

**PRTPO EXECUTIVE BOARD MEETING****August 21, 2020 | 10:00 – 12:00****Zoom Meeting – Login Below**

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|----|---------------|--|---|
| 1. | 10:00 – 10:05 | Welcome and Introductions | Chair Bek Ashby |
| 2. | 10:05 – 10:10 | Approval of Agenda | ACTION |
| | | Approval of Minutes from June 19, 2020 (Attachment A) | ACTION |
| | | Consent Calendar | ACTION |
| | | <ul style="list-style-type: none">• Approval of SFY 2020 4th Quarter Invoice (Apr-Jun 2020) (Attachment B)• Approval of Legal Services Contract Extension with Kitsap County (Attachment C) | |
| 3. | 10:10 – 10:20 | Regional Support for Federal Funding Flexibility (Attachment D)
<i>In June, the Board asked the TAC to consider whether there is value in PRTPO advocacy for greater flexibility in the use of federal STBG funds administered through local countywide processes, similar to flexibility granted to PRTPO in the administration of its TAP funding. The TAC affirmed value. This discussion will provide input on appropriate next steps.</i> | DISCUSSION |
| 4. | 10:20 – 10:45 | 2021 Legislative Information Framework Guidance (Attachment E)
<i>In June, several Board members volunteered to serve as a Legislative Work Group to help expedite development of the region's transportation agenda for 2021. The attached framework is a product of their first two meetings. The Board's discussion will provide important input to the Work Group on a preferred approach for identifying regional priorities and the best ways to engage with legislators, all of whom are ex officio members of PRTPO.</i> | DISCUSSION |
| 5. | 10:45 – 11:00 | 2040 Regional Transportation Plan Follow-up Strategy (Attachment F)
<i>The 2040 RTP identifies several potential areas of follow-up that will strengthen the region's transportation system. The Board will discuss a strategy for addressing those follow-up measures within the PRTPO work program and some logical next steps to pursue.</i> | DISCUSSION |
| 6. | 11:00 – 11:30 | Proposed WSDOT Projects in the 2021-2026 Regional TIP (Attachment G)
<i>PRTPO's 2021-2026 Regional Transportation Improvement Program (RTIP) is under development. WSDOT account for the vast majority of projects. This presentation highlights the projects proposed by WSDOT for inclusion in this next RTIP. The Board will receive the draft RTIP with these and local projects for review and approval in October.</i> | PRESENTATION
Dennis Engel, WSDOT
Olympic Region |
| 7. | 11:30 – 11:35 | Kick-off to Consolidated Grants Process
<i>WSDOT kicked off its 2020-2021 Consolidated Grants process in late July. PRTPO plays a role in evaluating and ranking the applications submitted, which factors into the statewide competitive process results. This briefing will highlight key milestones in this process over the next six months.</i> | BRIEFING |
| 8. | 11:35 – 11:40 | WSDOT Investment Strategy Group Update (Attachment H)
<i>PRTPO accepted a WSDOT invitation to participate on a statewide group looking at how investment decisions can be better aligned with</i> | BRIEFING |

transportation funding priorities. The group met twice in July. This briefing provides an update on the early work of this group.

- | | | | |
|------|---------------|--|---------------|
| 9. | 11:40 – 11:45 | Update on 2021-2026 Regional Transportation Improvement Program
<i>Initial due date for local projects to be submitted to the RTIP was August 1. Work is underway with agencies to ensure all projects awarded TA funding by PRTPO in June are included as well as other priorities. The Board will receive the RTIP and take action on it in October.</i> | BRIEFING |
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 | | | |
| 10. | 11:45 – 11:50 | Preview Updated PRTPO Website
<i>The next phase of PRTPO's website overhaul is underway. It is being transferred over to a modern web-hosting platform called Squarespace. This will make it much easier to update content, and in the future, the site can be expanded if desired to provide additional functionality. The Board will get a first view of the new site as it gets ready for its review stage.</i> | INFORMATIONAL |
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 | | | |
| 11. | 11:50 – 11:55 | Public Comment Period
<i>This is an opportunity for anyone from the public to address the Board.</i> | |
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| 12. | 11:55 – 12:00 | PRTPO Member Updates and Adjourn | |

Additional Attachments:

- **PRTPO Coordination Update (Attachment I)** *These are short updates to keep the Executive Board apprised of PRTPO activities and opportunities not addressed elsewhere on the agenda. Due to time constraints, no briefing is scheduled in August. Please use the contact information for questions or more information.*

Bek Ashby, Chair

Randy Neatherlin, Vice-Chair

Tammi Rubert, Secretary

Next Executive Board Meeting – October 16, 10-12

2021-2026 Regional Transportation Improvement Program - ACTION
PRTPO Transportation Outlook 2021 Draft – Review and Approval

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

Meeting ID: 969 108 680

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



Attachment A

Minutes of Meeting

PRTPO EXECUTIVE BOARD

June 19, 2020

10:00 – 12:00

Video-conference meeting

CALL TO ORDER

Chair Bek Ashby called the meeting to order at 10:00.

ATTENDEES

Executive Board:

Clallam County	Steve Gray (<i>alternate</i>)
Jefferson County	David Sullivan
Kitsap County	Andrew Nelson (<i>alternate</i>)
Mason County	Randy Neatherlin
City of Port Angeles	Lindsey Schromen-Wawrin
City of Port Townsend	Ariel Speser
City of Poulsbo	Ed Stern
City of Sequim	Dennis Smith
City of Shelton	Deidre Peterson
Port of Allyn	Judy Scott
Port of Bremerton	Gary Anderson
Port of Shelton	Dick Taylor
Clallam Transit	Brendan Meyer
Jefferson Transit	Tami Rubert
Kitsap Transit	John Clauson
Mason Transit	Danette Brannin
WSDOT Olympic Region	Dennis Engel (<i>alternate</i>)
Jamestown S’Klallam Tribe	Annette Nesse
Squaxin Island Tribe	Penni Restivo

Staff:

Ed Coviello, Kitsap Transit
Thera Black, PRTPO Coordinator

Others:

Michael Bateman, City of Poulsbo
Wendy Clark-Getzin, TAC Chair and Jefferson County
David Garlington, City of Sequim
Stefanni Lillie, Kitsap Transit
Elizabeth Safsten, WSDOT Community Liaison

Welcome and Introductions

Chair Ashby welcomed attendees and reviewed engagement logistics for the virtual meeting to enable virtual participation by all.

Approval of Agenda

Action: Judy Scott moved, seconded by John Clauson, to approve the agenda as presented. The motion carried.

Approval of Minutes from April 17, 2020

Brendan Meyer corrected the description of new buses that the RTIP amendment supported from “clean diesel vehicles” to “cleaner diesel vehicles,” a more accurate description.

Action: Annette Nesse moved, seconded by John Clauson, to approve the minutes as corrected. The motion carried.

Consent Calendar – Approval of SFY 2020 3rd Quarter Invoice (Jan-Mar 2020)

Action: Judy Scott moved, seconded by Brendan Meyer, to approved the 3rd Quarter invoice. The motion carried.

RTIP Amendment Policy

[Lead Planning Agency planner] Edward Coviello reviewed briefly the RTIP amendment policy. After presenting it to the Board in April, Mr. Coviello discussed it with the TAC in May. He advised that he received one comment, from the Executive Committee, and so a sentence was added defining a 14-day cutoff before the Board meeting for submitting an RTIP amendment request. He also added his contact information to the document. Once it is approved, it will be posted to the PRTPO website and record any amendments made throughout the year.

Action: Judy Scott moved, seconded by David Garlington, to approve the requested RTIP Amendment Policy. The motion carried.

SFY 2021 Unified Planning Work Program (UPWP)

PRTPO Coordinator Thera Black reviewed briefly the draft UPWP. No changes were made to the draft work program since the Board’s discussion in April. She advised that the final carryover amount from 2020 will not be known until early July but is expected to be \$3,000 - \$5,000 higher than estimated. The budget contract with WSDOT will reflect that final amount.

Chair Ashby advised that this will be the last year under the old funding formula. She expects future funding formulas to be set at the 2017-18 levels. That makes SFY 2021 an important year to accomplish some bigger needs.

Action: Judy Scott moved, seconded by John Clauson, to approve Resolution 01-2020 adopting the SFY 2021 Unified Planning Work Program. The motion carried.

SFY 2020 Transportation Alternatives Program Funding Awards

Ms. Black recapped the funding process to date for the Board. A call for projects was launched on February 28, with \$1.25 million in TA funding to award. The call resulted in five applications with a total funding request of \$1.9 million, which the TAC evaluated and ranked at its meeting on May 21st. She highlighted aspects of that process:

- Applicants recorded presentations for each proposal which were viewed ahead of time by TAC members. These videos were also available for Board members in their review of the projects.
- The TAC asked questions of each applicant then conducted a Pairwise forced-choice evaluation and ranking process, comparing every project to every other project and discussing them in detail. Results of the forced-choice evaluation resulted in a priority array from which the TAC based its funding awards discussion.

- The TAC made the following recommendation to the Board regarding TAP funding awards and a contingency project list:

TA Program Funding Awards

- o Forks Multi-User Calaway River Trail Bridge & Olympic Discovery Trail Project - \$450,000
- o Race Street Complete Street - \$487,240
- o SR 19 Rhody Drive Bike-Ped Improvements - \$262,000
- o Olympic Discovery Trail – Tribal Land Adjacent to Old Blyn Highway Project - \$50,751
- o West Railroad Avenue – South 8th Street to Pacific Court - \$0

Contingency List:

- o Race Street Complete Street - \$12,760
- o SR 19 Rhody Drive Bike-Ped Improvements - \$305,540
- o Olympic Discovery Trail – Tribal Land Adjacent to Old Blyn Highway Project - \$202,705
- o West Railroad Avenue – South 8th Street to Pacific Court - \$164,412

Ms. Black noted that twenty TAC members participated, with representation from all four counties and included transit, port, and tribal participation as well as city and county. The TAC review was thorough but collegial. She thanked applicants and TAC members for all their work, and for everyone's patience in adapting the process for a virtual meeting.

TAC members in attendance spoke to the process, underscoring the collegial nature of the discussion and the deep interest of the TAC in all five projects. Mr. Bateman commended the members for their willingness to work together in this way on something that can often be contentious. Ms. Clark-Getzin reiterated the spirit of collaboration and support for all five projects. She extended her appreciation as Chair of the TAC to all those who participated. She especially noted participation by so many representatives from Kitsap members who were not eligible to participate in the funding process themselves.

Mr. Stern asked what characteristics set the top projects apart from the others. Ms. Nesse described how the discussion around the forced-pair process highlighted safety benefits that made the top ranked projects stand out. The comparison process worked well for looking at different kinds of projects.

Mr. Gray added that the discussion associated with the evaluation process was very helpful in developing a deep understanding of each proposal. Ms. Nesse noted that the process was well organized for applicants as well as reviewers and worked well despite the virtual setting.

Action: Ed Stern moved, seconded by Dick Taylor, to approve the SFY 2020 Transportation Alternatives Program funding awards and project contingency list as recommended by the TAC. The motion carried.

Legislative Agenda Work Group

Chair Ashby introduced the discussion, explaining that the next three discussion items are related. This first discussion about the legislative agenda work is related to the Board's work every year to prepare a handout to educate the legislature about PRTPO priorities.

Chair Ashby explained that she and Ms. Nesse had reached out to PRTPO legislators last December to meet and discuss PRTPO transportation priorities. They learned then that this was too late; few legislators are around in December. The intent this year is to have a folio finalized in October so that a more clearly defined engagement process can be pursued in a timely way.

She suggested that a small ad hoc subcommittee be formed. This group will work with staff to develop a framework for the Board to consider and refine in August, using a poll to get member input in July. They would meet one more time to refine it for the Board's review in October.

The Board discussed issues and opportunities facing the region and the best ways to identify priorities and inform legislators of need. Underscoring the discussion was the realization that need far exceeds available resources. Agencies cannot manage assets without consistent, sustainable funding.

Members supported creation of a work group. Volunteers include Judy Scott, David Garlington, Wendy Clark, John Clauson, Michael Bateman, and Steve Gray. Elizabeth Safsten, Community Liaison with WSDOT Public Transportation Division, also volunteered to participate.

Regional Support for Local Funding Flexibility

Chair Ashby explained that PRTPO obtained a small degree of flexibility from WSDOT in how it programs and obligates Transportation Alternatives funding to projects. The allowance to spend ahead beyond the \$214,000 annual allocation enables different kinds of projects to come forward and better supports local funding priorities.

Chair Ashby wondered if this same kind of funding flexibility would have value to the counties administering the federal STBG funds and whether there is anything that PRTPO could do to help them. The TAC could take a look at this question and advise the Board whether there is value in this. She asked the Board if it would be worthwhile to have the TAC advise on ways that the STBG funds might be used more effectively.

Members discussed some of the challenges they face as well as innovative practices. All agreed that there is value in better understanding the common issues and if there is potential value in PRTPO advocating on behalf of greater flexibility for them.

Action: Lindsey Schromen-Wawrin moved, seconded by Dick Taylor, to request the TAC evaluate the merit of increasing local funding flexibility and make a recommendation to the Board on how to proceed. The motion carried.

Investment Strategy Work Group

Chair Ashby reviewed the background for this WSDOT work group. As described by Secretary Millar, "this committee is to provide the legislature with well-coordinated and fact-based information for transportation project selection and budgeting." He wants to look at problems and opportunities with the way WSDOT, MPOs, and RTPOs currently prioritize transportation investments.

She advised that Ms. Black will attend two meetings of the work group in July and again in August, after the Board meets. She asked members to discuss their perspectives on project prioritization to inform PRTPO's perspective on the work group.

Members discussed various experiences with prioritization, its value in allocating scarce resources, as well as the downsides and risks. They talked about the impossible need to identify and fund local priorities, regional priorities, and state priorities – they are all important. The system cannot function if only part of it is funded.

WSDOT is in the same situation as local agencies and transit systems. If those who own and operate the transportation system do not know what their funding will be then they cannot plan; they can only react. This is

not good for local, regional, or state systems. The challenges for prioritization are more acute because there is not consistent, sustainable funding.

PRTPO Coordinator Update

Ms. Black updated the Board on routes to be included in the Passenger-only Ferry Study. Two routes in the region were originally identified: Port Angeles-Seattle, and Suquamish-Seattle. The May community survey resulted in two additional routes being added to the evaluation: Port Townsend-Seattle, and Port Townsend-Bellingham. Finally, preliminary evaluation of trip origin-and-destination data and land use characteristics resulted in the addition of a fifth route for evaluation, Southworth-Des Moines. Ms. Black added that PSRC is looking for any Economic Impact Analyses or market studies that assess the economic benefits of tourism or outdoor recreation to the local economies, with which to develop some of their evaluation criteria.

Public Comment Period

There were no public comments.

PRTPO Member Updates and Adjourn

Mr. Stern asked for a situation update from transit agencies and likely impacts on the region's transportation system.

- Mr. Clauson explained that sales tax is an essential part of the funding package for every transit agency in the state, so the economic fallout from Covid-19 is having a tremendous impact. Some relief came from the federal CARES Act, but it put only a small dent in Kitsap Transit's retail sales tax shortfalls. Kitsap Transit has picked up many more expenses related to sanitizing the buses every day, installing sneeze guards, etc. Kitsap Transit saw a 70 percent reduction in ridership but it is coming back. Social distancing is a challenge, though, and undermines key performance objectives. Kitsap County is about to apply to move to Phase 3, but what does that mean for transit? Gatherings up to 50 people will be allowed but with six-foot separation still required, this is a problem for transit.
- Ms. Brannin confirmed similar experiences for Mason Transit. About 2/3 of the pre-Covid service is back on the roads though ridership isn't back yet. Mason County is moving to Phase 3 and MTA wants to be ready. It has coordinated with neighboring agencies and adjusted service as needed to accommodate changes. She explained the challenges that social distancing introduces. Buses can only carry so many passengers. They have to put a second bus on the route to pick up extra people once the bus is 50 percent full.
- Ms. Rubert noted that Jefferson Transit is in the same situation. They put a hold on all of their planning and operations base projects but are starting now to begin thinking about how to get those projects started again. She is looking at getting the rest of their service back on the road by July 6, assuming there isn't a huge spike in outbreaks after the protests. They lost one driver who retired early due to exposure concerns. It's a challenge figuring out how to deal with social distancing as ridership picks up.

Adjournment

Chair Ashby adjourned the meeting at noon.

ATTACHMENT B

RTPO PLANNING INVOICE VOUCHER

Peninsula RTPO / Jefferson Transit
 63 4 Corners Road
 Port Townsend, WA 98368
 Vendor # 911124781

Agreement # GCB 3096

Invoice Date 7/15/2020

Billing Time Period
 April 1, 2020 - June 30, 2020

RTPO's Certification: I certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination on the grounds of race, creed, color, national origin, sex, or age. I certify that I have authorized signature authority.

SIGNATURE _____ DATE 7/15/2020

TITLE Peninsula RTPO / Kitsap Transit

TOTAL RTPO REIMBURSEMENT requested this invoice **\$26,287.84**

Allocation Authorized	\$304,143.00
Biennium-to-Date	\$119,998.02
Allocation Balance	\$184,144.98

WORK ELEMENT	DESCRIPTION	Prior Biennium-TO-DATE Expenditures	CURRENT PERIOD EXPENDITURES	Biennium TO-DATE Expenditures
Program Administration	Salaries	\$8,207.70	\$4,992.71	\$13,200.41
	Travel	\$5,114.72	\$0.00	\$5,114.72
	Consultants	\$46,986.20	\$16,550.00	\$63,536.20
	Miscellaneous	\$11,321.27	\$3,367.13	\$14,688.40
	Total	\$71,629.89	\$24,909.84	\$96,539.73
Transportation Planning	Salaries	\$5,251.40	\$306.00	\$5,557.40
	Travel	\$0.00	\$0.00	\$0.00
	Consultants	\$10,400.00	\$0.00	\$10,400.00
	Miscellaneous	\$0.00	\$0.00	\$0.00
	Total	\$15,651.40	\$306.00	\$15,957.40
Data Collection and Analysis	Salaries	\$0.00	\$0.00	\$0.00
	Travel	\$0.00	\$0.00	\$0.00
	Consultants	\$0.00	\$0.00	\$0.00
	Miscellaneous	\$0.00	\$0.00	\$0.00
	Total	\$0.00	\$0.00	\$0.00
Transportation Improvement Program	Salaries	\$4,628.89	\$1,072.00	\$5,700.89
	Travel	\$0.00	\$0.00	\$0.00
	Consultants	\$1,800.00	\$0.00	\$1,800.00
	Miscellaneous	\$0.00	\$0.00	\$0.00
	Total	\$6,428.89	\$1,072.00	\$7,500.89
RTPO Planning Duties	Salaries	\$0.00	\$0.00	\$0.00
	Travel	\$0.00	\$0.00	\$0.00
	Consultants	\$0.00	\$0.00	\$0.00
	Miscellaneous	\$0.00	\$0.00	\$0.00
	Total	\$0.00	\$0.00	\$0.00
TOTAL RTPO Reimbursement		\$93,710.18	\$26,287.84	\$119,998.02

RTPO	Peninsula RTPO / Jefferson Transit
Billing Time Period	April 1, 2020 - June 30, 2020

TPO Reviewer	Date
Edward Coviello	7/15/2020

RTPO UPWP ACTIVITY DETAIL

ELEMENT From Page 1

ACTIVITY Description - work completed during billing period - and STATUS to date

Program Administration

- a. Meeting Support. Provided staff support for April Executive Board meeting, May TAC meeting, and June Executive Committee and Executive Board meetings. Support included agenda setting and coordination, development of staff reports and meeting materials, remote meeting hosting and logistics, participation in meetings, recaps, correspondence and follow-up as needed. (on-going)
- b. Transportation Alternatives Program. Adapted original in-person format to remote format. Developed on-line multimedia support materials and conducted evaluation and prioritization process with the TAC. Executive Board reviewed proposals and TAC recommendation, and awarded funding to four projects. Award letters sent and files updated for next process in 2022. (complete)
- c. SFY 2021 UPWP. Completed draft review with Executive Board and final review and approval in June. SFY 2021 UPWP sent to WSDOT and files set up for new fiscal year work. Scoped new work program rollout with Executive Committee and Board, and developed initial work plan for the year. Identified key initiatives for 1st and 2nd quarters. (complete)
- d. Statewide Investment Strategy. Participated in phone interview with WSDOT and reviewed summary materials. Supported Executive Board discussions in April and June about regional values and interests in this statewide study effort. Talked with the Investment Group moderator about the study effort, in preparation for the first meeting in July. (on-going)
- e. Member Correspondence. Responded to member inquiries on work program or regional transportation planning questions. Provided PRTPO introductions and overview of the RTPO process to member agency staff not familiar with the organization. Compiled and distributed bi-monthly Coordinator update to members. (on-going)
- f. Engagement. Worked with Chair and Past-Chair on presentation for the Washington State Transportation Commission, which was rescheduled from March to July. Coordinated with WSTC staff on preparation and scheduling logistics. (on-going)
- g. PRTPO website. Posted updated information on the website and performed routine maintenance and coordination activities. Acquired new Squarespace hosting platform and began converting the website to a modern web-hosting format. (on-going)
- h. Lead Agency communication and coordination. Routine phone calls, emails, and in-person meetings as needed to ensure overall program coordination. Continued to monitor public health responses to Covid-19 and adapt programs as needed, such as extending the deadline for TAP applications by two weeks, and adopting a fully remote evaluation process format. (on-going)
- i. Accounting. Completed monthly and quarterly invoicing, reporting, and accounting procedures. Updated software licenses. (on-going)

Please check the box if any activity was reimbursed from: ☐ STBG or ☐ HSTP

Transportation Planning

- b. Quarterly MPO/RTPO Coordinating Committee meeting. Prepared for and participated in the meeting, and followed up on coordinating committee questions regarding PRTPO representation. (complete, on-going)
- c. Passenger-only Ferry Study RTPO group. Coordinated with other PSRC and other affected RTPOs to promote an area-wide passenger-only ferry study, review results, and provide input on evaluation factors. Reached out to various agencies to obtain economic impact analysis information needed for the study to assess benefits of new service for tourism and outdoor recreation in rural communities. (on-going)

Please check the box if any activity was reimbursed from: ☐ STBG or ☐ HSTP

Data Collection and Analysis

No activity this quarter.

Please check the box if any activity was reimbursed from: ☐ STBG or ☐ HSTP

Transportation Improvement Program

- a. OA policy review. Monitored renewed revisions to draft OA delivery policy. (on-going)
- b. RTIP amendment policy. Presented draft RTIP amendment policy and new report format to the Executive Board and TAC for review and feedback. Adopted the new policy and report format in June. (complete)
- c. RTIP amenment. Completed RTIP amendment for Clallam Transit. (complete)

Please check the box if any activity was reimbursed from: ☐ STBG or ☐ HSTP

RTPO Planning Duties

No activity this quarter.

Please check the box if any activity was reimbursed from: ☐ STBG or ☐ HSTP

OTHER COMMENTS - Additional information to explain approved deviations or delays from original UPWP task descriptions

The work noted in this form is provided by consultant and lead agency staff.

SIGNATURE

TITLE

DATE

Transportation and Land Use Planner

7/15/2020



**60 Washington Avenue Suite 200
Bremerton, WA 98337
Phone: (360) 478-6234
www.KitsapTransit.com**

Invoice Date	7/13/2020
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7/13/2020

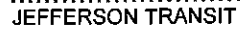
Invoice ID	5132
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Page 1

Printed on 7/14/2020

CUSTOMER

SHIP TO _____



63 4 CORNERS RD
PORT TOWNSEND, WA 98368

~~Please detach and return this portion with your remittance.~~

[illegible]

Subtotal	\$25,273.40
Sales Tax	\$0.00
Total	\$25,273.40
Total Due	\$25,273.40

Kitsap Transit PRPTO

1/1/2020-6/30/2020

	January 2020	February 2020	March 2020	1st Quarter 2020	April 2020	May 2020	June 2020	2nd Quarter 2020
Staff Salaries & Wages	\$560.91	\$1,175.24	\$917.59	\$2,653.74	\$1,616.30	\$2,026.19	\$777.67	\$4,420.16
Staff Fringe Benefit	\$298.17	\$467.71	\$365.19	\$1,131.07	\$643.24	\$806.35	\$309.47	\$1,759.06
Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$246.60	\$246.60
Professional & Tech Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Contract Services	\$6,059.04	\$7,997.32	\$7,300.00	\$21,356.36	\$4,600.00	\$6,100.00	\$5,850.00	\$16,550.00
Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Third Party Recovery	\$0.00	\$0.00	(\$25,441.17)	(\$25,441.17)	\$0.00	\$0.00	\$0.00	\$0.00
Casualty Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Membership, Dues, and Subscription	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$7,218.12	\$9,640.27	(\$16,858.39)	\$0.00	\$6,859.54	\$8,932.54	\$7,183.74	\$22,975.82

Kitsap Transit Expense Allocation Report

Vendor Name	Transaction Date	Description	Status	Account Number	Account Description	Amount
Tax Identification Number	Transaction Number	Transaction Type				
3P TRANSPORTATION SERVICES						
3P TRANSPORTATION SERVICES	4/30/2020	APRIL PRTPO COORDINATI	Paid	10-50313-4102	Other Contractual Services	\$4,600.00
XXX-XX-1946	109	Invoice				
XXX-XX-1946						
	5/31/2020	MAY PRTPO COORDINATI	Paid	10-50313-4102	Other Contractual Services	\$6,100.00
	110	Invoice				
XXX-XX-1946						
	6/30/2020	JUNE PRTPO COORDINATI	Paid	10-50313-4102	Other Contractual Services	\$5,850.00
	111	Invoice				
XXX-XX-1946						
Totals for 3P TRANSPORTATION SERVICES: \$16,550.00						
KITSAP COUNTY PROSECUTOR'S OFFICE						
KITSAP COUNTY PROSECUTOR'S OFF 7/13/2020		LEGAL SERVICES FOR PR	Approved	10-50301-4102	Legal Advertising	\$246.60
		Invoice				
Totals for KITSAP COUNTY PROSECUTOR'S OFFICE:						\$246.60

Kitsap Transit Invoice Expense Allocation Report

Report name: New Invoice Expense Allocation Report

Include all Invoices

Include all Credit Memos

Include all Invoice dates

Include these Invoice post dates: 4/1/2020 to 6/30/2020

Include all Accounts

Include all Funds

Include all Classes

Include all Projects

Include all Vendors

Include all Invoice Attributes

Include all Credit Memo Attributes

Include all Project Attributes

Include all Vendor Attributes

Include all Funding Source(s)

Include these Department(s): 4102

3P Transportation Services

INVOICE

Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: May 1, 2020 – May 31, 2020
Invoice Number: 110

Fund: _____
Post Date: May
Purchase Order Number: 758
Project #: _____
Account Code: _____
Funding Source: _____
Signed: _____

APPROVED

7/7/20

Bill To:
Kitsap Transit
Attention: Steffani Lille
60 Washington Street, Ste 200
Bremerton, WA 98337

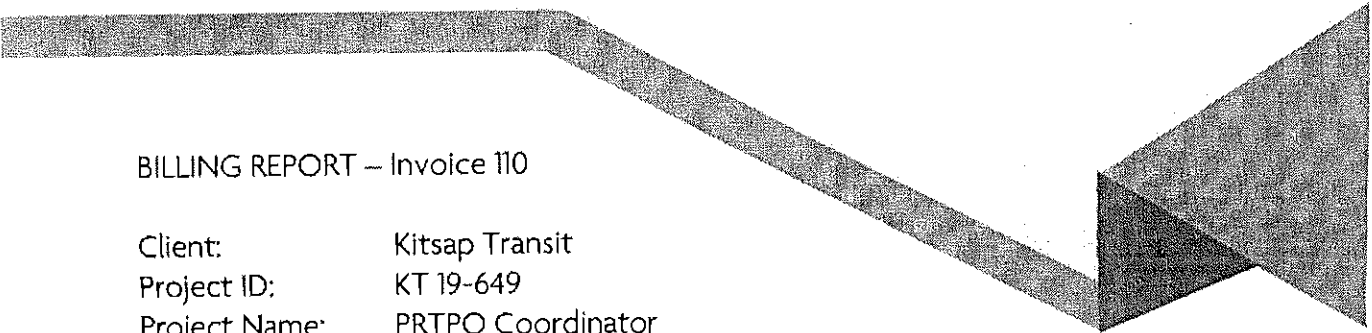
Remit To:
3P Transportation Services
Attention: Thera Black
2103 Harrison Avenue NW, Ste 2-733
Olympia, WA 98502

Description	Amount
PRTPO Coordination Services: 61 hours @ \$100/hour <i>Professional Services in Delivery of the SFY 2020 UPWP</i>	\$6,100.00
Total Due	\$6,100.00

Thank you!!

360.878.0353
thera@3ptransport.com
2103 Harrison Ave NW, Ste 2-733
Olympia, WA 98502





BILLING REPORT – Invoice 110

Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: May 1, 2020 – May 31, 2020

Summary

May activities were concentrated on developing and delivering the evaluation and funding recommendation process for regional Transportation Alternatives grants.

Activity Breakout by UPWP Work Program Elements

Program Administration [61 hours]

Transportation Alternatives Program – All of the following work was conducted in close coordination with Ed.

- o Applicant Support: Followed up with applicants on questions that arose during the internal staff reviews. Provided support in their development of final application packages for TAC review and in prepping and setting up for their recording sessions.
- o Remote Access Presentations: Developed pre-recorded project presentations to support a remote technical review, evaluation, and ranking process for the TAC's May 21st meeting. This entailed pre-recorded presentations available for viewing either on YouTube or via a video file embedded in the application review packet. Work entailed some brief background research and pre-tests as well as coordination with project applicants in preparing and recording their presentations, editing the final media packages for publication, and testing access and distribution methods. Provided limited technical support to members in accessing the materials.
- o Evaluation and Review Packets: Developed application review guide, Excel spreadsheet with Pairwise ranking model, and multimedia application packets with video files embedded, for those who cannot stream YouTube. Also developed a simple pdf file packet for the website with links to the YouTube videos. Distributed zipped application packet to TAC members.
- o TAC Memo: Prepared memo for Technical Advisory Committee meeting.

Technical Advisory Committee Meeting – Prepared for, hosted, and participated in the May 21 TAC meeting. The primary purpose of this meeting was the review, evaluation and ranking, and final funding recommendations on the Transportation Alternatives proposals. This was a fully remote meeting via Zoom.

Executive Committee – Prepared for the June 3 Executive Committee meeting including agenda packet development and distribution, draft Executive Board agenda for discussion, and work program coordination with Bek.

Other Planning Activities – Following are other planning or coordination activities this month that fall under Program Administration in this UPWP:

- Prepared draft agenda planning framework for SFY 2021 in collaboration with Ed for discussion by the Executive Committee
- Distributed information to Board members from National Association of Regional Councils regarding federal transportation funding as a part of Covid-19 relief measures.

There was no travel this month.

3P Transportation Services

INVOICE

Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: June 1, 2020 – June 30, 2020
Invoice Number: 111

Fund: _____
Post Date: June
Purchase Order Number: 7518
Project #: _____
Account Code: _____
Funding Source: _____
Signed: _____

APPROVED

7/7/20

Bill To:
Kitsap Transit
Attention: Steffani Lille
60 Washington Street, Ste 200
Bremerton, WA 98337

Remit To:
3P Transportation Services
Attention: Thera Black
2103 Harrison Avenue NW, Ste 2-733
Olympia, WA 98502

Description	Amount
PRTPO Coordination Services: 58.5 hours @ \$100/hour <i>Professional Services in Delivery of the SFY 2020 UPWP</i>	\$5,850.00
Invoice #110 – PE May 31, 2020	~~\$6,100.00~~
Total Due	\$11,950.00

Thank you!!

360.878.0353
thera@3ptransport.com
2103 Harrison Ave NW, Ste 2-733
Olympia, WA 98502





BILLING REPORT – Invoice III

Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: June 1, 2020 – June 30, 2020

Summary

June activity highlights included the conclusion of PRTPO's Transportation Alternatives funding process and preparation for the upcoming SFY 2021 regional planning work program.

Activity Breakout by UPWP Work Program Elements

Program Administration [58.5 hours]

Transportation Alternatives Program – The following work was conducted in close coordination with Ed.

- o Funding Decision Support: Prepared for Executive Board review of the prioritization process and TAC recommendation. Developed Executive Board briefing report. Coordinated with Ed and Jeremiah on best approach for packaging and distributing project applications for easy and reliable online access. Participated in the Board meeting and funding decision process.
- o Follow-up with Applicants: Prepared award letters signed by the Chair and sent to each applicant for their records. Sent copy of all letters to Nancy Huntley at Local Programs HQ and Brian Diaz at Local Programs OR to facilitate recipients' STIP amendments.
- o 2020 Wrap-up: Organized project records and compiled a "Read Me" file of insights and notes from the 2020 process for use in preparing for the CY 2022 process.

Executive Committee Meeting – Prepared for, hosted, and participated in the June 3 Executive Committee meeting. Completed a meeting recap and follow-up activities identified during the meeting including updates to Executive Board agenda and SFY 2021 work program flow. Coordinated with Bek in further framing the legislative work group and local funding flexibility topics for the Board agenda.

Executive Board Meeting – Prepared for the June 19 Executive Board meeting including agenda packet development and distribution, coordination with Bek and Ed on technology and logistics, poll development, and meeting hosting and support. Participated in the meeting, took notes, debriefed, and prepared meeting summary.

Other Planning Activities – Following are other planning or coordination activities this month that fall under Program Administration in this UPWP.

- Distributed the new SFY 2021 UPWP to WSDOT.
- Updated the PRTPO Resource Manual to version 1.1 with the new UPWP and other minor corrections and sent to Ed for Jeremiah to post on the website.
- Met with Bek and Annette to review and revise their presentation to the Transportation Commission on July 15. Sent updated presentation to Bobbie Garver and Tamara Jones at WSTC.
- Began prepping for the legislative work group. Coordinated with Bek on strategy and scheduled the first two meetings, in July. Reviewed notes from 2019 discussions. Pulled together relevant background support materials for work group.
- Contacted Chris Hartman at Port of Port Angeles regarding economic impact analysis associated with outdoor recreation or tourism, as input to the PSRC Passenger-only Ferry study. He put me in touch with Ryan Malane of the Coho Ferry. Followed up on a similar lead from Lindsey after the Board meeting. I talked with Ryan about their 2019 study and got an update on the current status of the ferry service in light of Covid-19 and associated economic and transportation implications for the community. Passed along the 2019 study and two other relevant economic reports to Gil Cerise at PSRC. Relayed Coho discussion to Ed and Bek.
- Conducted regular, on-going communication and coordination activities as needed.
- Set up files and directories for SFY 2021 work program.

There was no travel this month.

3 P Transportation Services

INVOICE

Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: April 1, 2020 – April 30, 2020
Invoice Number: 109

Fund: 10
Post Date: Apr 1
Purchase Order Number: 7518
Project #: Per PD
Account Code: _____
Funding Source: _____
Signed: _____

Bill To:
Kitsap Transit
Attention: Steffani Lille
60 Washington Street, Ste 200
Bremerton, WA 98337

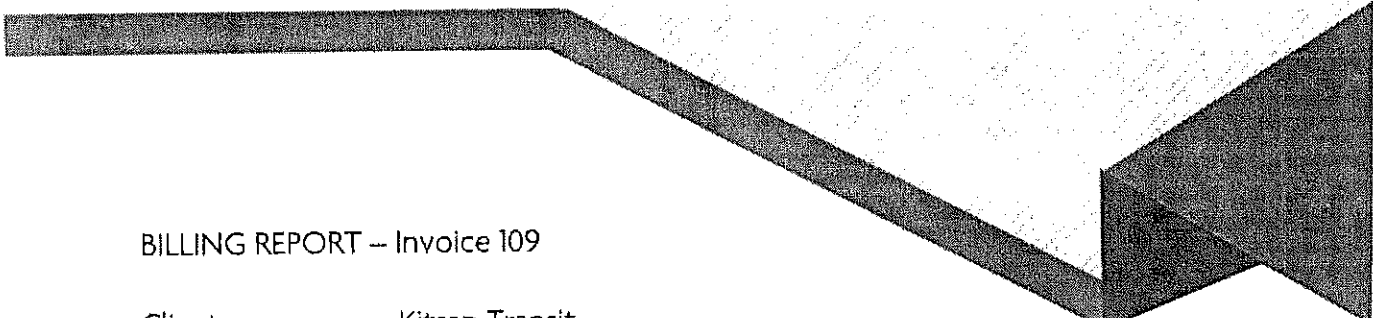
Remit To:
3 P Transportation Services
Attention: Thera Black
2103 Harrison Avenue NW, Ste 2-733
Olympia, WA 98502

Description	Amount
PRTPO Coordination Services: 46 hours @ \$100/hour <i>Professional Services in Delivery of the SFY 2020 UPWP</i>	\$4,600.00
Total Due	\$4,600.00

an

Thank you!!

360.878.0353 ☎
thera@3ptransport.com ✉
2103 Harrison Ave NW, Ste 2-733
Olympia, WA 98502 🏠



BILLING REPORT – Invoice 109

Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: April 1, 2020 – April 30, 2020

Summary

April activities continued to be shaped by Covid-19 response. In addition to adapting to remote meeting and collaboration environments, the month's activities focused on the 2020 Transportation Alternatives call for projects and the launch of WSDOT's statewide investment strategy. There was one PRTPO meeting this month – an Executive Board meeting on April 17.

Activity Breakout by UPWP Work Program Elements

Program Administration [46 hours]

Transportation Alternatives Program – Worked with Ed and TAC members to assess feasibility of remote meeting options for the evaluation process in May, via a Survey Monkey poll. Responded to submittal questions from applicants. Received five applications and conducted internal technical review with Ed, including consideration of environmental, schedule, and cost feasibility factors. Initiated follow-up with applicants on outstanding questions and to schedule presentation recordings for the review process.

WSDOT Statewide Investment Strategy – Aggregated member responses to the investment strategy poll and distributed to Executive Committee and Lead Agencies. Attended remote meeting between members of the Executive Committee and WSDOT regarding the launch of a statewide transportation investment strategy. Made detailed discussion notes from Executive Board on this topic for future support in this effort.

Executive Board – Prepared for and participated in the April 17 Executive Board meeting, including agenda setting with the Executive Committee, developing agenda briefs and Coordinator Report, creating and distributing the agenda packet, participation in the meeting, and preparation of a meeting recap.

LPA Coordination - Coordinated with Ed on activities described in this invoice as well as meeting logistics and communications, website updates, RMSA renewal, and correspondence from WSDOT and others pertaining to RTPO coordination activities.

Other Planning Activities – Following are other planning or coordination activities this month that fall under Program Administration in this UPWP:

- Coordinated with Ed and Bek on technical logistics for hosting PRTPO meetings remotely via Zoom.
- Forwarded information to PRTPO members on the inter-regional Passenger-only Ferry Study being led by PSRC.
- Coordinated with Ed on opportunities to advance website updates in FY 2020.
- Monitored fiscal year budget and expenditures.
- Responded to miscellaneous inquiries from local agency staff.
- Supported Executive Committee members in their communications on various topics with the Executive Board, and in general coordination activities.

Other Activities at No Charge –

- Obtained the hosting platform for groups and spent two hours going through Zoom tutorials to support PRTPO's remote Executive Board meeting.
- Worked with Comcast to address network issues that could interfere with smooth hosting of the Executive Board videoconferencing.

There was no travel this month.



Kitsap County Prosecuting Attorney

Chad M. Enright



CIVIL DIVISION

Ione George
Chief of Staff

Jacquelyn Aufderheide
Civil Division Chief

Carrie Alire
Administrative Manager

May 14, 2020

Jefferson Transit
Tammi Rubert, General Manager
63 Four Corners Road
Port Townsend, WA 98368

RE: Invoice for Legal Services - 1st Quarter 2020
Request For Payment - \$246.60

Dear Ms. Rubert,

Enclosed please find an invoice for the first quarter of 2020, for legal services provided by the Civil Division to the Peninsula Regional Transportation Planning Organization. At the hourly rate of \$137 set forth in the Agreement for Legal Services for deputy prosecuting attorney time and \$88 per hour for paralegal time, the amount owing for legal services totals \$246.60 for 1.8 hours of work performed.

Please make a check payable to the Kitsap County Prosecutor's Office and mail it to the attention of the undersigned. If you have any questions or require additional information, please do not hesitate to contact me at (360) 337-4814 or via email at caalire@co.kitsap.wa.us or Jacquelyn Aufderheide at 337-4973 or jaufderh@co.kitsap.wa.us. Thank you.

Sincerely yours,

CHAD M. ENRIGHT
Prosecuting Attorney

A handwritten signature in blue ink that reads "Carrie Alire".

Carrie Alire
Administrative Manager

/cb

Cc: Jacquelyn Aufderheide

Date	File Name	File Number	Services Rendered	DPA	Hours	Rate	Total
	2020 GENERAL FILE - PENINSULA REGIONAL						
2/3/2020	TRANSPORTATION PLANNING ORGANIZATION	20100090-0009	Phone/email contact	LJN	0.1	\$ 137.00	\$ 13.70
2/3/2020		20100090-0009	Research/draft/review	LJN	0.2	\$ 137.00	\$ 27.40
2/4/2020		20100090-0009	Phone/email contact	LJN	0.2	\$ 137.00	\$ 27.40
2/4/2020		20100090-0009	Research/draft/review	LJN	0.3	\$ 137.00	\$ 41.10
*****					*****		*****
Total					0.8		\$ 109.60
3/20/2020	PRTPO COVID-19 ISSUES	20100090-0010	Phone/email contact	LJN	0.3	\$ 137.00	\$ 41.10
3/20/2020		20100090-0010	Research/draft/review	LJN	0.4	\$ 137.00	\$ 54.80
3/25/2020		20100090-0010	Phone/email contact	LJN	0.2	\$ 137.00	\$ 27.40
3/26/2020		20100090-0010	Phone/email contact	LJN	0.1	\$ 137.00	\$ 13.70
*****					*****		*****
Total					1		\$ 137.00
=====					=====		=====
Total					1.8		\$ 246.60

PRTPO Fiscal Agent Expenses
Jefferson Transit Authority
April 1 - June 30, 2020

	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>	Notes
Staff Salaries and Wages	\$ 76.56	\$ 38.28	\$ -	\$ 114.84	
Staff Fringe Benefit/OH Rate	\$ 51.10	\$ 25.55	\$ -	\$ 76.65	
Other Reimbursables	\$ -	\$ 822.95	\$ -	\$ 822.95	Quickbooks Subscription
	<u>\$ 127.66</u>	<u>\$ 886.78</u>	<u>\$ -</u>	<u>\$ 1,014.44</u>	

Salary Break out data:

		Wages	Benefits/OH	Total
Crouch	4/28/2020	\$ 76.56	\$ 51.10	\$ 127.66
Crouch	5/7/2020	\$ 19.14	\$ 12.78	\$ 31.92
Crouch	5/28/2020	\$ 19.14	\$ 12.78	\$ 31.92
		<u>\$ 114.84</u>	<u>\$ 76.65</u>	<u>\$ 191.49</u>



Tax invoice

Invoice number: 1000152130899
Total: \$822.95
Date: May 31, 2020
Payment method: VISA ending 2156

Intuit Inc.
2800 E. Commerce Center Place
Tucson, AZ 85706

Bill to

Sara Crouch
Peninsula Regional Transportation Planning Organization
63 4 Corners Rd
Port Townsend, WA 98368-9366
US
Address may be standardized for tax purposes
Company ID: 123146533775559

Payment details

Item	Qty	Unit price	Amount
QuickBooks Online Plus	1	\$755.00	\$755.00
Sales tax - Standard:			\$67.95
Total invoice:			\$822.95

Tax reporting information

Period for annual subscription fees: May 31, 2020 - May 31, 2021
Total without tax: \$755.00
Total tax: \$67.95

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires. To cancel your subscription at any time, go to Account & Settings and cancel the subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice.

All dates and times are Pacific Standard Time (PST).

Peninsula Regional Transportation Planning Organization

3088000 PRTPO - Operating (JeffCo Treasurer), Period Ending 07/31/2020

RECONCILIATION REPORT

Reconciled on: 08/07/2020

Reconciled by: Sara Crouch

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	0.00
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (1)	26,287.84
Statement ending balance	26,287.84
Uncleared transactions as of 07/31/2020	-25,273.40
Register balance as of 07/31/2020	1,014.44
Cleared transactions after 07/31/2020	0.00
Uncleared transactions after 07/31/2020	-1,014.44
Register balance as of 08/07/2020	0.00

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/31/2020	Receive Payment		Washington State Departm...	26,287.84
Total				26,287.84

Additional Information

Uncleared checks and payments as of 07/31/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/31/2020	Bill Payment	6980008	Kitsap Transit Authority	-25,273.40
Total				-25,273.40

Uncleared checks and payments after 07/31/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/03/2020	Bill Payment	6980007	Jefferson Transit Authority	-1,014.44
Total				-1,014.44

July 2020

J E F F E R S O N C O U N T Y
MONTHLY FINANCIAL STATEMENT
7/31/2020

698-000-010 TRANSIT PRTP0 FUND 2019

BEGINNING CASH BALANCE

.00

MISCELLANEOUS RECEIPTS
TOTAL RECEIPTS

26,287.84

26,287.84

TOTAL DISBURSEMENTS

.00

ENDING CASH BALANCE

26,287.84 **

WARRANTS ISSUED

25,273.40

WARRANTS OUTSTANDING

25,273.40

UNENCUMBERED CASH BALANCE

1,014.44 **

W0050
11.34.23

698-000-010 TRANSIT PRTPD FUND 2019

DELETED WARRANTS OUTSTANDING
8/04/20

SELECT DATE 7/31/2020 PAGE 42

WARRANT NUMBER	WARRANT DATE	WARRANT AMOUNT
6980008	7/31/2020	25,273.40
	FUND TOTAL	25,273.40
	GRAND TOTAL	2,698,656.43

Peninsula Regional Transportation Planning Organization
SFY 2020 Year End/ SFY 2021 Begin
UPWP Budget Report

PRTPO Work Program Element	SFY 2020 Actual	SFY 2021 Budget	Total 20-21 Biennium	Expenditures to Date	State RTPO Revenues	Other Revenues	Total Revenues	Remaining Budget
Program Administration	\$ 96,540	\$ 79,012	\$ 175,552	\$ 96,540	\$ 96,540	\$ -	\$ 96,540	\$ 79,012
Transportation Planning	\$ 15,957	\$ 46,200	\$ 62,157	\$ 15,957	\$ 15,957	\$ -	\$ 15,957	\$ 46,200
Data Collection and Analysis	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Regional TIP	\$ 7,501	\$ 12,760	\$ 20,261	\$ 7,501	\$ 7,501	\$ -	\$ 7,501	\$ 12,760
Other RTPO Planning Duties	\$ -	\$ 34,300	\$ 34,300	\$ -	\$ -	\$ -	\$ -	\$ 34,300
Totals	\$ 119,998	\$ 172,272	\$ 292,270	\$ 119,998	\$ 119,998	\$ -	\$ 119,998	\$ 172,272

\$ 304,143 2020-21 Biennial RTPO Budget

\$ 11,873 Still to be budgeted in SFY 2021 work program. Total budget = \$ 184,145

Acronyms:

RTPO	Regional Transportation Planning Organization
SFY	State Fiscal Year (July 1 - June 30)
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program

[Back to the top](#)



ATTACHMENT C

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black
Date: August 14, 2020
Subject: **Approval of Legal Services Contract Extension with Kitsap County**

REQUESTED ACTION:

Authorize the Chair to extend PRTPO's legal services contract with Kitsap County to December 2021.

Overview

In June 2019, PRTPO executed a contract for legal services with Kitsap County. Lisa Nickel and her team in the Prosecuting Attorney's office provide on-call services for policy and contract reviews, clarification of Open Public Meetings Act requirements during COVID-19, and other queries as needed. That contract expired at the end of June. It includes provisions for a contract extension.

The Executive Committee discussed this when they met on August 13th.

Terms of the service are favorable for PRTPO and Lisa has provided exemplary service to the region over this past year. It will facilitate bookkeeping for Kitsap County if the contract aligns with the calendar year as opposed to PRTPO's state fiscal year, so the extension would carry through CY 2021. This creates no accounting issues for PRTPO.

Consideration

The contract lapse was just noted. PRTPO uses this service infrequently, but usually with little or no advance notice. Extending the contract in August and eliminating that lapse is preferable to waiting for Board approval to do so in October.

A copy of the extended contract language was not available in time for this mailout. It will be sent under separate cover before the August 21st meeting for Board review.

Attachment:

Pending – will be sent separately.

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPPO.org

ATTACHMENT D

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black
Date: August 14, 2020
Subject: **PRTPO Support for Federal Funding Flexibility – Next Steps**

REQUESTED ACTION:

Provide direction to staff and TAC in developing one or more strategies for PRTPO to consider in supporting greater local flexibility in the use of federal funds.

Overview

In June, the Executive Board directed the Technical Advisory Committee (TAC) to consider whether PRTPO might offer support in addressing federal funding constraints that impose a burden on local project delivery, and to suggest appropriate next steps. PRTPO is evaluating whether to advocate for greater funding flexibility in the use of federal funds by its members.

Specifically, there is concern that the Surface Transportation Block Grant (STBG) program funds administered by Clallam, Jefferson, and Mason Counties are burdensome for local agencies to use relative to the funds available. Note that Kitsap County member agencies access STBG funds through the PSRC process, and face many of the same challenges in how funds are used and administered.

TAC Insights

The TAC considered this topic at its July 16 meeting. Agencies provided overviews of the various county-level processes for identifying, prioritizing, and selecting projects for STBG funding. They discussed their experiences in using federal funds for their projects and identified a range of challenges associated with the use of those funds.

Issues identified by TAC members associated with the use of federal funds are wide-ranging and affect various aspects of project selection and development.

- Federal funding drives up costs by 15%-30% and increases delivery time for many types of projects due to additional requirements associated with the use of those funds, even for small and uncomplicated projects.
- Low annual funding levels in the most rural counties (\$438,000 for Jefferson / \$800,000 for Mason / \$1,100,000 for Clallam) limits the kind of projects that can reasonably be done with federal funds and influences what is submitted for prioritization.
- Sometimes local agencies are allowed to spend ahead beyond their annual funding limits, but other times they're not. This makes it hard for them to know with any certainty when they can tackle a larger project with these resources.
- Achieving the specified minimum annual urban/rural funding allocations in each county as required by Local Programs is a challenge given the dollar amounts and restrictions on use of federal funds.

- Rules prohibiting the use of local forces require a cumbersome approval process to modify. This affects the kind of projects that agencies submit for funding consideration and drives up the cost and delivery time of even simple preservation projects.
- Federal restrictions on where STBG funds can be spent and what they can be spent on greatly influence what locals submit for funding regardless of their funding priorities.

It was generally acknowledged that many of these issues would be alleviated if funds could be de-federalized by replacing them with state funds. Ten states have adopted policies to de-federalize funds for local projects and concentrate federal funds on select projects of appropriate magnitude and administrative requirements, but Washington is not one of them. Clallam County has been working with WSDOT for some time to either swap its federal funds for state funds or get permission to exchange funds county-to-county, with no success. De-federalizing more funding for local projects is a concern statewide among jurisdictions.

The issues discussed by the TAC are specific to cities and counties. Transit agencies regularly use federal funds. They have a more streamlined process through the Federal Transit Administration for obligating and using STBG funds they are awarded compared to cities and counties, especially for vehicle purchases. They have no issues in using these funds.

Possible Areas for PRTPO Support

A small number of areas may hold promise for local agency support:

- Measures that increase funding flexibility year to year would provide value for some kinds of projects. This could take several forms including every-other-year obligation cycles with twice as much funding, simple multi-year funding authorizations up to a certain dollar amount, and other ways of creating larger pools of federal funding for project selection and development.
- Greater flexibility in how required urban/rural distributions are accounted for would create more opportunities to identify and fund priority projects. This could be done by attributing investments regionally as opposed to county-by-county or by looking at urban/rural distributions over a multi-year time-period. Either of these would support federal objectives for distribution.
- A pilot program enabling a funding swap of state for federal dollars could track the financial benefits for project delivery to ascertain net savings and demonstrate value. Alternatively, there could be in a pilot program that enables county-to-county funding exchanges within the region, again, tracking to document savings and value. If deemed viable, it could serve as a possible model for use elsewhere in rural parts of the state. This is not an issue unique to the Peninsula region. Proposing something that could have benefit elsewhere might be compelling.

Next Steps

The TAC concurred that there are opportunities for PRTPO to support local funding flexibility but there was not the time nor directive to dive into details of the various options. If directed by the Board, staff can develop a short white paper spelling out what specific measures PRTPO might pursue with WSDOT and what that process might look like and review this with the TAC. The objective would be to present detailed measures for PRTPO action for the Board to consider, including an assessment of likely success factors, levels of effort, and general benefit. Then the Board could determine whether to pursue one or more measures with a clear sense of what is involved.

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

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Attachment E

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black
Date: August 14, 2020
Subject: **2021 Legislative Information Framework - Guidance**

REQUESTED ACTION:

Discuss the draft framework concepts presented and provide feedback that can be used in developing it into a draft folio. Provide feedback on the proposed strategy for engaging with PRTPO legislators during the 4th quarter.

Overview

PRTPO will develop an information folio for the region's legislators to update them on regional transportation priorities. Note that all legislators from the 23rd, 24th, 26th, and 35th Districts are ex officio members of PRTPO. This is a standard practice to keep them informed on regional transportation concerns. What is different this year is that PRTPO is starting the process much earlier and intends to engage all the region's legislative representatives in a systematic fashion.

To support this work a small Legislative Work Group (LWG) met twice in July to develop the overall framework that is being considered in August. To get input from members in that process, the LWG identified core questions and a poll was sent to all the members. Fourteen responses were received, a summary of which is attached. Thank you to everyone who took the time to share your perspectives.

The LWG will meet in September one more time to pull together a draft *Transportation Outlook 2021* folio for the Board's review in October. The Board's discussion in August will provide critical direction for that draft.

Draft Framework

Attached to this report is the current working draft framework. It is not presented as a draft document but to assist with thinking about it while being efficient with time and resources, it is presented in the same format as last year's folio. The format for 2021 may be different. Final layout, design, and graphics will be done later in the process, when the contents are more certain.

A big question pertaining to that content question is whether the one-page folio should provide a list of projects from all the members, or whether it should provide regional support in a broader way for various local agency concerns.

When the LWG last met, they envisioned a regional list identifying one priority project from each jurisdiction with a matrix of considerations for informing legislators about each of these projects. Still to be determined would be how those projects were selected, so for now we would use the projects from last year's folio. A mock-up of that matrix was developed.

While it satisfies the intent, a matrix like this lacks pizzazz and may not get a closer look. In light of time constraints, Chair Ashby requested an alternate concept be mocked up for the Board to consider. Working with some standard data sets and recent WSDOT analyses, we pulled together a small number of data factoids that speak to several of the common concerns shared by regional members. The intent of this approach would be to provide a solid platform of regional support that substantiates every member's needs. The thinking is that when local jurisdictions meet with their

representatives to talk about local priorities, they can include this piece to underscore the local consistency with regionally determined priorities. That may be increasingly valuable going forward.

Both of these concept mock-ups are presented in the attached draft information framework for Board discussion. One or the other would be paired with the introduction and statements page, laid out and designed once we are clear on what we're working with.

Note that development of a project list such as envisioned for the matrix will entail some consideration of what is included on that list and how those projects align with priority criteria identified in poll responses as being regionally important. It will also entail local efforts to identify the projects to be included and provide the needed information to populate the matrix.

Board discussion about preferences for conveying regional priorities will be used to develop a draft folio for review in October.

Legislative Engagement

In December 2019, Chair Ashby and Past-Chair Nesse met with legislators on behalf of PRTPO. No effort was made to formally engage the region's ex officio members jointly as it was too late in the year. Getting an early start in 2020 enables a more coordinated approach to engaging with legislators. Virtual meetings make it more efficient than ever.

The aim is to build stronger regional relationships with the ex officio members and share with them priority regional concerns manifesting themselves in our local communities and on the state system.

Chair Ashby suggest an approach organizing three different meetings: one each for the 24th and 35th Districts, and a joint meeting for the 23rd and 26th Districts. PRTPO members from each of those districts would have a chance to meet with their legislative delegation, who can also get an update on PRTPO's recent transformation from a ward of the state to its own independent organization. Members could also get quality insights from their representatives about the upcoming session.

This approach would be more personal and informative than trying to host a single meeting with all four districts at one time.

Board discussion about preferences for engaging the region's ex officio legislative members will inform organizing efforts, which should get started now.

Attachment:

- *Working Draft Framework_200814*
- *Results of PRTPO Member Poll in July for LWG*

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org



DRAFT PRTPO Transportation Outlook 2021 DRAFT

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 River 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

2020 Officers

Executive Board Chair:

Bek Ashby, Port Orchard
360-731-0778 | bask@portorchard.org

Executive Board Vice-Chair:

Randy Neatherlin, Mason County Commission
360.xxx.xxxx | randyn@co.mason.wa.us

Executive Board Secretary:

Tammi Rubert, Jefferson Transit Authority
360-385-3020 / trubert@jeffersontransit.com

Technical Advisory Committee Chair:

Wendy Clark-Getzin, Jefferson County
360-385-9162 | wclark@co.jefferson.wa.us

WORKING DRAFT POINTS RELATED TO POLL RESULTS BUT NOT YET EDITED OR FORMATTED AS DRAFT CONTENT.

Introduction. Thank you for your support. We're in a mess, but we're in this together. Let's get to work.

Overarching theme of this year's message based on poll priorities:

There isn't enough funding for all we need to do, so we must be wise with the resources we have. Intensive belt-tightening over the last decade or more leaves us with no capacity to absorb the revenue losses we now face without reducing basic mobility for the traveling public.

- Construction projects are key to economic recovery in our communities. Honor existing funding commitments before identifying new projects so these projects can advance as planned.
- If we can't afford to take care of existing infrastructure, then we can't afford to rebuild it. Inadequate funding for core programs like preservation and safety drives costs higher for everyone.
- Rural intercity bus travel provides lifeline services to vulnerable residents, even in the most remote corners of the region. Resources transit agencies rely on to fund these core services are declining as need for these expensive services is increasing.

Priority topics from poll to support the theme:

- We can get more done with the dollars we have by **swapping state funds for federal funds** on some local projects, putting more money into value-added project delivery and less money into project administration.
- Washington needs **new funding mechanisms** that are not restricted by the 18th Amendment; our streets and highways depend on the rest of the transportation system functioning right. Transit, active travel, and special needs transport cannot be funded with gas tax revenues.
- We need to be more proactive in addressing system resiliency in the Peninsula Region, starting with more collaboration between local, regional, state, federal, and tribal stakeholders to assess issues & opportunities, devise a strategy for going forward. US 101 & SR 112 are highly vulnerable lifelines. Lack coordinated strategy for response and recovery.
- COVID-19 underscores the urgency of extending rural broadband access to all parts of the region. People cannot "stay home, stay safe" if they don't have high speed internet available for telework, virtual classrooms, e-commerce, telehealth, etc

We have a problem: The Blackball Ferry is an important private sector transportation partner providing essential international service for people and commerce between Port Angeles and Victoria, Canada. Closure of the international border due to COVID-19 has eliminated all Coho Ferry services and revenues that support this vital business. Loss of the Coho would have major implications for the state and create significant economic harm to Port Angeles and Clallam County. Innovative public-private solutions are needed.



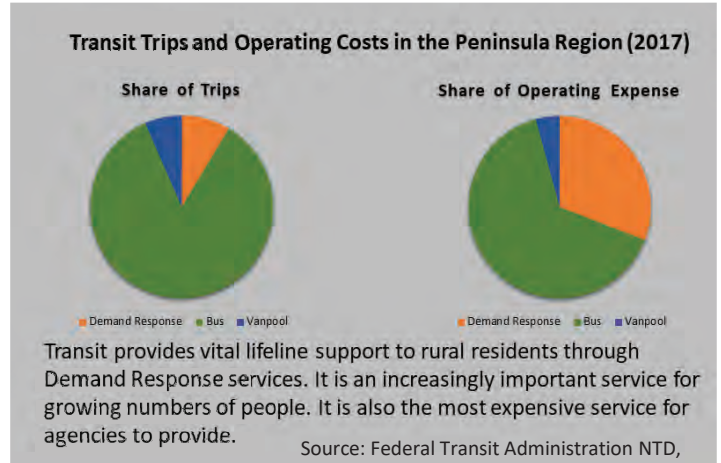
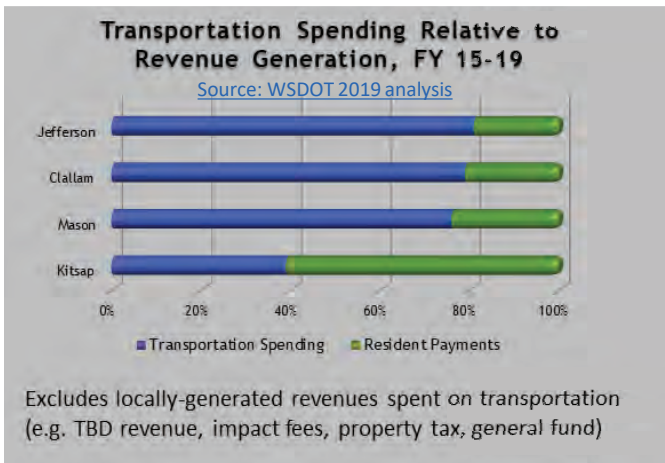
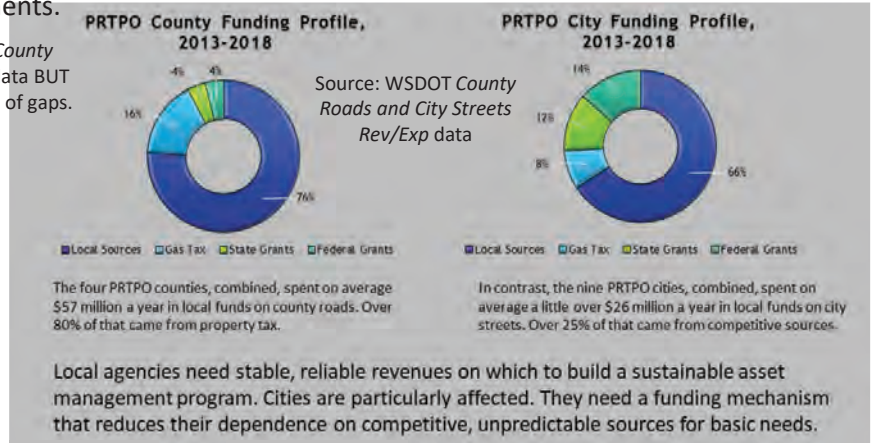
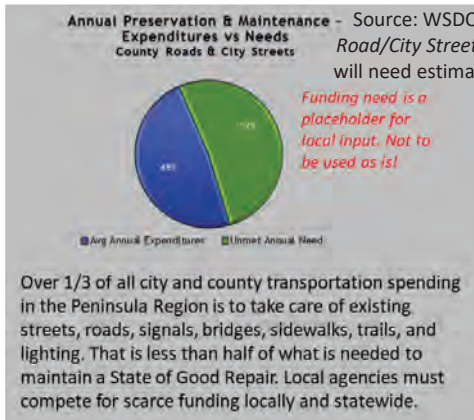
<https://prtpo.kitsaptransit.com/default.htm>

Programmatic Support

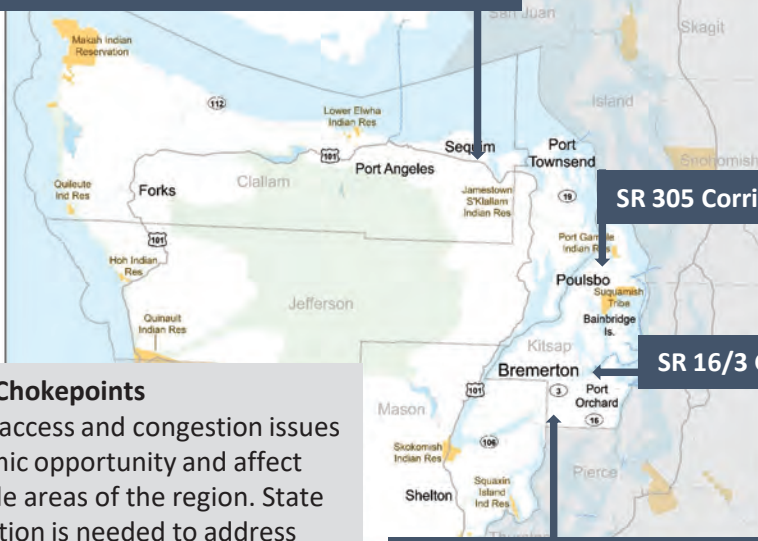
- Increase funding for system preservation programs
- Increase funding for multimodal safety programs
- Increase funding for special needs transportation programs
- Increase funding for rural intercity bus programs



PRTPO members fight to maintain infrastructure and services without reliable, sustainable funding to support core functions. Increases in **programmatic funding for preservation** will extend the life of existing facilities, support safe travel, and save money. Ensuring **reliable funding for rural mobility and intercity bus travel** will ensure our most vulnerable residents maintain access to essential services. Residents generate more transportation revenue than is spent in the region and need more investments.



US 101 East Sequim Improvements (LD 24)



SR 305 Corridor Improvements (LD 23)

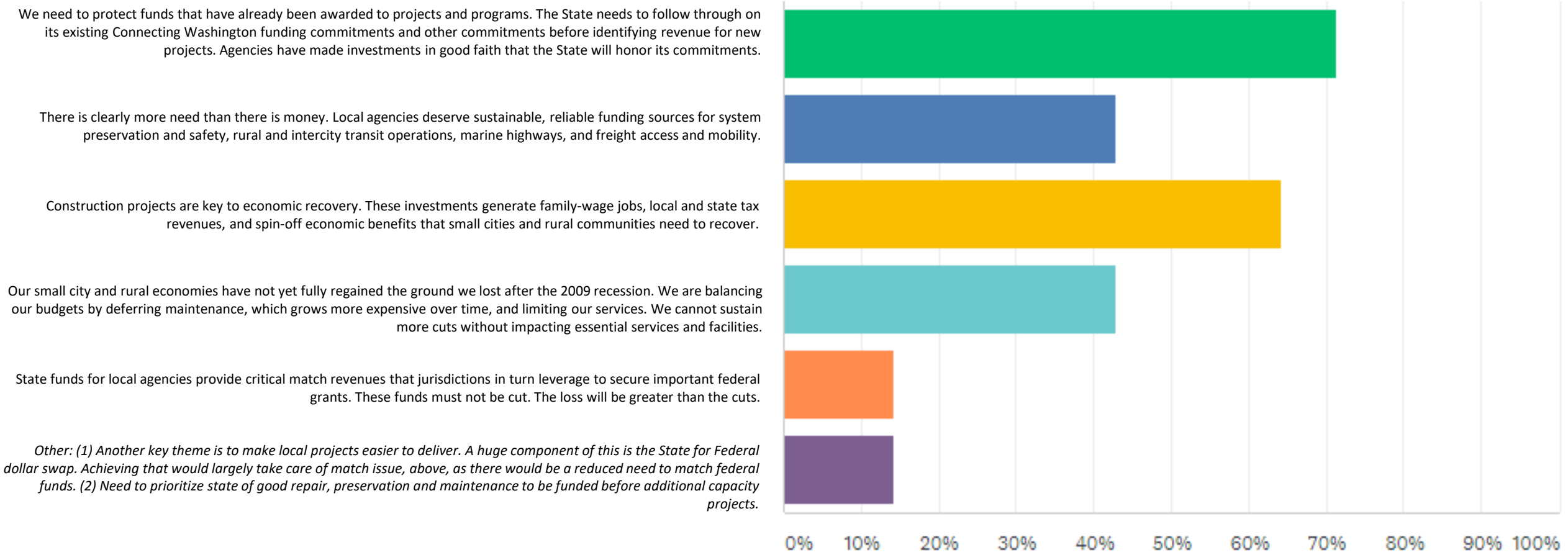
SR 16/3 Gorst Area Improvements (LD 26)

SR 3 Freight Corridor (LD 35)

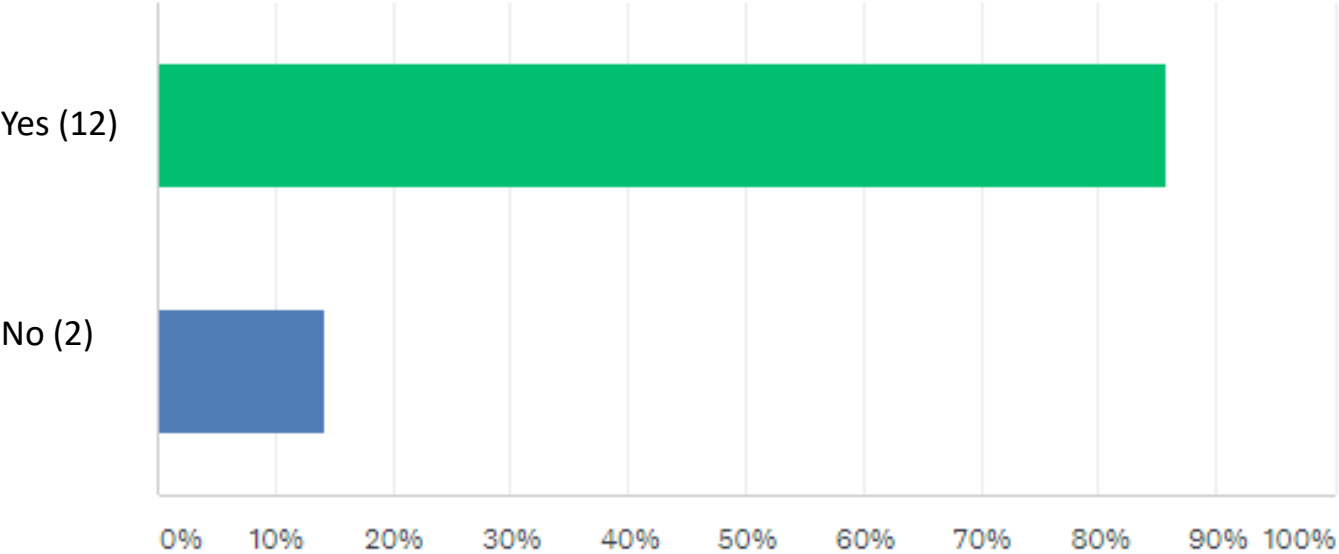
Economic Vitality Chokepoints

A small number of access and congestion issues undermine economic opportunity and affect mobility across wide areas of the region. State and local collaboration is needed to address these challenges to regional and state mobility.

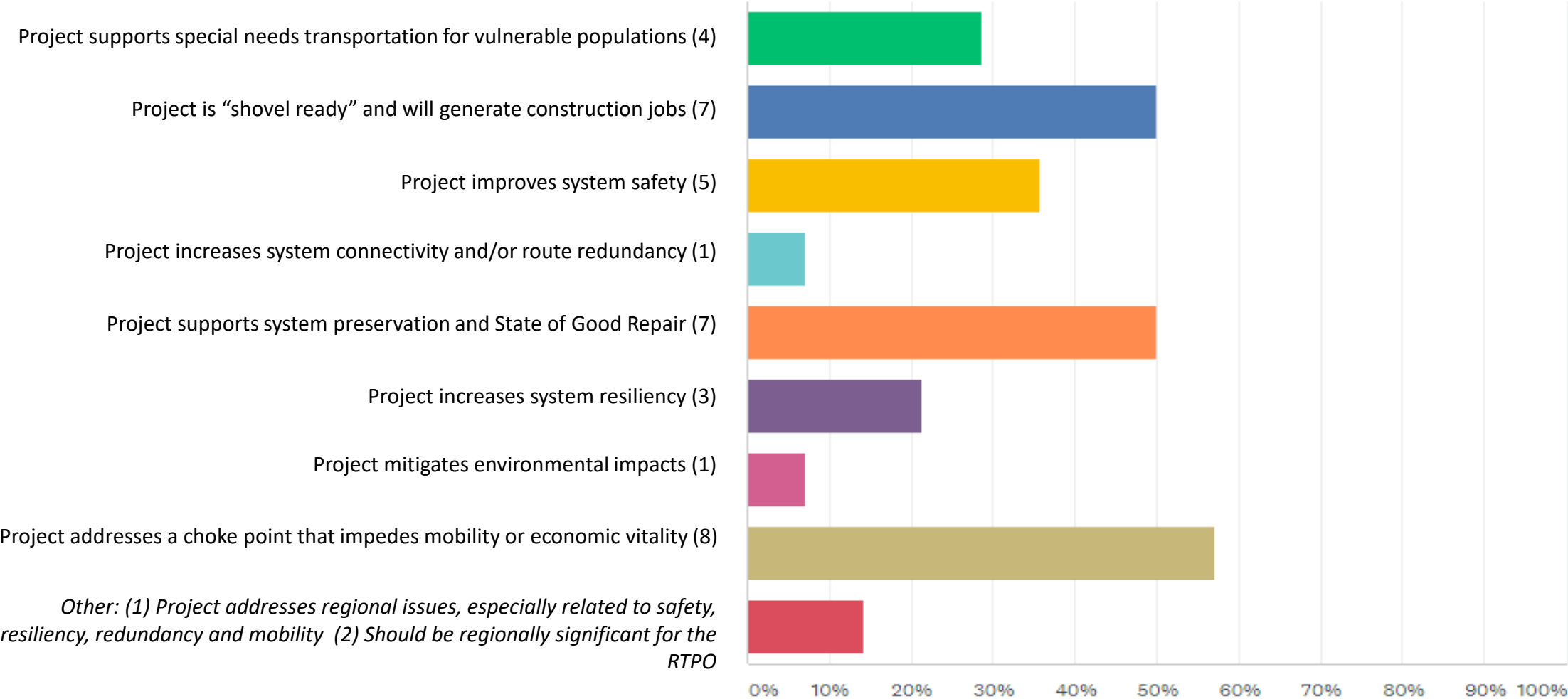
Please indicate up to three statements you think represent the right themes for PRTPO’s key message.



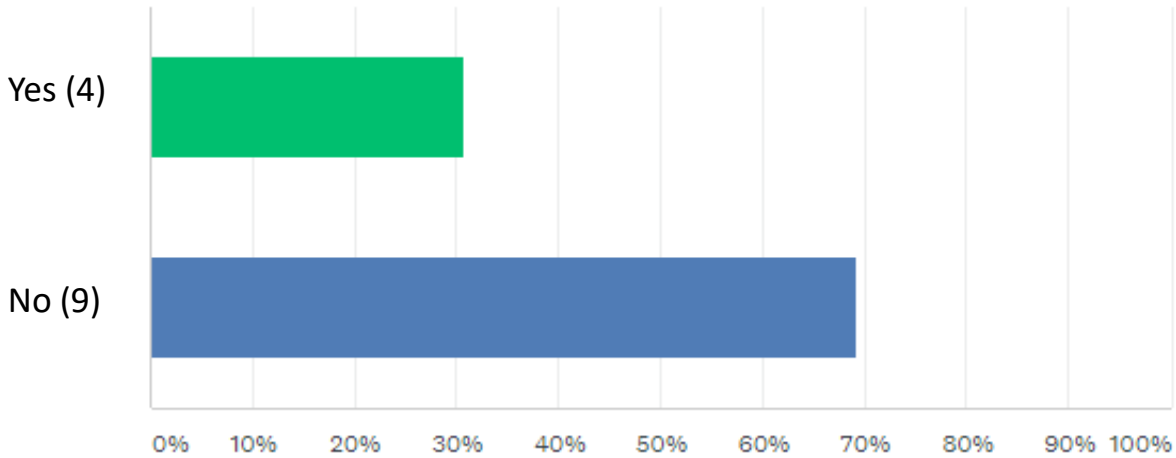
Should Connecting Washington projects be included on the list as regional priorities with pre-existing funding commitments?



What other criteria should be used to include a project on the PRTPO list?



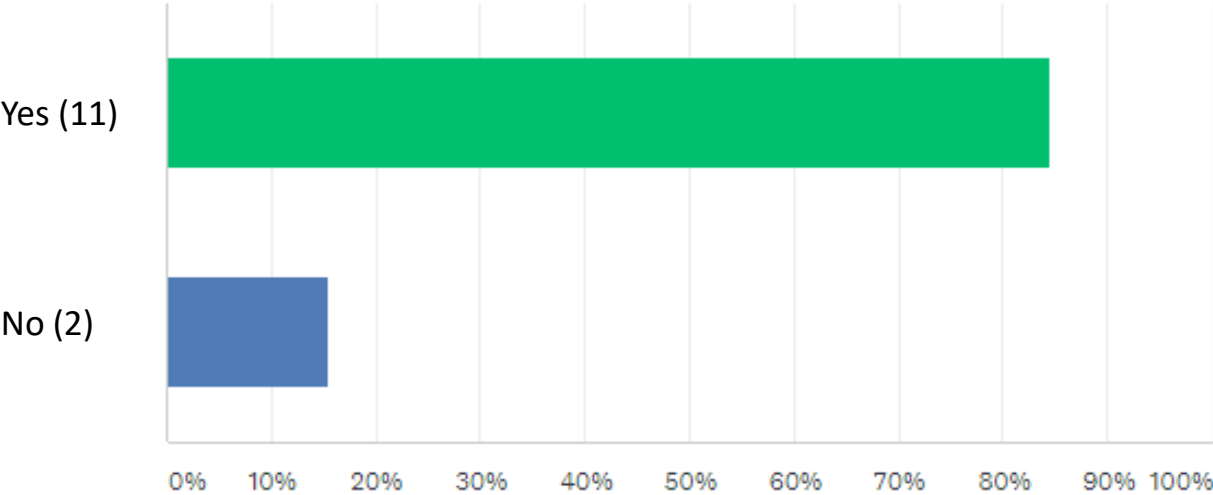
Should projects on the PRTPO list be prioritized?



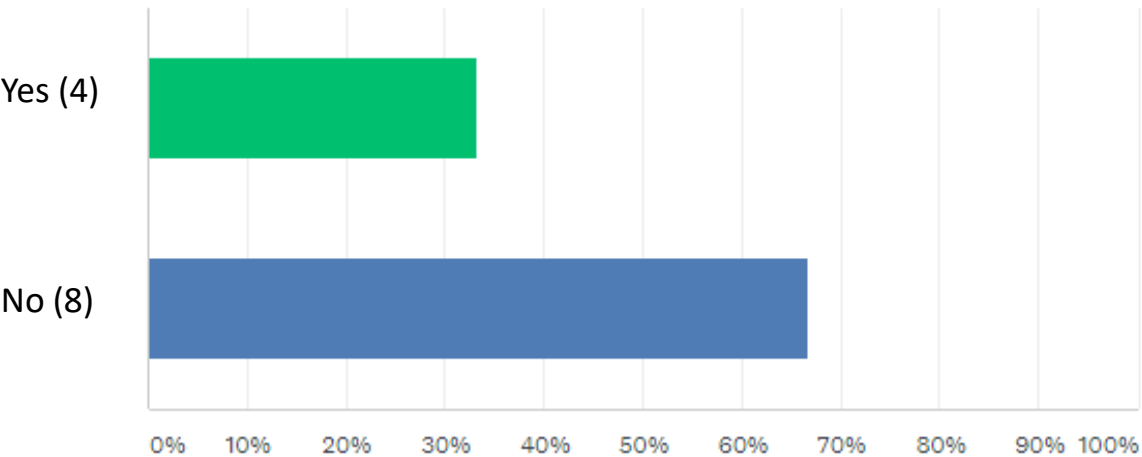
Comments

- Because we have a lot of smaller projects compared to big cities and such that are important to our smaller communities. Just because we have smaller communities doesn't mean they are not important. We need these projects done, therefore priority. Does this make sense?
- As long as the project meets the inclusion criteria they should all be included on the PRTPO list and ranked equally.
- Every agency has different priorities, so how can the entire region say one project is the most important. Prioritization forces everyone to compete with the others. Now we should be looking for ways to benefit the entire PRTPO.
- Many differences make this difficult
- No, because there are different counties and entities within the PRTPO that have their own priorities so I am not sure how the PRTPO would determine which projects would have more priority over others.
- How would they be ranked? It seems fraught with difficulty and controversy. Project types over the region tend to be very diverse with difficult benefits to rank directly against each other. Would number of citizens served rank over safety for instance? The project list should especially be used in the context of supporting our position of how vital these projects are to economic recovery and vitality for the region, and how vulnerable they are to funding insecurity, as well as how intertwined the funding used to construct our projects are with state funding being used to match federal funding in the overall packages needed to deliver important projects.
- Standard practice, so that a contingency list can be developed and you do not need to revisit the scoring/selection process if additional funding arises
- It's yes/no, prioritization surely helps but if projects are too large in scope/exceeding available funds, sometimes smaller lower priority projects should move forward.

Should projects from each of the four legislative districts be called out?



Does your agency have any projects or services outside of Connecting Washington that have previously been awarded funding that are now in jeopardy?



Comments

- US 101 Sequim Corridor Improvement Project. Approved in state transportation budget for engineering, but concerned over potential delays due to COVID-19.
- SR 3/16 Gorst capacity and resiliency SR 104 Kingston - realignment and congestion management
- East Sequim Corridor Improvements, currently with \$1.3 million appropriated by the legislature and \$650,000 in combined City and STP funds. Even though it was conceived as a safety improvement, WSDOT will not accept it as a safety project and has said it will likely be delayed.

How much of a priority are these topics for PRTPO's 2021 legislative agenda?

Support faster electrification of the rural transportation system to expand use of electric vehicles, reduce dependence on fossil fuels, and decrease greenhouse gas emissions.

Get more done with existing revenues by swapping federal funds for state funds on projects for small agencies, efficiently concentrating federal funds on fewer and larger WSDOT projects.

Support inter-governmental collaboration to increase system resilience in the highly rural Peninsula region that depends on single-route access in areas prone to frequent landslides and washouts. (e.g. US 101, SR 112)

Extend broadband access to all communities throughout the region, enabling people to “Stay Safe, Stay Home” while engaging in essential work, school, civic engagement, e-commerce, telehealth services, etc.

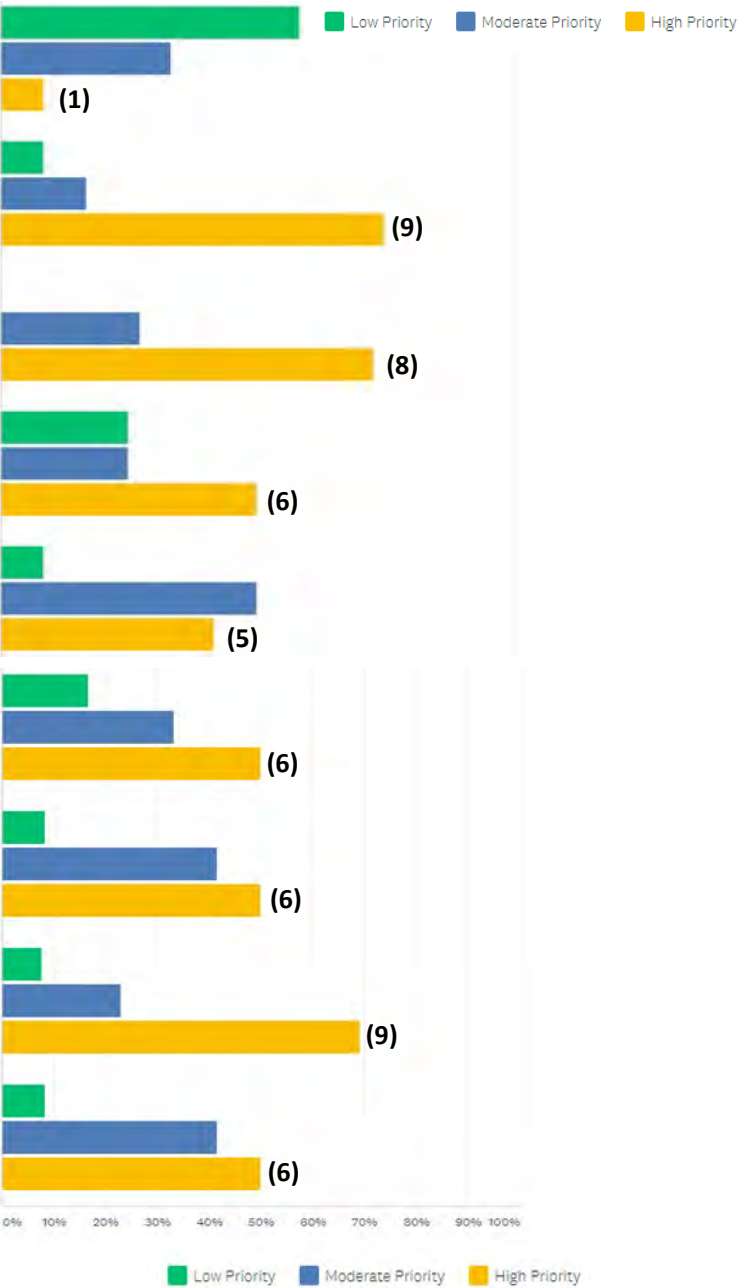
Allow cities to establish new local funding mechanisms such as a street utility to raise local revenues dedicated to transportation instead of relying on scarce general fund revenues. Cities lost a critical local funding option as a result of I-976 and need viable opportunities to replace those lost revenues.

Support tax reform at the state level that reverses current tax burdens on the state’s poorest residents while generating revenues for needed services with new taxing structures that more equitably distribute tax liability.

Rural intercity bus service provides critical connections between our communities, supporting the mobility needs of our most vulnerable populations while also providing viable alternatives to driving. Funding to sustain operations keeps communities connected and services accessible.

The State needs new funding mechanisms that are not restricted by the 18th amendment that can support transit, special needs transportation, non-motorized travel, and other important needs that cannot be funded with gas tax revenue.

Closure of the Canadian border due to COVID-19 has eliminated all Coho Ferry services and revenues that support this transportation business. Loss of the Coho would have major implications for state and regional transportation and create significant economic harm to Port Angeles and Clallam County.



What PRTPO priority did we miss?

Comments

- US 101 Elwha River Bridge Replacement Project is a critical regional need addressing safety, commerce and capital needs.
- Great list!
- Just a few comments on the priorities - we put medium on tax reform - I think that's medium at this time, but very high for long term planning and action. We may need to be not super pushy about it now, but support the long term planning for the discussion and future change. Now is probably a great time to be talking about it in the future context while we're rightly focused on dealing with the current crisis. We have the same feelings about the 18th amendment issues -

Responses were received from:

- Jamestown S’Klallam Tribe
- Skokomish Tribe
- Clallam County
- Jefferson County
- Kitsap County
- Port Orchard
- Port Townsend
- Poulsbo
- Sequim
- Shelton
- Mason Transit
- Jefferson Transit
- WSDOT
- (1) Unknown



ATTACHMENT F

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black
Date: August 14, 2020
Subject: RTP 2040 Follow-up Strategy

REQUESTED ACTION:

Direct staff to engage the TAC in assessing outstanding follow-up needs for RTP 2040 and provide the Board with an outline of beneficial activities that PRTPO could pursue over the next few years.

Overview

During review of the 2040 Regional Transportation Plan (RTP) adopted by PRTPO in October 2019, some additional areas of need were identified beyond those addressed in the plan. The attached three-page chapter from the RTP describes these areas broadly.

It is proposed that staff work with the TAC in evaluating these needs to assess potential follow-up strategies for the Board to consider. The aim is to identify those activities with greatest benefit to the region that PRTPO can pursue through its regional planning work program.

Considerations

Several issues identified during the public review process are well beyond PRTPO's capacity to resolve, such as providing sufficient funding for intercity bus travel or increasing travel time reliability on the Hood Canal Bridge. But there are opportunities for PRTPO to inform or influence some of these issues, or to partner with local agencies in their efforts to address relevant concerns.

Staff can work with TAC members in assessing measures that PRTPO might take in response to the outstanding needs. The goal is to understand how PRTPO might best use its limited resources and identify logical partnership or leverage strategies that can stretch limited resources further. This would result in a short list of viable strategies for the Board to consider in directing PRTPO follow-up activities to support regional mobility over the next few years.

Implementation of any strategies the Board might consider will be dependent on available funds. There is some limited capacity within the existing regional work program to accommodate potential activities. PRTPO also has strong grant-writing skills in-house and so may be able to obtain funding for select activities, if desired. Key is knowing what PRTPO wants to accomplish and the levels of effort involved so that opportunities can be cued up as resources are available. A short list of strategic actions will be invaluable in helping the region make progress in addressing regional mobility needs.

Given the nature of this task and the workload currently underway for TAC and staff, it would likely be December before this would come back to the Board for consideration.

Attachment

Chapter 7, Peninsula RTPPO Regional Transportation Plan 2040

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPPO.org
Edward Coviello | 360.824.4919 | EdwardC@kitsaptransit.com

7: Next Steps

This *Regional Transportation Plan 2040* identifies system information and conditions, describes trends and needs, and lists performance measures. **Chapter 6** lists the strategies on state highways and problem areas without easy solutions that the Peninsula RTPO will collectively work towards over the 20-year planning horizon.

Beyond the strategies and problem areas identified in Chapter 6, the PRTPO plan informs local and state transportation policies and investments through its vision and goals and the overarching inter-jurisdictional coordination resulting from the on-going regional transportation planning process. The many individual day-to-day decisions and investments made by PRTPO's partners in building, maintaining, operating, and planning for the region's multimodal transportation system are all important elements of plan implementation.

Coordination and Collaboration

The Peninsula RTPO will coordinate RTP implementation and updates with members over the life of the plan. Moving the region towards a more integrated, multimodal transportation system requires partnership and collaboration among the PRTPO's members and its many stakeholders. Roles and responsibilities for implementing this plan are diverse because responsibility for managing the multimodal transportation system is shared by many entities.

On-going implementation activities that PRTPO undertakes will be identified in the agency's annual Unified Planning Work Program, or UPWP³². Implementation activities that individual members undertake may be reflected in their local Comprehensive Plans, Transit Develop Plans, Transportation Improvement Programs, and Tribal Transportation Improvement Programs, depending upon the nature of the work and funding availability. Regional implementation activities will be consistent with local Comprehensive Plans, furthering the iterative and enduring collaboration between local and regional planning partners in providing for community needs.

New Horizons

In 2019 PRTPO completed its transition to an independent RTPO responsible for setting its own direction and identifying and implementing its regional planning priorities. In 2020 PRTPO will begin exploring regional issues and opportunities to identify those priority needs that it is best suited to address in its capacity as the regional transportation planning organization for the Clallam-Jefferson-Kitsap-Mason County region.

Input to that strategic planning process will come from public comments received during the review of this 2040 plan in its draft form. Details on that public engagement process can be found in Appendix B.

³² The most current version of PRTPO's Unified Planning Work Program (UPWP) can be found on the Publications page of PRTPO's website at: <https://prtpo.kitsaptransit.com/publications.htm>

Substantive topics emerged from the draft review that merit further discussion as PRTPO members consider the array of issues and opportunities facing the region.

Focus on system resiliency

The region relies on a fragile transportation system and there is little or no plan in place to increase resiliency or system redundancy. Many areas have only a single route for ingress and egress. Consider the role the region's many small ports and public launch facilities might play in emergency access and response in the event of a major disaster. Also consider potential standards for new infrastructure development that enhance overall community resiliency.

Rural intercity public transportation provides critical connections and should be increased

Build on existing partnerships and innovative services to create more frequent and reliable connections between the rural destinations people are traveling between. Expand Sunday service, at least during peak festival and biking season, recognizing the region cannot attract more tourists arriving by bus and ferry for weekend activities if they can't get home by those same means on Sunday.

Active transportation offers untapped opportunities for economic vitality

People come to the Olympic and Kitsap peninsulas to enjoy active recreation which directly supports the essential tourism economy, creating incentives to expand biking and walking opportunities and the ability to arrive and depart without needing a car. Harnessing this opportunity supports other aims. Efforts to complete the Olympic Discovery Trail, expand the network built on that trail, and increase multimodal access to and from the national park and forest support many regional objectives including economic vitality.

The plan is silent on climate change and reducing greenhouse gas emissions

The plan does not explicitly mention climate change nor does it describe efforts to reduce greenhouse gas emissions and growth in per capita vehicle miles traveled. Climate change considerations entail a stronger focus on active transportation, intercity transit and passenger-only ferry connections, demand management, and electric vehicle infrastructure as well as pragmatic pursuit of system resilience and adaption measures.

Inherent frictions between freight mobility and walkable places call for innovative strategies

Truck freight underpins the region's economic lifeline, but when highways bisect urban centers it also conflicts with other mobility goals like walkability and creating people-oriented urban spaces. Conflicts between reliable and efficient freight mobility and walkable, people-centric downtown environment require innovative strategies to resolve, ranging from designated routes and reconsideration of one-way couplets to street design and land use strategies.

Travel reliability on the Hood Canal Bridge affects the entire region.

Congestion on the east side of the Hood Canal Bridge and extensive delays when the Bridge is opened for marine traffic create impacts felt all the way to Port Angeles and beyond, generating travel time delays for the region's freight shippers and dampening the region's tourism economy. What happens in Kitsap County matters to the rest of the region's economic health, especially in terms of the Hood Canal Bridge and central Puget Sound ferry service.

A 21st century plan should address electric vehicle infrastructure and new mobility options

While most of the region is highly rural, that is no reason the long-range regional plan shouldn't speak to the role of electric vehicles (EV) and their supporting infrastructure. The EV infrastructure model will be different in a rural region than in a metropolitan area, and the regional planning process is the right process to describe what it looks like. Similarly, with new mobility options like ride-share companies (Lyft, Uber) and other emerging travel options, it is appropriate for PRTPO to explore the future role of these in meeting regional mobility needs.

Conscious effort needed to ensure equitable access to opportunity in the future

Equitable access to transportation services and the opportunities that access affords can be eroded without a vigilant focus. This quickly encompasses issues ranging from housing affordability to broadband access throughout the region. Without explicit consideration, the divide between those with means and those without will increase in the Peninsula region as transportation becomes less affordable for more people.

Regional planning and coordination makes sense

Though most people were not familiar with PRTPO specifically, the concept of regional collaboration and partnership resonated with people, who also expressed interest in learning more and having more opportunity to engage in regional planning. Partnerships and collaboration to get things done just makes sense.

Create more meaningful opportunities for community engagement

It is hard to expect people to know how to participate and provide informed input to regional planning processes if they are not engaged on a regular basis. Regional transportation planning underpins things people care about – quality of life, access to jobs and health care and affordable housing, environmental health, a strong economy. It should be easier for people to learn about PRTPO and its work. There can be more opportunities for people to participate in the regional transportation planning process and contribute to a thriving region.

Big ideas emerging from public review of the draft RTP 2040 merit more deliberate discussion about their implications and regional opportunities, and the potential role that PRTPO can play in shaping a strategic direction.

In early 2020, PRTPO will undertake work to develop a strategic direction for the Peninsula Region with near term and longer-term priorities. That process begins with big ideas including those generated by the public in its review of the regional plan.

Near-term priorities will inform PRTPO's Unified Planning Work Program and support for local agency grants and partnership opportunities. Work on longer-term priorities will proceed as resources and opportunities allow. Both near- and long-term priorities will inform the required biennial plan review and a rewrite of the next regional transportation plan, which may get underway as early as 2021.

In the course of its regular work program activities PRTPO will review this plan and update it in accordance with state regulations and regional need.

Peninsula RTP

WSDOT Transportation Improvement Program

Dennis Engel, P.E. Olympic Region
Multimodal Planning Manager
August 14, 2020

Overall WSDOT TIP



Total projects in four county area – 60

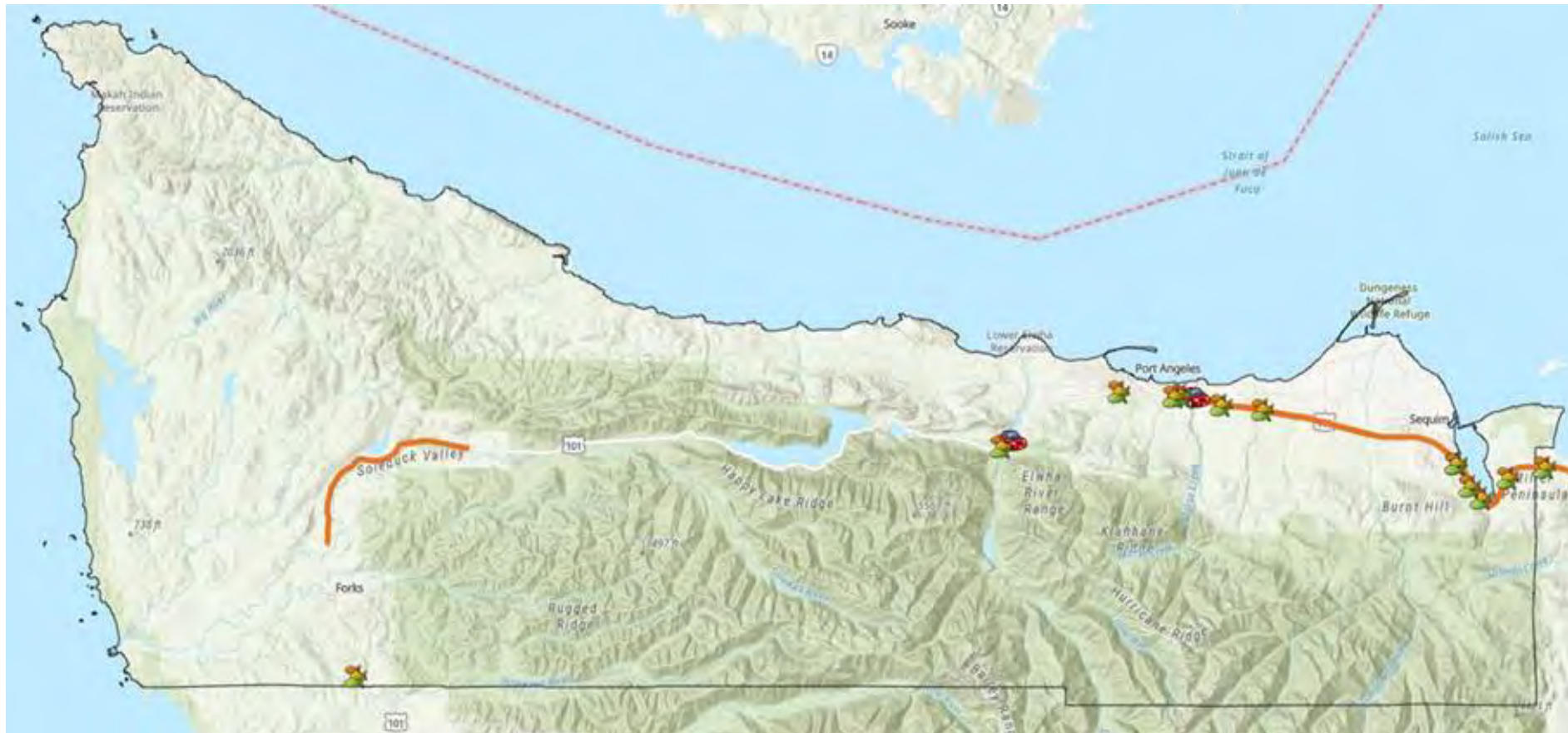
Clallam	15
Jefferson	18
Mason	14
Kitsap	11
Programmatic	3

One project counted in both Clallam and Jefferson

Region wide projects –

- OR Region Wide Basic Safety – Guardrail
- Asphalt/Chip Seal Preservation Peninsula RTP
- Regionwide Guardrail Installations – Part 2

Clallam County Projects

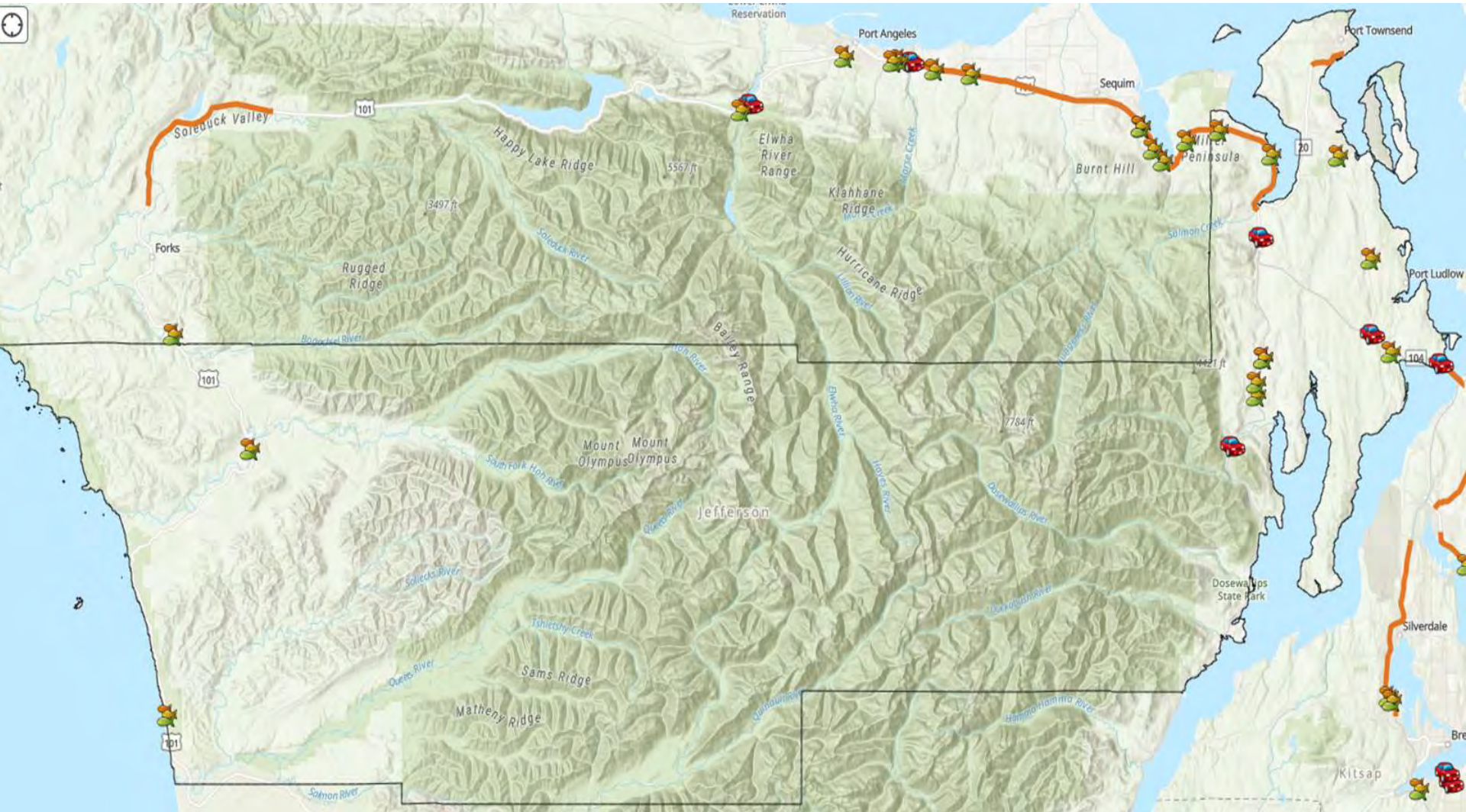


Clallam County Projects



- 12 Fish Barrier projects
- Elwha River Bridge – Replacement
- Morse Creek Vicinity – Safety Improvements
- Sol Duc River to Bear Creek – Special Repair
- Pre-Design East Sequim Project

Jefferson County Projects

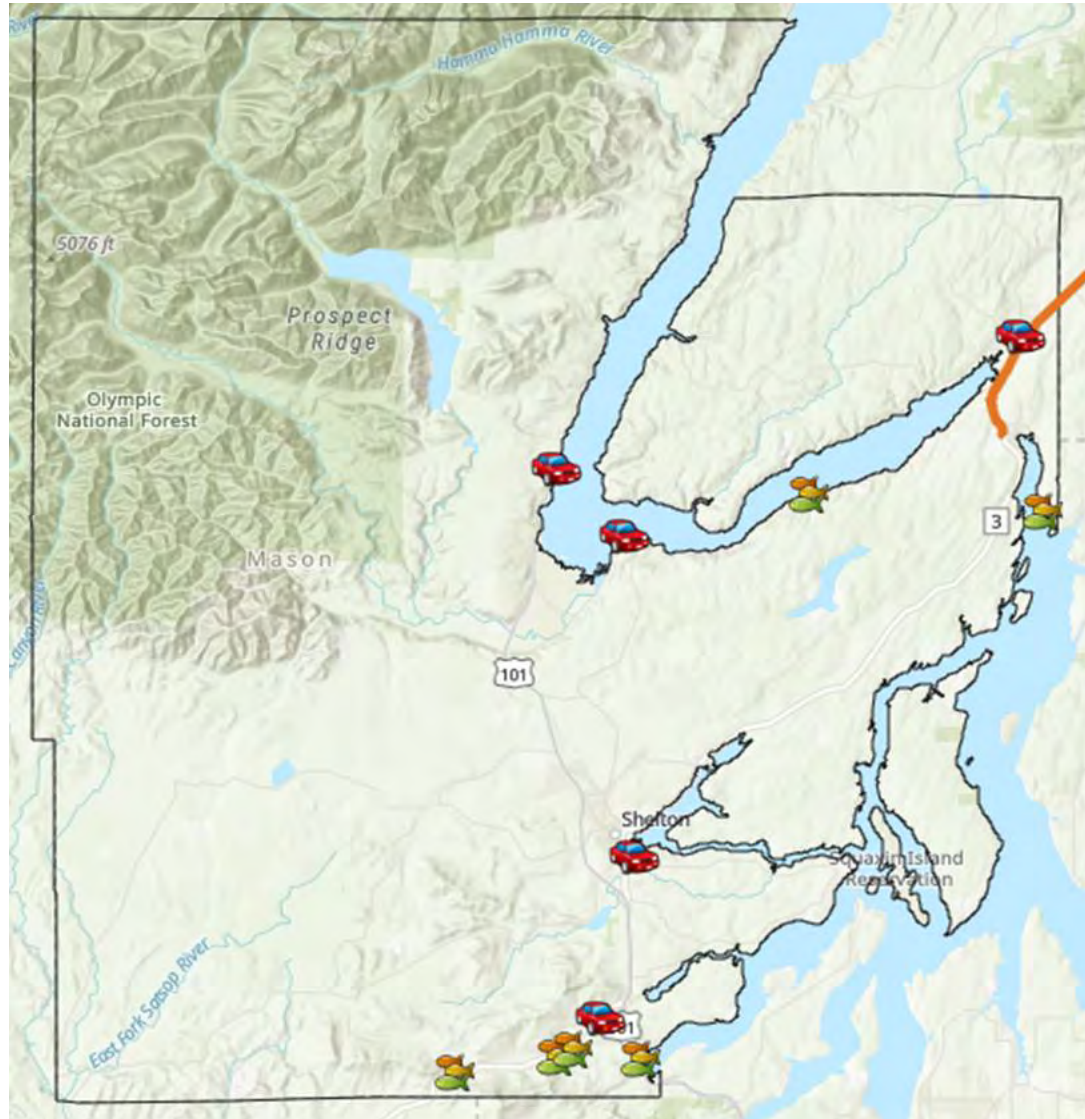


Jefferson County Projects



- 10 Fish Barrier projects
- Hood Canal Bridge – Repair Pontoon Hatches
- Hood Canal Bridge – Special Repair
- Paradise Bay/Shine Rd – Intersection Safety
- SR 104/SR 19 Intersection – Safety Improv.
- Big Quilcene River Bridge – Bridge Painting
- Discovery Bay/Hood Canal Bridge EB VMS
- Discovery Rd & Kearney – Roundabouts
- Golf Course Rd to Uncas Rd – Rumble Strips

Mason County Projects

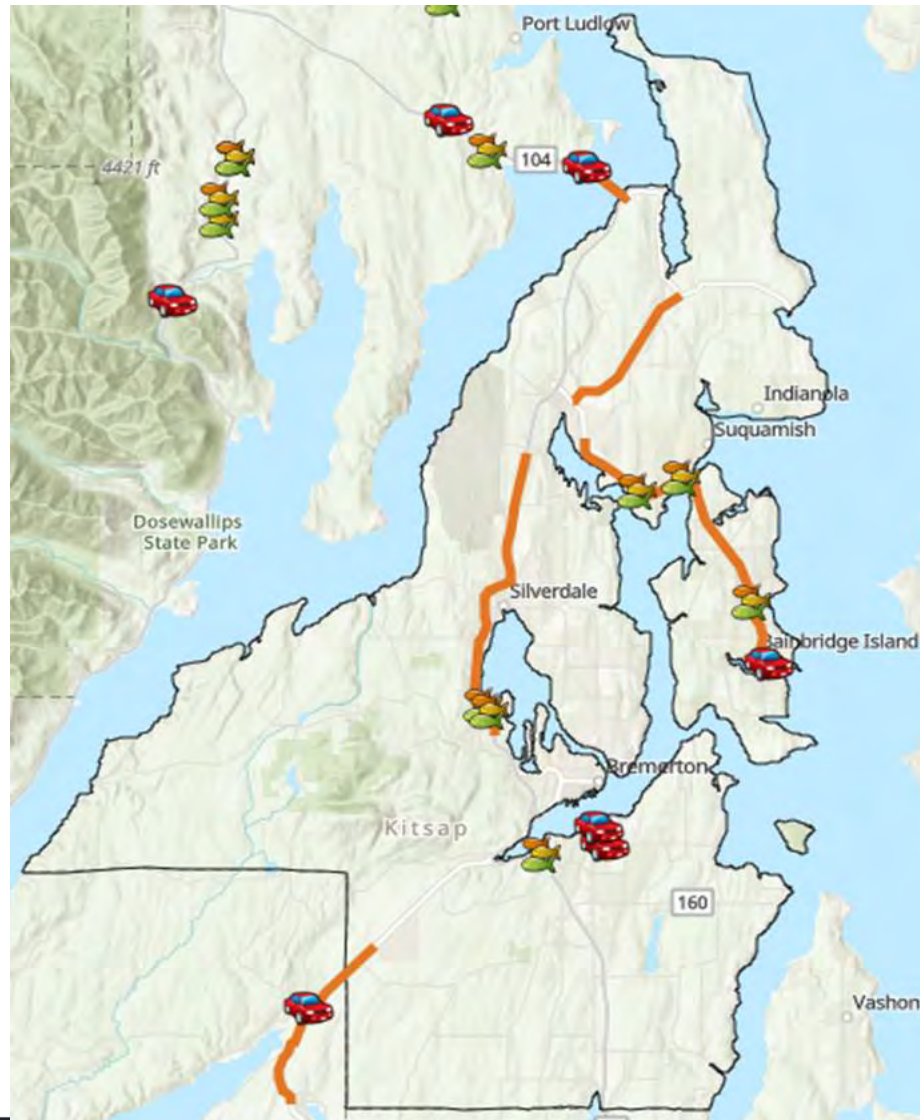


Mason County Projects



- 8 Fish Barrier projects
- SR 106 McReavy Rd – Culvert Repair
- SR 108 Railroad Crossing Improvements
- SR 3 Cascade Ave – Signal Replacement
- SR 3 Freight Corridor – New Alignment
- SR 300 Belfair State Park to SR 3 ADA comp.
- Dynamic Warning Signs

Kitsap County Projects



Kitsap County Projects



- 6 Fish Barrier projects
- SR 166 Bethel/Bay/Maple Roundabout
- SR 166 Port Orchard – Rebuild Signals
- SR 3 Austin Dr SB/Sherman Hill NB/Bond–VMS
- SR 305 Construction – Safety and Mobility
- SR 307/SR 305 to SR 104 – ADA Compliance

Questions

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ATTACHMENT H

INFORMATION ITEM

To: PRTPO Executive Board
From: Thera Black
Date: August 14, 2020
Subject: WSDOT Investment Strategy Group Update

REQUESTED ACTION:

This is for your information. No action is requested.

OVERVIEW:

In April, the Executive Board took action to participate on the WSDOT Investment Strategy Work Group with PRTPO Coordinator representation for the region. This brief provides an overview of activities to date.

What is the Investment Strategy Work Group?

The Investment Strategy Work Group is an ad hoc staff group convened by Secretary of Transportation Roger Millar. His rationale for convening the work group is to improve how transportation investment decisions are made. Needs far exceed resources. This is an opportunity to ensure coordination and align priorities where possible so that those resources provide maximum benefit for the traveling public.

The Work Group is made up of senior staff from each of the 16 RTPOs in the state plus the six WSDOT Region Administrators and is supported by a team of consultants and staff from WSDOT. Its work got underway in July and is expected to include eight meetings that will conclude in early January.

The product of this work will be a strategy for better aligning transportation priorities and investment decisions statewide. Details as to what that might mean are the focus of the group's work.

Activities to Date

The group met first on July 9th and again on July 27th. This is the "chartering" stage of any WSDOT process, whereby participants work to establish a common understanding of their purpose, roles and responsibilities, what the ultimate objective is, and ground rules for working together, making decisions, and resolving differences. The time spent up front typically pays off later in any process, especially one involving potentially sensitive topics like funding priorities and investment strategies.

At this stage of the process, WSDOT and RTPOs are working to reach a shared understanding of what this investment strategy might be – and what it won't be – and clarify those expectations from the start.

Of note is that Secretary Millar has brought in a firm to develop and facilitate an agency-neutral process with limited support from his team. He is striving for a collaborative effort and is intent on avoiding any perception that WSDOT is co-opting RTPOs in this process. Secretary Millar does not have a decision-making vote on the work group, nor does anyone from Headquarters. Only the six region administrators have a decision-making role. John Wynands is the Olympic Region Administrator.

Insights from the First Two Meetings

The consultant team has done a good job of creating inclusive meeting and workshop structures, hearing and incorporating widely divergent perspectives, and facilitating the discussion in ways that highlight where there are still differences in understanding that need to be resolved.

Secretary Millar stressed more than once that he does not have a predetermined outcome going into this process, and in fact, the purpose, problem statement, and outcomes are being developed by the Work Group, not by him or his planning office.

Work Group discussions are insightful. The sixteen RTPOs do not speak in a unified voice nor do they have the same understanding of key problems to be addressed. While there are numerous overlapping concerns statewide, there are distinct differences, particularly between urban and rural regions. For example, concerns about inconsistencies between local agency and regional funding priorities seem to be concentrated among the urban RTPOs that also serve as Metropolitan Planning Organizations for their regions, perhaps due to differences in their roles and responsibilities or the nature of their mobility issues. Rural RTPOs have been vocal about local concerns and how those concerns will be reflected in the Work Group's activities. Similarly, the six WSDOT Region Administrators bring different perspectives that are independent of Headquarters.

Process Input

The Work Group is a staff group, but RTPOs across the state are composed of hundreds of elected local and tribal members and the communities they represent. The schedule, though compressed, incorporates two touchpoints between Work Group members and their respective Boards. This is an effort to ensure broad awareness of and input to this process among all the local agencies that make up RTPO boards across the state. PRTPO members were dialed into this work back in April, but that is not true everywhere.

Up Next

The Work Group is scheduled to meet next on August 27th. Between now and then the consultant team will work with a small subcommittee to refine the problem statement that will frame the issues and goals for this work. In August, the Work Group will start working out what constitutes priority issues to be addressed and principles for collaboration.

While the schedule is still a little soft, we expect there will be an opportunity for PRTPO member input on early products or findings in late September or early October, possibly in conjunction with the Board's meeting in October. We will work to maximize Board input when that opportunity arises.

Attachment:

None.

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

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ATTACHMENT I

INFORMATION ITEM

To: PRTPO Executive Board
From: Thera Black
Date: August 14, 2020
Subject: PRTPO Coordinator Report

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. My contact information is at the end if anyone has follow-up questions.

Since the Last Meeting:

- **Executive Committee Meeting on August 13.** The Executive Committee met remotely with the Lead Planning Agency and Lead Fiscal Agency. Together they reviewed work program activities and discussed coordination priorities over the next couple of months. The Executive Committee reviewed the contract lapse for legal services and recommended the Board consider an extension through December 2021. They discussed and approved the agenda for the Board's August meeting.
- **Technical Advisory Group Meeting on July 16.** The TAC addressed several topics but focused primarily on the use of federal funds by local agencies and early consideration of whether PRTPO support for more funding flexibility would be useful. Those findings are covered elsewhere in this agenda packet.
- **Legislative Work Group Meetings on July 9 and July 30.** PRTPO's LWG worked to craft a legislative information framework for the Board's consideration in August. This included a poll of PRTPO members, seeking input on key themes and priorities to address in the folio. The LWG will meet one more time after the Board's August meeting to refine the folio and create a draft *Transportation Outlook 2021* for the Board to review in October.
- **PRTPO Briefing to the Washington State Transportation Commission on July 15.** Bek and Annette were invited to make a presentation in March to the Commission about PRTPO's recently adopted Regional Transportation Plan (RTP) and the overall transition to an independent RTPO. That was rescheduled due to COVID-19 to July. They knocked it out of the park!
- **Passenger-only Ferry Study RTPO Coordination Meeting on July 30.** The PSRC Passenger-only Ferry (PoF) study is advancing through the screening and evaluation process. This is a twelve-county analysis funded by the Legislature to identify a small number of new routes that might be viable to begin operations in the next 5-10 years. Information on the overall study and outreach process can be found [here](#).

Five potential routes in the Peninsula Region had advanced to the Tier 3 analysis completed in July:

- Port Angeles – Seattle
- Port Townsend – Seattle
- Port Townsend – Bellingham
- Suquamish – Seattle
- Southworth – Des Moines

Analysis accounted for differences between commuter-oriented routes and those supporting broader travel purposes and economic opportunity related to tourism. The first three on the list above were designated as tourism and broader service connections while the Suquamish route was evaluated as a commuter route. The Southworth route was unique among the 22 routes under consideration in Tier 3 in being singled out for airport access, in terms of travelers and as a major employment center.

Various independent data sources were used to ensure equivalent analysis of ridership potential as well as travel time savings compared to land route alternatives. The consultant team evaluated modal connection opportunities, complementary landside development patterns and facilities, and even factors like system resiliency in outlying communities. Seaworthiness was a big factor, especially for Port Angeles and Port Townsend. Sea conditions associated with open water create different vessel size and design considerations than protected or lake routes require.

Of the five routes in the Peninsula Region that made it to Tier 3 analysis, only the Suquamish – Seattle route scored favorably against all the other routes under consideration to make the select cut for the final operational feasibility and cost analysis. It is uncertain whether the Suquamish Tribe is interested in the potential of passenger-only ferry service to Seattle. PSRC will consult with the Tribe before going further with that analysis to ascertain the Tribe's interest.

A webinar will be conducted on August 20 from 1:30 to 3:00 to present study findings to date and outline the final phase of analysis. You can [register here](#). The video will be posted online afterwards for viewing.

Note: Gil Cerise, who is managing this work for PSRC, has offered to make any of the data and analysis of potential routes in the region available to local agencies. I am happy to help facilitate that with local staff if there is interest.

- **MPO/RTPO Coordinating Committee meetings on August 10 and August 11.** This was the quarterly meeting of WSDOT and staff from all the RTPOs and MPOs. Following is a selection of information from that meeting of possible interest to members and their constituents.

OA Policy and Timelines (attached)

WSDOT has updated its Obligation Authority, or OA, policy. The OA policy establishes WSDOT expectations about the rate of federal TAP and STBG funding expenditures by local agencies. Also, and this is very important, it spells out the funding penalties for failing to meet those expectations.

It is based on an OA policy that has been in place for a number of years but was never enforced. That has changed, effective with this Federal Fiscal Year (FFY) 2020 that ends September 30.

WSDOT worked with the MPO/RTPO Coordinating Committee to update this policy since MPOs, and to a lesser degree, RTPOs, have a role in allocating federal funds to local projects.

However, in rural RTPOs it is the *counties* who are responsible for allocating federal STBG funds and ensuring the expenditure of all those funds satisfy the terms of the OA policy, even when those STBG funds are awarded to another entity.

WSDOT emphasizes that there will be funding sanctions on those regions and counties that fail to fully meet their Obligation Authority targets on time in FY 2020. The policy includes a one-year grace period before sanctions go into effect. That means counties that do not meet their 2020 OA targets by mid-September 2020 have until summer 2021 to catch up AND achieve their 2021 OA target at the same time. Failure to do so will result in a reduction to

the following year's county allocation by an amount equal to the under-obligated amount. Sanctioned funds are not restored.

If there are any questions about the new policy and its applicability to project funding, please get in touch. FFY 2020 OA delivery as of 7.31.20 is included with the attached policy language, which is still labeled as draft, but which is presented by WSDOT as the official OA policy under which counties, RTPOs, and MPOs are currently working.

Status of Project Obligations at Local Programs

Several local agencies across the state have seen long delays recently in getting projects obligated. During her briefing to the MPO/RTPO Coordinating Committee, WSDOT's Stephanie Tax advised that Local Programs experienced some slow-downs while new procedures were put in place to accommodate COVID-19, but that everything is up and running smoothly.

She said that local agencies submitting a complete obligation package should expect Olympic Region to clear it in one week and Headquarters to have it signed within two weeks. Incomplete packages or submissions with errors face an uncertain turnaround time, so it is important to carefully follow the checklist and double-check the math. If you submitted a complete package you believe to be error-free and are concerned that you still haven't heard anything, please let Ed or me know and we'll see if we can help get it unstuck.

Numerous Statewide Planning Processes Underway

In addition to the Statewide Investment Strategy Work Group process addressed in the agenda packet, there are numerous statewide planning efforts underway of possible interest to PRTPO members and constituents. Several seem to be scoping efforts, preparing for legislative work during next year's session. Others are longer term activities. Links to source information are provided where available:

- [Washington Freight Stakeholder Group](#) was convened in response to direction from the 2020 Legislature. It is concerned with improving freight mobility, addressing insufficient truck parking, examining the link between preservation investments and freight mobility, and enhancing freight logistics through better application of technology. That work is underway now.
- [Commercial Aviation Coordination Commission](#) was established by the Legislature in 2019 to develop recommendations to meet Washington's critical aviation system capacity needs. In addition to recommending a new primary commercial aviation facility, the commission will recommend to the Legislature additional ways to meet capacity needs at other airport facilities. The Commission will complete its work by January 1, 2022. The website hosts a solid compilation of their work to date.
- [Active Transportation Plan 2019](#) is in the draft stage and will be available for public review and comment soon. While there is no information on the draft plan online, you can subscribe to newsletters to get notified when it is released for public review.
- [2021 Highway System Plan Update](#) is the first HSP update since 2007. WSDOT has been at work on it since late last year and expects to start ramping up activities over the next few months. WSDOT has assembled an executive committee and a steering committee, and is about to convene a number of Technical Advisory Groups, or TAGs. Website content is limited but they should have more information posted soon.
- **Re-Thinking Transit** is an initiative just getting off the ground. WSDOT's intent is to engage a broad group of stakeholders in developing a post-pandemic vision for transit, considering the changes already underway and identifying unique opportunities to make transit central to the "new normal" that will emerge. WSDOT is still

scoping this and will reach out soon with details of this initiative and seek various representatives to participate. Our early input to the scoping process underscored the needs of rural agencies to ensure the focus is not exclusively on metro systems in urban areas.

- **Updating Washington's Growth Policy Framework** is the follow-up to the Ruckelshaus [Road Map to Washington's Future](#) report issued in June 2019. Efforts are underway to develop updated GMA policy language by the end of the year for the Legislature to consider in January. The briefing we received suggests this is a highly ambitious effort. The work group is scheduled for (9) four-hour meetings between now and early December. From what we heard, it is unlikely this will result in draft legislation expanding regional planning responsibilities and regulatory capacities as described in the original report. However, there may be policy updates affecting municipalities that are worth monitoring. Not everything they are looking at is so sweeping in scope as the vision for regional planning. An extensive stakeholder work group is assembled for this effort. A copy of the current work plan is attached.

On the Horizon

- **Investment Strategy Work Group** will meet on August 27th and again in late September. We'll update you in October.

Other Information of Possible Interest

- [State Broadband Office – Coverage Survey](#). The new State Broadband Office has a survey on the streets and they want your help spreading the link. This innovative survey/mapping poll is collecting and mapping internet speed data across the state. It will be used to support broadband expansion projects, grant funding opportunities, and other efforts underway to expand high speed internet coverage to all parts of the state. Members are encouraged to take the survey (it takes about one minute) and to share the link. The Broadband Office is working to get good responses from rural and underserved communities.
- [The Future of Transportation – Post COVID-19](#) is a year-long series hosted by the WA State Transportation Commission exploring how the pandemic is changing travel demand and the likely long-term impacts on the transportation system. It kicked off on July 7th and followed that visionary look at sweeping changes underway before the pandemic with another forum on July 15th focused on transit and on freight mobility. Presentations, video recordings, and links to more information are available on the series [website](#).

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

Operating Version Current as of 15 July 2020

Background

Washington's Local Agency Federal Obligation Authority (OA) Policy was originally developed in 2012 to ensure delivery of the local share of the Federal Highway Administration (FHWA) program for each respective planning region or county.¹ The policy included provisions that described when funds would be sanctioned, if targets were not achieved.

As it is critical that the total statewide local OA is delivered annually, the policy has been revised to streamline the overall delivery process based on recent experiences.

Definitions

Federal Fiscal Year (FFY): October 1st through September 30th

FHWA's September closing date: FHWA closes their project management and authorization system [Financial Management Information Systems (FMIS)] approximately one week prior to the end of the FFY and does not allow any additional project authorizations for the year.

Obligation Authority (OA): FHWA funding is only transferred to recipients as reimbursement for eligible project costs. So, rather than the money itself, states or other recipients are said to receive obligation authority -- authority (expressed as a dollar amount) to proceed with submitting projects to FHWA for final approval and *obligation*. FHWA distributes OA to states proportionately based on each state's share of apportioned and allocated revenues.

Obligation: The federal government's commitment to reimburse states or other entities for the federal share of eligible project costs. Following obligation by FHWA, the amount of FHWA funding associated with that project is said to be **obligated**.

State's Obligation Target: The total amount of annual OA provided for obligation within the Federal-aid Highway Program. FHWA requires that a state's OA (funding) must be obligated before the end of the FFY for which it is made available. Thus, each state's annual *obligation target* is equal to the amount of OA it has that year. If states fall short of their obligation target, the un-obligated OA is taken back by FHWA for redistribution to states that are able to use it that year.

Suggestion that the phrase "obligation target" be used rather than "OA target." Since targets here are amounts of dollars to get obligated, it would likely be clearer to many to label the target in a way that's distinct from and subsequent to the distribution of obligation authority (OA).

Statewide local obligation target: In this policy document, the statewide local obligation target refers to the portion of Washington State's annual OA managed through WSDOT Local Programs. OA managed by Local Programs can be split into two broad categories: 1) funding sub-allocated to Metropolitan Planning Organizations (MPOs) and non-MPO counties (areas not required to have an MPO) for prioritization and awarding to projects (STBG, TA, CMAQ funds) and 2) funding prioritized and awarded to project sponsors by Local Programs (NHPP, Bridge, HSIP, SRTS, etc.).

Regional obligation target: Washington State practice is to provide local entities a portion of the states' annual OA for certain programs (STBG, TA, CMAQ) that is sub-allocated to areas of the state based on population. These sub-allocated amounts fund projects that are prioritized and selected by MPOs or non-MPO counties. The total amount of annual OA that is sub-allocated to each MPO or non-MPO County is considered to be that MPO or non-MPO County's *regional*

¹ The state's OA is split between WSDOT and local governments based on decisions by the Governor for the respective federal transportation act. Additional details on the FHWA program are described in [LAG Chapter 12](#).

obligation target (plus any carry-forward from the previous FFY, as discussed later in this document).

Nationally Redistributed OA: In years when one or more states fall short of their *state obligation target*, including discretionary OA originally allocated to TIGER, BUILD, INFRA, etc. the unused OA is taken back by FHWA and *redistributed* to states that will meet their state obligation target and have provided a listing of projects that can use redistributed OA prior to the end of that FFY.

Sanction: In this document, a sanction is a dollar amount of OA *reduction* applied to a region's *future* OA sub-allocation as a result of failing to meet its regional obligation target as outlined in this policy document. OA that has already been allocated is not taken away by a sanction. Rather, the next FFY's sub-allocation of new OA is reduced. The reduction of allocation will be made by the most flexible funds (e.g., any area, < 5,000 pop, etc.)

Sanctioned OA / Redistributed sanctions: In this document, sanctioned OA is the dollar equivalent of sanctions resulting from the policies outlined in this document. Sanctioned OA will be made available for redistribution pursuant to the policies explained by this document.

Implementation

For FFY 2019 – No sanctions will be applied to any MPO, RTPO and/or County lead agency.
For FFY 2020 – Starting fresh in 2020. This is year one of the updated policy.

Statewide Local OA

FHWA distributes OA to the state annually, based on a pro-rata share of FHWA apportionment to obligation authority provided to the state. The state's OA must be obligated each FFY, by FHWA's September closing date (usually around September 25th). If the state's OA has not been obligated, it will be redistributed to other states to help ensure that the total nationwide OA is utilized.

The state's OA is split between WSDOT and Local Programs based on decisions made by the Governor, per the recent federal transportation act ([FAST Act State/Local Distribution](#)).

Annual Local Allocation Equals Annual Target

The statewide local OA is allocated proportionally to each program  apportionment.

Apportionments – The distribution of funds using a formula provided in federal law is called an apportionment. Each FFY, the FHWA is responsible for apportioning authorized funding for the various highway programs among the states according to formulas established in statute.

WSDOT then provides annual program allocations for STBG, CMAQ and TA to the MPO, RTPO and County lead agencies, as applicable. Each region/lead agency's annual allocation (plus their previous year carry-forward) equals their regional obligation target. This target must be delivered in the respective FFY, and it is the responsibility of each MPO, RTPO and County lead agency to ensure that their regional obligation target is met.

Allocations – The amount of OA provided to MPO, RTPO and County lead agency for their prioritization and selection of projects.

NOTE: [23 CFR 133\(e\)](#) requires the State to provide an amount of OA, for the STBG population over 200,000 funds, for use in that area based on the pro-rata share.

Delivery

Washington has been successful in obligating its full amount of OA initially provided to the state. This successful delivery positions the state to receive additional OA in the form of Redistributed OA from those states that are unable to utilize all of their OA.

▪ Redistributed OA

Redistributed OA is additional spending authority that must be obligated on projects no later than FHWA's September closing date. WSDOT and regions/local lead agencies cannot request redistributed OA unless they are certain to deliver the statewide OA. Therefore, WSDOT Local Programs must ensure that the statewide local obligation target will be delivered.

If the State receives redistributed OA, an MPO, RTPO or County lead agency must have met their target by July 31st in order to be eligible to receive these funds.

Please note: For states to receive redistributed OA, FHWA requires they submit a list of additional projects and amounts to support the request for redistributed OA, no later than August 10th. The additional projects must obligate no later than FHWA's September closing date.

If received, redistributed OA will be split between WSDOT and Local Programs at that year's WSDOT/Local pro-rata share, if the statewide local obligation target is delivered and local projects are available. If received, redistributed OA will first be applied to projects authorized utilizing Advance Construction (AC), and then to additional projects within the MPO, RTPO and County lead agencies that met their target by July 31st (or the first working day after, if July 31st falls on a weekend). Redistributed OA will be based on FHWA's September closing date delivery and shall be added to the next year's allocation.

NOTE: For a project to be counted in the July 31st delivery, a complete funding package must be authorized by FHWA or in FHWA's queue awaiting authorization. The submittal of a complete funding package does not mean that the agreement is at HQ Local Programs, yet still waiting for a STIP amendment, NEPA approval, right of way certification, DBE goals, etc.

Sanctions

- ❖ If the statewide local OA is not delivered by FHWA's September closing date, the difference will be utilized by WSDOT, with no required repayment. This shall result in sanctions to any MPO, RTPO, County lead agency, or WSDOT managed program, if they did not meet their regional obligation target. The sanctions would be applied to the following FFY.
- ❖ If the statewide local OA is delivered by FHWA's September closing date:
 - 1) First year – If an MPO, RTPO and/or County lead agency does not meet their annual target, the unmet portion shall be added with their next FFY annual allocation, increasing their year two annual target.
 - 2) Second year – If the same MPO, RTPO and/or County lead agency does not meet their year two annual target, the failure to deliver shall result in sanctions (lost local allocation) the following FFY. Sanction amount will equal the total amount of the undelivered year two target.
 - 3) Continuing years – If the same MPO, RTPO and/or County lead agency continues to not meet their annual target, the failure to deliver shall result in sanctions (lost local allocation) each FFY, until they meet their respective annual target. Sanction

amounts will equal the undelivered annual targets. Once their target is achieved, the following year will be the first year of a new policy period.

- ❖ Sanctioned funds will be distributed to those MPOs, RTPOs and/or County lead agencies that met their delivery target in the current FFY by FHWA's September closing date, based on their share of the total over-delivery amount.

 **NOTE: Sanctions shall be applied to the most flexible funds.**

DRAFT

2020 Statewide Local OA Target Delivery

FFY 2020, as of 7.31.2020

Includes pending obligations as of 7/31/2020
Status as of 7/31/2020

Dollars in millions

OA Target Delivery by Program

Dollars may not add due to rounding.

		Adams	Ciallam	Columbia	Ferry	Garfield	Grant	GHCOG	Island	Jefferson	Kittitas	Klickitat	Lewis	Lincoln	Mason	Okanogan	Pacific	Pend Oreille	San Juan	Skamania	Stevens	Wahkiakum	Whitman	
STBG	Carry Forward Allocation	(2.51)	(0.55)	0.07	(0.12)	(0.04)	0.50	(0.72)	(0.07)	(0.04)	(0.11)	0.45	(0.56)	0.39	(0.37)	(0.11)	0.72	0.14	(0.33)	(0.00)	(0.41)	0.15	(0.13)	(1.36)
	2020 Allocation	18.01	1.23	1.06	0.37	0.38	0.36	2.30	1.29	1.05	0.44	0.87	0.73	1.13	1.03	0.82	1.17	0.27	0.31	0.17	0.37	0.99	0.14	1.51
	Total Allocations Available	15.51	0.68	1.13	0.25	0.34	0.86	1.58	1.23	1.01	0.33	1.32	0.17	1.52	0.66	0.71	1.89	0.42	(0.02)	0.17	(0.04)	1.14	0.00	0.15
	2020 OA Target	15.56	0.68	1.13	0.25	0.34	0.86	1.58	1.23	1.01	0.33	1.32	0.17	1.52	0.66	0.71	1.89	0.42	0.00	0.17	0.00	1.14	0.00	0.15
	10/1/19 - 7/31/20 OA Target Delivery	13.38	2.35	0.33	-	0.04	1.01	0.85	0.41	1.04	0.42	1.31	-	0.88	1.37	0.02	0.73	0.52	(0.29)	0.17	-	0.03	-	2.18
Outstanding FFY 2020 Target Delivery:			\$800,000								\$ 0				\$690,000									

TA data for the MPOs includes all amounts from their corresponding RTPO. Rural RTPO TA funds included in Statewide Bridge/Safety/SRTS Totals.

		NCRTP	NEW	Okanogan	Palouse	Peninsula	QuadCo	RTC	San Juan	Island	SWW
TA (STBG Set-Aside)	Carry Forward Allocation	0.657	(0.036)	0.085	0.039	0.200	0.166		0.108	0.135	(0.039)
	2020 Allocation	1.065	0.079	0.050	0.089	0.199	0.195		0.019	0.096	0.338
	Total Allocations Available	1.722	0.043	0.135	0.128	0.399	0.361		0.127	0.231	0.299
	2020 OA Target	1.722	0.043	0.135	0.128	0.399	0.361		0.127	0.231	0.299
	10/1/19 - 7/31/20 OA Target Delivery	0.437	-	-	0.211	(0.024)	(0.040)		0.108	0.132	0.050

Outstanding FFY 2020 Target Delivery: \$423,000



FINAL PROJECT DESIGN: *Updating Washington's Growth Policy Framework*

I. PROJECT OBJECTIVE

To prepare broadly supported legislation to amend state laws that collectively constitute Washington's growth policy framework.¹ This state policy framework provides the authority, direction, structure, requirements and resources for state agencies, regional and local governments to plan for and serve the state's needs for environmental, economic, societal, and human health.

II. DELIVERABLES

The University of Washington Center for Livable Communities (the Center) will deliver to the Legislature draft legislation to implement systemic changes and key reforms to the state's growth policy framework. A report transmitting the recommended legislation will be delivered before the 2021 session, along with an explanation of the process utilized, the parties engaged, the issues discussed, and any recommendations for continued collaboration after the 2021 session.

III. APPROACH

This project continues a collaborative conversation about needed reform to the state's growth policy framework that was begun in 2017 by a project funded by and prepared for the Legislature - *The Road Map to Washington's Future (Road Map)*.² The *Road Map* final report, issued in June 2019, contained findings derived from input gathered from many individuals and groups through interviews, correspondence, and workshops at 26 locations across the state.

From those findings, the *Road Map* final report articulated a desired future for the state and a series of potential transformational reforms to state laws needed to move in the direction of the desired future. Many aspects of the desired future were detailed in the final report; however, recent, dramatic national events make it especially important to focus on two of them - *equity and inclusion* and *adaptability and resilience*. See Attachment #1.

This project will engage over a dozen groups, state agencies, and tribal governments in a structured collaboration to seek agreement on legislative solutions to six issue areas. Between June and December of 2020, the UW Project Team will conduct a series of individual telephone calls and/or zoom conferences with participating groups as well as multi-stakeholder convenings via the University's zoom platform. The objective of these ongoing, iterative, and inter-active discussions will be to identify and refine areas of agreement.

¹ Washington state's growth policy framework includes, but is not limited to, the Planning Enabling Act (RCW 36.70), the Growth Management Act (RCW 36.70A), the Local Project Review Act (RCW 36.70B), the Shoreline Management Act (RCW 90.58), the State Environmental Policy Act (RCW 43.21C), and the Land Use Petition Act (RCW 36.70C).

² The Final Report for the *Road Map to Washington's Future* is online at: www.ruckelshauscenter.edu

Parties will be asked to begin this collaboration by sharing perspectives, interests, concerns, and ideas, rather than default to pre-established positions or adopted platforms. They may refer to any of the findings, principles, or other material in the *Road Map* final report, but the primary focus should be on the transformational/systemic changes and key reforms generally, and the six issue areas specifically. The potential statutory changes and reforms to state laws are excerpted in Attachment #2. Invited participants to this process are listed on Attachment #3. Commitments and expectations of participants are listed on Attachment #4.

IV. THE SIX ISSUE AREAS TO BE ADDRESSED BY THIS PROJECT

- #1 - Adaptive and Inclusive Planning at a Regional Scale
- #2 - The cycle and dedicated funding for updates to comprehensive plans and development codes
- #3 – Housing elements, affordable housing, and infrastructure
- #4 - Development regulations and permit processes
- #5 - Climate change
- #6 - Municipal annexation

V. THE UW CENTER FOR LIVABLE COMMUNITIES

A. Identity and Mission

Located in the UW College of Built Environments, the Center focuses on issues of environmental and economic sustainability, quality of life, and responsible governance. Its mission is to enhance livability of communities through applied research and outreach in the areas of land use planning, policy, healthy communities, public participation, and democracy.

B. Project Team Members

- Joe Tovar, UW Affiliate Associate Professor, is the Project Manager. He served as co-lead of the *Road Map to Washington's Future* project. Bio: <http://urbdp.be.washington.edu/people/joe-tovar/>
- Branden Born, UW Associate Professor, is the Director of the Center for Livable Communities. He provides university liaison to state agencies and supervises graduate student assistants supporting this project. Bio: <http://urbdp.be.washington.edu/people/branden-born/>
- Peter Dunn, UW Graduate Student Assistant

C. Roles and responsibilities

- Project design, support, and neutral facilitation governed by university research protocols
- The Project Manager will:
 - Serve as the primary point of contact for all stakeholder contacts, legislators, media, and other interested parties
 - Set agendas for, facilitate, and lead all calls, zoom convenings, and in-person meetings
 - Distill input from all multi-stakeholder convenings; frame alternatives and expressions of emerging agreement; and share such drafts with the primary contacts.
 - Draft preliminary and final project reports and share drafts with stakeholder primary contacts for review and comment.
 - Present the Final project report to appropriate committees of the Legislature.

Attachment 1

Seeing the future through lenses of ***Equity, Inclusion, Resilience, and Adaptation***

Equity and Inclusion

According to many participants, social, cultural, racial, gender, and economic diversity is an important aspect of a desired future, as are social equity and social justice. Participants expressed this in a number of ways, including desiring a future that addresses income inequality, distribution of community resources, race and social justice, and gentrification, and that creates a fair and inclusive society, with opportunities for all.

Many Next Generation participants envisioned a future that included safety nets for low-income residents and sanctuary for undocumented persons. Many urban, but especially rural participants, long for a future where youth can stay living and working in the community in which they grew up, and where the community is not only comprised of older people.

Equity was also an important element of a positive future for participants in the Latinx workshop. Their vision of the future included less disparity in addressing their basic needs and allocating community resources including having basic infrastructure, clean water, appropriate street lighting, playgrounds, bike lanes, and sidewalks. For participants in the Latinx workshop, equity included fair wages, absence of workplace abuse, and reasonable working hours. The vision for equity also included a reduction of disparities between communities in eastern and western Washington, and that resources are better distributed from a macroeconomic perspective.

Overall, many participants envisioned a future where equity is at the forefront of policymaking. Many participants desired a future that shifts from a “us versus them” mentality toward relationship-building and understanding. *Road Map* Final Report, p. 26.

Resilience and Adaptation

Participants often mentioned that in order to have a healthy and desirable future, we need to address how to adapt to changing conditions such as climate change impacts, natural disasters, and economic calamities. Many participants brought up the notion that a desired future is one in which participants and policymakers acknowledge the limits to growth and environmental degradation, and that in order to adapt to changes, participants and policymakers need to strengthen personal, community, and economic resilience. Some participants described this preparation for a desired future as transformational resilience that included having sufficient flexibility in growth management policies to adapt to changing conditions.

Participants often described resilient communities as ones where there are strong social networks, adequate resources for basic needs, fair and transparent governance, and economic diversification. In order to increase resilience, many participants saw the need for intentional planning for adaptation to events such as climate change, natural hazards, and economic recessions., as well as identifying and strengthening the conditions for community resilience. As participants looked to the future, many saw a need to move away from reliance on fossil fuels. *Road Map* Final Report, p. 29.

Attachment #2

Transformation Changes and Key Reforms to state statutes

Transformational & Systemic Changes *Road Map* Final Report, pp. 82-90.

1. Funding and Revenue Generation

Action 1.1: Focus legislative efforts on enhanced state funding and new fiscal tools that enable cities, counties, regions, and state agencies to address needs and manage growth.

2. Adaptive Planning at a Regional Scale

Action 2.1: Convene a collaborative process to explore how best to achieve the goals of the GMA through the development of an adaptive management and regionally based approach that provides flexibility, coordination, and creates opportunities to address local and changing conditions and needs. Consult with tribal governments, to determine if and how they may want to be involved in such a process.

Action 2.2: Initiate government -to -government consultation with tribes in Washington State, to discuss the key questions asked, and guidance detailed, in the Road Map to Washington's Future Report.

3. Resilience to Changing Conditions and Disasters

Action 3.1: Develop comprehensive and integrated strategies, policies, implementation plans, and funding for climate adaptation and mitigation on local, regional, and state levels.

Action 3.2: Integrate disaster preparedness, and emergency and recovery planning, with growth management planning and policies.

4. Statewide Water Planning

Action 4.1: Establish a collaborative process to develop a statewide water plan for sustainably protecting, managing, and developing water resources in the state, for current and future generations.

5. Equity

Action 5.1: Integrate equity as a goal in growth planning, policies, strategies, and implementing actions, including adopting it as a goal of the GMA and an adaptive management regionally based approach, if developed.

6. Economic Development

Action 6.1: Develop and implement a statewide economic development strategy that builds on unique assets and needs of the diverse regions of the state. Place emphasis on improving rural economies and slow-growing cities. Identify what is needed to support local economic development plans, including state programs and investments.

Action 6.2: Integrate the capital facilities and economic development planning of Ports with local and regional capital facilities, growth management, and transportation planning

State Agency Coordination with, and Support for, Regional Plans

- Integrate State agency planning into the GMA and consider how to improve coordination in the implementation of regional growth management plans.

Funding and Capacity for Planning and Implementation

- Increase grants for cities and counties to plan under the GMA.
- Align funding of county government with the realities of implementing GMA.

Monitoring and Evaluation of Comprehensive and Regional Plans

- Fund and develop guidelines and methods for performance monitoring and measurement of comprehensive and regional plan implementation.

Education

Incorporate into already existing required training for elected officials an understanding of policies in the growth planning framework; the roles of state, regional, and local governments and the responsibilities of elected officials as policy makers, related to growth management.

- Identify opportunities to strengthen civic education throughout the state and across all sectors, including K-12, as well as community-based programs.

Health of the Environment

- Add a Planning Goal to the GMA - Resilience to climate change and natural disasters.
- Convene a collaborative process with, at a minimum, representatives of cities, counties, tribes, state agencies, ports, business, development, planning, and environmental organizations to identify areas of agreement for reforming the State Environmental Policy Act (SEPA).

Human Health and Well-Being

- Add a Planning Goal to the GMA on Human Health and Well-Being. Elevate and fund the implementation of human health and well-being as a goal in growth management planning and implementation, including the design and location of transportation and other infrastructure, land use plans, and development regulations.
- Prepare a “comprehensive planning and civic design for public health” guidebook to assist state agencies and local governments on ways they could factor human health and well-being into updating their comprehensive plans, and the design and implementation of capital facilities such as state highways, county roads, city streets, and public parks. This could be a joint effort of the Departments of Commerce and Health, in consultation with tribal governments, state agencies, local governments, public health professionals, and county public health departments.

Housing

- Develop funding strategies and new fiscal tools for cities and counties to implement the housing elements in their Comprehensive Plans and monitor achievement of housing targets.
- Address availability of middle- income housing, low and middle-income homeownership, and the impacts of short-term rentals and investment homes on housing availability and affordability.

Annexation

- Convene a collaborative process(es) with, at a minimum, representatives of cities, counties, special districts, boundary review board, planning and environmental organizations to identify areas of agreement for reforming annexation laws in a way that streamlines the process and removes barriers to annexation of land adjacent to existing cities, maintains the fiscal sustainability of counties, clarifies the role of special districts, and reduces conflicts.

Economic viability of Agriculture & other Natural Resource Industries

- Support policies and programs that enhance the economic and environmental viability of agriculture and identify and develop strategies and programs that address the needs of farmers.
- Undertake an assessment that looks at the cumulative impacts of laws and regulations on the ability of agriculture and other natural resource-based industries to be economically viable and to achieve desired environmental outcomes.

Transportation

- Clarify how the six chief goals of the Washington State Transportation Plan can be achieved in context with GMA Planning Goals.
- Provide funding support for WSDOT, WSTC, RTPOs, and local governments to monitor and evaluate how well their plans, policies, and systems are working, in order to enable them to consider appropriate course corrections.
- Consider strengthening the requirements and incentivizing the use of multimodal performance measures within urban growth areas.
- Consider strengthening and funding local planning requirements for freight.
- Integrate state highways into the GMA transportation concurrency system.

Coordination with Military installations

- Coordinate planning between federal military installations and regional, county, and city governments.

Other Growth Management Act Modifications

- Convene multi-sector urban and rural summits to dialogue and help identify priorities for modifications of the GMA that would improve planning and implementation for rural and urban communities.
- Consider revising the update cycle for comprehensive plans from every eight years to every ten years. Begin this process in phases, starting with moving the next update deadline for the four Central Puget Sound counties from 2023 to 2025, in order to synch with population data from the 2020 Federal Census.
- Convene a collaborative process to identify areas of agreement for improvements to the statewide planning framework's development regulations and permitting processes to shorten the time needed to issue permits and increase predictability and achieve better outcomes both for permit applicants and residents in the vicinity of new development.
- Convene a process to gather additional information and research and to identify areas of agreement for improvements to the GMA provisions for LAMIRDs.
- Integrate school district capital facilities planning, including school siting, with the land use policies and capital plans of local governments.
- Integrate water and sewer district, school district, port district planning into GMA.
- Initiate a review of State statutes, beginning with the SMA and SEPA, to identify major conflicts or disconnects with the goals and requirements of the GMA, and undertake efforts to reduce gaps, conflicts, or redundancies.

Attachment 3

Participating stakeholder groups and governments

Many groups, organizations, associations, state agencies, and tribal governments participated in the *Road Map* project. The specific groups, state agencies, and tribal governments shown below participated in that process through interviews, workshops, and correspondence. They are participating in this current project because of their familiarity with the collaborative policy-making process and their commitment to seek agreement for needed statutory reforms.

1. Stakeholder groups

American Planning Association, Washington Chapter (APA WA)

Association of Washington Cities (AWC)

Building Industry Association of Washington (BIAW)

Futurewise

Washington Association of Realtors (WAR)

Washington Association of Water and Sewer Districts (WASWD)

Washington Environmental Council (WEC)

Washington Farm Bureau (WFB)

Washington Public Ports Association (WPPA)

Washington State Association of Counties (WSAC)

2. State agencies coordinated by the Department of Commerce through the Inter-Agency Work Group (IAWG)

Department of Commerce (Commerce)

Department of Ecology (Ecology)

Department of Fish and Wildlife (DFW)

Department of Health (Health)

Department of Transportation (WSDOT)

3. Tribal governments

Twenty-nine tribal governments in Washington are signatories to the Centennial Accord³ (the Accord). Consistent with the Accord's aspiration of building government-to-government relationships, each of those tribal governments are invited to participate in this project.

³ The Centennial Accord was originally adopted by the Office of the Governor and tribal governments in Washington in 1989. See <https://goia.wa.gov/relations/centennial-accord>

Attachment #4

Commitments and expectations of project participants

1. Each participating group or state agency will identify a primary contact whose responsibility will be to solicit and organize the policy and technical inputs within its group. For purposes of this project, the policy and technical groups within a stakeholder group constitute its “caucus.”
2. Each primary contact is responsible for communication and coordination directly with the UW Project Manager, including the scheduling of phone calls, zoom meetings, and in-person meetings.
3. Each primary contact is responsible for forwarding to his/her caucus the project materials that are distributed by the UW Project Manager.
4. Each primary contact is responsible for leading and/or coordinating the presentations and responses of its caucus members at any multi-stakeholder convening.
5. All participants will make a good faith effort to seek understanding and agreement.
6. All participants will approach this collaboration with an open mind, starting from expressions of interests, concerns, and ideas, rather than adopted platforms or traditional positions.

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