



PRTPO EXECUTIVE BOARD MEETING

December 18, 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 October 16, 2020 (Attachment A) | ACTION |
| 3. | 10:10 – 10:20 | SFY 2021 UPWP Amendment #1 (Attachment B)
<i>This amendment will program \$11,873 in carryover funds from SFY 2020 into the SFY 2021 UPWP to support GIS services and federal funding flexibility for members, and rebalance funding between tasks. The Board is asked to approve Resolution 03-2020 amending the SFY 2021 Unified Planning Work Program.</i> | ACTION |
| 4. | 10:20 – 10:50 | PRTPO Legislative Forums Debrief and Next Steps (Attachment C)
<i>This discussion will highlight key insights and takeaways and identify practical follow-up strategies. PRTPO's Transportation Outlook 2021 legislative folio and presentation slides can be downloaded here on the new PRTPO website.</i> | DISCUSSION |
| 5. | 10:50 – 11:05 | 2040 Regional Transportation Plan Follow-up Strategies (Attachment D)
<i>There are several opportunities to support long-range objectives in the 2040 RTP identified through the public outreach process. The Board will discuss a short list of viable strategies that PRTPO might pursue. Input at this time is helpful in shaping development of the next work program.</i> | DISCUSSION |
| 6. | 11:05 – 11:10 | WSDOT Statewide Investment Strategy Group Report
<i>The Board agreed in June to participate in eight meetings of a statewide investment strategy work group convened by WSDOT to explore how big, strategic funding decisions can be made. The final meeting is in early January. This update summarizes work to date and what is next.</i> | BRIEFING |
| 7. | 11:10 – 11:15 | Update on PRTPO Consolidated Grants Ranking Process
<i>PRTPO's regional review and ranking of WSDOT Consolidated Grants applications is underway. This update will apprise members of that work, which will come before the Board for action in February.</i> | BRIEFING |
| 8. | 11:15 – 11:45 | Presentation on the Washington State Road Usage Charge
<i>Washington is actively evaluating alternatives to the gas tax to help pay for transportation. One such mechanism is a mileage-based road usage charge. The Transportation Commission spearheaded research and led a statewide pilot study before making its recommendations to the legislature in 2020. Ms. Griffith will review the RUC work and recommendations with the Board and answer questions about the mechanism and its potential use. You can find additional information on the RUC website.</i> | PRESENTATION
Reema Griffith,
Executive Director
Washington State
Transportation
Commission |

- | | | | |
|-----|---------------|--|-------------|
| 9. | 11:45 – 11:50 | PRTPO 2021 Schedule and Appointments Process (Attachment E)
<i>PRTPO's 2021 meeting schedule for Executive Board and Technical Advisory Committee is attached. 2021 appointments to the Board and TAC will be requested in early January for members and alternates.</i> | BRIEFING |
| 10. | 11:50 – 11:55 | PRTPO Coordinators Report (Attachment F)
<i>These are short updates to keep the Executive Board apprised of PRTPO activities not addressed elsewhere on the agenda and opportunities of possible interest to members. The report includes links to additional resources where available.</i> | INFORMATION |
| 11. | 11:55 – 12:00 | Public Comment Period
<i>This is an opportunity for anyone from the public to address the Board.</i> | |
| 12. | 12:00 | PRTPO Member Updates and Adjourn | |

Bek Ashby, Chair
Randy Neatherlin, Vice-Chair *Tammi Rubert, Secretary*

Next Executive Board Meeting – February 19, 2021, 10-12

Consolidated Grants Priority Ranking and HSTP Amendment – ACTION
Kick-off Development of the SFY 2022-2023 UPWP

Join this Zoom Meeting

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PRTPO.org



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ATTACHMENT A

Minutes of Meeting

PRTPO EXECUTIVE BOARD

October 16, 2020

10:00 – 12:00

Via Zoom

CALL TO ORDER

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

ATTENDEES

Executive Board:

Jefferson County	David Sullivan
Kitsap County	David Forte (<i>alternate</i>)
Mason County	Randy Neatherlin
City of Port Angeles	Lindsey Schromen-Wawrin
City of Port Orchard	Bek Ashby
City of Poulsbo	Ed Stern
City of Sequim	Matt Koontz (<i>alternate</i>)
Port of Bremerton	Gary Anderson
Port of Shelton	Dick Taylor
Clallam Transit	Brendan Meyer
Jefferson Transit	Tammi Rubert
Kitsap Transit	John Clauson
Mason Transit	Mike Ringgenberg (<i>alternate</i>)
WSDOT Olympic Region	Dennis Engel (<i>alternate</i>)
Jamestown S'Klallam Tribe	Annette Nesse

Staff:

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

Others:

Wendy Clark-Getzin, Jefferson County and TAC Chair
Michael Bateman, City of Poulsbo
Cliff Hall, WSDOT Tribal and Regional Planning
Elizabeth Safsten, WSDOT Public Transportation Liaison

Welcome and Introductions

Chair Ashby welcomed attendees and provided a video-conference roll call.

Approval of Agenda

ACTION: Mr. Clauson moved, and Mr. Taylor seconded to approve the agenda. There were no objections to approving the agenda as presented.

Approval of Minutes from August 21, 2020

ACTION: Mr. Taylor moved, and Mr. Clauson seconded to approve minutes from the August 21, 2020 meeting. There were no objections to approving the minutes as presented.

Consent Agenda

Chair Ashby asked if any items needed to be pulled from the Consent Agenda.

ACTION: Mr. Neatherlin moved, and Mr. Taylor seconded to approve the Consent Agenda. There were no objections to approving the Consent Agenda as presented.

- SFY 2021 1st Quarter Invoice
- PRTPO Invoice Reimbursement Policy amendment
- Revised Cost Proposal for PRTPO Coordinator Services

PRTPO 2021-2026 Regional Transportation Improvement Program

Mr. Coviello briefed the Board on the new Regional Transportation Improvement Program (RTIP). This year's RTIP incorporates the new report format developed in April. It includes all the projects selected by the Board for Transportation Alternatives funding, ensuring their inclusion in the STIP. He highlighted a few changes to WSDOT projects that were made after the TAC reviewed and recommended approval of the RTIP by the Board. Upon approval by the Board the RTIP will be sent to WSDOT.

ACTION: Mr. Sullivan moved, seconded by Ms. Rubert to endorse Resolution 02-2020 approving the 2021-2026 Regional Transportation Improvement Program. There were no objections to approving the RTIP as presented.

Amendment to SFY 2021 Unified Planning Work Program

Ms. Black reported that carryover funds totaling almost \$12,000 from State Fiscal Year 2020 will be amended into the SFY 2021 Unified Planning Work Program, or UPWP. The Board was asked to consider two activities those funds could support and determine whether these or other activities should be added to the UPWP in association with the additional funds. All funds in the UPWP expire at the end of June.

The aim with these funds is to accomplish work by June 30 that will have value to the region going forward even under reduced funding scenarios. Proposed activities include a GIS services contract with the Association of Washington Cities through its GIS Consortium, for approximately \$9,500, and almost \$2,400 to support federal funding flexibility strategies that may be identified by the Board. Some of that proposed follow-up is outside the adopted UPWP scope of work.

Members discussed the benefits of establishing a regional GIS foundation to support PRTPO and local agency data and mapping needs. Mr. Coviello explained a variety of applications beyond Title VI compliance to support local agencies, including mapping and tracking of RTIP projects and creating maps to support grant applications. Proposed costs include GIS services and requisite PRTPO staff time. Mr. Coviello added that development of these GIS tools and templates will make future work more efficient.

This will come back to the Board for further review and action in December.

Federal Funding Support for Local Agencies

In June, the Board directed the PRTPO Coordinator to explore with the TAC whether there are measures PRTPO might pursue that could support local agencies in their use of federal transportation funds. Work with the TAC over the summer and fall resulted in a white paper outlining issues and opportunities. The evaluation included

assessment of existing resources and likelihood of success. It pointed to a small number of strategies with potential benefit for local agencies.

Ms. Black described the three top tier candidate activities, ranging from least complex to most complex:

- Host an in-depth training session with WSDOT Local Programs for local staff
- Eliminate the urban/rural split requirements for rural county STBG processes
- Obtain approval for multi-year funding authority for rural county processes

She explained that some strategies were not included for further consideration because they are too big for PRTPO to take on with its resources and constraints. This includes the universally favored exchange of all federal funds on small local projects with state funds. Approval of this would eliminate the need for the other measures. Well-organized efforts have been working on this for some time and have yet to get approval, making it unlikely that PRTPO would have a different experience with its resources.

Ms. Black asked the Board to comment on the potential strategies and indicate which, if any, merit pursuit.

Ms. Clark-Getzin reported on the TAC discussions and input to the process. The white paper does a good job of summarizing issues and opportunities and will be a useful resource going forward. It makes clear how fixing one small thing, the rural-urban targets, would have benefits throughout the county programs. It explains why it doesn't make sense for PRTPO to take on the full funding exchange issue but leaves open the door for PRTPO to sign on to those other efforts.

Mr. Forte concurred that eliminating the rural-urban targets would benefit the region's three rural counties but cautioned that such a strategy would be detrimental in an urban region like PSRC. Those targets make it possible for rural projects to get any funding in that process. PRTPO's messaging should be clear that this is for the rural county processes only.

Board members discussed the statewide framework that makes rural counties responsible for administering the STBG funding process. Chair Ashby explained these federal highway funds flow through rural counties to projects and each county is responsible for developing and carrying out its own process. Eligible applicants include counties, cities, tribes, transit, ports, and others. The small amount of money they have to work with makes this process challenging even before adding on urban and rural funding targets.

Ms. Black explained that while the potential strategies to reduce burdens would benefit local agencies, they would also entail increased responsibility and accountability on the part of local agencies. Getting approval to program and obligate multiple years of funding at one time will draw particular scrutiny because the consequences of missing obligation delivery deadlines is much greater when the projects are bigger. This is something for local agencies to consider when deciding if they want this kind of additional authority.

The Board discussed next steps. The training component fits within the existing UPWP and so can proceed after the first of the year. Independent conversations with the individual counties are needed to determine which might be interested in elimination of the rural-urban targets and which might be interested in multi-year funding authority. The Board will review and take action on details of those two strategies before proceeding.

Transportation Outlook 2021 Legislative Framework and Engagement Activities

Chair Ashby provided an overview of the legislative engagement activities scheduled to begin in late October and the materials to support those activities.

She reviewed coordination efforts for the legislative forums. She obtained input over the last few weeks from members regarding format, noting that each district will have considerations best understood by those who live there. PRTPO will host one forum each in the 24th and 35th legislative districts and a combined forum for the 23rd and 26th districts. Schedules were coordinated with legislative aides to avoid conflicts. The basic presentation will be the same for each forum, but examples will be from the local communities. She will coordinate with individuals ahead of time that she will call on. The presentation reinforces points made in the legislative folio.

Chair Ashby reviewed the final draft folio in the agenda packet. It was developed by the Legislative Work Group subcommittee, who came up with core messages about regional priorities and worked with members to develop a list that illustrates a wide range of multimodal project needs across the region. The infographic sheet presents data on a variety of transportation concerns. The Technical Advisory Committee provided input that refined and completed the project table. Kitsap Transit provided professional communications and graphics design support to enhance the readability and appearance of the final draft product. This is the final chance for the Board to make revisions before it is finalized for distribution.

Mr. Forte expressed concern about the folio message concerning restricted revenues, noting that gas tax revenues can be used for any project located within the roadway prism. He advised gas tax is not restricted from use on stand-alone sidewalk or bike lane projects, so referencing 18th amendment restrictions confuses the message. Mr. Clauson noted that transit cannot be funded with gas tax, so it is restricted. Chair Ashby observed the key message is that new revenue should be unrestricted for a wide array of multimodal projects. Mr. Clauson concurred, noting that at the state level the emphasis is that any new revenues should not be restricted in the way that use of gas tax revenues are restricted. Ms. Clark-Getzin added the 18th amendment issue points to the importance of thinking of the state's highway corridors as multimodal corridors, instead.

Mr. Meyer suggested that one way of getting the regional message across to a broader audience could be to record the presentation and distribute a link to the video with the folio, so that legislators can view it when they have time.

Members discussed the practical value of producing hard copies when most meetings are virtual. Legislative aides have indicated a preference for electronic communications now. Mr. Neatherlin spoke in favor of sending hard copies to the legislators as planned, advising that some part of the target audience will not look at electronic folios and will require a hard copy.

Ms. Clark-Getzin observed that there are two related Olympic Discovery Trail projects on the list, one from Jefferson County and the other from Port Townsend. She provided some suggestions and offered to work with staff from PRTPO and Port Townsend to update the language to better describe the system relationship. Mr. Sullivan supported those revisions. He also stressed the importance of connections to the Port Townsend – Coupeville ferry, which is vital to the area's mobility. Chair Ashby noted the presentation will underscore the importance of ferries to regional mobility.

Chair Ashby asked Mr. Stern to provide updates on broadband since that is one of the priority needs called out in the PRTPO folio. He advised that broadband will be a top concern for the legislature. There is political support but no money, however, there may be legislative reform that will benefit local communities. He reviewed some of the various legislative efforts around expanding broadband access. Chair Ashby noted that PRTPO will acknowledge the importance of broadband in its presentation but with all the other efforts underway, it will not be a big focus of the presentation.

Mr. Meyer observed that the Hoh Tribe is under contract with Starlink, an Elon Musk venture, for high speed internet delivered by satellite. It offers a more affordable entry point for highly rural communities that are still years away from more traditional broadband services. Mr. Stern agreed that there are big advantages to being able to leapfrog technology platforms but cautioned that some land-based fiber optic facility is still needed to support that satellite service. Mr. Neatherlin commented that he would like more information on the Starlink program as large parts of Mason County are without high speed internet access.

WSDOT Strategic Investment Group Update

Ms. Black reported that the Work Group continues to meet as scheduled but it is clear this is Phase 1 of something bigger that is still being defined. She noted that discussions and exercises have been informative, but the outcomes are still unclear after several meetings. This is not due to lack of effort on the part of WSDOT and participants but instead reflects the complex challenges of transportation funding in Washington and trying to coordinate strategies at a statewide level across 16 diverse regions and WSDOT when so many decisions are made by other entities. The information sharing and learning has been valuable for everyone, but it is different than what was envisioned when PRTPO was invited to participate.

Chair Ashby explained that PRTPO participation in these meetings has budget implications for the region. It is important there is some value to the region by participating and so far, there is little to show for it. Mr. Neatherlin concurred, adding that this was not supposed to be an indefinite project. Ms. Black explained she has asked the team for products or outcomes that she can bring back to the Board, cautioning them that involvement beyond Phase 1 is uncertain without some tangible outcomes.

Public Comment

There were no comments.

Member Updates / Adjourn

Chair Ashby adjourned the meeting at 11:30.

**ACTION ITEM**

To: PRTPO Executive Board
From: Thera Black and Edward Coviello
Date: December 11, 2020
Subject: **Amendment to SFY 2021 Unified Planning Work Program**

REQUESTED ACTION

Endorse Resolution 03-2020, approving Amendment #1 to the SFY 2021 UPWP. This amendment will add \$11,873 of SFY 2020 carryover funds to the SFY 2021 UPWP to support GIS and federal funding work for PRTPO and rebalance existing program funds between Tasks 3 and 4.

Overview

The SFY 2021 Unified Planning Work Program (UPWP) adopted by the Executive Board in June is the operating budget for PRTPO through June 30, 2021. It identifies all revenues for the organization and the work to be done in SFY 2021. Changes to the UPWP – either adding new revenues to the budget or reallocating resources between tasks – requires an amendment specifying what changes will be made.

This is the first proposed amendment to the SFY 2021 UPWP. It will add carryover funds that increase the SFY 2021 budget. It will also reallocate existing funds between two tasks.

The following table summarizes the proposed budget changes associated with this amendment. The rest of the staff report explains the proposed changes in more detail.

SFY 2021 UPWP Amendment #1 Summary	Task 1	Task 2	Task 3	Task 4
Add \$11,873 SFY 2020 Carryover Funds				
• Task 4 – Contracted GIS Foundation services				\$9,500
• Task 2 – Regional Coordination and Collaboration		\$2,373		
Reallocate \$4,800 SFY 2021 Funds Between Tasks				
• Task 3 – Decrease funding for RTIP development			<\$4,800>	
• Task 4 – Increase funding for contracted GIS services				\$4,800
Net Budget Change by Task	\$ -	\$2,373	<\$4,800>	\$14,300

Add SFY 2020 Carryover Funds

In October, the Board learned that \$11,873 remained from the previous UPWP when SFY 2020 closed out. For PRTPO to use those carryover funds, they must be amended into the SFY 2021 UPWP and assigned to one or more work elements. The Board discussed two activities proposed by staff that could be supported by these funds. This includes contracted GIS support services such as those provided by the Association of Washington Cities GIS Consortium to support the Title VI Plan update in early 2021 and some support for federal funding follow-up activities. No other suggestions for additional work program activities came forward.

In November, staff presented those two options to the TAC for its consideration. Members agreed these activities will have value for PRTPO now and in the future. Establishing capacity for GIS support spurred discussion of other mapping and analysis products beyond the initial Title VI work that would benefit the region. Establishing core GIS tools and

templates can support a wide range of regional and local needs, including use of new 2020 Census data when they are released late next year.

The TAC recommended the Board approve adding \$11,873 in carryover funds to the SFY 2021 UPWP for the following activities:

- a. **Contracted GIS Support for Title VI and Other Uses (Task 4 – Contracted GIS Foundation Services) \$9,500**
This effort would establish mapping, analysis, and communication capabilities to better support the Title VI Plan Update that will get underway this winter. Any remaining resources beyond that analysis and related mapping products will be used to start building a regional foundation of online analytical and visualization tools and mapping templates that PRTPO staff can use to support a variety of regional, local, tribal, and state needs as well as public education and communications support. The PRTPO staff are competent with online GIS tools but not expert in developing them. One-time additional GIS support such as that offered through the AWC GIS Consortium can set up templates specific to this region's geographies, communities, and concerns. PRTPO staff can grow this library of templates over time as funding is available. This will allow PRTPO staff to perform a wide range of basic analyses for the region and better support the mapping needs of members through on-going Transportation Planning activities.
- b. **Federal Funding Follow-up Activities (Task 2 – Regional Coordination and Collaboration) \$2,373**
The Board identified three potential areas for PRTPO follow-up to support local agencies in their use of federal funds. Convening a training opportunity is within the existing UPWP planning authority but other activities are not so clearly aligned with the work plan developed last spring. Amending them into the work program at this time closes that loop and identifies the funding necessary to support the work.

That is the extent of new money to be added to the SFY 2021 UPWP and totals \$11,873. There is, however, value in rebalancing the work program where needed now that the fiscal year is almost halfway complete.

Reallocate Funds Between Tasks 3 and 4

We know now that when we developed the work program last March and April, we over-allocated resources in some areas and under-allocated in others. Much of this is rebalanced through the natural ebb and flow of inter-related work in each task as the work program matures over the year but in at least one Task element we know we are over-budgeted.

At this point in the year, we know we have more budget assigned to Task 3 activities than we have work that needs to be done by the end of June. Task 3 supports development and maintenance of the Regional TIP. While we are not quite halfway through the year, we believe this task is over-budgeted by about \$4,800 due primarily to increased efficiencies associated with doing the RTIP a second time, having set up the system in 2019. This amendment is an opportunity to reallocate these extra funds to a different task if warranted.

We presented this to the Executive Committee for consideration at their December 3 meeting and discussed the merits of reallocating funds not needed for RTIP development to increase support for GIS services described above. Specifically, this would reallocate \$4,800 from Task 3 to Task 4, augmenting the carryover funds for contracted GIS support. This will enable PRTPO to obtain a more robust contract for GIS support producing a more comprehensive set of templates and analysis tools to support PRTPO and local agencies in the years to come. Sufficient funds would be left in Task 3 after this reallocation to complete all remaining RTIP maintenance activities through June.

The Executive Committee supported the staff suggestion, which is included in this proposed amendment for Board consideration and approval.

Questions and Answers

What are the on-going costs PRTPO will bear to sustain this new GIS capability?

Establishing a regional GIS program will entail a \$500 annual cost for a PRTPO online ArcGIS license. This would be identified in the core budget for PRTPO going forward during the UPWP development process.

What about staff time for the rest of this year to coordinate tool development?

There is a placeholder in the UPWP Task 2 budget for staff support on emerging regional planning topics that could not be foreseen last March when the SFY 2021 UPWP was developed. Some part of that can support the staff efforts needed to coordinate and implement these activities this year. In future UPWPs, some of that placeholder will be earmarked for on-going GIS support. Even under a PRTPO 'reduced future budget scenario' we do not anticipate difficulty in funding on-going annual support for regular GIS needs so long as it provides value to PRTPO and its members.

Will that GIS contract work be completed this year?

It is anticipated that a robust GIS services contract providing 100 hours of support will be fully expended next calendar year. If not, up to 40 hours of unused service credit can be rolled over to the following year. That is one reason why this funding opportunity to secure a more robust service package is such an attractive opportunity now.

Is this GIS work a highly specialized skill set that PRTPO will have difficulty maintaining in the future?

The contracted work proposed in this amendment is the highly specialized work, in part because it will result in easy-to-use tools that can be employed by people with basic competencies in GIS to produce quality analysis and products. The online tools this will produce for PRTPO will be familiar to planning and transportation professionals in the future.

Can we afford to do this? Does PRTPO have enough money to get through the fiscal year?

PRTPO has an adequate budget to get through the fiscal year that ends June 30th. We will have a clearer idea in January after the second quarter closes, but it looks like PRTPO may have excess budget capacity for the work remaining this fiscal year. Funds remaining at the end of June expire, they do not carry over into the new biennium. The Board will get a more complete update in February and a menu of strategies to consider when we have a clearer fiscal picture.

Attachment

Resolution 03-2020 Approving Amendment #1 to the SFY 20201 UPWP

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com

Interested in looking at the adopted SFY 2021 UPWP to be amended? You will find it on the [Documents](#) page of the new PRTPO.org website. You can find other PRTPO documents there, too, like the RTP and the Human Services Transportation Plan. Check it out!



PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 03-2020

Approving Amendment #1 to the SFY 2021 UPWP for the Peninsula Region

Recitals

WHEREAS, the Peninsula Regional Transportation Planning Organization (PRTPO) is the designated Regional Transportation Planning Organization (RTPO) for the Peninsula region and is in good standing with the Washington State Department of Transportation (WSDOT) in its agreements and certifications; and

WHEREAS, WSDOT requires a current Unified Planning Work Program (UPWP) that describes what work will be accomplished with designated state RTPO planning funds prior to use of those funds for regional planning purposes, to be amended if the budget changes or shifts between tasks; and

WHEREAS, the PRTPO is responsible for maintaining the UPWP for the Peninsula region throughout the year; and

WHEREAS, unused state fiscal year (SFY) 2020 funds in the amount of \$11,873 remain and can be reprogrammed for use in SFY 2021 by amending them into the current UPWP; and

WHEREAS, adjustments needed to rebalance the budget between tasks mid-year are accomplished by amending the current UPWP.

NOW, THEREFORE, BE IT RESOLVED BY THE EXECUTIVE BOARD OF THE PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION:

THAT the budget changes identified in Amendment #1 to the Unified Planning Work Program for SFY 2021 be approved as per the attached document; and

THAT the Lead Planning Agency and Lead Fiscal Agency are authorized to file the necessary revisions with the WSDOT and continue to administer the work program on behalf of PRTPO.

APPROVED, this 18th day of December, 2020.

ATTEST:

ATTEST:

Bek Ashby, Chair

John Clauson, Lead Planning Agency

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black
Date: December 11, 2020
Subject: **PRTPO Legislative Forum Review and Next Steps**

Summary

With the legislative forums complete, Executive Board members will consider what measures, if any, are appropriate follow-up activities to support legislative decision-making now and in the future.

Overview

Over the last several months PRTPO identified core regional issues for its *Transportation Outlook 2021* legislative folio, and then convened three forums to talk with legislators about these priorities and various ways that PRTPO can be a good mobility partner.

Legislators from the 23rd, 24th, 26th, and 35th Districts are ex officio members of PRTPO and benefit from regular updates on regional transportation concerns. Representative Chapman, a former Chair of PRTPO, attended the 24th District forum, Senator Randall attended the joint 23rd/26th Districts forum, and Representative Griffey attended the 35th District forum. Each discussion featured an overall regional perspective with local examples to help illustrate issues.

The Legislative Work Group subcommittee met one more time after the forums to debrief and process what they heard. There was agreement that those who participated in the forums were engaged and interested in one or more issues put forward by PRTPO.

Funding challenges – especially the complexity of assembling revenue packages for local projects and the challenges introduced when federal revenues are used – resonated well. PRTPO's message is not just that new revenues are needed but that policy fixes for some existing revenues can support local funding needs, too. Project examples from across the region underscored to legislators the broad significance of issues. This also increased their awareness of projects that are important to PRTPO members in districts other than their own.

Work Group members discussed the importance of responding quickly to questions and requests for information from legislators during session. They also talked about the need to better understand some of the issues before the legislature, such as alternatives to gas tax revenue like the Road Usage Charge. Expanding policymaker knowledge of issues facing the region supports more informed input.

Responding to comments from Representative Griffey, Work Group members discussed ways to foster more regular, on-going engagement with legislators throughout the year.

Following is an array of measures for the Board to consider as follow-up activities that could support coordination between PRTPO and legislators:

- ☐ Provide contacts for Subject Matter Experts on key regional issues and projects to legislators and their aides. This would be a point person for each topic who can respond to short-turnaround questions, provide real-world examples, or respond to other requests for information that might arise during session. Examples of potential

topics and possible Subject Matter Experts illustrates the concept. Actual topics and contacts would need to be identified.

Topic Area	Subject Matter Expert/Quick Response
PRTPO	Bek Ashby
Regional Transit / Ferries	John Clauson
Project Funding & Delivery	David Garlington
	Michael Bateman
Broadband Access	Ed Stern
Preservation Gaps	Lindsey Shromen-Wawrin
SR 3/SR 16 at Gorst	Gary Anderson

- ☐ Authorize the PRTPO Chair to be a spokesperson on behalf of PRTPO in response to short-turnaround questions from the Legislature
- ☐ Assist legislators in making connections with other constituency groups working on overlapping issues, such as between Representative Griffey who is interested in the federal funding issue and Jane Wall who is leading the federal funding exchange work for the Association of Counties
- ☐ Meet with legislators post-session to learn their insights and what information is needed going forward, including issues that can be addressed with policy fixes that just require time to work through
- ☐ Obtain Board briefings or information on emerging topics facing PRTPO members so that informed input can be offered as needed. The Board's briefing on the Road Usage Charge is an example of this.
- ☐ Leverage PRTPO priority issues and materials as appropriate when pursuing local, tribal, or state priorities

Members will discuss these and other ideas to identify which measures, if any, make sense to pursue as part of PRTPO's on-going education and engagement efforts with legislators.

Feedback and insights on the overall process are also appreciated, to shape future efforts.

PRTPO's final legislative folio and forum presentation can also be found [here](#) on the new PRTPO website at PRTPO.org.

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: December 11, 2020
Subject: **2040 RTP Follow-up Activities**

The Board is asked to discuss two potential areas of follow-up activities that respond to public comments received during the 2040 Regional Transportation Plan review process. Details of potential activities will be developed as a part of the work program development process that gets underway in February. This check-in with the Board will ensure we have identified the right areas to include in that next work program.

Summary

PRTPO's 2040 Regional Transportation Plan (RTP) adopted in October 2019 included a commitment to look at issues raised during the public review process that were not addressed elsewhere in the plan. Over the last few months, PRTPO staff worked with the Technical Advisory Committee (TAC) to assess those issues in light of PRTPO responsibilities and resources.

That review identified two potential areas for follow-up work for the Board to consider in developing its next Unified Planning Work Program (UPWP):

- **Integrate Climate Change Response into the On-going Work Program.** Integrating climate change response into the work program would allow PRTPO to identify different strategies over time based on funding availability, timing opportunities, and competing regional priorities and support an informed regional perspective on climate change in the next update of the regional transportation plan.
- **Integrate System Resiliency Support into the On-going Work Program.** System resiliency is a multi-faceted topic. It overlaps with climate change response in some ways, but it also has distinctly different considerations. Inclusion as a part of the on-going work program would enable PRTPO to pursue a range of strategies as funding resources and timing opportunities allow and cue up further possibilities for the region and members.

These topics will be included in development of the next UPWP, which gets underway in February. Details of the work to be accomplished would be determined in that process when the Board considers overall budget and compliance requirements. Before working out those details, it is important to be sure we are focused on the right areas.

This report summarizes the review of issues identified in the 2040 RTP and the rationale for focusing on these two areas. Board discussion will ensure these are the right areas of focus when PRTPO begins developing its next work program.

Overview

The Board directed staff to work with the Technical Advisory Committee (TAC) in looking at areas that emerged during the public review of the 2040 RTP for possible follow-up work.

The aim of this evaluation was to determine if there are meaningful follow-up activities that PRTPO can accommodate within its work program as a part of its RTPO responsibilities. If so, follow-up measures could be incorporated into the 2022-2023 Unified Planning Work Program that goes into effect July 1. As envisioned, activities would guide some of PRTPO's regional planning efforts over the next few years and support the next long-range plan update.

The TAC was an important sounding board and helped ensure that the areas identified for follow-up have value for the members and region and are consistent with the roles and responsibilities of PRTPO. TAC engagement in these activities going forward will be valuable.

Review of RTP Issue Topics

The RTP identified ten topics meriting further consideration based on public input received during plan review. It committed to look at those topics to determine what measures, if any, might be undertaken to address public concerns ahead of the next plan update a few years from now. Chapter 7 from the RTP describes these topics and is attached.

The table on the next page summarizes those topics and identifies what feasible roles exist for PRTPO in supporting these issue areas, and any relationships to other activities. This evaluation was naturally constrained by PRTPO's responsibilities and authorities as an RTPO as well as by its financial and staffing resources. The table distinguishes between those topics for which no further action is warranted and those for which follow-up activity is warranted, as described below.

Topics Warranting No Further Action. Some of the topics raised by the public are aspirational more than formative in terms of what PRTPO can do. For example, expanding rural intercity bus travel is a regional priority though there is little PRTPO can do beyond its role as regional convener and in its on-going communications.

Other topics are effectively addressed in the on-going work program consistent with the nature of PRTPO's role as a Regional Transportation Planning Organization, such as the considerations PRTPO makes in its allocation of Transportation Alternatives funds or ranking of Consolidated Grants proposals, in its legislative priorities, and in the administration of its work program.

The table on the next page highlights in purple those topics that fall into this category of "No Further Action" at this time beyond what is already identified or underway. To be clear, these are important topics. But there are no logical, feasible steps that PRTPO can take to support any of these issues outside of what it is already doing.

Topics Warranting Follow-up Activities. Three of the 2040 RTP topics are presented as viable follow-up candidates at this time. They are highlighted in yellow on the table that follows. The electric vehicle (EV) strategy will be subsumed into the climate change topic, resulting in two potential focus areas for consideration going forward: measures to address climate change and measures to address system resilience. If these are the right topics, then details as to what work should be accomplished will be developed in the UPWP budget process.

Follow-up Activities

What is the appropriate level of effort for these two issue areas and the details of work to be accomplished? That discussion will happen when the Board begins developing its work program in February for the upcoming SFY 2022-2023 UPWP and can look at potential activities in light of other responsibilities and budget constraints.

Based on early considerations by staff and TAC of needs, opportunities, and other work program responsibilities, meaningful and appropriately scaled activities can be accommodated in the work program along with other PRTPO pursuits. If these are the right areas for follow-up, both should be looked at as long-term endeavors that will ebb and flow in response to funding availability, coordination opportunities, and other priorities determined by the Board.

Discussion by the Board in December will help ensure these are the right areas for pursuit so that more concrete details can be developed for the next work program.

Evaluation of Potential Areas for Follow-up Identified in the 2040 RTP

General Topic Area	Feasible PRTPO Roles	Related to Other Activities
Identify ways to increase system resiliency	Funding support, planning support, regional convener	Identified as 2021 legislative priority, though no details
Support rural intercity bus travel	Grant administration, policy support, regional convener	Consolidated Grants, annual legislative priorities
Recognize economic benefits of active transportation	Grant administration, policy support, communications	Transportation Alternatives grants, legislative priorities
Address climate change and GHG emissions	Policy support, planning support, regional convener	EV Strategy in SFY 2021 UPWP as unfunded planning need
Minimize conflicts between freight mobility and walkable places	Grant administration, policy support, funding support	Transportation Alternatives grants
Improve Hood Canal Bridge travel time reliability	Communications, regional convener, funding support	WSDOT coordination on highway system priorities and data needs
Address electric vehicle infrastructure	Funding support, planning support, regional convener	EV Strategy is in SFY 2021 UPWP as unfunded planning need
Ensure equitable access to services and opportunities	Grant administration, policy support, regional convener	Consolidated Grants, broadband legislative priority
Promote regional planning and coordination	Regional convener, planning support, communications	On-going UPWP, WSDOT and other coordination
Create more meaningful public engagement	Communications, planning support, regional convener	PRTPO will update its Public Participation Plan in 2021

Legend

No Further Action Beyond Existing Activities

Follow-up Activities are Feasible

Attachment

2040 Regional Transportation Plan, Chapter 7: Next Steps

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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.

PRTPO 2021 MEETING SCHEDULE



EXECUTIVE BOARD 2021 Meeting Schedule

February 19	The Executive Board meets on the 3 rd Friday of alternating months from 10:00 – 12:00, beginning in February
April 16	
June 18	
August 20	
October 15	
December 17	

TECHNICAL ADVISORY COMMITTEE 2021 Meeting Schedule

January 21	The TAC meets on the 3 rd Thursday of alternating months from 10:00 – 12:00, beginning in January
March 18	
May 20	
July 15	
September 16	
November 18	

Note: At this time we are planning these as online meetings. We will monitor conditions as they evolve and adapt to in-person meetings when deemed safe.

Agenda packets are sent out one week before meetings, at which time they are also available for download from the [Meetings page](#) of the PRTPO website.

Coming Up – PRTPO 2021 Appointments!

It is time to update member appointments to the PRTPO Executive Board and Technical Advisory Committee. Members are encouraged to appoint a regular and an alternate representative to both the Board and the TAC. Look for a request from your PRTPO Coordinators after the first of the year and if you have any questions, please get in touch.

Broadening our communication outreach.

Do you know someone who would benefit from updates on PRTPO activities? Let us know. Several members have identified staff and other colleagues to receive updates when we send out information. If you know someone we should add to our general information list, please send us a name and email address.

Your PRTPO Coordinators:

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Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com

INFORMATION ITEM

To: PRTPO Executive Board
From: Thera Black
Date: December 11, 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 Board's October 16 Meeting:

- **PRTPO Legislative Forums on October 28 (24th District) and November 5th (23rd/26th Districts, and 35th District).** Members met with legislators in these three forums to discuss regional concerns developed by PRTPO over the last few months.
- **PRTPO Legislative Work Group meeting on November 18.** The LWG subcommittee met to debrief after the forums and identify potential follow-up measures for Board consideration in December.
- **Technical Advisory Committee meeting on November 19.** The TAC provided input on and contributed to materials on the Board's December agenda.
- **WSDOT Investment Strategy Work Group meetings on October 23, November 2, and December 2.** This was meetings 5-7 of the statewide process to explore new ways of identifying priority projects to receive funding from the legislature via closer collaboration between WSDOT and RTPOs. PRTPO will conclude its participation in January.
- **Executive Committee Meeting on December 3.** The Executive Committee met remotely with the Lead Planning Agency and Lead Fiscal Agency to discuss issues coming before the Board and provide direction on work program activities.
- **Other Staff Activities of Interest to Members:**
 - Consolidated Grants coordination and prep with applicants and reviewers
 - Final regional coordination meeting for PSRC's Passenger-only Ferry Study (Oct 30)
 - Input on Community Engagement element of WSDOT's Highway System Plan update
 - MPO/RTPO Coordination between regions

Other Information of Interest:

- WSDOT's ***Statewide Human Services Transportation Plan*** is in the final stages of review before adoption. WSDOT has organized an innovative online open house allowing participants to explore various aspects of the plan and the important role that coordinated human services transportation plays in meeting the mobility needs of vulnerable population groups. This is what the Consolidated Grants process is about. WSDOT is particularly interested in collecting stories from people who provide or rely on human services transportation. The open house and public comment period are open through December 22. You can [find it here](#).

- COVID-19 has upended traditional lifestyles and travel patterns. The University of Washington is conducting its second round of **COVID-19 travel surveys** and analysis to track how travel behavior is changing throughout the pandemic. The current survey is focused on the prolonged effects of “teleliving” and takes about 10 minutes to complete. Your input will ensure they get a broad representation of input, not just from major metropolitan areas. You can [find the survey here](#).
- PSRC has concluded its **Passenger-only Ferry Study** and is preparing to present its report to the legislature. A final webinar scheduled for December 15 will be available from the [study website](#), along with prior presentations and study materials. While new routes serving communities in the Peninsula region were not selected to go forward for final operational analysis – that was the highest tier of evaluation reserved for those routes with greatest potential to be operational within 5-10 years – the study did generate good data analysis that will be of interest to members. PSRC has offered to make its data available to regional members throughout the study area. That feasibility analysis can be helpful in understanding how PRTPO communities can fare better in future evaluations.
- Have you checked out the new PRTPO website yet? Find it at www.PRTPO.org and let us know what you think. Count on it for the most up-to-date version of the PRTPO Resource Manual and a convenient portal to access current and past meeting materials for download. You can easily find PRTPO’s legislative folio and Transportation Outlook 2021 presentation, regional plans, and more. We will grow it slowly to meet the information and communication needs of PRTPO. We appreciate your insights and experience as you use the site so that we can make it better as we go. We want to give a special PRTPO shout-out to Jeremiah Holcomb at Kitsap Transit for his invaluable help in setting up the new site and training Ed and me how to drive it!

For More Information:

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