretary: Tammi Rubert, Jefferson Transit

Action: John Clauson moved, seconded by Lindsey Schromen-Wawrin, to approve the slate of officers presented. The motion carried.

Public Comments

Roger Gay offered comments to the Board regarding his interest in learning more about Kitsap jurisdictions' dual relationship with PRTPO and PSRC, whether Port of Kingston can become a member of PRTPO, and the 'Complete Streets' grant discussion.

Adjourn

There being no further business, the meeting was adjourned.



ACTION ITEM

To: PRTPO Executive Board
From: Edward Coviello
Date: April 17, 2020
Subject: **PRTPO Regional Transportation Improvement Plan (RTIP) Amendment – Clallam Transit**

REQUESTED ACTION:

Approve RTIP Amendment – Clallam Transit Project WA-12691 Replacement of Six Transit Buses

Overview

Clallam Transit has requested that the project titled “WA-12691 Replacement of Six Transit Buses” be added to the PRTPO 2020-2025 Regional Transportation Improvement Program (RTIP) originally approved by the PRTPO Board on September 26, 2019.

The project is for the replacement of six heavy duty transit buses for use in Clallam Transit’s service area. The funding source is for Federal Transit Administration (FTA) Section 5339 grant program dollars in the amount of \$2,424,000 with a local match of \$606,000 totaling \$3,030,000. The funds are planned at this time pending Grant Award from the FTA.

The project request supports Regional Transportation Plan 2040 Goal 14 – Multimodal Transportation System and Goal 15 – Public Transportation.

The PRTPO provided Clallam Transit a support letter for the projected dated March 10, 2020.

Attachment:

Clallam Transit RTIP Amendment Request

For More Information:

Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com



Six Year Transportation Improvement Program

From 2020 to 2025

Agency: Clallam Transit System

County: Clallam

MPO/RTPO: Peninsula RTPO

Y Inside

N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
07		Replacement of six fixed route buses to Replacement of 6 Fixed Route Light Duty vehicles with Heavy Duty 12 Year Clean Diesel Coaches	WA-12691	08/28/19	08/28/19		R19:2019	23				No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2022	5339(b)	2,424,000		0	606,000	3,030,000
Totals				2,424,000		0	606,000	3,030,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	3,030,000	0	0	0	0
Totals	3,030,000	0	0	0	0

	Federal Funds		State Funds	Local Funds	Total Funds
Grand Totals for Clallam Transit System	7,601,600		0	1,484,400	9,086,000

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DISCUSSION ITEM

To: PRTPO Executive Board
From: Edward Coviello
Date: April 17, 2020
Subject: PRTPO Regional Transportation Improvement Plan (RTIP) Amendment Process

REQUESTED ACTION:

No action requested. This is for discussion only. The Board will take action on this in June.

Overview

The PRTPO has historically presented the Regional Transportation Improvement Plan (RTIP) once per year to the Executive Board for approval. The PRTPO staff has received two requests since September to add additional projects to the RTIP. More have been received for inclusion into the STIP. Typically, RTPOs and MPOs have an amendment process created to ensure public participation and Executive Board review of new projects submitted. The PRTPO does not have such a process.

The PRTPO coordinators recommend that any newly submitted projects for consideration into the RTIP be approved by the Executive Board. Existing projects may continue to be amended using WSDOT amendment guidelines. Further, members of the PRTPO may submit projects for inclusion into the STIP without Executive Board approval. These projects would not be included in the RTIP. This is because the STIP is a separate process than the RTIP controlled by the WSDOT. The STIP offers a public review process of its own.

Projects for consideration would be brought before the Executive Committee for discussion and forwarding to the Executive Board agenda for approval. PRTPO coordinators will track projects by the date of Executive Board approval. An expedited process can be used when meeting schedules warrant. The policy and its expedited version can be found at the top of page 3 in the attached RTIP cover document prepared for WSDOT.

This new RTIP cover document was developed in response to a request from WSDOT. It includes a cover page with adoption dates, a description of the RTIP, the RTIP process, including amendment policies, and a link to the listing of projects. WSDOT commended the new format, indicating it will be shared with other rural regions as a good format model for rural RTIPs.

Attachment:

PRTPO 2020-2025 RTIP Report, with Amendment Policy

For More Information:

Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com



FFY 2020-2025

**Peninsula Regional Transportation Planning Organization
Regional Transportation Improvement Program (RTIP)**



ENDORSED BY THE PENINSULA RTPO ON SEPTEMBER 20, 2019

PREPARED BY:

KITSAP TRANSIT

60 WASHINGTON AVE, SUITE 200

BREMERTON, WA 98337

INTRODUCTION

The Regional Transportation Improvement Program (RTIP) is a presentation of transportation projects proposed for implementation during a six-year period for the years 2020 through 2025. The PRTPO RTIP is made up of projects with federal funding, State of Washington funding and local funding from around the PRTPO Region. The RTIP describes the project, provides its projected costs, schedule for completion and associated funding sources.

The PRTPO Region is made up of a four county area (Clallam, Kitsap, Jefferson and Mason Counties) and members include cities, counties, tribal nations, ports, and transit agencies. The projects listed in this document reflect members who choose to submit projects for review at the PRTPO Region. Kitsap County Members submit their RTIP projects to the Puget Sound Regional Council (PSRC). The RTIP is not a complete list of projects for each member jurisdiction.

DEVELOPMENT OF THE RTIP

The RTIP is an annual process that is brought to the PRTPO Executive Board for consideration in September of each year. The RTIP is required by RCW 47.80.023. Specifically, the RCW requires the RTPO to: *“develop, in cooperation with the department of transportation, operators of public transportation services and local governments within the region, a six-year regional transportation improvement program which proposes regionally significant transportation projects and programs and transportation demand management measures. The regional transportation improvement program shall be based on the programs, projects, and transportation demand management measures of regional significance as identified by transit agencies, cities, and counties pursuant to RCW 35.58.2795, 35.77.010, and 36.81.121, respectively, and any recommended programs or projects identified by the agency council on coordinated transportation, as provided in *chapter 47.06B RCW, that advance special needs coordinated transportation as defined in *RCW 47.06B.012. The program shall include a priority list of projects and programs, project segments and programs, transportation demand management measures, and a specific financial plan that demonstrates how the transportation improvement program can be funded. The program shall be updated at least every two years for the ensuing six-year period.”*

The RTIP is presented to the WSDOT after Executive Board approval for inclusion in the Statewide Transportation Improvement Plan (STIP). Only projects with secure funding are included in the STIP. Projects with planned funds are left in the RTIP until they are ready to move from planned to secure. In the project descriptions a letter “P” is found on the left side of the funding description for planned funding while an “S” is for secure funding.

Once funds are secured, the RTPO forwards the projects to WSDOT for inclusion into the Statewide Transportation Improvement Program (STIP). The STIP has a public review period similar to the RTIP. The latest STIP can found at: <https://www.wsdot.wa.gov/LocalPrograms/ProgramMgmt/STIP.htm>

A summary table is provided on page 3 detailing the funding totals by categories of federal, state and local funds by jurisdiction.

POLICY FOR AMENDMENTS

New projects or those requiring amendment beyond the WSDOT administrative thresholds are brought before the Executive Committee for discussion and forwarding to the Executive Board agenda. Projects needing an expedited approval process are brought before the Executive Board without Executive Committee review for consideration within 14 calendar days of the next scheduled Executive Board meeting. Projects submitted less than calendar 14 days prior to the Executive Board meeting will be forwarded to the next scheduled Executive Committee meeting for consideration.

PRTPO coordinators track projects by the date of Executive Board approval.

Existing projects may continue to be amended using WSDOT amendment guidelines.

PRTPO coordinators will update the RTIP once the Executive Board has approved the project.

FISCAL SUMMARY 2020-2025

Member	Federal Funds	State Funds	Local Funds	Total
Clallam County	\$250,000	\$0	\$540,000	\$790,000
Clallam Transit	\$7,601,600	\$0	\$1,484,400	\$9,086,000
City of Forks	\$416,760	\$1,766,897	\$6,682	\$2,190,339
Jamestown S'Klallam Tribe	\$564,669	\$105,282	\$25,000	\$694,951
Jefferson Transit	\$16,308,000	\$441,200	\$4,187,300	\$20,936,500
Mason Transit	\$6,686,250	\$73,500	\$1,732,250	\$8,492,000
City of Port Angeles	\$3,089,887	\$9,787,547	\$6,588,240	\$19,465,674
City of Port Townsend	\$247,692	\$31,505,270	\$27,871,931	\$59,624,893
WSDOT	\$82,264,005	\$214,570	\$2,228,501	\$84,707,076
Total	\$117,428,863	\$43,894,266	\$44,664,304	\$205,987,433

2020-2025 RTIP PROJECTS ([Link to projects](#))

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DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black
Date: April 10, 2020
Subject: Draft SFY 2021 Unified Planning Work Program

REQUESTED ACTION:

This item is for your information and discussion. The Board will take action on a final SFY 2021 UPWP in June.

Overview

In February the Board discussed guidance and direction for developing the 2021 Unified Planning Work Program, or UPWP. The UPWP is the annual work plan for Peninsula RTPO and is based on a state fiscal year (SFY). It describes what work PRTPO will undertake to fulfill its responsibilities as a Regional Transportation Planning Organization and the budget to accomplish it.

Attached is a draft of the SFY 2021 UPWP for Board review. The Board will be asked to approve a final UPWP in June.

UPWP Outline

The draft work plan addresses all state-required compliance activities for the upcoming fiscal year, beginning July 1. These are included in Work Elements 1-3, beginning on page 6. It also includes some activities specific to PRTPO's own needs. These are included in Work Element 4, beginning on page 11.

The total work program budget is based on available state RTPO planning funds and includes some amount of carryover funds that will not be spent in this current fiscal year. The final budget will be adjusted to reflect actual unexpended SFY 2020 funds. A budget summary of the draft UPWP is found on page 5. Summary year to date expenditures are found at the end of this staff report for reference regarding estimated carryover funds.

The draft UPWP also identifies some unfunded planning needs that could be accomplished with additional planning revenue. These are found on page 14.

WSDOT Review

A draft recommended by the Executive Committee was sent to WSDOT for review on March 20. A meeting with WSDOT was held on March 24 where some minor revisions were suggested. The attached draft satisfies WSDOT requirements.

Next Steps

Changes identified by the Board during its review will be made to the draft work program. It will be brought back to the Board for final review and approval in June.

Attachment:

Summary YTD Expenditures for SFY 2020
Draft SFY 2021 UPWP for the Peninsula Region

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

Peninsula RTPO Current Year Budget Report
July 1, 2019 - June 30, 2020

Current as of 4.10.2020

WORK ELEMENTS	SFY 2020 BUDGET ALLOCATION	QUARTERLY EXPENDITURES				TOTAL PROJECTED EXPENDITURES	ESTIMATED SFY 2020 CARRYOVER BALANCE
		1st Qtr Jul-Sep (Actual)	2nd Qtr Oct-Dec (Actual)	3rd Qtr Jan-Mar (Estimate)	4th Qtr Apr-Jun (Estimate)		
1. Program Administration	\$89,758	\$14,496	\$30,884	\$26,271	\$34,800⁽¹⁾	\$106,451	(\$16,693)
- Program Mgmt/Support							
- Regional/Statewide Coord.							
- Update Foundation Docs							
- Coord/Comm w/Legislators							
- UPWP Development							
- UPWP Annual Report							
- Grant Program Admin							
- Public Involve/Title VI Plan							
- Policies/Procedures Docs							
2. Transportation Planning	\$32,792	\$6,927	\$7,824	\$900	\$500	\$16,151	\$16,641
- External Coordination							
- RTP Update							
- Public/Stakeholder Outreach							
- Human Svc Trans Plan Coord							
3. Data Collection/Analysis	\$0	\$0	\$0	\$0	\$0	\$0	\$0
- Travel Demand Modeling							
4. RTIP	\$26,021	\$2,942	\$2,122	\$1,582	\$1,000	\$7,646	\$18,375
- Tip Development							
- TIP Amendments							
5. RTPO Planning Duties	\$3,500	\$0	\$0	\$0	\$0	\$0	\$3,500
- Comp Plan Reviews							
- WSDOT Planning Activities							
- Federal FAST Act review							
TOTAL SFY 2020 UPWP	\$152,071	\$ 24,365	\$ 40,830	\$ 28,753	\$36,300	\$130,248	\$21,823

Notes:

(1) Assumes estimated \$5,100 in expenses in 4th Quarter for insurance, legal, fees, and software license.



PENINSULA RTPo UNIFIED PLANNING WORK PROGRAM

**STATE FISCAL YEAR 2021
(July 1, 2020 – June 30, 2021)**

**DRAFT FOR PRTPo EXECUTIVE BOARD REVIEW
April 17, 2020**

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PRTPO 2020 Officers

Bek Ashby, Chair
City of Port Orchard

Randy Neatherlin, Vice-Chair
Mason County

Tammi Rubert, Secretary
Jefferson Transit

<https://prtpo.kitsaptransit.com/default.htm>

BACKGROUND

The Unified Planning Work Program (UPWP) describes how state funds will be used for regional transportation planning purposes. As the Regional Transportation Planning Organization (RTPO), Peninsula RTPO receives state funds to support a continuous, cooperative, and comprehensive regional transportation planning process across the four-county Peninsula region. This section describes state laws that govern the activities of RTPOs and provides a brief overview of the region. The next section describes the work RTPO intends to accomplish in SFY 2021.

Regional Transportation Planning Organization Responsibilities

RTPOs were established in 1990 as part of a new statewide focus at that time on coordinated planning and growth management. Regional transportation planning coordinated with local land use and transportation planning and decision-making is an important tenet of the Growth Management Act. The Legislature directly appropriates funding for RTPOs to carry out the regional transportation planning program.

Statutory requirements for RTPOs are found in RCW 47.80 and WAC 468.86. Those provisions establish clear roles for Regional Transportation Planning Organizations which are carried out in the work programs they conduct:

- o Develop and maintain a minimum 20-year regional transportation plan that reflects locally adopted land use plans and growth strategies, and which considers all modes of travel and all system users. The long-range plan must be consistent with statewide transportation goals in RCW 47.04.280. It must include strategies for achieving the plan's vision and goals and identify funding resources to carry out the recommended strategies.
- o Develop and maintain a Coordinated Human Services Transportation Plan that supports mobility needs of the region's population that have special transportation needs. This is updated every four years and serves as the foundation for Consolidated Grants funding recommendations.
- o Maintain consistency between local comprehensive plans and the regional transportation plan, and between the regional plan and countywide planning policies. This includes consistency between local, regional, and state level system performance or other level of service standards. It builds on and strengthens on-going coordination and collaboration between the region's transportation partners.
- o Produce a six-year Regional Transportation Improvement Program (RTIP) based on those developed by local jurisdictions, transit agencies, and WSDOT. Federally funded projects must be included in the RTIP before they can be added to the Statewide TIP for funding obligation.
- o Identify projects to receive Transportation Alternatives program funding, and Consolidated Grants funding candidates that support coordinated human transportation services.

- o Collaborate with local, regional, state, federal, and tribal partners as appropriate to support efforts that benefit the regional and statewide multimodal transportation system.
- o Create opportunities for public education and engagement in developing and carrying out a regional transportation program.
- o Ensure coordination and consultation with Indian tribes.

It is up to each RTPO to determine the right approach and balance of activities to fulfill its requirements in ways that make sense for their region and circumstances.

State Emphasis Areas

In addition to statutory requirements, PRTPO's work program also includes annual emphasis areas identified by WSDOT. These are opportunities to participate in statewide planning activities WSDOT will undertake over this next year that are likely to be of interest to PRTPO and with benefit to the region and its members.

Planning activities WSDOT will undertake in SFY 2021 include:

- ☐ 2021 Highway System Plan Update
- ☐ Multimodal Investment Strategy
- ☐ Statewide Human Services Transportation Plan Update
- ☐ Statewide Public Transportation Plan Update
- ☐ Statewide Cooperative Automated Transportation (CAT) Policy Framework

UPWP Development Process

The UPWP development process begins in the 3rd quarter of the state fiscal year with published guidance from WSDOT, and which is typically received in January. PRTPO then develops its UPWP through a collaborative process involving its Executive Committee and Executive Board, Lead Planning Agency and Lead Fiscal Agency, the WSDOT Tribal and Regional Coordination Office, and WSDOT Olympic Region.

Schedule and major milestones for PRTPO's SFY 2021 UPWP development:

Task or Milestone	Date
Executive Board Kick-off of SFY 2021 UPWP	February 21, 2020
Executive Committee Review of Draft UPWP	March 19, 2020
WSDOT Review of Draft UPWP	March 24, 2020
Executive Board Review of Draft UPWP	April 17, 2020
Executive Board Adoption of SFY 2021 UPWP	June 19, 2020

UPWP Amendment Process: An amendment to the adopted UPWP is warranted when there is a substantive change to the budgeted work to be accomplished. There are two principal reasons why the UPWP may need to be amended.

- a. A substantial redirection of the work program within the existing budget in response to factors that were not anticipated in the current work program and which should not wait for a subsequent UPWP.
- b. An increase in work program funding for additional activities within the current SFY.

In either case, the Executive Board would consider the need for an amendment and take formal action to approve any substantive change before forwarding the amended UPWP to WSDOT for approval.

Description of the Region

Regional transportation planning activities described in this UPWP are for the four-county Peninsula region that includes all of Clallam, Jefferson, Kitsap, and Mason Counties. The map in Figure 1 illustrates the Peninsula region with its geographic complexities and significant proximities.

Figure 1: Map of the Peninsula Region



The Peninsula region had a 2019 population of 442,900 people. About 32 percent of the region's population lives in incorporated jurisdictions, with the other 68 percent living in unincorporated rural areas. The region's largest city is Bremerton (pop. 42,080) and its smallest city is Forks (pop. 3,635).

Ten Indian tribes have lands in the Peninsula region. Nine of those tribes are members of PRTPO.

Note the large land area of Olympic National Park, indicated in green. Olympic National Park and Olympic National Forest, combined, account for 37 percent of the entire land area of the Peninsula region. This is in addition to other federal and state lands, including Naval Base Kitsap and its numerous facilities.

Kitsap County is the only county in Washington formally associated with two different RTPOs: the highly rural Peninsula RTPO and the highly urban Puget Sound Regional Council. This reflects the important gateway role of Kitsap County in linking the Olympic and Kitsap Peninsulas, their communities, and rural economies with the jobs, services, and other opportunities afforded by the Seattle metropolitan area and the economic engine it represents.

Regional Transportation Planning Organization Structure

PRTPO is governed by a 31-member intergovernmental body comprised of four counties, nine cities, four transit agencies, four port districts, and nine Indian Tribes plus WSDOT Olympic Region. PRTPO was reconstituted as an independent organization on July 1, 2019 after 29 years of administration by WSDOT Olympic Region. Appendix B lists the PRTPO member organizations.

PRTPO's Executive Board is the decision-making body and is comprised of elected officials and senior staff from member organizations. It is advised on a wide range of topics by a Technical Advisory Committee. An Executive Committee made up of the Chair, Vice-Chair, and Secretary provides direction and coordination between the Board's bi-monthly meetings.

Kitsap Transit is the designated Lead Planning Agency for PRTPO and is responsible for delivering the regional work program as directed by the Executive Board and established in the UPWP. Kitsap Transit staff are supported in this effort by consultant-provided PRTPO Coordinator services.

Jefferson Transit is the Lead Fiscal Agency for PRTPO and is responsible for accounting and invoicing functions for the organization.

Lobbying Activities

PRTPO work program activities do not include lobbying. However, if any lobbying activities were to occur outside of those eligible activities conducted as a part of regular activities as described in Title 23 and Title 49 and in RCW 42.17A.635, PRTPO would file a certification and disclosure form as required by federal and state law and use local funds.

PRTPO SFY 2021 WORK PROGRAM

PRTPO's Unified Planning Work Program supports an on-going and open process of collaboration and coordination that advances regional objectives. The SFY 2021 UPWP is organized into four Work Elements:

1. Program Administration
2. Transportation Planning
3. Regional TIP
4. Other PRTPO Duties in SFY 2021

Each Work Element includes one or more activities, described in detail in the section that follows. A summary of the Work Elements and associated funding is summarized in the table below.

At this time, all work will be funded with state RTPPO revenue. This UPWP includes an estimated \$20,000 in carryover funds from the SFY 2020 UPWP. This will be used to augment funding for discretionary PRTPO activities in SFY 2021.

SFY 2021 UPWP Financial Summary

Funding Source: State RTPPO funds
Funding Amount: \$152,272 – SFY 2021 RTPPO Funds
 \$20,000 Carryover SFY 2020 RTPPO Funds
Work Performed by: PRTPO Lead Planning Agency with consultant and Lead Fiscal Agency, as directed by the RTPPO Executive Board

SFY 2021 Estimated Budget and Funding by Work Element

PRTPO Work Element	STATE 2021 RTPPO Funds	STATE SFY 2020 RTPPO Carryover Funds	TOTAL BUDGET
1. Program Administration	\$79,012		\$79,012
2. Transportation Planning	\$46,200		\$46,200
3. Regional TIP	\$12,760		\$12,760
4. Other PRTPO Activities in SFY 2021	\$14,300	\$20,000	\$34,300
TOTAL	\$152,272	\$20,000	\$172,272

Work Element 1 - Program Administration

Program Administration activities provide the on-going administrative services, accounting, and program management functions that support the overall regional transportation planning program.

Program Administration Summary:

Estimated Cost:	\$79,012
Funding Source:	SFY 2021 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Consultant Lead Fiscal Agency

Program Administration Activities:

1.1 Meeting Support

- All administrative, logistical, and communications aspects of meeting support for the Executive Committee, the Executive Board, and the Technical Advisory Committee (*on-going*)

Deliverables:

- o Meeting agenda packets and presentation materials, meeting records

1.2 Public Information and Communications

- General public involvement and education, response to inquiries (project specific engagement listed separately) (*on-going*)
- Respond to inquiries from the public and media (*as needed*)
- Website updates (*on-going*)
- Website maintenance and security (*on-going*)
- Maintenance of communications lists (*on-going*)
- Legal notices (*on-going*)

Deliverables:

- o Website platform for communications
- o Correspondence

1.3 Title VI Compliance

- Title VI monitoring and compliance (*on-going*)
- Annual Title VI report (*September*)

Deliverable:

- o Title VI Annual Report

1.4 PRTPO Support

- Biennial by-laws review (*biennial*)
- Maintain policies and procedures (*on-going*)
- Annual appointments (*annual, January-February*)
- Executive Board support – Resource Manual, new member orientations (*on-going*)
- Expenses related to insurance, membership fees, travel expenses, supplies (*on-going*)
- Monitoring state and federal legislation affecting PRTPO and the RTPO process (*on-going*)

Deliverables:

- o Updated by-laws (if needed)
- o Updated policies and procedures (if needed)
- o Updated PRTPO Resource Manual

1.5 UPWP Management

- UPWP development and budget monitoring (*3rd quarter, with on-going monitoring*)
- UPWP Annual Report of performance and expenditure (*September*)

Deliverables:

- o SFY 2022-2023 UPWP
- o UPWP amendments (if needed)
- o SFY 2020 UPWP Annual Report of Performance and Expenditure

1.6 Accounting

- Accounting and invoicing (*on-going*)
- Audit preparation and participation (*as needed – full audit anticipated for SFY 2021*)

Deliverables:

- o Monthly invoices
- o Quarterly WSDOT invoice and progress reports
- o Annual program audits

Estimated Level of Effort:

1. Program Administration	\$79,012
1.1 Meeting Support	\$25,795
1.2 Public Information and Communications	\$8,030
1.3 Title VI	\$3,520
1.4 PRTPO Support	\$22,367
1.5 UPWP Management	\$5,280
1.6 Accounting	\$14,020

Work Element 2 – Transportation Planning

Transportation planning activities encompass the planning and on-going coordination, collaboration, and consultation that identifies issues and opportunities, works to implement regionally determined strategies, and which produces periodic updates to plans or documents. This UPWP reflects the planning priorities on the PRTPPO agenda for this next fiscal year.

Transportation Planning Summary:

Estimated Cost:	\$46,200
Funding Source:	SFY 2021 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Consultant

Transportation Planning Activities:

2.1 Long-range planning

- Regional strategy for RTP 2040 follow-up activities (*one year*)

Deliverables:

- Meeting materials and process support documents

2.2 Regional Coordination and Collaboration

- MPO/RTPO Coordinating Committee meetings (*quarterly*)
- PRTPO participation on inter-regional studies (e.g. Passenger Only Ferry study) (*as directed by Executive Board*)
- Participation on WSDOT SFY 2021 planning initiatives including updates to the Highway System Plan, Statewide Human Services Transportation Plan, Statewide Public Transportation Plan, as well as the Multimodal Strategic Investment planning process (*as directed by Executive Board*)
- Coordination with local agencies to ensure consistency between local and regional plans and strategies (*as directed by the Executive Board*)

Deliverables:

- Correspondence and materials

2.3 Tribal Consultation

- Support consistency between tribal TIPs and long-range plans and PRTPO RTIP and long-range plan (*on-going*)
- Monitor state and federal policies that affect tribal coordination and planning considerations (*on-going*)
- Maintain communications with tribal partners and identify areas of potential collaboration and partnership (*on-going*)

Deliverables:

- Correspondence and materials

2.4 Human Services Transportation Planning

- Scope an update of the HSTP for the SFY 2022-2023 UPWP (*3rd quarter*)

Deliverables:

- o HSTP Scope of Work for SFY 2022-2023

2.5 PRTPO Transportation Outlook 2021

- Produce annual briefing paper of PRTPO transportation priorities (*2nd quarter*)
- Respond to legislative inquiries on the briefing paper and its priorities (*as directed by the Executive Committee*)

Deliverables:

- o PRTPO Transportation Outlook 2021 briefing materials

2.6 Regional Grants Administration

- Conduct a Consolidated Grants call for projects and prioritization process with the associated outreach and communications, materials, and process logistics (*1st and 2nd quarters anticipated, WSDOT-driven schedule*)
- Complete annual Transportation Alternatives program status report for WSDOT (*December*)

Deliverables:

- o Prioritized list of candidates for the Consolidated Grants process
- o Transportation Alternatives status report

Estimated Level of Effort:

2. Transportation Planning	\$46,200
2.1 Long-range Planning	\$15,400
2.2 Regional Coordination and Collaboration	\$9,570
2.3 Tribal Consultation	\$1,980
2.4 Human Services Transportation Planning	\$440
2.5 PRTPO Transportation Outlook 2021	\$4,400
2.6 Regional Grants Administration	\$14,410

Work Element 3 – Regional TIP

PRTPO must compile a six-year Regional Transportation Improvement Program (TIP) based on the six-year TIPs developed by cities, counties, tribes, and WSDOT. Amendments may be needed throughout the year to add new projects or make changes to existing projects.

Regional TIP Summary:

Estimated Cost:	\$12,760
Funding Source:	SFY 2021 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Consultant

Regional TIP Activities:

3.1 Develop and Maintain Regional TIP

- Work with local agencies to develop a six-year Regional TIP in the required format that reflects projects in their locally adopted plans (*1st quarter*)
- Develop the Regional TIP documentation including financial plan and other report requirements (*1st quarter*)
- Advertise the draft Regional TIP for public review and comment (*1st quarter*)
- Prepare draft and final versions of the Regional TIP and meeting materials to support TAC review and recommendation, and Executive Board approval (*1st quarter*)
- Develop amendment package materials for the TAC, Executive Board, and WSDOT (*as needed*)

Deliverables:

- Draft and Final 2021-2026 Regional TIP
- Amendments as needed to the 2021-2026 Regional TIP
- Meeting materials and other products to support the TAC and Executive Board review and approval process

3.2 Monitor Obligation Authority for Federally Funded Projects

- Review OA reports from WSDOT (*quarterly*)
- Follow-up with project sponsors and PRTPO Executive Board (*as needed*)

Deliverables:

- Correspondence and meeting materials if needed

Estimated Level of Effort:

3. Regional TIP	\$12,760
3.1 Develop and Maintain Regional TIP	\$11,440
3.2. Monitor OA for Federally Funded Projects	\$1,320

Work Element 4 – Other PRTPO Activities in SFY 2021

In addition to the core work program activities described in Work Elements 1-3, PRTPO will undertake additional activities in SFY 2021 to address some specific outstanding needs for the region. These are one-time or occasional activities, separate from the on-going core functions.

Other PRTPO Activities in SFY 2021 Summary:

Estimated Cost:	\$34,300
Funding Source:	SFY 2021 RTPO Funds Carryover RTPO Funds from SFY 2020
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Consultant

Other PRTPO Activities in SFY 2021:

4.1 PRTPO Legislative Agenda

As a newly reconfigured organization, PRTPO focused in SFY 2020 on core administrative and logistical functions needed to sustain its on-going operations and compliance with its mandatory responsibilities. In SFY 2021, PRTPO will begin developing an updated legislative strategy. This includes assessment of long-standing needs and current concerns and how these regional needs align with emerging WSDOT and legislative priorities at the state level. This work will result in an updated agenda of regional priorities and collaboration opportunities to inform on-going communications and responses to WSDOT and legislative requests over the next few years.

Deliverables:

- o Meeting materials

4.2 Scope and Initiate PRTPO Website Overhaul

The existing PRTPO website inherited from WSDOT Olympic Region during the transition is outdated. Since it was built many years ago, advances in website design and user interfaces have greatly changed how sites are built and updated. This activity will scope the design and development of a new PRTPO website that has modern security and accessibility features, easier protocols for updating content, and improved capability to support public engagement and other PRTPO activities. This activity will then proceed with early implementation measures based on that approved scope.

Deliverables:

- o Design concept and scope of work for PRTPO website overhaul
- o Initial components as identified in the scope of work

4.3 Title VI Plan Update

PRTPO's Title VI Plan is due for an overhaul. The current Title VI plan was last updated in 2015. This includes the data collection and public engagement needed to support a plan update.

Deliverables:

- o 2021 Title VI Plan Update
- o Meeting materials and correspondence

4.4 Public Participation Plan Update

PRTPO's Public Participation Plan is due for an overhaul. The current Public Participation Plan was last updated in 2014. This update will be informed by the future capacity of the PRTPO website after it is rebuilt. It includes the public engagement needed to support a plan update.

Deliverables:

- o 2021 Public Participation Plan Update
- o Meeting materials and correspondence

Estimated Level of Effort:

4. Other PRTPO Activities in SFY 2021	\$34,300
4.1 PRTPO Legislative Agenda	\$7,700
4.2 Scope & Initiate PRTPO Website Overhaul	\$14,500
4.3. Title VI Plan Update	\$5,500
4.4. Public Participation Plan Update	\$6,600

Other Planning Activities within the Peninsula Region

WSDOT Olympic Region Planning

Funding Source: State and Federal

Work performed by: WSDOT Olympic Region staff in partnership with local, regional, and federal staff.

WSDOT is involved in three primary areas of planning that are federally funded. These activities are Corridor and Network Planning, Tribal and Regional Coordination, and Enhanced Local Collaboration.

Corridor and Network Planning includes involvement in system planning efforts such as development and evaluation of strategies and projects that meet state system plan policies and service objectives that lead to the development and completion of the Corridor Sketches. Efforts are conducted in cooperation with local, regional, state agencies, and tribes and include determination of existing and long-range deficiencies in the system, development and refinement of strategies for inclusion in the Corridor Sketches.

Tribal and Regional Coordination efforts consist of WSDOT participation in the planning activities of PRTPO, local jurisdictions, and the federally recognized tribes within the region. Efforts include technical assistance and participation in local and regional planning efforts. Efforts also include statewide planning activities such as updates to the Highway System Plan, Statewide Public Transportation Plan, and other coordinated planning activities.

Enhanced Local Collaboration involves working closely with local jurisdictions to offer early reviews and assistance on their comprehensive plans. This reduces the number of comments on the completed comprehensive plans. In addition, efforts include assisting in the development and review of subarea plans and other comprehensive plan updates or revisions.

WSDOT Olympic Region prepares and adopts its own UPWP.

Appendix A: SFY 2021 Unfunded Needs

PRTPO's Unified Planning Work Program is financially constrained by the state RTPPO planning funds available each year to conduct this work. There are additional regional transportation planning activities that would benefit the region and its members if funds were available. These are listed here.

A. PRTPO Website Overhaul

Funding is needed to complete a modernization and overhaul of the PRTPO website. The SFY 2021 UPWP includes funding to design and scope the new website and will provide reasonable cost estimates to complete the work. Completion of that work is included here as an unfunded priority and is presented as a cost range, pending completion of that scope.

Estimated cost = \$25,000 - \$50,000

B. Regional EV Network Plan

Comments received on the 2040 Regional Transportation Plan reveal public interest in electrification of the region's transportation system. A Regional EV Network Plan is the next step in this process.

An EV Network Plan will take stock of the charging infrastructure already in place, the latest protocols and guidance about charging facilities, ownership models, and cost recovery plans. The Plan should support inclusion of the Peninsula region's EV network into the West Coast Electric Highway Program and provide recommendations and best practices to support local, regional, and state implementation activities. ***This work will require outside expertise.***

Estimated cost = \$50,000 - \$100,000

C. At-Grade Intersection Analysis Phase 2

A number of at-grade intersections on state highways across the Peninsula region have crash histories. Intersection-level analysis is needed to support local agency efforts at securing competitive statewide funding for projects to improve safety. This work would conduct intersection-level analysis on a select number of intersections suspected of having failing turning movements on one or more legs of the intersection to determine those with a strong justification for safety funding.

Estimated cost = \$20,000

Appendix B: PRTPO Members

PRTPO Members

Clallam County
Jefferson County
Kitsap County
Mason County

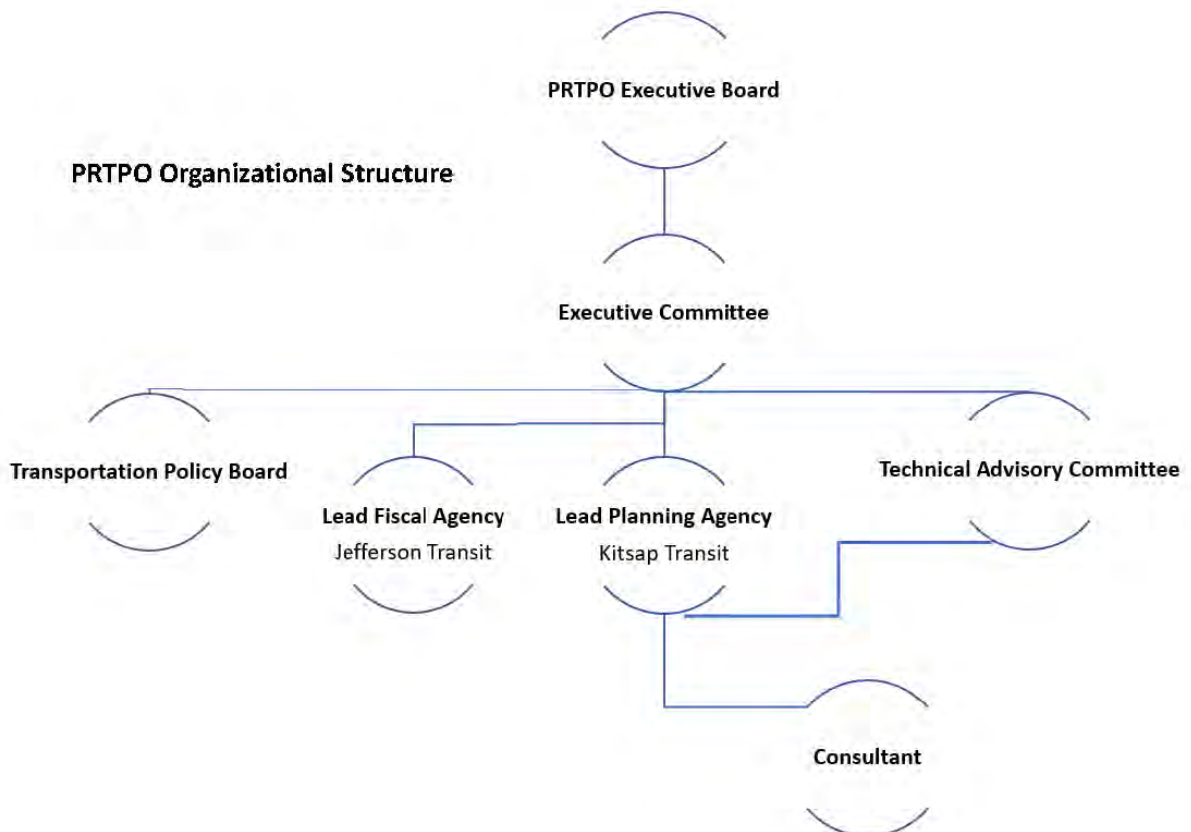
Bainbridge Island
Bremerton
Forks
Port Angeles
Port Orchard
Port Townsend
Poulsbo
Sequim
Shelton

Clallam Transit
Jefferson Transit
Kitsap Transit
Mason Transit

Port of Allyn
Port of Bremerton
Port of Port Angeles
Port of Shelton

WSDOT Olympic Region

Hoh Tribe
Jamestown S'Klallam Tribe
Lower Elwha Klallam Tribe
Makah Tribe
Port Gamble S'Klallam Tribe
Quileute Tribe
Squaxin Island Tribe
Skokomish Tribe
Suquamish Tribe



APPENDIX C: SFY 2019 Annual Performance and Expenditure Report

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

JULY 1, 2018 – JUNE 30, 2019

ANNUAL PERFORMANCE AND EXPENDITURE REPORT

SUMMARY:

This annual progress report reviews the Peninsula Regional Transportation Planning Organization's (RTPO) activities and accomplishments that occurred during the 12-month period from July 1, 2018 to June 30, 2019 as outlined in the Unified Planning Work Program (UPWP).

The Peninsula RTPO was formed for the purpose of coordinating the regional transportation planning activities in the Kitsap and Olympic Peninsulas. The Peninsula RTPO consists of elected and staff representatives from four counties, nine cities, ten tribal nations, four transit agencies, five port districts, and the Washington State Department of Transportation.

The Peninsula RTPO delivers its work program with support from the member agencies and jurisdictions. The Washington State Department of Transportation (WSDOT), Olympic Region, Multimodal Planning Office served as the lead agency for the Peninsula RTPO and provided staff support to the organization.

This annual report is divided into the major work effort categories as identified in the Unified Planning Work Program:

- A. Program Administration
- B. Transportation Planning
- C. Regional Travel Demand Model
- D. Transportation Improvement Program (TIP)
- E. RTPO Planning Duties
- F. Financial Summary

WORK PROGRAM EFFORTS

A) PROGRAM ADMINISTRATION

Throughout the work program there is a need for coordination and management of the transportation and planning activities for the Peninsula RTPO and support to the various committees. The WSDOT Olympic Region Multimodal Planning office provided organizational and committee support for the activities outlined in this report.

One of the most important achievements of the Peninsula RTPO has been the organization of a regional body that has demonstrated a commitment to regional coordination and solidarity over individual parochial interests. This has been accomplished through respectful, continuous and open communications.

During the past program year, the Peninsula RTPO Participated in or accomplished the following:

1) Administered the Peninsula RTPO Transportation Planning Program:

- a. Peninsula RTPO Staff provided administrative support to the Executive Board (EB), Transition Core Group, and the Technical Advisory Committee (TAC). Staff coordinated, prepared meeting materials, and facilitated eight EB meetings, five Transition Core Group meetings, and five TAC meetings. The Transition Core Group meetings helped address issues with the Lead Agency Staff transition from WSDOT to Kitsap Transit.
- b. As part of the lead agency transition, The Peninsula RTPO was required to recertify as a RTPO. The Transition Core Group members coordinated the update to the PRTPO's foundation documents. The bylaws were updated to be consistent with the new Inter-local agreement.
- c. Peninsula RTPO staff provides on-going communication and coordination between the Peninsula RTPO, WSDOT, State, and Federal Agencies.
- d. Developed the Unified Planning Work Program (UPWP) for Program Year 2020. The Peninsula RTPO staff worked closely with WSDOT headquarters on the review of the UPWP. The Peninsula RTPO's Executive Board members approved and adopted the UPWP on June 21, 2019.
- e. Coordinated and provided administrative support for the Peninsula RTPO's Consolidated Grant Applications Ranking and Prioritization process. The Consolidated Grant Program provides both state and federal funding to support public transportation services statewide.
- f. Peninsula RTPO funding was earmarked for Kitsap Transit, Jefferson Transit and the Kitsap County Prosecuting Attorney's office for the lead agency, fiscal agent, and legal services respectively during the transition. A total of \$59,157 was earmarked: \$39,336 for the new lead agency (Kitsap Transit); \$13,352 for legal services (Kitsap County Prosecuting Attorney), and \$6,469 for the fiscal agent (Jefferson Transit).

2) Facilitated coordinated transportation planning in the region

- a. Peninsula RTPO Staff participated in quarterly MPO/RTPO/WSDOT Coordinating Committee meetings during the program year.
- b. The Peninsula RTPO acted as central point for regional transportation planning for the Olympic Peninsula region.
- c. Continued to support and participate in statewide planning document processes, to include, but not limited to Washington Transportation Plan 2040, Phase II, Washington State Ferries Long Range Plan, Highway System Plan, and Fast Act Target Setting Collaboration, Transportation Efficiency, Aviation System Plan, Corridor Sketches, Statewide Travel Demand Model, Practical Solutions, and GMA Enhanced Collaboration. This effort includes review of new and updated statewide planning documents per WAC 468.86.090(7) to ensure regional issues and policies are addressed.

B) TRANSPORTATION PLANNING

The regional transportation planning process continues to evolve and strives to improve to ensure coordination of planning and implementation by all transportation interests. Transportation planning by nature is a long-term process. During the past program year the Peninsula RTPO participated in or accomplished the following:

- a. Responded to informational requests from state/federal elected officials relating to the PRTP's plan and priorities, while following state law RCW 42.17A.635, and other agency rules regarding use of state funding in lobbying. Note: The Peninsula RTPO's work program activities do not include lobbying. No lobbying activities occurred outside of those eligible activities conducted as part of regular activities as described in Title 23 and Title 49 and in RCW 42.17A.635, no certification and disclosure form as required by federal and state law was needed.
- b. The Regional Transportation Plan (RTP) is currently going through a major update process. The RTP is an on-going effort and core activity of the Growth Management Act with formal updates on an annual review and evaluation process. The Introduction; Policy Framework; Regional Transportation System; Trends, Conditions, Needs, and Performance; Financial Plan; Regional Transportation Strategies; sections are now updated. The Next Steps and Outreach sections will be completed later this year with the final plan scheduled for approval in November 2019.
- c. The [Peninsula RTPO's webpage](#) is a vital communication asset with readily available information at a glance for members and public alike. As part of the lead agency transition, the Peninsula RTPO's webpage was moved to Kitsap Transit. Administered the Peninsula RTPO's transportation planning communications and outreach information by:
 - i. Development of a Legislative fact sheet describing the Peninsula RTPO and their priority projects.
 - ii. Managed the Peninsula RTPO's webpage to increase its effectiveness to educate and inform the public on the organization as well as the dissemination of organizational information to the public and Peninsula RTPO membership.
- d. Completed the Peninsula RTPO's Peninsula Regional Non-motorized Connectivity Study. The study compiles existing information on regional non-motorized facility connectivity into a comprehensive map depicting consistent definitions and identification of non-motorized facility types, gaps, and options to close the gaps.
- e. Completed the update to the 2019 Coordinated Public Transit – Human Services Transportation Plan and the Consolidated Grant Applications Ranking and Prioritization process for the Peninsula RTPO.

C) DATA COLLECTION AND ANALYSIS

Kitsap County developed a travel demand model for the Peninsula RTPO region. The model requires on-going maintenance to update it as changes require. The funds allocated for maintenance were reprogrammed since the Kitsap County's modeler position is unfilled at this time.

D) TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Compiled and developed a six-year Regional Transportation Improvement Program (RTIP) per WAC 468.86.160 that is based on programs and projects as identified by local jurisdictions, transit agencies, tribes, and WSDOT within the region. The RTIP is then submitted to WSDOT for inclusion in the State Transportation Improvement Program (STIP).

Staff worked with the TAC and individual RTPO members in the compilation and development of the Regional Transportation Improvement Program (R-TIP) for jurisdictions, tribes, and agencies within the Peninsula RTPO region. This included contacting local offices and gathering the necessary data to compile a complete list.

The completed R-TIP was approved by the Executive Board on September 21, 2018. State Transportation Improvement Program (STIP) data was extracted from the R-TIP and forwarded to WSDOT in October 2018. This effort included monthly amendments to the STIP as changes were provided by member jurisdictions, agencies, and tribes as required and is an on-going effort.

As part of the transit, R-TIP training for Kitsap Transit staff was provided.

E) RTPO PLANNING DUTIES (In addition to the above requirements)

- a. The Growth Management Act (GMA) sets up RTPOs as the venues for identifying regional priorities and coordinating transportation planning at all jurisdictional levels with local comprehensive plans. The regional transportation plans prepared by RTPOs play an important role in achieving consistency between state, county, city and town plans and policies. In order to achieve consistency, state law requires RTPOs to certify that the transportation elements of local comprehensive plans; 1) Reflect guidelines and principles established by the RTPOs; 2) Are consistent with the adopted regional transportation plan; 3) Conform to the requirements of RCW 36.70A.070.

Staff reviewed local comprehensive and transportation plans to ensure that they are updated per RCW 47.80.026, including countywide planning policies, for consistency with the Regional Transportation Plan. While performing these reviews, staff implemented a review process for certification of local comprehensive plans and maintains the required documentation. Member jurisdictions within Kitsap County will have their comprehensive plans reviewed by PSRC for consistency.

- b. Participated in Statewide planning document processes by supporting and participating in Statewide planning document processes.

Reference Section F, on Page 5 for the Actual SFY 2019 Financial Summary.

F) ACTUAL SFY 2019 FINANCIAL SUMMARY

Task Code	Task Description	FHWA - PL			FTA - 5303			FHWA	STATE - RTPO	LOCAL	TOTAL
		Total FHWA 100%	FHWA 86.5%	Local Match 13.5%	Total FTA 100%	FTA 86.5%	Local Match 13.5%	STP for Planning			
2A	PROGRAM ADMINISTRATION										
2A-1	Program Management and Support	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,760	\$0	\$19,760
2A-2	Update to Foundation Documents	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,352	\$0	\$13,352
2A-3	Regional and Statewide Coordination	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$987	\$0	\$987
2A-4	Coordination/Communication with Federal & State Legislators	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$435	\$0	\$435
2A-5	Unified Planning Work Program (UPWP)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,160	\$0	\$1,160
2A-6	Grant Program Administration Support	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,355	\$0	\$2,355
2A-7	Lead Agency Staffing Transition	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,805	\$0	\$45,805
	PROGRAM ADMINISTRATION TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$83,854	\$0	\$83,854
2B	TRANSPORTATION PLANNING										
2B-1	External Coordination with WSDOT and MPO/RTPO Member	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$828	\$0	\$828
2B-2	Regional Transportation Plan (RTP) Update	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$22,867	\$0	\$22,867
2B-3	Public and Stakeholder Participation and Outreach	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,134	\$0	\$2,134
2B-4	Peninsula Regional Non-motorized Connectivity Study (Trails Plan)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$52,554	\$0	\$52,554
	TRANSPORTATION PLANNING TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$78,383	\$0	\$78,383
2C	REGIONAL TRAVEL DEMAND MODEL										
	REGIONAL TRAVEL DEMAND MODEL TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2D	TRANSPORTATION IMPROVEMENT PROGRAM (TIP)										
2D-1	TIP Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,026	\$0	\$11,026
2D-2	TIP Amendments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,470	\$0	\$8,470
	TIP TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,496	\$0	\$19,496
2E	RTPO PLANNING DUTIES										
2E-1	Review of County, City, and Town Comprehensive Plans	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,510	\$0	\$2,510
2E-2	Participate in State Planning Activities (WSDOT modal & corridor plans)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,535	\$0	\$1,535
	RTPO PLANNING DUTIES TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,045	\$0	\$4,045
	SFY 2019 TASK SECTION SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$185,778	\$0	\$185,778
SFY 2018 TOTAL									\$76,100	\$0	\$76,100
SFY 2019 TOTAL									\$185,778	\$0	\$185,778
BIENNIUM TOTAL									\$261,878	\$0	\$261,878
Turn Back Funds to Another MPO/RTPO									\$40,941	\$0	\$40,941
Biennium Grand Total									\$302,819	\$0	\$302,819

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black and Edward Coviello
Date: April 10, 2020
Subject: **Transportation Alternatives Process Update – COVID-19 Response**

This is a status update about COVID-19 response measures affecting the 2020 Transportation Alternatives process.

On February 28th PRTPO issued a call for Transportation Alternatives funding proposals. PRTPO will award up to \$1.25 million to priority projects in June. The original project application due date was April 10th.

On March 20th the application due date was extended to April 24th to provide relief to project sponsors dealing with unprecedented conditions in their communities. Everyone on the initial distribution list was notified and the PRTPO website has been updated.

We expect social distancing provisions to still be in place in May, when the Technical Advisory Committee (TAC) is scheduled to conduct its review and ranking of proposals. We are planning for that to take place remotely.

Currently we are soliciting feedback from the TAC on two viable alternatives for a remote evaluation and prioritization process based on that approved by the Board in February. Both are logistically feasible within our technical capacities. They differ in their approach to initial review and project presentations.

- One approach retains the same basic structure of the original evaluation process except it is all conducted in one event as originally planned, but remotely. At the review meeting, TAC members would hear a short 3-minute video-conference presentation and have a few minutes for questions on each proposal. They would then collaborate on a forced choice Pairwise ranking of the proposals to identify an initial priority ranking. TAC members would discuss the ranking they come up with and justification for any revisions before making a recommendation to PRTPO on funding priorities. Members will have the ranking tool ahead of time and may choose to complete their own rankings before hearing the presentations, if that is useful to them. As discussed in February, this meeting is likely to be 4-6 hours in length depending on how many applications are received.
- The second approach entails individual reviews up front before convening for a single two-hour meeting to establish priorities. It requires project proponents to record a 3-minute presentation describing their projects. This can be very simple, just a recording of what they would present in person. TAC members get these to view ahead of time, to support their individual project evaluation and Pairwise ranking analysis. Individual rankings, and any outstanding project questions to be answered by sponsors, are sent to staff before the meeting. When the TAC convenes by videoconference they would start with responses to any outstanding questions and a review of the composite ranking. They would have a group discussion of the results before making any revisions to the ranking with justifying rationale and sending a funding recommendation to the Board.

We are soliciting feedback from the TAC to get a sense of which approach will garner the greatest participation and support the best overall evaluation process. The Board will consider the TAC's TA funding recommendation in June.

For More Information:

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INFORMATION ITEM

To: PRTPO Executive Board
From: Thera Black
Date: April 10, 2020
Subject: **PRTPO Coordinator Update**

This update is for your information. Links to additional resources are provided where appropriate. Information in this report may have value to others in your organization and can be shared. Items of interest will be discussed at the meeting. My contact information is at the end if you have follow-up questions.

Since the Last Meeting:

- **MPO/RTPO Coordinating Committee Meeting on February 25.** This was the quarterly meeting of staff from all the MPOs and RTPOs across the state, in coordination with the WSDOT Tribal and Regional Planning Office staff. It was held at PSRC. Chair Ashby also attended. As usual, much information was shared and discussed. Highlights of possible interest to policy makers are summarized below.
 - **RTPO Funding Formula:** Follow-up is needed on the funding formula that allocates state planning funds to RTPOs across the state. Rural RTPOs particularly need support since they don't get metropolitan planning funds to augment their work. WSDOT will look to the RTPOs to help it articulate a message on the importance of coordinated regional planning to the success of WSDOT, local agencies, economy, etc. A meeting of representatives from rural RTPOs will be scheduled. (info below)
 - **JTC Transportation Needs Assessment:** A statewide summary of needs and current revenues is expected sometime in April. The assessment will not include specific projects. The intent is to also identify unmet needs, especially non-capacity needs, but the method for this was not discussed. There are questions as to how this will relate to other efforts in both the House and Senate to put together a revenue package for the 2021 session.
 - **2020-21 Highway System Plan Update:** This WSDOT initiative will result in a blueprint for preserving, maintaining, improving, and operating state-owned roadway systems over the next 20 years. Despite the Highway System Plan moniker, WSDOT stressed that this will be a multimodal, programmatic plan, and that it will consider important parallel and intersecting local routes where relevant. State RTPO funding helps to pay for regional coordination in this process.
 - **State Investment Strategy:** WSDOT is working to develop a transportation investment strategy for the legislature that aligns state and regional objectives, recognizes projects and programs that result from coordinated planning processes, and presents a unified platform for legislative funding decisions by 2024. WSDOT is organizing meetings with each RTPO to begin these discussions. (info below)
- **Passenger Only Ferry Study.** Staff from the six RTPOs included in PSRC's Passenger Only Ferry study met after the MPO/RTPO Coordinating Committee meeting to discuss the study. PSRC seeks local representatives to be on a working stakeholder advisory group to broaden local perspectives and provide input to PSRC and their consultant throughout the process. Gil Cerise, who spoke to the Board in October about this study, explained their approach to the study effort conducted by PSRC's consultant, culminating in a high level analysis report to the legislature by first quarter 2021 and a short list of candidate routes to look at in more detail in the near term. He and Josh Brown, PSRC

Executive Director, stressed their interest in inter-regional collaboration since this study area encompasses all 12 counties on the Salish Sea.

PSRC anticipates convening the stakeholder advisory group in April

FOLLOW UP: In late March PSRC requested names of people interested in collaborating on this effort, which is described below.

Community feedback across all 12 counties in the study area is critical. PSRC has a robust database within our four-county region but we need your help connecting us to your regional community members and ensuring they are informed about the study.

A first step in our community and stakeholder engagement is to identify resources and interested individuals or entities who can inform the study. We plan to provide information and ask for feedback during the following phases of the project:

- Phase 1 (March 2020)
 - o Identify and compile database of interested stakeholders
- Phase 2 (April-May 2020)
 - o April 2020: Outreach regarding feedback on criteria and priorities
 - o May 2020: Outreach to identify initial routes to move forward in analysis
- Phase 3 (July/August 2020)
 - o Outreach requesting feedback on initial study findings
- Phase 4 (October 2020)
 - o Email providing draft report findings and opportunity to comment

Chair Bek invites any PRTPO representatives or appropriate staff interested in participating on the PSRC Passenger Only Ferry Stakeholder Advisory Group to contact Gil Cerise directly.

Gil Cerise | GCerise@psrc.org | 206.330.9091

A webinar on the Passenger Only Ferry Study is scheduled for **Wednesday, April 15 from 10-11**. You can sign up for the webinar from the [project website](#) where you can also get more information on the study itself.

- **Executive Committee Meeting on March 19.** The Executive Committee met remotely with the Lead Planning Agency and Lead Fiscal Agency on March 19th. The EC:
 - o reviewed and edited the draft SFY 2021 UPWP before it was sent to WSDOT for review
 - o discussed a proposed PRTPO RTIP amendment policy, which goes to the Board for initial review in April, and how they will participate in that review meeting
 - o extended the application deadline for the TA call for projects from April 10 to April 24
 - o discussed alternate meeting considerations for the Board's April meeting in light of COVID-19
 - o requested a poll of Executive Board members on the three questions posed by WSDOT in preparation for the Investment Strategy meeting scheduled for April 16
- **Draft SFY 2021 UPWP Review with WSDOT.** Part of the UPWP development and approval process includes a meeting with various representatives from WSDOT to review the proposed work program. This included discussion of PRTPO's transition, current and upcoming activities, and opportunities for WSDOT to provide support and collaborate with the region. Bek Ashby chaired the conference call with Randy Neatherlin. Ed and I were in attendance. WSDOT was supportive of the work program and overall direction of PRTPO as a new RTPO.

- **Rural RTPO Funding Formula Review.** WSDOT convened a subcommittee from the MPO/RTPO Coordinating Committee on April 6th to discuss a legislative request for additional RTPO funding in the next session, and how the funding allocation formula works for rural regions. Chair Ashby and Ed Coviello attended the remote meeting. In light of I-976 and COVID-19, a majority of the subcommittee determined that a legislative ask for additional RTPO funding is not appropriate in 2021, and identified three action items that will be forwarded to the full MPO/RTPO Coordinating Committee to take up. Recommendations include a reassessment of the funding formula used to allocate RTPO planning funds.
- **Investment Strategy Meeting on April 16.** WSDOT is kicking off its statewide investment strategy with short meetings with each RTPO to discuss the state approach and get feedback on some broad, overarching questions shared ahead of time. Chair Ashby requested a poll of Executive Board members that was distributed on March 24 with a reminder on April 6. The Executive Committee will use input received to inform their discussion. This information will also be used later in the year to support development of the Board's next legislative agenda. Executive Committee members will brief the Board at its meeting on April 17th about the WSDOT meeting.
- **Cancelled or Postponed Activities.** When the Board met in February there were some activities scheduled for March that had to be canceled or postponed due to the COVID-19 response. This included a TAC meeting with a technical work session on delivering federally funded projects, and a briefing by Past-Chair Nesse and Chair Ashby to the WA State Transportation Commission on PRTPO's long-range plan and transition efforts.

Attachment:

Highway System Plan and Investment Strategy Update brief

For More Information:

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What's new with the Highway System Plan?

- **MPO/RTPO Involvement.** Andrea Weckmueller-Behringer and Kelly McGourty graciously volunteered to represent MPOs and RTPOs on the Highway System Plan Steering Committee. Thank you Andrea and Kelly! Thanks also to all willing to serve on technical advisory groups and help with outreach. We will work with Andrea and Kelly to coordinate membership as work progresses.
- **Steering Committee Meeting.** The Highway System Plan Steering Committee will convene for the first time on February 21. Members will discuss the charter, purpose and need statement, scope, and community engagement plan.
- **RTPO Themes.** Thanks for the good feedback on the themes document (distributed January 10). Several organizations expressed appreciation for the summary. We received a few confirmations, a few corrections, two rewrites, and a handful of organizations without a response. We're working on integrating the input into an updated document. We will use the final version to document policy alignment in the plan and throughout the process.
- **Next Steps.** WSDOT staff will continue to work on project initiation activities, like finalizing the scope and schedule, through March 2020. We anticipate starting the first phase of community engagement mid-2020.

What's new with the Investment Strategy?

- **Investment Strategy Committee.** All RTPOs received an invitation from Secretary Millar to participate in the Investment Strategy Committee, a venue for WSDOT and RTPO staff to discuss finding better ways to prioritize transportation investments. WSDOT will hold the first meeting this spring.
- **Interviews.** Joseph Coppo is working with WSDOT region offices on scheduling one-hour interviews with RTPOs. The interviews will help WSDOT understand RTPO perspectives on transportation investments, challenges, and opportunities for improvement.
- **Next Steps.** WSDOT will be soliciting consultant services to facilitate the Investment Strategy Committee. We also set aside \$45,000 for pilot projects to test ideas that come out of the Investment Strategy Committee later in the biennium.

Who do I contact for more information?

- **Highway System Plan.** Jeremy Jewkes, WSDOT Statewide Planning Office, jewkesj@wsdot.wa.gov, 360.705.7508
- **Investment Strategy.** Joseph Coppo, WSDOT Statewide Planning Office, coppoj@wsdot.wa.gov, 360.705.7257

What is the Highway System Plan?

The Highway System Plan is WSDOT's blueprint for preserving, maintaining, improving and operating state-owned roads for the next 20 years. The plan update will be completed in 2021 and will:

- Recommend funding levels for programs, instead of compiling a list of projects
- Apply financial constraint
- Reflect rigorous community engagement
- Address all highway modes
- Develop project evaluation criteria

What is the Investment Strategy?

The Investment Strategy starts with an invitation from Secretary Millar to Regional Transportation Planning Organizations to join WSDOT in brainstorming better ways to prioritize transportation investments. The discussion will focus initially on crafting:

- A shared problem statement
- A common vision
- Principles for collaboration

How are they different?

Regional transportation plans tell the story of transportation in a regional context. The Highway System Plan tells the story of highway transportation in a statewide context. WSDOT also tells statewide stories in plans for other modes, like aviation, ferries, or active transportation. The Investment Strategy Committee will recommend how to combine and align our common transportation investment priorities in order to amplify this regional and state planning work and communicate to the legislature with a unified voice.