

**PRTPO EXECUTIVE BOARD MEETING****February 21, 2020 | 10:00 – 12:00****Bremerton Airport Administrative Office**

- | | | | |
|-----|---------------|--|-------------|
| 1. | 10:00 – 10:05 | Welcome and Introductions | |
| 2. | 10:05 – 10:10 | Approval of Agenda | ACTION |
| | | Approval of Minutes from November 15, 2019 (Attachment A) | ACTION |
| | | Consent Calendar (Attachment B) | ACTION |
| | | • SFY 2020 2nd Quarter Invoice (Oct 2019-Dec 2019) | |
| 3. | 10:10 – 10:15 | Review & Approve Draft PRTPO Procurement Policy (Attachment C)
<i>The draft Procurement policy spells out how PRTPO will purchase goods and services. It has been reviewed by legal counsel for form.</i> | ACTION |
| 4. | 10:15 – 10:45 | Transportation Alternatives Program - 2020 Call for Projects (Attachment D)
<i>In June PRTPO will award \$1.25 million in TA funds to priority regional projects. The TAC worked to develop a recommended process for soliciting and evaluating proposals, which it forwarded to the Board. The Board is asked to approve a selection process, which will launch on February 28.</i> | ACTION |
| 5. | 10:45 – 10:50 | PRPTO Resource Manual (Attachment E)
<i>The 2020 PRTPO Resource Manual 1.0 is a one-stop compendium of useful information on PRTPO including member rosters, agreements and policies, and core documents.</i> | INFORMATION |
| 6. | 10:50 – 11:20 | Guidance on the 2021-2023 Unified Planning Work Program (Attachment F)
<i>PRTPO's work program is based on the state fiscal year (July through June). Work gets underway this quarter on developing a new work program to guide PRTPO activities over the SFY 2021-2023 time period. This discussion will kick off that process.</i> | DISCUSSION |
| 7. | 11:20 – 11:30 | 'Complete Streets' Micro-Grant Funding Opportunity (Attachment G)
<i>PRPTO is offered \$8,900 in funding by the WSDOT Active Transportation Office to support Complete Streets planning activities. Funds must be spent by September 30 and are restricted to select uses. The Board is asked to decide whether this is an appropriate opportunity for PRTPO to pursue.</i> | ACTION |
| 8. | 11:30 – 11:40 | Coordinator's Report (Attachment H)
<i>A slate of officers is presented to the PRTPO Board for consideration and approval.</i> | INFORMATION |
| 9. | 11:40 – 11:45 | Election of 2020 Officers (Attachment I)
<i>A slate of officers for 2020-2021 is presented to the PRTPO Board for consideration and approval.</i> | ACTION |
| 11. | 11:45 – 11:50 | Public Comment Period
<i>This is an opportunity for anyone from the public to address the Board.</i> | |
| 12. | 11:50 – 12:00 | PRTPO Member Updates | |

Annette Nesse, Chair

Bek Ashby, Vice-Chair

Tammi Rubert, Secretary

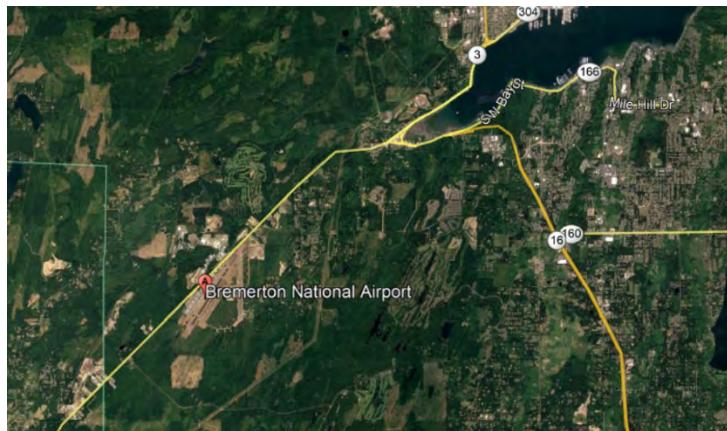
April 17, 2020 PRTPO Executive Board 10-12
Bremerton Airport - NOTE LOCATION!!

Review Draft SFY 2021 Unified Planning Work Program
Status Update on TAP Call for Projects

Next TAC Meeting – Thursday, March 19, 2020 from 10-12 in Bremerton at Kitsap Transit

This will be a technical work session with Local Programs on delivering federally funded transportation projects.

**BREMERTON NATIONAL AIRPORT
PORT OF BREMERTON
Administrative Building**
8850 SW State Hwy 3, Bremerton, WA 98312
Main Office: (800) 462-3793 | (360) 674-2381



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ATTACHMENT A

Minutes of Meeting

PRTPO EXECUTIVE BOARD

November 15, 2019

10:00 – 12:00

Jamestown S’Klallam Red Cedar Hall

1033 Old Blyn Highway

Blyn, WA

CALL TO ORDER

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

ATTENDEES

Executive Board:

Clallam County	Steve Gray (Alternate)
Jefferson County	Wendy Clark-Getzin (Alternate)
Kitsap County	David Forte (Alternate)
City of Port Orchard	Bek Ashby
City of Port Townsend	Ariel Speser
City of Poulsbo	Michael Bateman
City of Sequim	Dennis Smith
City of Shelton	Diedre Petersen (by phone)
Clallam Transit	Lindsey Schromen-Wawrin (by phone)
Jefferson Transit	Tammi Rubert (by phone)
Kitsap Transit	John Clauson
Mason Transit	Danette Brannin (by phone)
Port of Port Angeles	Chris Hartman (by phone)
Port of Shelton	Dick Taylor
WSDOT Olympic Region	Dennis Engel
Jamestown S’Klallam Tribe	Annette Nesse
Makah Tribe	Bud Denney
Skokomish Tribe	Marty Allen
Squaxin Island Tribe	Penni Giles (by phone)

Staff:

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

Others:

Sara Crouch, Jefferson Transit
David Garlington, City of Sequim Alternate
Cliff Hall, WSDOT Tribal and Regional Planning Office
Michael Pegarsch, Skokomish Tribe Alternate

Welcome and Introductions

Chair Annette Nesse called the meeting to order. Self-introductions were made around the room and via the conference phone.

Approval of Agenda

Chair Nesse advised that approval of the draft Procurement Policy was pulled from the agenda for further work. With that change she asked for approval of the agenda.

Dick Taylor moved to approve the agenda as amended, and Vice-Chair Bek Ashby seconded. The motion carried.

Approval of October 18th Executive Board Minutes

Vice-Chair Ashby moved, seconded by David Forte, to approve the minutes from the October 18th Executive Board meeting.

Consent Calendar

Mr. Forte asked about the process for approving vouchers. Sara Crouch explained that the Executive Committee approves the vouchers for submittal to WSDOT but, in the spirit of full transparency, the quarterly planning invoice and vouchers will be shared with the Board for its review and approval on the consent calendar.

Vice-Chair Ashby moved, seconded by Mr. Forte, to approve the SFY 2020 1st Quarter Planning Invoice. Motion carried.

Review and Approval of Draft PRTPO Public Records Policy

PRTPO Coordinator Thera Black explained the draft policy. She noted that it mirrors the policy of Kitsap Transit, the Lead Planning Agency for PRTPO; Jill Boltz of Kitsap Transit acts at PRTPO's Public Records Officer. This policy was drafted in coordination with her and was reviewed for legal form with Lisa Nickel, Kitsap County Prosecuting Attorney's Office.

Vice-Chair Ashby explained how the policy will be linked to the public records request page on Kitsap Transit's site to make it easy for people to navigate.

Mr. Forte inquired whether the legal review was of this policy or whether it included the Kitsap Transit policy, too. Vice-Chair Ashby advised that this is not known but Lisa Nickel is familiar with PRTPO and had done a thorough job with everything in support of the transition. John Clauson noted that Kitsap Transit's public records policy is solid and Jill Boltz is certified for her role as Public Records Officer.

Mr. Forte concurred with Ms. Nickel's capacity and added that he only sought to clarify that the legal review had been of the draft PRTPO policy and not the overarching Kitsap Transit policy.

Wendy Clark-Getzin expressed concern that someone navigating to this on the PRTPO website will not know why they are being directed to Kitsap Transit's page and contact form. Edward Coviello clarified whether she was requesting an alias hyperlink or some explanatory context. Ms. Clark-Getzin advised that either or both options would be helpful for the public. An alias hyperlink will be explored as a means of alleviating confusion.

Mr. Taylor moved, seconded by Ms. Clark-Getzin, to approve the PRTPO Public Records Policy. Motion carried.

Lindsey Schromen-Wawrin arrived via video-conference login.

Approval of Regional Transportation Plan 2040

Chair Nesse introduced the draft plan, which the Board has seen several times. It was commented on by the public and reviewed and recommended by the Technical Advisory Committee. Today the Board is asked to approve it. Chair Nesse invited discussion and questions.

Ms. Clark-Getzin summarized the TAC discussion on the draft plan and the changes that they had requested. This included insertion of the 2017 intersection analysis PRTPO undertook with WSDOT as an appendix. With the changes requested, the TAC recommended that the Board approve the 2040 RTP.

Mr. Forte moved, seconded by Mr. Taylor, to approve the Regional Transportation Plan 2040. The motion carried.

PRTPO Budget Update

Ms. Crouch reviewed the budget statistics at the end of the 1st quarter. She noted that PRTPO was a little under budget but that the PRTPO Coordinator position wasn't brought on until about halfway through the quarter. Ms. Crouch explained that transition costs are still reflected in the expenditures, and that RTP activities increased expenditures in October and November. She expects expenditures to level off in December and January.

Ms. Crouch advised that as the Lead Fiscal Agency, Jefferson Transit is monitoring the budget carefully. She reminded the Board that this is the first time through this process for PRTPO and Jefferson Transit. It's important that there is enough money to get through the biennium while meeting all the RTPO requirements.

Mr. Coviello added that costs will decline now that the RTP and the Regional Transportation Improvement Program are both complete. There were several big activities underway at the same time from September through November but that will start to smooth out to a more normal pace.

Mr. Clauson explained his interest in keeping the Board apprised of the budget status and noted that they will see budget updates frequently. Chair Nesse concurred that this is useful. She acknowledged the efforts of both Kitsap Transit and Jefferson Transit in managing PRTPO's resources carefully and keeping the Board fully informed.

Transportation Alternatives Program Kick-Off

Ms. Black reminded the Board that in October they had received an overview of federal transportation funds. This month the Board is focused on one of those revenue sources, the Transportation Alternatives program. This is in preparation for work the Board will undertake in 2020 to award those funds to priority projects.

She explained that the region has about \$215,000 per year to program on priority projects. The 2020 process will program multiple years of funding at one time. She advised that the process under consideration would program funds through 2024. This includes carryover funds and five years of allocations. This means that PRTPO will have about \$1.3 million to program in this funding cycle.

Ms. Black explained that WSDOT Local Programs has granted PRTPO some funding flexibility with these funds. Previously PRTPO had to limit its funding in any one year to the allocated amount. This is difficult for agencies when considering \$215,000 per year – it is not much money given the requirements that go with using the funds. Local Programs authorized PRTPO to program its funds based on funding priorities without concern about Obligation Authority requirements.

She reminded the Board that in October they had learned how obligation authority requirements can result in the sanctioning or loss of federal funds if the annual obligation target is not met. PRTPO's total allocations are so low that it will not affect the state's balance sheet if the obligations are not met, though the state does want to see federal funds flow. Project timing should be realistic. Local Programs supports the programming of these funds on priority regional projects. The flexibility provided by the exemption opens opportunities for PRTPO.

This 2020 process is expected to kick off a biennial programming process. The next process will occur in 2022. At that time the region will program two years of funding, or roughly \$430,000.

Mr. Forte inquired whether there is flexibility for projects to advance before the year associated with funds. For example, would a project awarded \$1 million need to wait until 2024 to proceed or could it obligate in 2022 if it is ready to go. Ms. Black advised that the project can proceed and does not need to wait.

She reviewed the eligible project types, noting that while the program is most known for its funding support of non-motorized facilities, the Transportation Alternatives program funds a wide range of project types.

Vice-Chair Ashby advised the TAC discussed whether there should be a limit on how much could be requested by a single project, either a limit on the dollar amount or percentage of available funds. There was recognition that making all funds available does open up the opportunity to complete a more complex project that couldn't otherwise be funded. There was also discussion about equity considerations between the counties. She noted that the TAC can work through the details but any direction from the Board will help them in that effort.

Another question she posed for the Board to consider is whether moving to a biennial process after in 2022 – programming \$430,000 every two years – is the preferable way to go or whether there is value in moving to a four-year cycle so that there could be closer to a million dollar to program.

Ms. Clark-Getzin acknowledged the benefit to the region for the flexibility that Local Programs has granted PRTPO in its expenditure of Transportation Alternatives funding.

Ms. Black reviewed the TAC recommendation on the process for conducting the 2020 call for projects. The TAC considered whether to refresh and reuse the previous process conducted in 2014-2015 or to start from scratch with a new process. The TAC felt that the prior process had worked fairly well and could be updated for this cycle.

Ms. Black and Mr. Coviello will develop a draft process based on that earlier approach and incorporating other insights from the TAC and today's Board meeting. The TAC will consider this in January and develop a process for the Board to review in February. If the Board concurs with that process, a call for projects will be initiated in late February.

She reviewed the steps leading up to the award of funds.

- The application period is expected to start on February 28.
- The application period will close in April.
- The TAC will review, evaluate, and rank the proposals in May and forward a funding recommendation to the Board.
- The Board will consider the TAC's recommendation and the proposals in June, and then take action to award funds to priority projects.
- Completion of the process in this timeframe enables the selected projects to be included as funding secured in the 2021-2026 Transportation Improvement Programs in development at that time.

Chair Nesse commented the previous process had worked well but the application itself could be streamlined. The previous application seemed to require a separate summary form which was redundant. Other than that, it was a good process. The project presentations in particular were helpful in understanding each proposal.

There was discussion about the use of a separate selection committee in the previous process. It was an effort to recruit people without a project in the application pool to participate in the review and selection of projects. Ms. Clark-Getzin advised that PRTPO has used both processes in the past. She found the TAC review process was thorough but collegial. In contrast, when a Selection Committee was convened it was apparent not everyone was familiar with the region, its plans, or its priorities. There is value in being familiar with the region and its transportation priorities.

Vice-Chair Bek sought discussion among Board members about funding caps and whether they should be established. Feedback from the Board would help the TAC in its deliberations about the process.

Mr. Forte responded that there is an automatic safeguard built into the process through the mandatory rural/urban splits. While it is possible that a transit agency might have a project that is both urban and rural, it would be unusual.

Marty Allen voiced support for allowing maximum funding for a single project. There aren't many practical projects that can be done with a small amount of federal funds.

Ms. Black noted that in October, Randy Neatherlin had inquired about the ability of tribal and non-tribal members to partner on a project. Local Programs responded by confirming that partnerships are allowed, whether they are on trust lands or fee lands. Also, federal BIA funding can serve as a local match. All the other rules associated with Transportation Alternatives do apply.

PRTPO Legislative Folio

Ms. Black reviewed the Board's discussion in October about the upcoming legislative session. At that time the Board acknowledged that it is late to be developing a coordinated agenda and that at this time it would be best to simply refresh the old legislative. The Board would then start earlier in 2020 to put together a new agenda.

Since then the Executive Committee met and discussed this further. Committee members realized the value of using this year's folio to reintroduce the newly independent PRTPO to legislators, thanking them for their continued support and educating them about the range of transportation needs its members face. This would have the effect of expanding upon the project list, not as 'asks' but as information.

Ms. Black reviewed the draft folio that resulted, asking Board members to help fill in the blanks on projects and discuss what kind of points they want to make regarding I-976 and impacts on agency budgets or projects, and other key issues. The goal is to get specific examples and insights today that can be used to develop a draft despite the time constraints.

Vice-Chair Ashby walked the Board through the folio layout and the draft bullet points the Executive Committee developed for the Board's consideration. This is a short session coming up. There won't be a funding package this year, especially in light of I-976, so there's no reason to ask for money. But this is a good opportunity to talk about what is important to PRTPO. Also, to highlight how I-976 will impact this region with specific examples. The legislature knows the statewide impacts. PRTPO should help them understand impacts on the region.

The new introduction highlights the transition that PRTPO has undergone. Executive Committee members spoke to the value of using this prominent space to highlight the region's new status as an independent entity. This helps lay a foundation now that can be built on next year when there may be more funding opportunity.

Board members discussed the magnitude of financial impacts and uncertainties agencies are facing with passage of I-976. Tammi Rubert explained that the impact won't hit Jefferson Transit in 2020 but it will in 2021. There is no question that transit – especially rural transit – will be impacted, but by how much is uncertain. The Regional Mobility Program is at risk of severe cuts. Loss of state funds to support that program will likely have ripple effects on the federal funds for that program. Transit agencies have been planning for projects in 2021, but if those projects are not under contract now then they are on indefinite hold. WSDOT is trying to figure out how to move things forward and is looking at a wide array of strategies to minimize the impacts.

Mr. Engel explained WSDOT's position that fish passage, safety, and preservation projects will not be postponed. All other projects are on hold and are being evaluated by WSDOT Finance to determine the range of options. At that point realistic assessments can be made.

Transit agencies discussed impacts to budgets and the traveling public.

- Mr. Clauson noted that Kitsap Regional Coordinating Council met last night with several of its state legislators. Legislators were clear that they don't have answers right now. They know this leaves huge funding gaps in agency budgets, but there are too many uncertainties to know what the right approach will be.
- Via the webinar chat function, Lindsey Schromen-Wawrin indicated that the third run of Clallam Transit's *Strait Shot* that had been planned will almost certainly be cancelled. *Strait Shot* was mentioned several times by the public during the RTP outreach as a highly valued service.
- Ms. Rubert added that the planned route to Kingston was also off the table now.
- Danette Brannin commented through the webinar chat function that Mason Transit is adjusting its routes, reducing service on lower productivity routes in order to maintain service on the more productive routes.
- Mr. Clauson estimated the impact to Kitsap Transit to be about \$3.5 million annually. He noted that Kitsap Transit is impacted less by this than the smaller rural systems that don't have any capacity to absorb the loss. The Transportation Benefit District revenue that supports Kitsap's passenger ferries is through the retail sales tax and was not affected.

Vice-Chair Ashby asked if there are any specific points to address besides impacts to transit and ferries. Members agreed that the impacts should be characterized as multimodal, noting that the ripple effects as this is resolved are likely to ripple through many different funding programs and hit most agencies. *Connecting Washington* projects not under contract are postponed, affecting projects in the region.

Tribes are also affected by the loss of Consolidated Grant funding. Often Consolidated Grants projects are continuing services, not new services.

Members talked about the kinds of projects to include on the folio. Ferries play a prominent role in the region's transportation system. Michael Bateman noted that ferries are not just a form of passenger travel but are also key to economic vitality for the region. Any impact to ferries is a serious impact to economic vitality for the region and the state.

While the 2019 folio identified a number of projects, some are underway. Of those that still need to get underway, some are more at risk than others. The underlying message is that stable, reliable funding is needed to support the transportation system, not promoting project-specific asks.

Discussion ensued about the challenge of trying to create a new approach and format this late in the year. Mr. Forte advised that previous folios have taken a long time to edit and get right. There isn't much time before the session gets underway. Others liked the approach but agreed that doing this expeditiously is important. Local TIPs offer a wide variety of projects that are already on the books. Staff can comb the TIPs to get a representative range of projects that reflect regional need.

Ms. Clark-Getzin clarified that the local TIPs will be more valuable in this regard and inclusive of all agencies than relying on the regional TIP. David Garlington concurred, advising that Sequim has no projects in the RTIP. He also indicated interest in retaining as much of the original six projects included on the 2019 folio as possible.

Members talked about how to review and approve the final draft. November is the Board's last meeting until February. Vice-Chair Ashby asked whether the Board could accept a review by email of the draft. If not, it would make no sense to pursue this further due to the Board's schedule.

Chair Nesse expressed support for this approach. Staff could take input from today's meeting and add the projects to it, then get a draft out to Board members for review and comment. Mr. Taylor inquired as to how quickly this could be done. Members agreed that if staff could get a draft to them by November 20th then they could turn around comments by November 25th. Ms. Black advised that if they could do this, she could have the final ready to go by December 2nd. This would give members a couple more weeks to meet with legislators before the session begins.

Executive Board 2020 Schedule and Work Program

Ms. Black reviewed the Board's upcoming schedule, noting that in 2020 PRTPO will resume bi-monthly meetings. The next Board meeting will be in February. That meeting will be a working session. It will dedicate time for the Board to begin looking at important regional transportation planning needs and interests in light of comments raised during the RTP public review and other regional interests. A second working session in April will aim to identify and refine a small number of priority interests.

Insights as to the Board's early interests after post-transition will help staff develop work programs over the next few years that satisfy state requirements while advancing regionally determined priorities. Longer meetings are being scheduled in February and April to allow time for focused Board discussion about these topics. Based on Board suggestion, the meetings will go from 10-1 instead of from 9-12.

CY 2020 Change of Officers

Chair Nesse explained to Board members how the 2020 election of officers will be conducted. She will reach out to Board members in January for nominations. Chair Nesse is completing her second two-year term and must rotate off. Self-nominations are welcome. The Board will be presented with a slate of officers in February for consideration.

PRTPO Coordinator Report

Ms. Black reported that she and Mr. Coviello are working to respond to a request for information as input to a Joint Transportation Committee systems need analysis. She also highlighted the other topics included in the report.

Public Comment

There were no public comments.

PRTPO Member Updates

Steve Gray reported on a meeting with Clallam County legislators yesterday involving several local agencies. Local agencies reiterated the importance with legislators about de-federalizing more transportation funds for local agencies. They shared information about how other states have managed to do this.

Ms. Clark-Getzin reported that Jefferson County adopted its six-year TIP this week. Of particular note is that 65% of the funds are directed towards non-motorized travel. It includes a number of different projects, with ODT being the primary project.

Adjourn

There being no further business, the meeting was adjourned.

[Return to Top](#)

ATTACHMENT B

Peninsula Regional Transportation Planning
Organization
63 4 Corners Rd
Port Townsend, WA 98368 US
scrouch@jeffersontransit.com



BILL TO

Washington State Department of
Transportation
WSDOT Tribal and Regional
Coordination Office
P.O. Box 47370
Olympia, WA 98504-7370

INVOICE 1002

DATE 02/04/2020 TERMS Net 30

DUE DATE 03/05/2020

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
12/31/2019	Services	2nd Qtr (Oct-Dec 2019) PRTPO Lead Agency Services			40,831.05

STATE OF WASHINGTON
COUNTY OF JEFFERSON

I, the undersigned do hereby certify under penalty of perjury, that
the materials have been furnished, the services rendered or the
labor performed as described herein and that the claim is just,
due and unpaid obligation against Peninsula Regional
Transportation Planning Organization and that I am authorized to
authenticate and certify this claim.

PRTPO EB Officer

Date

TOTAL DUE

\$40,831.05

RTPO PLANNING INVOICE VOUCHER

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

Agreement # GCB 3096

Invoice Date 1/27/2020

Billing Time Period
 October 1 - December 31, 2019

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 2/3/2020

TITLE Peninsula RTPO / Kitsap Transit

TOTAL RTPO REIMBURSEMENT requested this invoice **\$40,831.05**

Allocation Authorized	\$304,143.00
Biennium-to-Date	\$65,196.05
Allocation Balance	\$238,946.95

WORK ELEMENT	DESCRIPTION	Prior Biennium-TO-DATE Expenditures	CURRENT PERIOD EXPENDITURES	Biennium -TO- DATE Expenditures
Program Administration	Salaries		\$1,774.38	\$6,384.38
	Travel		\$2,725.36	\$4,158.36
	Consultants		\$21,503.20	\$27,786.20
	Miscellaneous		\$4,881.39	\$7,051.39
	Total	\$0.00	\$30,884.33	\$45,380.33
Transportation Planning	Salaries		\$2,074.40	\$5,251.40
	Travel			\$0.00
	Consultants		\$5,750.00	\$9,500.00
	Miscellaneous			\$0.00
	Total	\$0.00	\$7,824.40	\$14,751.40
Data Collection and Analysis	Salaries			\$0.00
	Travel			\$0.00
	Consultants			\$0.00
	Miscellaneous			\$0.00
	Total	\$0.00	\$0.00	\$0.00
Transportation Improvement Program	Salaries		\$622.32	\$3,564.32
	Travel			\$0.00
	Consultants		\$1,500.00	\$1,500.00
	Miscellaneous			\$0.00
	Total	\$0.00	\$2,122.32	\$5,064.32
RTPO Planning Duties	Salaries			\$0.00
	Travel			\$0.00
	Consultants			\$0.00
	Miscellaneous			\$0.00
	Total	\$0.00	\$0.00	\$0.00
TOTAL RTPO Reimbursement		\$0.00	\$40,831.05	\$65,196.05

RTPO	Peninsula RTPO / Jefferson Transit
Billing Time Period	October 1 - December 31, 2019

TPO Reviewer	Date
Edward Coviello	2/3/2020

RTPO UPWP ACTIVITY DETAIL

ELEMENT From Page 1

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

Program Administration

Activities in this billing cycle included preparing materials for and participating in a Technical Advisory Committee meeting in Blyn on October 10, and Executive Board and Executive Committee meetings on October 18. Due to scheduling needs, Program Administration activities this month also included preparation of agenda materials for distribution ahead of the November TAC (11.7) and Executive Committee (11.4) meetings. Meeting support duties include development of agenda and meeting materials, packet preparation and distribution, meeting set-up and breakdown, facilitation as needed, meeting record keeping and recaps, and follow-up activities with policy makers and staff. Provided web-friendly materials and documents (Annual Report, Title VI report, presentations) to be posted on the website. Edits on a final draft of Transportation Outlook 2020 were completed and distributed on December 2 for use by members in informing their legislators and others about the region and its transportation needs. I wrapped up the information request from the Joint Transportation Commission and submitted it to their consultants. The preservation summary recap provides them with a quick snapshot of multimodal preservation needs across the region. It was compiled from member input and some querying of report databases. Though it is incomplete in places, this information provides PRTPO with a good starting point from which to build a more complete assessment in the future of system preservation needs.

I participated in the PRTPO Title VI training mid-December. Originally identified as a need for PRTPO planners, WSDOT encouraged broader participation. In the end the training, hosted by Kitsap Transit in Bremerton, included both Ed and I as well as staff from three of the four transit agencies. There were several good discussions with PRTPO members on possible areas for future regional coordination. This included a discussion with Diane Sheesley, the Mason County Engineer, about opportunities for TAC collaboration with Mason County in assessing some mobility strategies for the intersection of Johns Prairie Road and SR 3. Several regions rely on TAC collaboration to brainstorm strategies to tough problems on the regional system and vet ideas. We will discuss this concept with the TAC in 2020 to gauge member interest.

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

Transportation Planning

Conducted one meeting in October for the draft RTP, this being a rescheduled Mason County meeting with the County's TIP-CAP, a citizen advisory group. Because this was a part of their regular meeting, I developed a folio handout instead of the display boards we used for the open houses. That meeting provided the final input to the TAC and Board meetings in October, in preparation for an adoption draft in November. Prepared for the meeting with Local Programs by developing a reconciliation worksheet to clarify funding availability for the next round of projects, and outstanding questions related to annual obligation targets, urban/rural distribution requirements, and turnback funds. Ed and I met with Brian and Debbie Clemen on October 25 to get clarity on outstanding questions and discuss flexibilities the region can exercise in its allocation of funds. This meeting provided input for the TAC staff report I wrote. In November the TAC will kick off the 2020 Transportation Alternatives program with an overview of program requirements, an assessment of prior processes, and an evaluation of potential flexibilities in the allocation of funding awards. Preparation of a final adoption draft plan entailed detailed review and edits and formatting to the draft plan and completion of the Next Steps chapter. I pulled together a summary of the public engagement process for Appendix B to document that process and developed a cover memo for the TAC meeting on final review and recommendation of the draft plan. Inreach activities with PRTPO members this month featured a site visit to the Makah Tribe for meetings on November 1 with Tricia DePoe, and with Stephanie Martin. Tricia and Stephanie provided me with an overview of transportation system needs and resiliency efforts, and discussions about the effects of extreme weather events on the tribe's infrastructure and their actions to mitigate those effects. The primary activity under Transportation Planning this month was participation in the webinar hosted by WSDOT ahead of the release of the draft State Rail Plan for review. The Puget Sound and Pacific shortline between Bremerton and Centralia provides a critical connection for the Navy and for the intermodal freight transfer facility in Belfair. It is important that congestion and conflicts in Centralia not disrupt operations to and from Belfair and Bremerton. I also spent some time corresponding with a citizen who had just dialed back into the Regional Transportation Plan after the initial round of meetings back in September.

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

Data Collection and Analysis

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

Transportation Improvement Program

Provided the 2020 RTIP to WSDOT through the use of the SAW software. Continued RTIP support throughout the

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

RTPO Planning Duties

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

\$2,170 of Kitsap Transit Administrative costs added to Program Administration "Miscellaneous".

SIGNATURE



TITLE

Transportation and Land Use Planner

DATE

02/03/2020



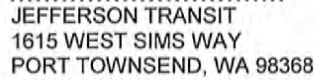
Invoice Date	2/3/2020
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Invoice ID	4847
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Printed on 2/3/2020

Page 1

SHIP TO



Please detach and return this portion with your remittance.

[illegible]

10/1/2019-12/31/2019

Subtotal	\$40,569.34
Sales Tax	\$0.00
Total	\$40,569.34
Total Due	\$40,569.34

Kitsap Transit PRPTO

4th Quarter Expenses

	October 2019	November 2019	December 2019	4th Quarter 2019
Staff Salaries & Wages	\$1,507.15	\$1,244.64	\$259.30	\$3,011.09
Staff Fringe Benefit	\$599.79	\$495.31	\$103.20	\$1,198.30
Advertising	\$0.00	\$0.00	\$0.00	\$0.00
Professional & Tech Service	\$0.00	\$0.00	\$1,173.90	\$1,173.90
Other Contract Services	\$19,409.48	~~\$8,736.96~~ \$19.57	\$3,329.92	\$31,476.36
Operating Supplies	\$0.00	\$19.57	\$0.00	\$19.57
Third Party Recovery	\$0.00	\$0.00	\$0.00	\$0.00
Casualty Insurance	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$21,516.42	\$10,496.48	\$4,866.32	\$36,879.22

31,476.36

PRPTO Wage Support

Account Number	Account:	Date:	Amount	Type	Hours
10-50214-4102	Fringe Benefit	10/11/2019	84.00	Debit	5.5
10-50214-1102	Fringe Benefit	10/11/2019	17.62	Credit	1.5
10-50214-4100	Fringe Benefit	10/11/2019	66.38	Credit	4
10-50214-4102	Fringe Benefit	10/25/2019	398.28	Debit	24
10-50214-4100	Fringe Benefit	10/25/2019	398.28	Credit	24
10-50214-4102	Fringe Benefit	11/8/2019	232.33	Debit	14
10-50214-4100	Fringe Benefit	11/8/2019	232.33	Credit	14
10-50214-4102	Fringe Benefit	11/22/2019	165.95	Debit	10
10-50214-4100	Fringe Benefit	11/22/2019	165.95	Credit	10
10-50214-4100	Fringe Benefit	12/6/2019	16.60	Debit	1
10-50214-4102	Fringe Benefit	12/6/2019	16.60	Credit	1
10-50214-4100	Fringe Benefit	12/20/2019	66.38	Debit	4
10-50214-4102	Fringe Benefit	12/20/2019	66.38	Credit	4

Employees:	Hourly Rates:	Department:
Ed Coviello	51.86	4100
Jeremiah Holocomb	36.71	1102

	Salaries and Wages	Allocated Benefits	Direct Benefits	Total Fringe:
October	\$ 1,507.15	\$ 482.29	\$ 117.51	\$ 599.80
November	\$ 1,244.64	\$ 398.28	\$ 97.03	\$ 495.31
December	\$ 259.30	\$ 82.98	\$ 20.22	\$ 103.20
Total:	\$ 3,011.09 ✓	\$ 963.55	\$ 234.76	\$ 1,198.31 ✓

3 P Transportation Services

INVOICE

Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: December 1, 2019 – December 31, 2019
Invoice Number: 105

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: 29 hours @ \$100/hour <i>Professional Services in Delivery of the SFY 2020 UPWP</i>	\$2,900.00
Travel Time: 6 hours @ 50% of regular billing rate - \$50/hour	\$300.00
Mileage Reimbursement: 224 miles at 58 cents/mile	\$129.92
Total Due	\$3,329.92

Fund: 10
Post Date: Dec
Purchase Order Number: 7518
Project #: 100
Account Code: per PO
Funding Source: per PO
Signed: *Steffani Lille*

Thank you!!

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



Kitsap Transit Check Request

Payee Edward Coriello Date 11-18-19

Address _____ Due Date 11-21-19

\$19.57

Fund (Transit or Ferry) 10

Expense Date 11-21-19

Project # # 4102

Account Code 50404

Funding Source Local

Purpose Provided coffee for PRTPO Meeting

M. James 11-18-19
Requestor

Stephani Little 11/18/19
Approved Date

Over \$5000

Executive Director

Date

PR 11/22/19

3 P Transportation Services

INVOICE

Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: November 3, 2019 – November 30, 2019
Invoice Number: 104

10
Post Date: Nov.
Purchase Order Number: 7518
Project #: Per PO.
Account Code: Per PO
Funding Source: Local
Signed: Steffani Lille

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: 77.5 hours @ \$100/hour <i>Professional Services in Delivery of the SFY 2020 UPWP</i>	\$7,750.00
Travel Time: 15 hours @ 50% of regular billing rate - \$50/hour	\$750.00
Mileage Reimbursement: 412 miles at 58 cents/mile	\$238.96
Total Due	\$8,738.96

Thank you!!

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



3 P Transportation Services

INVOICE

Client: Kitsap Transit ^{EC}
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: September 9, 2019 – October 5, 2019
Invoice Number: 102

Date: October 6, 2019

Post Date: Oct
Purchase Order Number: 7518
Project #: PER PO
Account Code: PER PO
Funding Source: Local
Signed: Steffani Lille

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: 81 hours @ \$100/hour <i>Professional Services in Delivery of the SFY 2020 UPWP</i>	\$8,100.00
Travel Time: 8 hours @ 50% of regular billing rate - \$50/hour	\$400.00
Mileage Reimbursement: 314 miles at 58 cents/mile	\$182.12
Total Due	\$8,682.12

Thank you!!

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



3 P Transportation Services

INVOICE

Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: October 6, 2019 – November 2, 2019
Invoice Number: 103

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: 100 hours @ \$100/hour <i>Professional Services in Delivery of the SFY 2020 UPWP</i>	\$10,000.00
Travel Time: 10 hours @ 50% of regular billing rate - \$50/hour	\$500.00
Mileage Reimbursement: 392 miles at 58 cents/mile	\$227.36
Total Due	\$10,727.36

Func: 10
Post Date: Oct
Purchase Order Number: 70000 7518
Project #: PER P.O.
Account Code: PER P.O.
Funding Source: Default
Signed: Steffani Lille

Thank you!!

360.878.0353

thera@3ptransport.com

2103 Harrison Ave NW, Ste 2-733

Olympia, WA 98502



Invoice Expense Allocation Report

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
3P TRANSPORTATION SERVICES						
3P TRANSPORTATION SERVICES	10/31/2019	PRTPO COORDINATION S	Paid	10-50313-4102	Other Contractual Services	\$10,727.36
XXX-XX-1946	103	Invoice				
XXX-XX-1946	10/6/2019	SEPT PRTPO COORDINATC	Paid	10-50313-4102	Other Contractual Services	\$8,682.12
	102	Invoice				
XXX-XX-1946	11/1/2019	NOV PRTPO COORDINATC	Paid	10-50313-4102	Other Contractual Services	\$8,736.96
	104	Invoice				
XXX-XX-1946	12/31/2019	PRTPO COORDINATION S	Paid	10-50313-4102	Other Contractual Services	\$3,329.92
	105	Invoice				
XXX-XX-1946						
Totals for 3P TRANSPORTATION SERVICES:						\$31,476.36



Kitsap County Prosecuting Attorney Chad M. Enright



CIVIL DIVISION

Ione George
Chief of Staff

Jacquelyn Aufderheide
Civil Division Chief

Carrie Alire
Administrative Manager

December 11, 2019

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

RE: Invoice for Legal Services - 3rd Quarter 2019
Request For Payment - \$1,173.90

Dear Ms. Rubert,

Enclosed please find an invoice for the second quarter 2019, for legal services provided by the Civil Division to the Peninsula Regional Transportation Planning Organization. At the hourly rate of \$129 set forth in the Agreement for Legal Services for deputy prosecuting attorney time and \$82 per hour for paralegal time, the amount owing for legal services totals \$1,173.90 for 9.1 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 cbruce@co.kitsap.wa.us or Jacquelyn Aufderheide at 337-4973 or jauferh@co.kitsap.wa.us. Thank you.

Sincerely yours,

CHAD M. ENRIGHT
Prosecuting Attorney

Carrie Alire
Administrative Manager

/cb

Cc: Jacquelyn Aufderheide

PRTPO Fiscal Agent Expenses
Jefferson Transit Authority
October 1 - December 31, 2019

	<u>October</u>	<u>November</u>	<u>December</u>	<u>Total</u>	Notes
Staff Salaries and Wages	\$ -	\$ 143.55	\$ 10	\$ 153	
Staff Fringe Benefit/OH Rate	\$ -	\$ 102.20	\$ 6	\$ 109	
Other Reimbursables	\$ -	\$ -	\$ -	\$ -	
	<u>\$ -</u>	<u>\$ 245.75</u>	<u>\$ 16</u>	<u>\$ 262</u>	

Break out data:

		Wages	Benefits/OH	Total
Crouch	11/6/2019	\$ 57.42	\$ 38.33	\$ 95.75
Crouch	11/19/2019	\$ 86.13	\$ 63.88	\$ 150.01
Crouch	12/13/2019	\$ 9.57	\$ 6.39	\$ 15.96
		<u>\$ 153.12</u>	<u>\$ 108.59</u>	<u>\$ 261.71</u>

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ATTACHMENT C

Peninsula Regional Transportation Planning Organization **Policies and Procedures**

3. PROCUREMENT POLICY

Purpose

This policy is intended to direct PRTPO's purchases of goods and services. The procurement process is intended to be an open, fair, well documented, and competitive process.

Objectives

The objectives of PRTPO's procurement policy are as follows:

- Establish a uniform system to obtain supplies, materials, equipment and services in an efficient and timely manner;
- Maintain responsibility and accountability of public funds used by PRTPO;
- Ensure equal opportunity and competition among vendors and consultants;
- Support effective relationships and clear communication between PRTPO and its vendors and consultants; and
- Comply with the comprehensive state procurement statutes which govern expenditures of public funds.

Scope

This policy applies to purchases of:

- Supplies, materials and equipment that are not connected with a public work
- Non-professional services, including personal and purchased services
- Professional services

This policy does not apply to the acquisition, sale, lease, or other transfer or encumbrance of real property. This policy also does not apply to the procurement of a public work, as defined in RCW 39.04.010, or to those goods and services used in connection with a public work.

If grant funding is involved in the proposed purchase, applicable requirements should be obtained from the funding agency. Such requirements may be more restrictive than PRTPO's policy.

Policy

All purchases shall comply with applicable federal, state and local laws and regulations as well as with the following:

- PRTPO Bylaws;
- PRTPO Policies and Procedures;
- The Regional Transportation Planning Organization Agreement with the Washington State Department of Transportation (WSDOT);

- The applicable policies and procedures of the PRTPO Lead Planning Agency;
- The applicable policies and procedures of the PRTPO Lead Fiscal Agent.

Where any of the above differ or conflict, the more restrictive shall govern.

Code of Ethics

No employee, officer or agent of PRTPO shall participate in the selection, award or administration of a contract or authorization of a purchase if he or she would be beneficially interested, whether directly or indirectly or whether the interest is real or apparent, as provided in chapter 42.23 RCW.

Responsibilities

The Executive Board has primary responsibility and oversight for purchasing activities of PRTPO and has the authority to delegate purchasing responsibilities as appropriate. The Executive Committee will periodically review and evaluate the procurement procedures to ensure the best internal controls possible and will recommend changes as necessary.

Procedure

1. Determine Total Purchase

a. Use Anticipated Cost

The anticipated annual need for a good or service (when it can reasonably be projected) shall be used to determine the cost of that good or service, and thus which procurement method and related purchasing requirements shall apply.

b. No “Splitting”

Procurements shall not be divided to artificially create a lower total cost to avoid a particular procurement method or purchasing requirement. If one item being purchased requires another item to “make a whole”, the total accumulated costs of the two items (when they can reasonably be projected) should be considered together to determine which procurement method is applicable. If the two items are not available from a single supplier, this prohibition shall not apply.

c. Costs to Include

The total cost shall include all taxes, freight, installation, and other similar charges when determining which cost threshold and related purchasing requirements apply.

d. Include Total Quantity Needed

The total quantity of a needed item (when it can reasonably be projected) shall be considered when determining which cost threshold and related purchasing requirements apply.

e. Multiphase Programs

If a project is to be completed in phases, the total accumulated cost for all

phases shall be considered when determining which cost threshold and related purchasing requirements apply.

2. Procurement Approval and Method

A PRTPO Purchase Request Form (Attachment A) must be completed for all purchases and included with invoice documentation. Procurements must be covered by budget appropriations approved by the PRTPO's Executive Board in the most current year Unified Planning Work Program (UPWP). Procurements requiring additional appropriations must also be approved by the Executive Board. All purchases shall be documented and invoiced in accordance with PRTPO's Planning Invoice Reimbursement policy.

One of the following methods of procurement must be used:

a. Micro Purchases - Less than \$7,500

Micro purchases cover the acquisition of materials, supplies, or equipment, or the acquisition of non-professional services when the aggregate annual dollar amount is less than \$7,500. Micro-purchases do not require any formal competitive solicitation, but reasonable efforts should be made to receive the best price possible by obtaining informal cost information from three potential vendors before making a final determination. Purchase approval may be made by the head of the Lead Planning Agency or by the head of the Lead Fiscal Agency for micro purchases that directly support their respective responsibilities in administering PRTPO, or by a majority of the Executive Board to support PRTPO program needs.

b. Small Material Purchases - \$7,500 to \$15,000

Small material purchases cover the acquisition of materials, supplies and equipment when the aggregate annual dollar amount is \$7,500 or more up to and including \$15,000. Small material purchases shall be processed through a competitive solicitation process whereby a minimum of three (3) price or rate quotes are solicited from vendors who can reasonably be expected to provide the required goods and/or services. The quotes must be documented on a Purchase Request Form and approved by a majority of Executive Board members prior to execution of the procurement. The procurement shall be awarded to the lowest responsive and responsible offeror, based on the responsibility criteria in RCW 39.04.350 or any supplemental criteria adopted pursuant thereto.

c. Small Service Purchases - \$7,500 to \$50,000

Small service purchases cover acquisition of non-professional services when the aggregate annual dollar amount is \$7,500 or more up to and including \$50,000. Small service purchases shall be processed through a competitive solicitation process whereby a minimum of three (3) price or rate quotes are solicited from vendors who can reasonably be expected to provide the required services. The quotes must be documented on a Purchase Request Form and approved by a

majority of the Executive Board members prior to execution of the procurement. The procurement shall be awarded to vendor who provides the best quality and price available.

d. Competitive Proposals – material purchases greater than \$15,000 and service purchases greater than \$50,000

Purchases of materials, supplies or equipment resulting in an aggregate annual dollar amount of greater than \$15,000 and purchases of non-professional services greater than \$50,000 shall be procured using one of the following methods:

Request for Proposals (RFP)

RFPs are to be used to solicit solutions for a defined scope of work or project presented by the PRTPO. An RFP should identify criteria to evaluate and rank proposals and ask for a description of how the scope of work is to be accomplished, past experience in providing similar work, the cost of providing the work, a schedule of providing the work and any deliverables, and the identification of key personnel to be used along with their qualifications and availability.

Responses to an RFP are to be evaluated by a review committee based upon the criteria identified in the RFP. Where not prohibited by law, this method can also provide for limited negotiation of terms and conditions of the proposal, including price, before the award. An award will be made to the vendor whose proposal is determined to be the most advantageous to PRTPO.

Request for Qualifications (RFQ)

RFQs are to be used when seeking non-professional services that warrant the consideration and evaluation of the vendor based on demonstrated competency and qualification rather than price. An RFQ should identify criteria to evaluate and rank qualifications and ask for a consultant's general capabilities, list of principals, previous projects, number of employees, and relevant licenses.

Responses to an RFQ are to be evaluated by a review committee based upon the criteria identified in the RFQ, which may include cost when allowed by law. Once a qualified consultant is selected, the PRTPO shall negotiate with the vendor on price and other terms and conditions. An award will be made to the consultant deemed to be the best qualified so long as an agreement is reached on all other terms, including cost, scope and schedule.

The following requirements apply to all competitive RFP and RFQ procurement methods:

- All RFP/Qs must be approved by a majority of the Executive Committee;
- The RFP/Q must be publicized in accordance with the applicable law that is the most restrictive;
- The RFP/Q must identify all evaluation factors and their relative

importance, and that only complete and timely submittals will be considered;

- Publication of the RFP/Q will be made in the paper of record, posted on the PRTPO website, and distributed to known groups that could respond in an effort to obtain proposals from multiple qualified resources;
- A method shall be established for conducting technical evaluations of the proposals and qualifications received as part of the development of the RFP/Q;
- WSDOT shall be afforded the opportunity to serve on any review committee for consultant services;
- For RFPs involving the procurement of services, the proposal most advantageous to the PRTPO will be selected, even when the preferred proposal is not the lowest-priced;
- For RFQs, competitors' qualifications will be evaluated, and the most qualified competitor will be selected, subject to negotiation of fair and reasonable compensation;
- Approval of all competitive awards will be made by a majority of the Executive Board; and
- Following approval by the Executive Board, the head of the Lead Planning Agency or the Chair of the PRTPO Executive Board are authorized to sign all contracts.

e. Noncompetitive Proposals

Procurement through solicitation without competitive requirements may be used when at least one of the following applies:

- The item is clearly and legitimately available only from a single source;
- An emergency exists, as defined herein, provided that the procedures in RCW 39.04.280 are followed for the purchase of materials, supplies or equipment, that the procedures in RCW 53.19.030 are followed for the purchase of non-professional services, and RCW 39.80.060 is followed for the purchase of professional services;
- Noncompetitive negotiations are specifically authorized in a grant; or
- After solicitation of at least two (2) sources, competition is determined to be infeasible.

For all noncompetitive proposals, purchase approval must be made by a majority of the Executive Board members.

f. Other Government or Cooperative Contracts

Competition is not required when purchases of supplies, services or equipment are made through competitively secured contracts executed by other government agencies or bona fide cooperative purchasing agreements, such as purchases of telephone service, software and computer equipment through vendor contracts negotiated by the State of Washington. Purchase approval is made by a majority of the Executive Board members.

g. Intergovernmental Purchasing

Services provided by qualified public sector agencies through intergovernmental agreements with any governmental entity, whether federal, state or local, shall be exempt from the competitive solicitation requirements. Purchase approval is made by a majority of the Executive Board members.

h. Architectural and Engineering Services

The requirements outlined in RCW 39.80 must be followed to procure professional architectural or engineering services. Purchase approval is made by a majority of the Executive Board members.

i. Electronic data processing and telecommunication systems

The competitive negotiation requirements outlined in RCW 39.04.270 may be used for the purchase and installation of electronic data processing (e.g., computer) and telecommunication equipment, software or services. Purchase approval is made by a majority of the Executive Board members.

3. Contracts

a. Templates

To the extent possible, contracts for the purchase of materials, supplies, equipment, or services, whether professional or non-professional, shall use PRTPO contract templates.

b. Mandatory terms

All contracts must comply with terms required by the most recent Regional Transportation Planning Organization Agreement with WSDOT. When state funds are used to secure consultant services, provisions substantially similar to those set forth in Attachment B must be incorporated into the contract. When federal funds are used to secure services or materials, provisions substantially similar to those set forth in Attachment C must be incorporated into the contract. These attachments shall be updated when modified by the Regional Transportation Planning Organization Agreement with WSDOT.

c. WSDOT Approval

WSDOT shall review and approve any consultant services agreement prior to execution.

4. Procurement limitations

a. Equipment

Any equipment to be purchased shall first be listed in the Unified Planning Work Program (UPWP) and must be purchased, managed and disposed of in accordance with all current federal and state laws and regulations. All purchased equipment may only be used for the sole purpose of regional transportation planning activities and upon completion of the work, the equipment shall become property of the state when using state funds.

b. Nondiscrimination

In all purchases, the PRTPO shall not discriminate on the basis of race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, veteran status, disability, or other circumstance prohibited by federal, state, or local law, and shall comply with Washington's Law Against Discrimination (RCW 49.60.030), Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and all applicable requirements of any other nondiscrimination statute.

c. Federal Funding

When federal funds are used to procure materials or services, all purchasing shall comply with 2 CFR 200 et seq., including 2 CFR 1201 et seq., and Federal Transit Administration (FTA) Circular 4220.1F. This includes preferences for buying American made products in accordance with 49 USC 5323(j) and 49 CFR 6661, using U.S. Flag vessels for cargo under 49 CFR 381, and using U.S. Flag carriers under 49 USC 40118. It also includes refraining from using state or local preferences unless an exception is authorized (as described in FTA Circular 4220.1F).

Glossary

Relevant terms associated with this policy.

Appropriation

PRTPO Executive Board authorization to expend funds for a specific purpose.

Competitive Bidding

The submission of prices by individuals or firms competing for a contract, privilege, or right to supply merchandise or services.

Emergency

A set of unforeseen circumstances beyond the control of PRTPO that either: present a real, immediate threat to the proper performance of essential functions; or may result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

Non-Professional Services

All services that are not otherwise governed by chapter 39.80 RCW. These include personal services as defined in RCW 53.19.010(6), which are services that provide professional or technical expertise to accomplish a specific study, project, task, or other work statement, and purchased services as defined in RCW 53.19.010(8), which are services that provide routine, continuing, and necessary functions.

Professional services

Services provided within the scope of the general definition of professional practice in chapter 18.08 RCW (architects), chapter 18.43 RCW (landscape architects), or chapter 18.86 RCW (engineers and land surveyors). Professional services are governed by the procurement requirements in chapter 39.80.

Quote

A statement of price, terms of sale, and description of goods or services offered by a prospective seller to a prospective purchaser for purchases below the amount requiring formal bidding. For professional service contracts not covered by chapter 39.80 RCW, quotes would typically include the qualifications of the provider and may or may not include pricing information depending upon the situation.

ATTACHMENT A

PRTPO Purchase Request Form

Important: Please refer to the PRTPO Procurement Policy for further instructions on purchasing and required documentation, and complete both sides of this Purchase Request Form. Approval is required as noted prior to purchase.

Complete ALL Non-Shaded Sections (type or print legibly)			
Simple Purchase Request Title:		Person Requesting Authorization:	
Detailed Purchase Description:			
Is this item or service included in the current year UPWP? (select one)		Submittal Date:	
UPWP Task Area (select one)	Subtask	Unit Cost	Total Cost
Total Final Cost:			\$0.00
Review and Approval			
1. Micro Purchase Approval: _____ Authorizing Signature (Print) _____ Name Title Agency _____ Date 2. Approval of all other procurements requires a majority of the Executive Board. _____ PRTPO Chair Date Approved: _____			
Purchase Date: _____ Invoice Reimbursement Submittal Date: _____			

Select procurement method and complete vendor selection as appropriate:

- ☐ Micro Purchase (less than \$7,500) Competition is not required. Describe basis for price:
- | | |
|--|---|
| ☐ Catalog Price. | ☐ Market price or price offered to general public. |
| ☐ Price set by law or regulation. | ☐ Price compared to recent purchases of similar goods and/or services. |
| ☐ Other: _____ | |

- ☐ Small Material Purchase (\$7,500 - \$15,000) Competition is required - document price rates or quotes from at least three (3) qualified vendors and/or an approved Vendor List. Attach documentation.
- ☐ This is a recurring purchase - price quotes will be obtained periodically as needed.
- ☐ Price quotes or RFP/Q were obtained to establish a competitive and reasonable price. Complete section below or reference RFP/Q if applicable:
- Vendor 1 _____
- Vendor 2 _____
- Vendor 3 _____
- Reason for final selection: _____

- ☐ Small Service Purchases (\$7,500 - \$50,000) Competition is required - document price rates or quotes from at least three (3) qualified vendors. Attach documentation.
- ☐ This is a recurring purchase - price quotes will be obtained periodically as needed.
- ☐ Price quotes or RFP/Q were obtained to establish a competitive and reasonable price. Complete section below or reference RFP/Q if applicable:
- Vendor 1 _____
- Vendor 2 _____
- Vendor 3 _____
- Reason for final selection: _____

- ☐ Competitive Proposal (Material purchases greater than \$15,000 and service purchases greater than \$50,000) Competition is required - document formal written bids, proposals, or qualifications from multiple qualified sources, if possible. RFP/Q's may be used. Select one:
- ☐ Approved RFP/Q was used to solicit proposals.
- ☐ Details of publication and technical review is in the RFP/Q file.
- ☐ Documentation of formal proposals or qualifications is attached.
- Reason for final selection: _____

- ☐ Noncompetitive Proposal Only possible when none of the above methods apply and one of the following applies (check all applicable boxes):

- ☐ The item or services are available from only one source.
- ☐ An emergency exists beyond the control of PRTPO
- ☐ The granting agency authorizes noncompetitive negotiations.
- ☐ After solicitation of at least two (2) sources, competition is determined to be infeasible.

Notes: _____

☐ Government Cooperative Contract

Name of Government or Purchasing Cooperative _____

☐ Intergovernmental Purchase

Name of other Government _____

Attachment B

Mandatory Terms When Using State Funds

1. Conservation. The Contractor shall recognize mandatory standards and policies relating to energy efficiency contained in the most current Washington State Energy Strategy developed under chapter 43.21F RCW.
2. Requests for information. The Contractor shall provide all information requested by the PRTPO within five (5) business days of the request when such is necessary for a progress report to the state. When information requested is for a performance and expenditure report, the Contractor shall provide all information requested on or before the date as conveyed by the PRTPO. Failure to do so may result in delayed payments to the Contractor.
3. Records Retention and Access
The Contractor shall retain all records relating to performance of the Contract for six (6) years after completion of the Contract or longer if requested. The PRTPO and WSDOT, or any agent thereof, shall have full access to all records retained under the Contract during normal business hours and as often as they deem necessary. The PRTPO and WSDOT, or any agent thereof, shall be permitted to audit, examine, and make copies, excerpts or transcripts from such records at no cost.
4. Audits. The Contractor shall cooperate with and promptly respond to any independent audit conducted.
5. Amendments. This Agreement may be amended only in writing and only by agreement by both parties following review and approval by WSDOT.
6. Purchases of Material.
Only those purchases of equipment specifically identified in the Scope of Work shall be allowed to be purchased under this Contract. All equipment must be purchased, managed, and disposed of in accordance with state law and with Title VI of the Civil Rights Act. All purchased equipment shall only be used for the sole purpose of regional transportation planning activities. Any equipment on hand at the completion of the work shall become property of the state.
7. No obligation of the State
The PRTPO and the Contractor acknowledge and agree that absent the express written consent by WSDOT, the state is not a party to this Contract and shall not be subject to any obligations or liabilities to the PRTPO or the Contractor or any other party pertaining to any matter resulting from this Contract.

This provision is required to be included in any subcontract entered into by the Contractor or any subcontractor to carry out this Contract.

8. Non-Discrimination

In all purchases, the PRTPO shall not discriminate on the basis of race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, veteran status, disability, or other circumstance prohibited by federal, state, or local law, and shall comply with Washington's Law Against Discrimination (RCW 49.60.030), Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and all applicable requirements of any other nondiscrimination statute.

9. Compliance

The Contractor agrees to comply with all applicable federal, state, and local laws in the performance of this Contract.

10. Equal Employment Opportunity

The Contractor agrees to abide by all state and federal regulations with respect to employment. This includes, but is not limited to, equal opportunity employment, nondiscrimination assurances, project record keeping, audits, inspection, and retention of records.

Attachment C

Mandatory Terms When Using Federal Funds

1. Uniform Administrative Requirements

Any purchases for services or supplies under this Contract must be purchased, managed, and disposed of in accordance with 2 CFR 200 et seq., including 2 CFR 1201 et seq., and Federal Transit Administration (FTA) Circular 4220.1F when federal funds are used. This includes preferences for buying American made products in accordance with 49 USC 5323(j) and 49 CFR 6661, using U.S. Flag vessels for cargo under 49 CFR 381, and using U.S. Flag carriers under 49 USC 40118. It also includes refraining from using state or local preferences unless an exception is authorized (as described in FTA Circular 4220.1F).

2. Incorporation of Federal Terms

All applicable provisions required by the Federal Transit Administration are incorporated herein by this reference when federal funds are used. Further, when any Federal Transit Administration regulation, policy, procedure or directive is amended, such amendment shall automatically be incorporated into this Contract.

3. No obligation by the Federal Government

The PRTPO and the Contractor acknowledge and agree that absent the express written consent by the federal government, the federal government is not a party to this Contract and shall not be subject to any obligations or liabilities to the PRTPO or the Contractor or any other party pertaining to any matter resulting from this Contract.

This provision is required to be included in any subcontract entered into by the Contractor or any subcontractor to carry out this Contract.

4. Records Retention and Access

The Contractor shall retain all records relating to performance of the Contract for six (6) years after completion of the Contract or longer if requested. The PRTPO and WSDOT, or any agent thereof, shall have full access to all records retained under the Contract during normal business hours and as often as they deem necessary. The PRTPO and WSDOT, or any agent thereof, shall be permitted to audit, examine, and make copies, excerpts or transcripts from such records at no cost.

5. Use of Disadvantaged Business Enterprises

The Contractor agrees to take measures to facilitate participation by disadvantaged business enterprises (DBE) and comply with all federal requirements to do so, including 49 USC § 5332 and 49 CFR 26, "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs."

6. Non-Discrimination

The Contractor agrees that it shall not discriminate against any person on the basis of race, color, creed, religion, national origin, age, sex, marital status, sexual orientation, veteran status, disability, or other circumstance prohibited by federal, state, or local law, and shall comply with Title VI of the Civil Rights Act of 1964, P.L. 88-354 and the Americans with Disabilities Act of 1990 in the performance of the Contract. The provisions of 49 CFR 26 and 49 CFR 21 are incorporated by reference and made a part of this contract.

7. Compliance

The Contractor agrees to comply with all applicable federal, state, and local laws in the performance of this Contract.

8. Interest of Members of or Delegates to Congress

No member or delegate to the Congress of the United States shall be admitted to any share or part of this Contract or to any benefit arising therefrom.

9. Equal Employment Opportunity

The Contractor agrees to abide by all state and federal regulations with respect to employment. This includes, but is not limited to, equal opportunity employment, nondiscrimination assurances, project record keeping, audits, inspection, and retention of records.

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ATTACHMENT D

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black and Edward Coviello
Date: February 14, 2020
Subject: CY 2020 Transportation Alternatives Call for Projects

REQUESTED ACTION:

The Board is asked to approve a process for conducting the Calendar Year (CY) 2020 Transportation Alternatives funding awards process. Approval on February 21st will result in a Call for Projects on February 28th. This process will conclude with Board action in June awarding funding to priority projects.

Overview

In 2020, PRTPO will award \$1.25 million in Transportation Alternatives (TA) program funds to priority regional projects. The Board is responsible for approving the process for soliciting and evaluating proposals. The Technical Advisory Committee (TAC) leads the evaluation process and will forward its recommendation on funding priorities to the Board. The Board will consider the TAC's findings and then make its final determination on funding awards in June.

The rest of this memo summarizes the 2020 process described in the detailed attachment that follows.

The Board received a briefing on the CY 2020 process during its kickoff in November. The Board discussed the TAC's recommendation that the CY 2020 funding process mirror in large part the successful 2014-15 process. That is the basis for the approach under consideration.

We met with the TAC late in January after rescheduling for a snow day. We worked through some of the finer details of the 2020 process and sorted out some logistics questions. The TAC recommended the proposed process with some minor changes. The attached reflects the input we received. Note that while we sent this version of the process guidance to TAC members on February 10th for their individual review, time constraints precluded another formal review by the TAC of the changes and final format.

The process described in the following attachment will commence a call for projects on February 28 and provide for a six-week application window. It closes just before the Board meeting in April. We will be able to report out on some basic stats about the proposals received at that time.

The evaluation process gets underway the following week. The TAC is instrumental in this role and will hear presentations from every applicant before participating in a "Pairwise" evaluation process to determine rank priorities. Pairwise is a forced-choice evaluation tool frequently used by WSDOT to compare and rank different options and is effective in comparing "apples to oranges" as often happens with Transportation Alternatives proposals. Evaluation criteria are described in the attachment, and a simple Pairwise illustration is included at the end.

At this time, we are uncertain how many proposals will be received so we are holding two dates open to complete the review, evaluation, and prioritization process. If the number is such that they can be reasonably completed in one meeting, we will cancel the other.

The TAC review and prioritization process culminates in a funding recommendation to the Board, which it will consider in June. The Board will discuss the proposals and recommended priorities before making its decision on funding awards.

Action by the Board in June enables local agencies to include selected projects in their 2021-2026 Transportation Improvement Programs (TIP) as Funding Secured projects prior to adoption of those TIPs. This reduces the need for amendments later which can delay project obligation.

A few more highlights:

- This process will program funds available through FFY 2024. Funding awards are not constrained by year. That means PRTPO can fund the highest priority projects, even if a project requires more than one year's funding allocation.
- This process does not limit the number of applications that a project sponsor can submit, but any sponsor submitting more than one must indicate on the application their own priorities among the proposals.
- In this process, PRTPO may elect to put all the funding on one project if the Board determines that a project merits such an award. Applicants will understand, though, that it is the Board's intent to generate as much regional benefit as possible with these funds. A proposal requesting all or a majority of funds should expect to demonstrate exemplary regional benefit.
- Funding recommendations will include a contingency list of projects, in the event that selected projects are unable to proceed in a timely way.
- This process will commence a biennial call for projects. In 2022, PRTPO will program funding for FFY 2025 & 2026. It is expected that future biennial funding cycles will award less than \$450,000 at a time. The 2020 process is awarding funds that includes five years of funding authority plus some carryover funds.

The attached guidance provides more detail on these and other elements of the proposed process.

Attachment:

Transportation Alternatives Program Funding – Draft Approach for CY 2020 Call for Projects

For More Information:

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Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com

TRANSPORTATION ALTERNATIVES PROGRAM FUNDING APPROACH FOR CY 2020 CALL FOR PROJECTS

In late February PRTPO will issue a Call for Projects for Transportation Alternatives (TA) program funding. PRTPO will award \$1,249,991 in funding. This represents the TA funds available through federal fiscal year 2024. The following draft content represents the process overview that will be included in the application support materials.

KEY MILESTONES

30 Jan TAC forwards process recommendation to the Board

21 Feb Board considers process recommended by the TAC, and approves the process for a 2020 TA Call for Projects

28 Feb Launch Call for Projects. Distribute/post application packets

10 Apr Applications due (6 weeks)

17 Apr Board receives initial report on number of applications received and total funds requested

22 Apr TAC receives complete application package and review guidance by email, and begins its review process

14 May 1st application review TAC meeting – proposal presentations and review *[placeholder if two mtgs are needed]*

21 May 2nd application review TAC meeting – rank proposals and forward recommended priority array to the Board

19 Jun Board considers TA applications, TAC recommendation, and awards up to \$1.25 million to priority TA projects and identifies contingency projects

Projects selected for funding will be identified in the appropriate year as funding secured projects in the local 2021-2026 TIPs under development at the time of project selection.

PROCESS FUNDAMENTALS

Available Funds

PRTPO will program \$1,249,991 for the four-year period. There are no specific annual funding limits. Sponsors should indicate the realistic fiscal year that the requested TA funds will be obligated. Project obligation means getting the project under contract with WSDOT and ready to proceed. This 2020 process does not commit post-2024 funds.

Funding Cap

There is no cap on the amount of funds that can be requested for a project. *Sponsors understand that it PRTPO's intent to generate as much regional benefit as possible with this investment.* The larger the funding request, the more value and regional benefit the project sponsor should expect to demonstrate in the proposal. It is the Board's prerogative to award all TAP funds to a single project if, in its determination, that project is worthy of such an award.

Limit on Number of Proposals

There is no limit on the number of proposals that a single sponsor may submit, however, any sponsor submitting more than one project must indicate its own priority ranking of the proposals.

Rural-Urban Balancing

As a final element in the project evaluation process, PRTPO may adjust priorities, if needed, to achieve the minimum levels of rural and urban funding distributions. Of the four-year allocation of \$1.25 million, a minimum of \$362,991 must be awarded to projects in rural areas and a minimum of \$271,122 must be awarded to projects in urban areas. The following table summarizes total funding availability and the minimum required rural and urban distributions.

	TAP Funds Allocated to PRTPO			
	Total	Rural	Urban	Anywhere
Opening Balance*	\$ 224,459			\$ 224,459
FFY 2020	\$ 198,548	\$ 72,547	\$ 54,186	\$ 71,815
FFY 2021	\$ 214,944	\$ 72,675	\$ 54,282	\$ 87,987
FFY 2022	\$ 198,548	\$ 72,547	\$ 54,186	\$ 71,815
FFY 2023	\$ 214,944	\$ 72,675	\$ 54,282	\$ 87,987
FFY 2024	\$ 198,548	\$ 72,547	\$ 54,186	\$ 71,815
Unprogrammed \$\$	\$ 1,249,991	\$ 362,991	\$ 271,122	\$ 615,878

Ability to Proceed in a Timely Way

Project sponsors are expected to provide realistic estimates of the proposed timeline, including when projects will obligate and get underway. Funding recipients will participate in an annual status review of their projects.

Use of Federal Funds

Applicants seeking a TA grant should be aware of the complexities associated with using federal funds for project delivery and ensure this is the right funding source for the intended purpose before applying.

Contingency List

In addition to identifying projects to receive an award of TA funds, the Board may identify a contingency list of projects. This contingency list identifies proposals that could proceed if funds were available in this time period in which none of the selected projects could deliver. Projects on the Contingency List retain no special standing when the next Call for Projects is conducted in two years.

Next Call for Projects

It is PRTPO's intent to conduct another call for TA projects in 2022 with funding attributed to FFY 2025 and 2026, establishing a biennial program with annual check-ins for all federally funded projects. Future processes will account for previous errors in projected funding.

MINIMUM QUALIFYING REQUIREMENTS

To be eligible for consideration, each proposal will need to demonstrate the following:

- **Eligible Project Type**

All project types eligible for TA funding under federal law may be considered in this process. Eligible TA activities account for a wide range of project types. See Attachment A for the list of eligible project types.

- **Eligible Project Sponsor**

All entities eligible to receive TA funds under federal law are eligible to apply. Eligible project sponsors include municipalities, transit agencies, tribes, natural resource or public land agencies, non-profit entities responsible for local transportation safety programs, and regional planning agencies. State DOTs (and MPOs) are not eligible to apply for TA funds but they can partner on project delivery. Attachment A offers more detail on sponsor eligibility.

- **CA Status or Sponsor**

Federal funds have special project administration requirements over which PRTPO has no control. Applicants must have Certification Acceptance (CA) status or provide evidence that WSDOT or another CA entity will oversee the project.

Important: Project sponsors who do not have Certification Acceptance (CA) status from FHWA are not disqualified. However, they must demonstrate they have obtained a commitment from WSDOT Olympic Region Local Programs or a CA agency to administer their project if awarded federal funds. [Include contact information for WSDOT and local CA agencies.] Non-CA project sponsors are advised to contact WSDOT or a potential CA administrator early in project development to make this commitment easier to obtain.

- **Minimum Match**

This is a reimbursement-type grant program with a minimum 13.5% match. This means that project sponsors are reimbursed for 86.5 percent of their expenses up to the total grant award. Match can come from local or state sources, or from federal BIA funds. Note that previously expended funds do not qualify as match.

- **Evidence of Project Standing**

Eligible proposals must advance a project, program, or service included in a locally adopted TIP, TDP, CFP, or regional plan, or that is explicitly identified in another public plan that has gone through a public input or review process. This helps to address needs vetted through a public process as well as ensure regional consistency with local plans.

- **Consistency with 2040 RTP**

Applicants are expected to describe how their proposals support 2040 RTP goals and policies.

- **Public Access**

Project applicants certify that the proposed project will be open for general public access and benefit. Title VI Civil Rights reporting is required.

REGIONAL PRIORITIES

Each project will be evaluated on its own merits and in consideration of the wide range of benefits associated with different project types. The application will offer each applicant the latitude to explain the unique merits of each proposed investment in a manner appropriate for that project type. There are also some universal factors that will go into determining regional priorities regardless of project type. *[Note that the application fields will explicitly address each of these.]*

- **Feasibility of Proposed Project and Schedule**

Feasibility is an assessment of the complexity of the project compared to the proposed schedule and budget. In addition, successful project delivery requires sufficient staff resources in light of other project delivery commitments an agency has already made and will have underway in the same delivery window. Applicants juggling multiple projects in the same time frame as the proposed project – especially if they are federally funded projects – should be prepared to explain how the proposed project can proceed without disrupting existing commitments.

- **Availability of Matching Funds**

Applicants will be asked to indicate the source of their matching funds. Proposed matching funds that require the applicant to obtain a state grant to secure the funds are a riskier proposition than those proposals that have already secured local or state match funds.

- **Over-Match**

The minimum required match for a TA grant is 13.5 percent. An applicant that commits more than the minimum 13.5 percent is demonstrating local commitment to that project and is helping to stretch limited resources further.

- **Partnerships**

Proposals with financial partners demonstrate buy-in from other entities and help to stretch limited TA funds. Applicants will be asked to demonstrate financial commitment from funding partners, if included.

- **Infrastructure “Shovel-Readiness”**

Infrastructure projects have more than one phase, culminating in a construction phase. Infrastructure proposals for which all pre-construction work has been completed and environmental permits secured are considered “shovel-ready” infrastructure projects. There are multiple benefits to a shovel-ready infrastructure project over one that still has pre-construction work to do: public benefit sooner rather than later; vastly lower risk of project delays or cost overruns including environmental surprises that can create setbacks; and locally demonstrated progress on project delivery.

Right-of-Way Certification While right-of-way (ROW) is an element of shovel-readiness, it has its own inherent risks. Proposals that entail ROW acquisition or are dependent upon its completion before the project can proceed to construction have inherently more risks to project schedule, viability, and cost than those that do not. Proposals that require right-of-way acquisition should demonstrate that the proposed schedule is realistic.

- **Scale-ability for Partial Funding**

Partial funding is often an option for projects with multiple phases or functional segments or elements. For example:

- funding might be sought for all phases of an infrastructure project, but the agency is willing to accept funding for only the PE phase rather than forego any funding
- a proposal would repave a corridor segment from Point A to Point D but if not funded in its entirety, the agency is willing to accept funding for Point A to C
- the project sponsor would like to fund a three-year program but is willing to accept funding for two years rather than forego any funding

Applicants will indicate whether their proposal is scale-able and if so, describe a logical segment that can proceed if full funding is not available.

PROJECT SCREENING PROCESS

All applications submitted by the close of the application period will undergo an initial internal screening to ensure completeness of the project package and identify any potentially ineligible proposals with the sponsors before the formal review and prioritization process begins.

The rest of the review and all of the prioritization process is conducted by members of PRTPO. The TAC conducts the initial review and recommends a priority funding array to the Executive Board. The Board reviews the proposals and TAC recommendation before making its funding decision. Following are details of those two processes.

TAC Project Review and Prioritization Process

Projects will undergo a multipart review before the TAC makes its funding recommendation to the Board. Whether steps 2 and 3 occur in two separate meetings, which is currently envisioned, or in a single meeting depends upon the number of applications received.

1. Initial Review

By April 22 TAC members will each receive an application package for initial review along with review guidance. Each member will be asked to review the applications based on materials presented and note any questions or follow-up information needed to understand the project. This would occur before the TAC first meets.

2. Presentations and Discussion

Each applicant will be invited to make a brief presentation on their project proposal(s) to TAC members, recognizing that TAC members have reviewed the proposals ahead of time. It is understood that this will often mean a TAC member is pitching his or her own proposal to the other TAC members. That is fine and should generate in-depth questions and evaluation as a result of the collective expertise in the room.

It is also an opportunity for TAC members to talk with project sponsors about any questions that came up during their individual reviews. *If minor changes to project descriptions are needed to improve either the clarity or correctness of the proposed project, that should be clearly noted as a change on the original application for inclusion in the Board's packet.* The objective at the end of the presentations and questions is for every member of the TAC to be clear on what each proposal entails, the likely benefits it will generate, the cost and funding ask, and the overall project feasibility and suitability as described.

3. Prioritization and Funding Recommendation

TAC members will use a Pairwise forced choice model to evaluate and rank the applications. An illustration of the Pairwise model process is included in Attachment B. The Pairwise model requires every proposal be compared to every other proposal, resulting in a composite score from high to low of the relative priorities. This is an effective way to compare different types of projects and build consensus on rank order priorities. The recommended funding array will rely on rank priorities but may entail some additional adjustments based on funding limitations or extraordinary factors identified in the review process. Documentation of the prioritization and funding recommendation process will summarize the process and highlight any notable issues, opportunities, or points of dissent. The TAC's recommended funding array and process documentation will be forwarded to the Board for its consideration.

Board Project Review and Funding Action

The Board will conduct its own review of the applications, relying heavily on the TAC vetting and prioritization process to inform its discussion. The Board will receive a package including a summary matrix of the TAC's funding recommendation with any key findings or considerations as well as a complete package of the proposals and a summary of the TAC evaluation process.

The Board will consider the TAC's recommendation in its discussion as well as any other policy considerations that may be warranted in its determination of funding awards. The Board will take action to award up to \$1.25 million to priority TA projects and identify a list of contingency projects to proceed if selected projects are delayed.

COMPLETION OF 2020 FUNDING PROCESS

The Board will make its funding decision in June, allowing time for local agencies awarded funding to include the secured projects in their 2021-2026 TIPs. Recipient agencies are expected to include these as funding secured projects in the appropriate year of their TIP, ready for inclusion in the new RTIP in August and later, in the new STIP. For that reason, it is advantageous for these projects to be already in draft TIPs as planned projects when the TIPs are developed for public review and adoption.

For More Information:

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ATTACHMENT A

TRANSPORTATION ALTERNATIVES PROGRAM – FEDERAL REQUIREMENTS

The Transportation Alternatives program is a federal funding program. There are federal rules governing eligible project types and applicants, rules over which PRTPO has no control. This attachment identifies specific eligibility requirements and includes FHWA responses to some frequently asked eligibility questions.

ELIGIBLE PROJECTS (23 U.S.C. 133(h)(3))

1. Transportation Alternatives as defined in section 101 [former 23 U.S.C. 101(a)(29)] includes any of the following activities:
 - A. Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).
 - B. Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
 - C. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users.
 - D. Construction of turnouts, overlooks, and viewing areas.
 - E. Community improvement activities, *which include but are not limited to*:
 - i. inventory, control, or removal of outdoor advertising;
 - ii. historic preservation and rehabilitation of historic transportation facilities;
 - iii. vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and
 - iv. archaeological activities relating to impacts from implementation of a transportation project eligible under title 23.
 - F. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to:
 - i. address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections 23 U.S.C. 133(b)(3) [as amended under the FAST Act], 328(a), and 329 of title 23; or
 - ii. (ii) reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats (Former 23 U.S.C. 213(b)(2)-(4)).

2. The recreational trails program (RTP) under 23 U.S.C. 206 of title 23. See the [Recreational Trails Program](#) section.
3. The [safe routes to school program](#) (SRTS) eligible projects and activities listed at section 1404(f) of the SAFETEA-LU:
 - o [Infrastructure](#)-related projects.
 - o [Non-infrastructure](#)-related activities.
 - o SRTS coordinator. SAFETEA-LU section 1404(f)(2)(A) lists “managers of safe routes to school programs” as eligible under the non-infrastructure projects.
4. Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.
 - o See *Boulevards from Divided Highways* for examples.

NOTE: TA projects must benefit the general public (23 CFR 1.23 and 23 CFR 460.2).

Not Eligible: TA Program funds cannot be used for the following activities:

- State or MPO administrative purposes. Exceptions:
 - o See FHWA’s Memo Allocating Indirect Costs to Projects, dated September 4, 2015.
 - o Regional Trails Program (RTP) administrative costs of the State for RTP program funds.
- Promotional activities, except as permitted under the [SRTS](#) (2 CFR 200.421(e)(3)).
- Routine maintenance and operations, except trail maintenance as [permitted under the RTP](#).
- General recreation and park facilities, playground equipment, sports fields, campgrounds, picnic areas and pavilions, etc.

Location: There are no location restrictions for TA infrastructure projects; they are not required to be located along highways.

For [SRTS non-infrastructure projects](#), traffic education and enforcement activities must take place within approximately two miles of a primary or middle school (Kindergarten through 8th grade). Other eligible Safe Routes to School non-infrastructure activities do not have a location restriction. SRTS infrastructure projects do not have location restrictions because SRTS infrastructure projects are broadly eligible under other TA program eligibilities.

ELIGIBLE ENTITIES (23 U.S.C. 133(h)(4)(B))

Under 23 U.S.C. 133(h)(4)(B), the entities eligible to receive TA program funds are:

1. a local government: Local government entities include any unit of local government below a State government agency, except for an MPO. Examples include city, town, township, village, borough, parish, or county agencies.
2. a regional transportation authority: Regional transportation authorities are considered the same as the Regional Transportation Planning Organizations defined in the statewide planning section (23 U.S.C. 135(m)).
3. a transit agency: Transit agencies include any agency responsible for public transportation that is eligible for funds as determined by the Federal Transit Administration.
4. a natural resource or public land agency: Natural resource or public land agencies include any Federal, Tribal, State, or local agency responsible for natural resources or public land administration. Examples include:
 - o State or local park or forest agencies;
 - o State or local fish and game or wildlife agencies;
 - o Department of the Interior Land Management Agencies; and
 - o U.S. Forest Service.
5. a school district, local education agency, or school: School districts, local education agencies, or schools may include any public or nonprofit private school. Projects should benefit the general public and not only a private entity.
6. a tribal government.
7. a nonprofit entity responsible for the administration of local transportation safety programs: Examples include a nonprofit entity responsible for:
 - o a local program implementing construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs; and
 - o a safe routes to school program.
8. any other local or regional governmental entity with responsibility for, or oversight of, transportation or recreational trails (other than an MPO or a State agency) that the State determines to be eligible, consistent with the goals of this subsection.

State DOTs and MPOs are not eligible entities as defined under 23 U.S.C. 133(h)(4)(B) and therefore are not eligible project sponsors for TA program funds. However, State DOTs and MPOs may partner with an eligible entity project sponsor to carry out a project.

Nonprofit organizations are not eligible as direct grant subrecipients for TA program funds unless they qualify through one of the eligible entity categories (e.g., where a nonprofit organization is a designated transit agency,

school, or an entity responsible for the administration of local transportation safety programs). Nonprofit entities are eligible to partner with any eligible entity on an eligible project, if State or local requirements permit.

Federal Regional Trails Program funds retain the [RTP eligible project sponsor](#) provisions under 23 U.S.C. 206 (23 U.S.C. 133(h)(5)(C)).

FHWA RESPONSES TO COMMON ELIGIBILITY QUESTIONS AND ANSWERS

FHWA offers responses to the following questions relating to project eligibility. Note that eligible TA program projects must be sponsored by an eligible entity and selected through the competitive selection process.

Archaeological Activities: What archaeological activities are eligible?

Archaeological activities must relate to impacts from implementation of a transportation project eligible under title 23 (Former 23 U.S.C. 101(a)(29)(E)(iv)).

Bike Sharing: Are bike sharing systems eligible?

Yes. Bike sharing systems are eligible for Federal-aid Highway Program funds, under several Federal-aid programs, including the STBG and TA program. In addition to bike sharing docks, equipment, and other capital costs, FHWA funds may be used to purchase bicycles that are integral to a bike sharing system. Federal-aid Highway Program funds cannot be used for operational costs (Former 23 U.S.C. 101(a)(29)(A) and (B)).

Historic Preservation: What historic preservation projects are eligible?

Historic preservation activities are limited to historic preservation and rehabilitation activities relating to historic transportation facilities. Operation of historic transportation facilities is not eligible (Former 23 U.S.C. 101(a)(29)(E)(ii)).

Land Acquisition: Is land acquisition eligible?

Land acquisition is allowed for eligible TA projects, such as right-of-way or easements for pedestrian and bicycle projects; turnouts, overlooks, and viewing areas; historic transportation facilities; or environmental mitigation. FHWA's [Real Estate Guidance for Enhancement Projects](#) is a useful resource to address real estate and property management issues. However, MAP-21 eliminated eligibility for acquisition of scenic easements and scenic or historic sites (including historic battlefields), scenic or historic highway programs (including tourist and welcome center facilities), or museums.

Landscaping: Is landscaping and scenic enhancement eligible as an independent project?

Under the "community improvement activities" category, projects such as streetscaping and corridor landscaping may be eligible under the TA Program if sponsored by an [eligible entity](#) and selected through the required [competitive process](#). Landscaping and scenic enhancement features, including junkyard screening and removal under 23 U.S.C. 136, may be eligible as part of the construction of any Federal-aid highway project, including eligible TA-funded projects (23 U.S.C. 319).

Lighting: Is lighting eligible?

Yes. Lighting is eligible for bicycle and pedestrian facilities and may be appropriate as part of other eligible categories. Project sponsors should consider energy-efficient methods and options that reduce light pollution (Former 23 U.S.C. 101(a)(29)(A)).

Planning: Is planning eligible as an independent TA program project?

Yes. Planning for pedestrian and bicycle activities is eligible as an independent project. Former 23 U.S.C. 101(a)(29) did not specify if “construction, planning, and design” limits planning to a component of a project, or whether planning may be an independent project related to eligible projects. Title 23 has sections that use “and” to describe both related and unrelated types of activities, therefore FHWA believes that section 101(a)(29) supported both planning components and independent planning projects.

Resilience: Are resilience improvements eligible?

Making transportation systems more resilient to changing environmental conditions is an important aspect of maintaining a state of good repair. Federal-aid highway planning and projects, including activities funded via the TA Program, may include climate and extreme weather resiliency elements to make transportation systems more reliable. For further information, please see FHWA guidance [Eligibility of Activities to Adapt to Climate Change](#).

Road Diets: Are road diets eligible?

[Road Diets](#) are among FHWA’s [Proven Safety Countermeasures](#). If work to benefit activities eligible under the TA program that are associated with a road diet (such as widening sidewalks or installing separated bike lanes) would require incidental highway reconstruction, then TA Program funds may cover those costs (Former 23 U.S.C. 101(a)(29)(A) and (B)).

Safety Education Activities: Are safety education activities eligible?

Safety education activities are eligible for TA program funds if they are eligible as SRTS projects, targeting children in Kindergarten through 8th grade (Former 23 U.S.C. 213(b)(3)). STBG funds may also be used for carrying out non-construction projects related to safe bicycle use under 23 U.S.C. 133(b)(6) and 217(a).

Turnouts: What is eligible under “construction of turnouts, overlooks, and viewing areas”?

The activity “construction of turnouts, overlooks, and viewing areas” may use the criteria for “scenic overlooks” described in [23 CFR 752.6](#): “Scenic overlooks may provide facilities equivalent to those provided in safety rest area[s]” described in [23 CFR 752.5](#) (Former 23 U.S.C. 101(a)(29)(D)).

Utilities: Is utility relocation eligible?

Utility relocation that is necessary to accommodate an eligible project may be eligible for Federal reimbursement only if permitted under State law or policy.

PAIRWISE RANKING ILLUSTRATION

	Project A	Project B	Project C	Project D	Project E	Project F	Project G	SCORE	RANK
Project A		0	1	1	0	0	1	3	
Project B	1								
Project C	0								
Project D	1								
Project E	1								
Project F	1								
Project G	0								

A Pairwise process compares every application to every other application. It allows for the comparison of different project types.

- In a Pairwise evaluation, Project A is compared to Project B, and determination is made as to which is the higher priority. In this example, Project B is the higher priority. That means Project A gets a 0 in the Project A row. Project B gets a 1 in Project B row in the column under Project A.
- Project A is then compared to Project C. In this example, Project A is the higher priority and so it gets a 1 in the column under Project C. Accordingly, Project C gets a 0 in its row under Project A.
- In the next example, Project A is compared to Project D and after some discussion they are found to be equally important. Both projects get a 1 in their respective columns.
- Project A continues to be compared to all the other projects with commensurate “1” or “0” scores awarded across the Project A row and corresponding projects under the Project A column.
- This process continues for each row of projects until each has been compared to the rest.

High scores at the end indicate higher priorities.

This is a comparison model frequently used by WSDOT to evaluate alternatives or options. It facilitates the evaluation of differing kinds of projects such as may be generated in a Transportation Alternatives call for projects.



ATTACHMENT E

To: PRTPO Executive Board
From: Thera Black
Date: February 14, 2020
Subject: **PRTPO Resource Manual**

A digital compendium of PRTPO resources has been created to support PRTPO members in their regional work. This is a living document that will be housed on the homepage of the PRTPO website, at <https://prtpo.kitsaptransit.com/default.htm>

The PRTPO Resource Manual 1.0 includes the following features:

- One-stop resource for PRTPO documents, agreements, and member information
- Hyper-links enable smooth navigation internally within the document
- Hyper-links provide easy access to large documents hosted externally, like the 2040 RTP
- Prominent location on the PRTPO home page will make it easy to find
- Digital format and version numbering enable the Resource Manual to be updated as needed throughout the year to remain current
- Portable format allows it to be download if needed off-line
- PDF format of pages allows for convenient printing of select pages or sections when needed
- Convenient contact information for members and staff support

The PRTPO Resource Manual will post on-line shortly after the Board's February meeting. A message will be sent to all members and those on the general information distribution list as soon as the link is live.

The intent is to produce a fresh version at the beginning of each year.

The attachment on the next page shows the content available in the 2020 Resource Manual. Suggestions for future content that supports PRTPO Members' work is welcome.

Attachment:

2020 PRTPO Resource Manual 1.0 Outline

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

PRTPO 2020 Resource Manual 1.0

Organizational Support

1. 2020 PRTPO Members and map of region
2. 2020 Membership Roster and Contact Information
 - Executive Committee
 - Executive Board
 - Technical Advisory Committee
3. 2020 Meeting Schedule and Location
 - Executive Board
 - Technical Advisory Committee
4. PRTPO Staff Support
 - PRTPO Coordinator
 - Lead Planning Agency
5. Website Navigation Links
6. Resource Manual Addenda

*This Resource Manual will be updated as needed throughout the year to remain current. The 'version' number will reflect any changes made throughout the year (e.g., 1.1, 1.2). The **Addenda** will maintain a running log of those changes, for reference.*

PRTPO Administrative Documents

1. By-laws
2. Agreements
 - Interlocal Agreement
 - Lead Planning Agency Agreement and Resolution
 - Lead Fiscal Agency Agreement and Resolution
3. Operating Policies
 - Code of Ethics and Conflict of Interest Policy
 - Planning Invoice Reimbursement Policy
 - Public Records Policy
 - Procurement Policy (*pending, 2.21.20*)
4. Compliance Documents
 - Title VI Plan (2015)
 - PRTPO Public Participation Plan (2014)
5. Enabling Legislation
 - RCW 47.80
 - WAC 468-86

PRTPO Core Documents (*as required under RCW 47.80*)

1. Unified Planning Work Program (current year, updated July 1)
2. 2040 Regional Transportation Plan (*external link to website*)
3. Regional Transportation Improvement Program (*external link to website*)
4. Human Services Transportation Plan (*external link to website*)

Other PRTPO Resources

1. PRTPO Transportation Outlook 2020
2. Peninsula Regional Non-Motorized Connectivity Study (2019) (*external link to website*)

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ATTACHMENT F

To: PRTPO Executive Board
From: Thera Black
Date: February 14, 2020
Subject: SFY 2021 UPWP Kick-off

REQUESTED ACTION:

This item is for your information and discussion. The Board will review a draft in April and act on a final SFY 20201 UPWP in June.

Overview

The Unified Planning Work Program, or UPWP, is the annual work plan for Peninsula RTPO. It describes what work PRTPO will undertake to fulfill its responsibilities as a Regional Transportation Planning Organization and the budget to accomplish it. PRTPO's total work program budget reflects available state RTPO planning funds.

The UPWP is based on the state fiscal year, from July 1 – June 30. We are currently in the third quarter of SFY 2020. The new UPWP will take effect on July 1, 2020.

Early in the third quarter of each fiscal year, WSDOT releases guidance on development of the new UPWP. The guidance highlights particular areas of focus that may influence workflow over the next year and describes the schedule for completing the new UPWP in coordination with WSDOT processes. The full guidance from WSDOT is attached to this memo. Note that it includes some instructions for Metropolitan Planning Organizations that do not apply to PRTPO.

PRTPO has certain mandatory functions outlined in RCW 47.80 that it must accomplish within this financially constrained work program. Activities identified by WSDOT as areas of additional focus complement that work, they don't preempt it.

At your meeting you will hear an overview of how this SFY 2021 UPWP development considers those mandatory functions, the WSDOT areas of focus, and other regional transportation planning activities that support the region. One thing on the upcoming docket is a focused consideration of issues raised during the 2040 RTP public review process. Board members will identify other possible activities they would like PRTPO to pursue if there is available funding.

In April the Board will receive and discuss a draft of the UPWP that reflects February's input. That draft will also be the subject of a formal work program review with WSDOT at roughly the same time. Feedback from the Board and from WSDOT will be used to develop a final SFY 2021 UPWP for Board review and approval in June.

Attachment:

State of Washington Unified Planning Work Program (UPWP) Guidance for Metropolitan Planning Organizations and Regional Transportation Planning Organizations.

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

Unified Planning Work Program (UPWP) Guidance for Metropolitan Planning Organizations and Regional Transportation Planning Organizations

State of Washington

State Fiscal Year (SFY) 2021
(July 1, 2020 – June 30, 2021)

December 2019



Prepared jointly by the WSDOT Multimodal Planning Division, WSDOT Public Transportation Division, the Federal Highway Administration and the Federal Transit Administration

Title VI Notice to Public

It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equal Opportunity (OEO). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OEO's Title VI Coordinator at (360) 705-7090.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing the Office of Equal Opportunity at wsdotada@wsdot.wa.gov or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

Notificación de Título VI al Público

Es la política del Departamento de Transporte del Estado de Washington el asegurarse que ninguna persona, por razones de raza, color, nación de origen o sexo, como es provisto en el Título VI del Acto de Derechos Civiles de 1964, ser excluido de la participación en, ser negado los beneficios de, o ser discriminado de otra manera bajo cualquiera de sus programas y actividades financiado con fondos federales. Cualquier persona quien crea que su protección bajo el Título VI ha sido violada, puede presentar una queja con la Comisión Estadounidense Igualdad de Oportunidades en el Empleo. Para obtener información adicional sobre los procedimientos de queja bajo el Título VI y/o información sobre nuestras obligaciones antidiscriminatorias, pueden contactar al coordinador del Título VI en la Comisión Estadounidense de Igualdad de Oportunidades en el Empleo 360-705-7090.

Información del Acta Americans with Disabilities Act (ADA)

Este material es disponible en un formato alternativo enviando un email/correo electrónico a la Comisión Estadounidense de Igualdad de Oportunidades en el Empleo wsdotada@wsdot.wa.gov o llamando gratis al 855-362-4ADA (4232). Personas sordas o con discapacidad auditiva pueden solicitar llamando Washington State Relay al 711

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Purpose of the Guidance

This Unified Planning Work Program (UPWP) Guidance is intended to assist the Metropolitan Planning Organizations (MPOs) in developing work programs that meet federal statutes and regulations, and to assist Regional Transportation Planning Organizations (RTPOs) in developing work programs that meet state statutes and regulations. This guidance is not intended to be a comprehensive summary of all federal and state requirements¹.

The guidance identifies federal and state emphasis areas. The emphasis areas may include long-standing tasks in regulation that need attention, MAP-21/FAST Act tasks still in process, as well as federal and state initiatives.

The guidance serves as a resource to assist MPOs and RTPOs, to:

- Meet federal UPWP requirements in [23 CFR 450.308](#) and [23 CFR 420.111](#); [49 USC § 5303](#), [49 USC § 5305](#) and [FTA Circular 8100.1C](#)
- Fulfill reporting requirements identified in the MPO/RTPO funding agreement
- Provide sufficient detail to determine eligibility of work tasks, programs and activities, and allow the state to recommend approval of UPWPs to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA)

MPOs and RTPOs shall have the flexibility to develop the UPWP in a way that best meets their needs. MPOs and RTPOs are encouraged to list and/or group the required and suggested tasks in a way that makes performing and reporting on the work convenient.

SFY 2021 Unified Planning Work Program

Required Level of Detail for all Work Tasks

Each MPO and/or RTPO, in cooperation with WSDOT and the public transportation operator(s), is required to develop a UPWP that includes a discussion of the planning priorities within the planning area boundaries. For all tasks identified, the UPWP shall describe:

- Work proposed for the next one or two-year period by major activity and task
- For MPOs, how the proposed activities address the planning factors in [23 CFR 450.306](#)
- Descriptions of work in sufficient detail to indicate per [23 CFR 450.308](#) and [23 CFR 420.111](#):
 - Who will perform the work (e.g., MPO, State, public transportation operator, local government, or consultant)
 - The schedule for completing the work
 - The resulting products
 - The proposed funding
 - A summary of the total amounts and sources of federal and matching funds (this includes federal funds from sources other than Title 23 U.S.C. and/or Title 49 U.S.C.)
 - Unfunded tasks

¹ WSDOT provides a comprehensive summary of the relevant federal and state requirements for MPOs and RTPOs, respectively available at <https://www.wsdot.wa.gov/planning/TribalRegional.htm>

Because these documents also serve as public-facing work programs that inform citizens and stakeholders of the planning work to be done over the next fiscal year(s) please consider making your descriptions concise and avoid jargon where possible.

Required Tasks

Based on state and/or federal requirements, the following tasks must be included in your UPWP. A check mark has been placed in each row to indicate whether it is a task required for an RTPO, an MPO, and/or a Transportation Management Area (TMA). Each task identified below is not required to be individually listed and/or tracked in your UPWP, but they should be addressed in some way. Please feel free to organize these and other tasks you identify in a way that best suits your organization's needs.

TASK	RTPO	MPO	TMA
Program Administration	✓	✓	✓
Unified Planning Work Program	✓	✓	✓
Annual Performance and Expenditure Report	✓	✓	✓
Public Involvement/Education	✓	✓	✓
Tribal Involvement	✓	✓	✓
Long-Range Transportation Plan	✓	✓	✓
Transportation Improvement Program (TIP)	✓	✓	✓
Congestion Management Process			✓
Federal Certification Review (4 year cycle)			✓
Self-Certification		✓	✓
Transportation Performance Management		✓	✓
Coordination with Other Planning Organizations	✓	✓	✓
Title VI Plan and Reporting	✓	✓	✓
Coordinated Public Transportation – Human Services Transportation Plan (CPT-HSTP)	✓		
Comprehensive Plan Certification	✓		
Work identified to address corrective actions/recommendations from certification reviews			✓

Federal Emphasis Areas

The Federal Highway Administration and Federal Transit Administration would like MPOs to place an emphasis on the performance-based planning requirements, including developing data and targets, as well as reflecting Performance-Based Planning and Programming and Transportation Performance Management in the Transportation Improvement Program, Metropolitan Transportation Plan, and overall transportation planning process.

State Emphasis Areas

The following emphasis areas have been identified by WSDOT as areas MPOs and RTPOs are requested to dedicate time and/or resources towards during state fiscal year 2021.

Planning Collaboration

WSDOT will be developing multiple statewide plans during SFY 2021. MPOs and RTPOs are requested to set aside resources to collaboratively develop and/or review the plans. Plans and efforts expected to be developed during SFY 2021 include:

- Highway System Plan: MPOs and RTPOs are encouraged to participate in the Highway System Plan steering committee and engage with WSDOT during the development of the plan.
- Multimodal Investment Strategy: MPOs and RTPOs are invited to engage with WSDOT to explore ways to improve the state's system for making transportation investment decisions and to participate with WSDOT in a process to develop a shared problem statement, establish a vision, and identify principles for collaboration.
- Statewide Human Services Transportation Plan: The Public Transportation Division anticipates wrapping up the update to the Statewide Human Services Transportation plan in SFY 2021. RTPOs are encouraged to engage with Public Transportation Division staff as the plan is developed.
- Statewide Public Transportation Plan: The Public Transportation Division plans to undertake a minor update to the Statewide Public Transportation Plan in SFY 2021. MPOs and RTPOs are encouraged to engage in the plan's development, particularly in the identification of near-term actions to implement the plan.
- Statewide Cooperative Automated Transportation (CAT) Policy Framework: In coordination with the Washington State Transportation Commission, Legislature, and the Governor's Office, WSDOT is assisting in the development a [CAT policy framework](#) with strategies and actions that should be considered in the local, regional, and statewide planning process. Additionally, MPO and RTPO partners are encouraged to participate in the continued development of the CAT policy framework through participation in the [Washington State Autonomous Vehicle Work Group](#).

WSDOT regions will also be developing planning studies on state-system issues within various MPO/RTPO boundaries. Your WSDOT Region Planning Manager will coordinate with you regarding any studies that are within your planning area boundaries. Your MPO or RTPO may be asked to serve as a Multimodal, Multidisciplinary, Multiagency (M3) Team Member for any relevant planning study to provide a local perspective on transportation issues. Duties may include attending meetings, providing input at key milestones, ensuring the planning study recommendations are consistent with the metropolitan/regional transportation plan, and working to incorporate/implement appropriate recommendations.

If your MPO/RTPO is updating its long-range transportation plan in SFY 2021, please budget time and resources for enhanced collaboration with WSDOT regional staff. WSDOT is committed to embracing Secretary Millar's declaration that "Your plan is our plan." WSDOT Region and HQ staff will collaborate with MPO/RTPO staff to ensure WSDOT priorities are reflected in the plans and that WSDOT fully supports the regional planning process.

Financial Accounting

MPOs and RTPOs are encouraged to be as complete and transparent as possible in the UPWP budget. The UPWP should clearly identify all fund sources expected to be utilized in the delivery of the work program. In addition to expected expenditures, fund sources (revenues) should be identified, including any available rollover from the previous year, and account for any applicable matching funds.

If consultants will be used to implement portions of the UPWP, MPOs and RTPOs should clearly identify which tasks will be supported by consultants. The funds expected to be used for consultant contracts should also be identified. WSDOT requests that a table of all expected consultant contracts also be included in the UPWP.

The Annual Performance and Expenditure Report should clearly identify funds expended (by source and task) compared to the budgeted amount. Significant differences should be accompanied with an explanation for the difference.

For more guidance on financial accounting in the UPWP, please see the Budget section or the SFY 2020 Performance and Expenditures Report section of this guidance document.

Tribal Participation

On April 24, 2019 Governor Jay Inslee signed Engrossed House Bill 1584 into law, which requires RTPOs to provide an opportunity for tribes with reservation or trust lands within its planning area boundaries to participate as voting members of the RTPO. RTPOs are encouraged to facilitate tribal participation in the regional planning process. Please reach out to your Regional Coordinator or Megan Nicodemus, WSDOT Tribal Planning Coordinator, if you need assistance in these efforts.

Budget

The UPWP should identify the expected revenues and planned expenditures by fund type. It should also account for any federal funds that are being rolled over from the previous year. Fund sources being used as match to federal funds should also be included in the financial table. In addition to FHWA PL and FTA 5303 funds, [23 CFR 450.308](#) requires that UPWPs list other federal funding that will be used for transportation planning. Two sample tables, *Revenues by Fund Type* and *Expenditures by Task*, have been prepared for your consideration and are included in Appendix A – Sample Financial Tables (excel files containing the example budget tables are available upon request). It is not required that your financial tables be formatted in this way, but WSDOT requests that each MPO/RTPO provide a comparable level of financial detail.

Amending the UPWP

MPOs and RTPOs should document their amendment process in their UPWPs, including when an amendment is needed. The WSDOT Tribal and Regional Planning Office (TRPO) approves UPWP amendments for RTPOs. FHWA and FTA jointly approve UPWP amendments for all MPOs following a recommendation for approval from the TRPO. Your Regional Coordinator in the TRPO is always available to assist in the amendment process. For cases when it is unclear whether a formal UPWP amendment is needed, MPOs should work with TRPO and consult with FHWA/FTA if necessary.

SFY 2020 Performance and Expenditures Report

The Performance and Expenditures Report should summarize progress made on approved UPWP tasks, programs, and planning activities. The monthly invoice detail provides useful information when developing the annual report.

WSDOT is required by [23 CFR 420.117](#) to submit MPO annual performance and expenditure reports to FHWA and FTA, including a report from each MPO, which contain at a minimum:

- Comparison of actual performance with established goals

- Progress in meeting schedules
- Status of Expenditures in a format compatible with the work program, including a comparison of budgeted amounts and actual expenditures
- Cost overruns or underruns
- Approved work program revisions
- Other pertinent supporting data

If actual expenditures vary considerably from the UPWP budgeted amount, please provide a brief explanation for the variance.

As much as possible, when creating the annual performance and expenditures report, please try to mirror the formatting and organization used in the UPWP.

SFY 2020 performance and expenditure reports are due to WSDOT by September 30, 2020 for all Washington MPOs and RTPOs.

The Lewis-Clark Valley MPO's performance and expenditure report is due by December 30, 2020.

UPWP Development Schedule

Key Date	Key Action and Responsible Agencies
On or before December 31, 2019	WSDOT Tribal and Regional Planning Office (TRPO) provides estimated planning funding allocations to MPOs and RTPOs for SFY 2021.
February 2020	WSDOT TRPO schedules UPWP coordination meetings among WSDOT, FHWA, FTA, and the MPOs/RTPOs (as applicable).
Three weeks prior to date of onsite coordination meeting	MPOs send draft UPWPs electronically to the WSDOT TRPO, FHWA and FTA. RTPOs send draft UPWPs electronically to the WSDOT TRPO. Note: draft UPWPs should include preliminary budget information.
April – May 2020	WSDOT TRPO, Public Transportation Division, WSDOT Region Planners, FHWA, and FTA representatives meet with MPOs to discuss the draft UPWPs. <i>Note: WSDOT will meet separately with RTPOs not affiliated with MPOs during this same time period.</i>
May - June 2020	MPOs and RTPOs take final UPWPs to Policy Boards for adoption.
June 15, 2020	MPOs and RTPOs submit the adopted UPWPs electronically to the WSDOT TRPO. WSDOT authorized PRTPO to submit on June 22nd, after the Board's meeting on June 19.
June 22, 2020	WSDOT TRPO submits MPO adopted UPWPs electronically to FHWA/FTA
June 30, 2020	FHWA/FTA UPWP issue formal approval
July 1, 2020	Approved SFY 2021 UPWP work begins

On-Site Coordination Meeting and Draft Agenda

For your convenience, we are providing an agenda template for the spring MPO/RTPO on-site UPWP coordination meetings. **Please modify this sample agenda as appropriate and distribute before the meeting.**

These meetings typically last approximately 2 hours, based on the need for discussion, and will be scheduled in the spring of 2020.

Agenda Template MPO/RTPO SFY 2021 Unified Planning Work Program On-Site Coordination Meeting

#	Topic	Responsible Organization
1.	Safety Briefing, Introductions, Meeting Objectives	WSDOT
2.	MPO/RTPO Presentation a. Successes and Key Accomplishments – SFY 2019 b. Major work in progress c. Issues and challenges facing the MPO/RTPO d. Overview of membership, organizational structure, and decision-making processes e. Tribal consultation process f. Federal performance measures and target-setting/Performance Based Planning and Programming and Transportation Performance Management g. Overview of the proposed SFY 2020 Unified Planning Work Program	MPO/RTPO
3.	How can the federal and state team assist more?	All
4.	Federal Agency Feedback - Identify high points - Provide comments and feedback	FHWA and FTA
5.	State Feedback - Identify high points - Provide comments and feedback	WSDOT
6.	Next Steps - Any follow up action - Policy Board adoption date	All
7.	Closing Comments	All

Appendix A – Sample Financial Tables

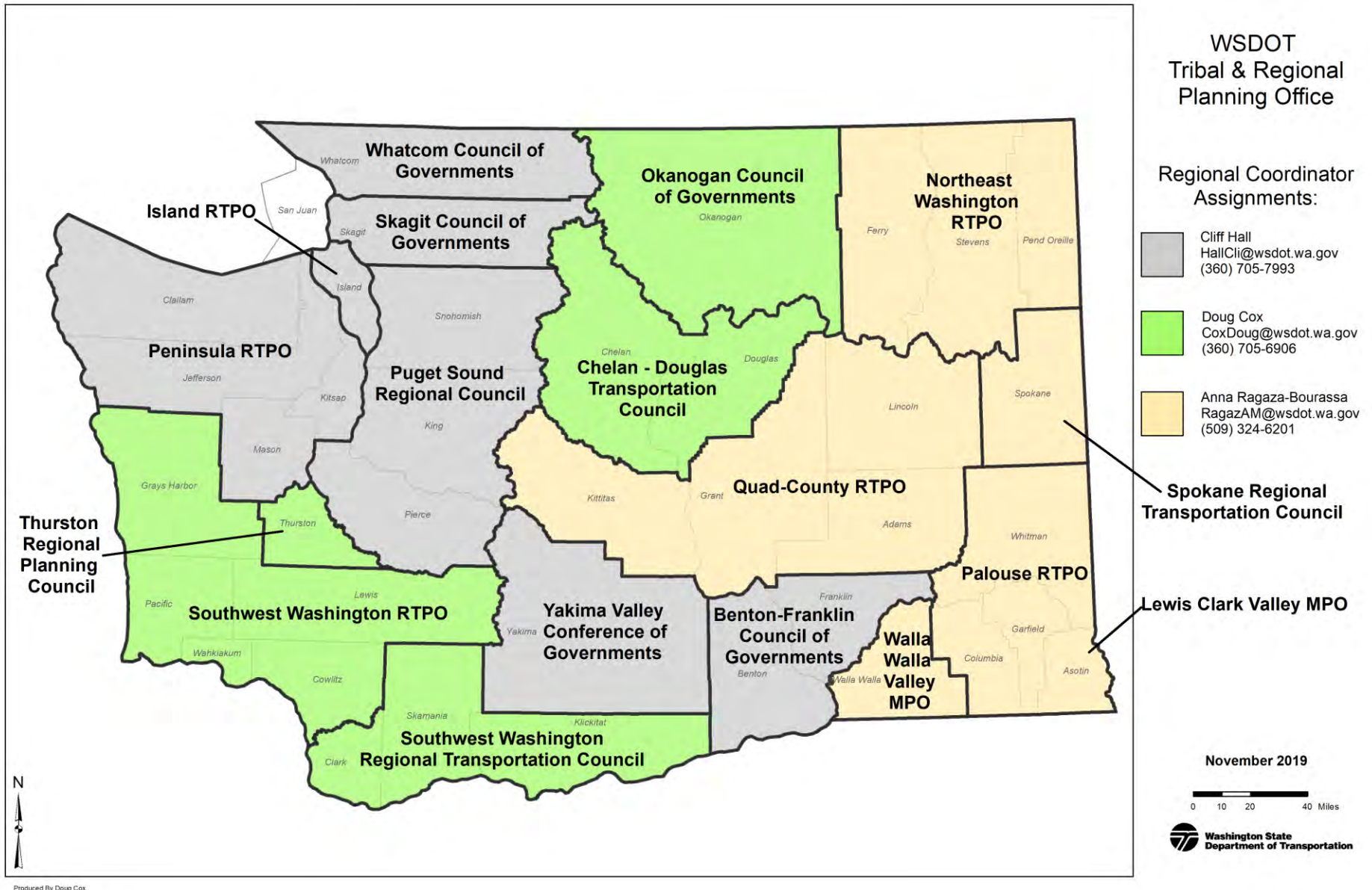
Sample Expenditures by Task Table

SFY 2021 Unified Planning Work Program Proposed Budget (MPO / RTPO)															
Task Code	Task Description	FHWA - PL			FHWA - STBG			FTA - 5303			STATE - RTPO	TASK FUNDING SUMMARY			
		Total	PL	Local Match	Total	STBG	Local Match	Total FTA	FTA	Local Match		FEDERAL	STATE - RTPO	LOCAL	TOTAL
		100%	86.5%	13.5%	100%	86.5%	13.5%	100%	86.5%	13.5%					
	Program Administration														
	Program Management and Support		0	0		0	0		0	0		0	0	0	0
	Regional and Statewide Coordination		0	0		0	0		0	0		0	0	0	0
	Professional Development and Staff Training		0	0		0	0		0	0		0	0	0	0
	Update to Foundation Documents: Interlocal Agreement and Bylaws		0	0		0	0		0	0		0	0	0	0
	Coordination/Communication with Federal and State Legislators		0	0		0	0		0	0		0	0	0	0
	Unified Planning Work Program (UPWP)		0	0		0	0		0	0		0	0	0	0
	UPWP Annual Report		0	0		0	0		0	0		0	0	0	0
	Public Involvement/Title VI Plan		0	0		0	0		0	0		0	0	0	0
	Documented Tribal Consultation Process/Plan		0	0		0	0		0	0		0	0	0	0
	Self-Certification Document		0	0		0	0		0	0		0	0	0	0
	Memorandum of Agreement (23 CFR 450.314)		0	0		0	0		0	0		0	0	0	0
	Administration Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Transportation Planning														
	Planning Technical Support to Organization, Members, and Tribes		0	0		0	0		0	0		0	0	0	0
	External Coordination with WSDOT and MPO/RTPO Members		0	0		0	0		0	0		0	0	0	0
	Metropolitan Transportation Plan (MTP) Update		0	0		0	0		0	0		0	0	0	0
	Regional Transportation Plan (RTP) Update (including regional strategy)		0	0		0	0		0	0		0	0	0	0
	Public and Stakeholder Participation and Outreach		0	0		0	0		0	0		0	0	0	0
	Planning Consultation and Services		0	0		0	0		0	0		0	0	0	0
	Intelligent Transportation System (ITS) Plan		0	0		0	0		0	0		0	0	0	0
	Special Studies and Plans		0	0		0	0		0	0		0	0	0	0
	Congestion Management Process (CMP) for TMAs		0	0		0	0		0	0		0	0	0	0
	Human Services Transportation Plan (HSTP)		0	0		0	0		0	0		0	0	0	0
	Transportation Planning Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Data Collection and Analysis														
	Transportation System Performance		0	0		0	0		0	0		0	0	0	0
	Travel Demand Modeling and Forecasting		0	0		0	0		0	0		0	0	0	0
	Federal Functional Classification System Updates and Monitoring		0	0		0	0		0	0		0	0	0	0
	Data Collection and Analysis Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Transportation Improvement Program (TIP)														
	TIP Development		0	0		0	0		0	0		0	0	0	0
	TIP Amendments		0	0		0	0		0	0		0	0	0	0
	Obligation Status Monitoring and Reporting		0	0		0	0		0	0		0	0	0	0
	Transportation Improvement Program (TIP) Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	RTPO Planning Duties (in addition to the above requirements)														
	Tribal Consultation												0	0	0
	Review of County, City, and Town Comprehensive Plans												0	0	0
	Review of Countywide Planning Policies Adopted under the GMA												0	0	0
	Participate in State Planning Activities (WSDOT modal and corridor plans)												0	0	0
	Analysis and Review of FAST Act Requirements												0	0	0
	RTPO Planning Duties Total										0		0	0	0
	UPWP TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Sample Expenditures and Revenues by Fund Type Table

Expenditures and Revenue by Fund Type								
Federal Funds								
Funding Source	Program Administration	Transportation Planning	Data Collection and Analysis	Transportation Improvement Program	Total Estimated SFY 2021 Expenditures	Carry Forward from 2020	Total Estimated Revenue	Est. Carry Forward to 2022
FHWA PL								
Local Match 13.5%						N/A		
FTA 5303								
Local Match 13.5%						N/A		
FTA 5310								
FHWA STBG Planning Federal Funds								
Local Match 13.5%						N/A		
Total								
State Funds								
	Program Administration	Transportation Planning	Data Collection and Analysis	Transportation Improvement Program	Total Estimated SFY 2021 Expenditures	Carry Forward from 2020	Total Estimated Revenue	Est. Carry Forward to 2022
RTPO						N/A		N/A

Appendix B: Get to Know TRPO

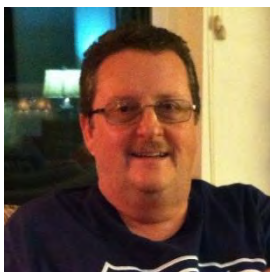


Doug Cox



Originally from Pittsburgh, Pennsylvania, Doug has called Washington home since 2004. Prior to coming to the Tribal and Regional Planning Office, Doug learned the joys of regional planning as the manager for the Island Regional Transportation Planning Organization. When not at work, he spends his time cycling around Olympia and hanging out with his two young children.

Cliff Hall



With over 18 years of experience working as a liaison between MPOs, RTPOs, and WSDOT, Cliff is our most seasoned regional coordinator. He's been instrumental in shepherding agreements, processing TIP amendments, establishing context, and providing astute "Cliffisms" that help this work move forward. Fun fact: Cliff is a talented guitar player and singer, focusing on classic rock and roll.

Megan Nicodemus

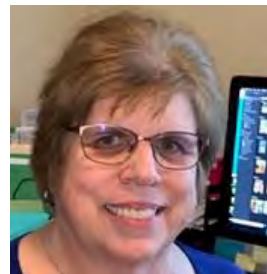
Megan is WSDOT's Tribal Liaison for the eastern portion Washington state. One quarter of Megan's time is spent helping TRPO work to improve and increase tribal coordination, facilitate the Tribal Transportation Planning Organization, and manage the National Tribal Transportation Facilities Inventory. While not assigned as a liaison to any particular organization, Megan is happy to help with tribal coordination issues for any of our partner MPOs and/or RTPOs. Megan has been with WSDOT since 2007 and a Washington state employee for over 20 years and she is an active member of the Coeur d'Alene Tribe.

Anna Ragaza-Bourassa



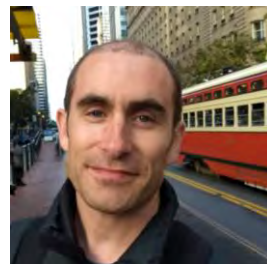
Anna is the newest member of the TRPO team, joining us in October of 2019! Prior to a brief stop in WSDOT's Eastern Region Planning Office, Anna was a key member of Spokane Regional Transportation Council's staff for more than 15 years. Anna spends most of her free time trying to keep up with her two sons and loves spending time at the lake.

Gail Renschler



Gail is TRPO's fiscal expert. In addition to processing invoices, reviewing balances, and obligating federal funding, she's the glue that keeps the team together. Her positive attitude and infectious smile inspire us all to serve you better. Gail has two grown sons, seven lively grandchildren and one sweet Dodge Challenger.

Gabe Philips



Gabe has been in the Tribal and Regional Planning Office since April of 2019. Before that he worked in WSDOT's Public Transportation Division, served as the "Senior Staff" for Skagit Council of Governments, and worked as a consultant. Gabe has four young children and his best hair days are behind him (those two facts could possibly be linked).

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ATTACHMENT G**ACTION ITEM**

To: PRTPO Executive Board
From: Thera Black
Date: February 14, 2020
Subject: **Complete Streets Micro-Grant Funding Opportunity**

REQUESTED ACTION:

The Board is asked to determine whether PRTPO should pursue a micro-grant opportunity from the WSDOT Active Transportation office for *Complete Streets* planning activities.

Overview

PRTPO has been offered a micro-grant of \$8,900 with which to pursue *Complete Streets* planning activities. This is a no-compete grant and it has no match requirements. Funds must be spent by September 30, 2020.

The offer comes from WSDOT's Active Transportation Office, through a collaboration with the Department of Health. The grant is very specifically targeted to planning activities that support safe walking and biking on public streets. Activities suggested by WSDOT include:

- Conduct no less than ten (10) walk audits in urban and rural, residential and business districts with an emphasis on pedestrian level-of-stress.
 - This work will include RTPO, city, and county transportation and planning professionals (staff time is provided in-kind, not charged to the grant)
 - Locations, dates, and times will be shared with the public and the walk audits will be open to public participation
 - Safety/count materials including safety vests, clipboards, printed materials (alternatively paper and ink), etc.
- One peer-to-peer exchange on successful implementation and design of Complete Streets in peer regions.
 - This task will include RTPO, city, and county transportation and planning professionals (staff time is provided in-kind, not charged to the grant)
 - Up to three out-of-region speakers from similarly sized and situated peer entities, for speaker time and travel expenses
 - Meeting materials, and room costs
- Host a "Making Complete Streets Happen" workshop/planning charrette with examples of good design and an opportunity for participants to experience the process with a pre-selected specific charrette location
 - Two Smart Growth America and/or National Complete Streets Coalition trainers/facilitators, for travel costs
 - Meeting materials and room costs

WSDOT is open to refinement of these generic concepts, and also welcomes other ideas on *Complete Streets* activities.

Note: This is a pass-through grant. What that means for PRTPO is that Jefferson Transit, as the Lead Fiscal Agent, would be required to manage the funds. This will entail some effort above and beyond Jefferson Transit's monthly program administration costs. The exact cost of this extra effort is not known.

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

ATTACHMENT H

INFORMATION ITEM

To: PRTPO Executive Board
From: Thera Black
Date: February 14, 2020
Subject: PRTPO Coordinator Update

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

Since the Last Meeting:

PRTPO System Preservation Needs Report – At your November meeting you learned that the Joint Transportation Committee (JTC) is conducting a [statewide transportation system needs assessment](#). In November a request went out to all RTPOs and MPOs in the state to provide an assessment of regional transportation system preservation needs. Since PRTPO does not have this information on hand, local agency staff provided various reports and budget assessments. They also shared insights into the kinds of issues they face regarding I-976. High level summaries based on state BARS data helped to complete a regional picture. Communications with the JTC consultant provided us with insights as to how to package the information. Inclusion of “soundbites” of information were encouraged. Though not a polished product, with everyone’s help we were able to compile a useful summary suitable for this purpose. The final report is attached to this memo for your information.

WSDOT Title VI Training – On December 12th, WSDOT conducted a Title VI training session for PRTPO planners and the region’s transit agencies. Gretchen Gleue, the state’s Title VI Coordinator, traveled to Bremerton to provide updated guidance on complying with federal Title VI requirements and coordination with the state’s own efforts. If anyone is interested in information about this training or resources for agency staff, please contact Edward Coviello or me.

Update to Statewide OA Policy for Federal Funds – On February 3 I attended via conference call a statewide meeting of MPO and RTPO staff with WSDOT Local Programs staff to discuss a draft statewide “OA policy.” This is the Obligation Authority policy governing the timely use of federal funds awarded by MPOs, RTPOs, and Lead Counties responsible for allocating federal STBG funds to priority projects. The consequence of not meeting these deadlines can be a sanctioning of funds. Through an agreement with WSDOT Local Programs, PRTPO’s TA funding program is not subject to the funding deadlines but its four Lead Counties are subject to the new rules, which go into effect this federal fiscal year. The draft version resulting from that meeting was sent to the four lead agency staff.

New PRTPO Distribution Lists – We have restructured the PRTPO distribution lists in an effort to better target meeting appointments, materials, and other information to the right people. The **Executive Board Distribution List** and the **TAC Distribution List** include the PRTPO representatives and alternates designated by PRTPO members during the annual appointment process. The **PRTPO Information List** includes everyone else who was on one of our earlier lists but is not a representative or alternate on either the Board or TAC. Executive Board and TAC representatives will receive calendar appointments for meetings with call-in information and materials attached. PRTPO Information List recipients will only receive the meeting materials. Please contact me at the email address or number at the end of this memo if you would like to add a key administrative support staff to a distribution list or others who may be interested in following the activities of PRTPO.

Coming Up

- **MPO/RTPO Coordinating Committee Meeting on February 25.** This is the quarterly meeting of staff from all the MPOs and RTPOs across the state, in coordination with the WSDOT Tribal and Regional Planning Office. It will be held at PSRC. The first part of the day will be spent on statewide coordination topics. This is followed by a session on alignment of state and regional work plans and products. A special session has been added to the end of the day for the regions associated with PSRC's Passenger Only Ferry Study, taking advantage of the fact that representatives from all six regions will be in one place. I will report out on the MPO/RTPO Coordination meeting in your next Coordinator's Report unless something requires more timely notification.
- **Local Programs Work Session March 19 on Delivering Federally Funded Transportation Projects.** With the Transportation Alternatives Call for Projects expected to be underway in March, the agenda for the regularly scheduled TAC meeting on March 19th will be devoted to a work session for PRTPO members on delivering federally funded transportation projects. Local Programs staff from WSDOT Olympic Region will work with member agency staff on the technical issues that regularly trip up project delivery when federal funds are involved. These are the issues that lead to complications with obligating funds, cost overruns and delays, and denial of reimbursements. TAC members are invited to bring colleagues responsible for key aspects of administering and managing federally funded projects. Though this is a technical work session, PRTPO Executive Board members interested in listening in are welcome to attend. The meeting will be at Kitsap Transit on March 19th from 10-12.
- **2020 State of Transportation.** In case you missed the message last month, WSDOT Secretary Millar presented his 2020 overview, *Beyond Tomorrow – Laying the Foundation for Washington's Transportation Future* to the Senate Transportation Committee on January 15th. You can see a [video of him presenting it here](#) or view and download [a copy of the presentation here](#).

A Few Final Notes

Executive Board meeting [locations](#) in 2020 are a little irregular due to scheduling needs. Note that the next meeting of the Executive Board will be **back at the Bremerton Airport on April 17th**. Also, in October we will meet in Sequim. The updated meeting calendar with current locations will be in the PRTPO Resource Manual.

Starting with the February Executive Board meeting we will revise the way we report out on these meetings. We will begin posting an audio recording of the full meeting on the PRTPO website and include a briefer recap of key actions and discussion items in the agenda packet. Feedback on the new approach will help us refine it to make it most useful to PRTPO members.

Attachment:

Summary of PRTPO System Preservation and Maintenance Expenses and Revenues – December 2019

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

Summary of PRTPO System Preservation and Maintenance Expenses and Revenues – December 2019

This is a high-level assessment of recent expenditures by local agencies for system preservation and maintenance in the Peninsula Region and associated revenues available for that purpose. It includes a small number of observations from members about preservation funding across the region, particularly with regards to core responsibilities regarding state of good repair.

Some key characteristics of the region are worth noting for context.

Peninsula Region

The Peninsula region is the four-county geography of Clallam, Jefferson, Kitsap, and Mason Counties. Peninsula RTPO's 31 members include all four counties, nine cities, four transit agencies, four port districts, nine Indian tribes, and WSDOT Olympic Region. It became an independent RTPO on July 1, 2019 after almost 30 years of administration by WSDOT.

Kitsap County jurisdictions are the only ones in the state to be in two different regions – PRTPO and PSRC. These regions are very different in economic and demographic composition, growth and development patterns, etc. This makes Kitsap County a critical gateway between highly rural communities of the Olympic Peninsula and the state's economic engine in the Seattle metro area.



The marine highway system plays an outsized role in this region compared to most others. Ferries support passenger, commercial, and freight mobility needs for communities across the four-county region. Well over half of all ferry trips taken in Washington State begin or end in the Peninsula Region.

Another distinguishing characteristic is the significant role of Federal Land Management Agencies (FLMA) within the region, particularly the US Navy and the National Park Service and National Forest Service. The terrain and geography, land use patterns, and factors like national security create interesting challenges and unique opportunities for collaboration.

This Summary

Following is a compilation of early facts and figures regarding system preservation in the Peninsula region. It was prepared with available information from local partners, and so reflects more diversity of local perspective than an overarching regional perspective. PRTPO does not yet have an assessment of regional preservation needs.

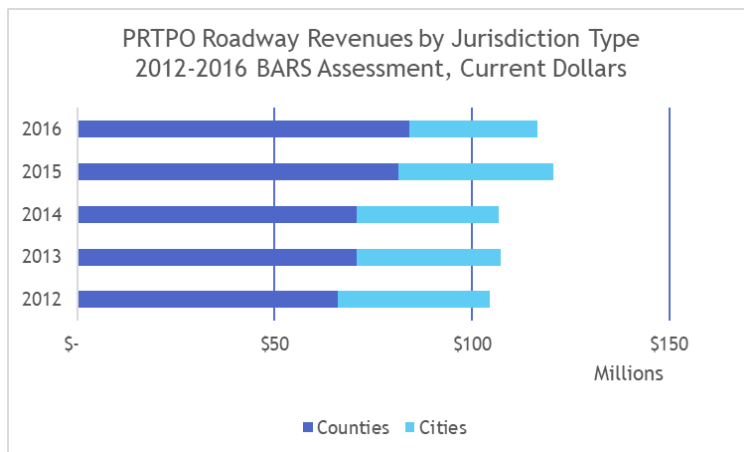
Many PRTPO partners face significant uncertainties about future revenue available for preservation in light of November's I-976 election results. Where appropriate, local observations are provided that offer some insight into the potential impacts on system preservation members face if revenues are eliminated as called for in I-976.

Roadway Revenues and Expenditures for Preservation and Maintenance

The time period for this brief assessment is 2012-2016. Data for the following charts were derived from WSDOT's County Roads and City Streets Revenues and Expenditures reports¹.

Before looking at the preservation numbers, it's worth understanding the magnitude of total transportation investments made by local agencies on an annual basis.

The following table and chart reflect aggregate revenues reported by cities and counties in the region for the analysis years. Counties typically spend 60-70 percent or more of roadway revenues in the region on an annual basis compared to 30-40 percent by cities and towns. These numbers don't account for tribal expenditures and revenues at this time².



Total Revenues in Current Unadjusted Dollars			
	Counties	Cities	Total
2012	\$ 66,103,842	\$ 38,451,323	\$ 104,555,166
2013	\$ 70,817,351	\$ 36,439,948	\$ 107,257,299
2014	\$ 70,774,574	\$ 36,117,830	\$ 106,892,404
2015	\$ 81,300,648	\$ 39,387,110	\$ 120,687,758
2016	\$ 84,197,887	\$ 32,489,097	\$ 116,686,984

Looking at the data for counties and cities separately did not reveal any discernible growth trends other than some slowing growth in the road levy property tax for counties and some distinct increases in cities as different Transportation Benefit Districts (TBD) began producing revenues over a decade ago³. In fact, local TBDs generated enough revenue for cities in this time period that local revenues accounted for a majority of funds spent by cities, not competitive state or federal grants. This creates some funding stability from year to year for on-going discretionary preservation programs.

State and federal grants affect project spending from year to year and can create wide fluctuations in funding levels for core programs like system preservation. Loss of stable local revenue sources over which each agency has discretionary

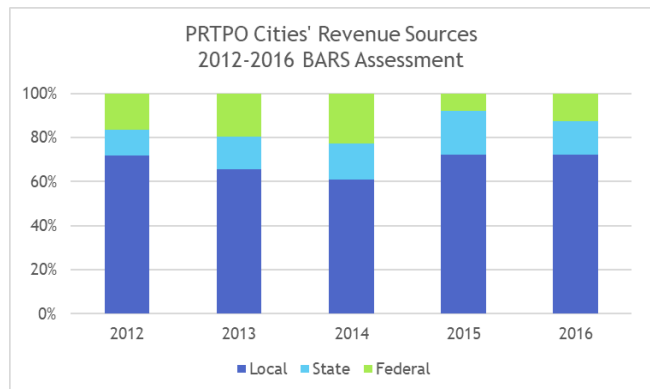
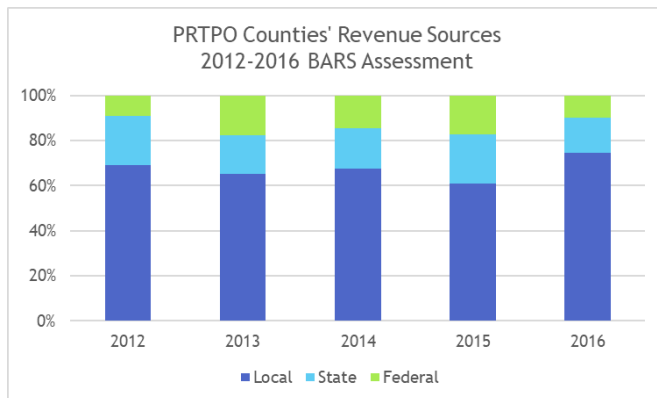
¹ This assessment recognizes inherent weaknesses in BARS data but for this purpose the data is fully suitable. Minor modifications were made to the underlying data to use if for this purpose. Details available on request.

² We regret the omission of tribal data for this assessment. The region's tribes are already feeling pronounced climate impacts with commensurate effects on their transportation infrastructure. Some have begun the slow and difficult process of relocating their community to higher ground. Future analysis may help to better understand and describe tribal roadway data in ways that are compatible with this analysis. PRTPO will also strive to better account for other cultural and environmental factors that inform decisions, but which don't always convert into dollar values.

³ The future of TBDs funded through a license fee are in question pending decisions related to I-976. Bainbridge Island, Bremerton, and Port Orchard are potentially impacted.

decision-making authority will disrupt established investment programs. Agencies are watching to see what the upshot will be on important local TBD funding options that have helped to provide program stability from year to year.

The following charts show the sources of revenue that made up the funding stream for counties and cities between 2012 and 2016.



For purposes of this assessment we're focused primarily on those expenditures associated with preservation and maintenance activities. City expenditures on preservation and maintenance fluctuate more from year to year than do

county expenditures as a share of total roadway expenditures. The lower aggregate funding for cities means that expenditures associated with a significant preservation grant is noticeable one year from the next.

In contrast, counties generate substantial base funding with the property tax road levy that is relatively stable from year to year.

Working with BARS data, aggregated estimates of preservation and maintenance expenditures were developed for 2015-2019 to provide a ballpark estimate of regional system preservation expenditures

over the past five years. The volatility of future revenue sources and lack of more reliable base data undercut the value of any more extended forecasts at this time.

Estimation of Roadway Expenditures for Preservation and Maintenance – 2015-2019

	2015	2016	2017	2018	2019	5-Year Est.
Counties	\$32,873,000	\$32,075,100	\$32,384,600	\$32,697,000	\$33,012,500	\$163,042,200
Cities	\$13,484,100	\$13,427,500	\$13,701,400	\$13,980,900	\$14,266,200	\$68,860,100
Total	\$46,357,100	\$45,502,600	\$46,086,000	\$46,677,900	\$47,278,700	\$231,902,300

There is not an agency without a backlog of system preservation needs. We do not yet have a uniform way of reporting this in the aggregate, but insights from individual agencies help illustrate the need.

Quick Insights from Regional Partners re: Roadway Preservation

Funding Challenges:

- Port Angeles has a backlog of about \$50 million of deferred pavement preservation projects. That does not include a number of capital reconstruction projects.
- Kitsap County's backlog of fish passage barrier retrofits is even higher with a \$22.2 million deficit over the next six years. The County has 172 barriers to address. That backlog does not include another \$6 million shortfall for culvert replacements.
- Local, non-federal aid roads are the hardest preservation projects to fund because they're typically not eligible for grants and are very low volume compared to other facilities. These are the roads that account for most of the centerline miles in any local jurisdiction's inventory and include neighborhood streets, rural farm roads, and many other routes that get people where they need to be.
 - Mason County is updating its pavement ratings for local roads in order to develop a funding strategy for keeping them in good condition. Mason County receives top marks for roadway conditions on its collectors throughout the county, but staff indicate that conditions for local access roadways will not meet those same standards due to insufficient resources that can be spent on these types of roads.
- Local funds usually account for the mandatory match local agencies must provide for the state and federal grants they need to complete many capital projects. Local agencies must over-match and commit to funding more of the project cost themselves to be competitive. For multimillion-dollar projects to address safety or environmental priorities or undertake long-term rehabilitation and remediation, this is a lot of money with multi-year impacts for local budgets. Local planners and engineers balance inadequate and often unpredictable funding resources between competing but important needs.
- Inadequate revenue for pavement preservation means that Jefferson County is budgeting for a 20-year chip seal program, stretching chip seals well past the recommended practice. Despite stretching its preservation funding in this way, the County is left with only \$277,000 a year for all its capital improvements needs.
- New low-impact development (LID) infrastructure requires increased levels of maintenance in order to function properly. This is on top of existing budget deficits for on-going preservation and maintenance needs.
- Criminal justice needs continue to outpace available resources for counties. This results in more diversion of road levy resources away from transportation and into sheriff budgets, further exacerbating long-deferred backlogs and remediation efforts.

Keeping Life-Cycle Costs as Low as Possible:

- Kitsap County's pavement management program outlines an investment strategy that will keep lifecycle costs as low as possible. The County is looking at a \$16.8 million funding gap over the next six years to meet that investment target.

- Clallam County historically chip sealed about 70 miles of roadway a year. In recent years, limited transportation funds resulted in reduced staffing and maintenance budgets. Today Clallam County can only afford to chip seal 40-50 miles a year, or just 60-70 percent of what it should be doing to maintain a state of good road repair. It would take an additional \$1 million per year to meet lowest life-cycle cost pavement management objectives.
- Pavement preservation is a growing concern for the region's small airports whose runways are subject to the same weathering conditions that deteriorate roadways. Estimates are not readily available for this information request but should be referenced as part of the region's overlooked preservation backlog.

Federal Lands Management Agency Considerations:

- Management and rehabilitation of Upper Hoh River Road relies on cooperative interagency partnerships to address washouts on this essential route to the Hoh Rain Forest. Those washouts occur every couple of years, each time wrecking economic, environmental, and community havoc – sometimes for many weeks at a time. Jefferson County, WSDOT, FHWA, and the National Park Service partnered to obtain a \$15 million FLAP grant. This cooperative alliance will jointly develop and implement a long-term corridor adaptation strategy as an alternative to the oft-repeated repair and replace strategy.
- Lands in state and federal ownership don't generate property taxes for local jurisdictions. Vast areas of the region are in state and federal ownership. State and federal funding partnerships are an important element of the region's transportation funding profile though they are not fully addressed in this report.

Transit State of Good Repair

Transit system preservation needs are as critical as those for roadways. Many of the factors are quite different and are tied to preventive maintenance, vehicle service miles and service hours, and reliability. This means capital costs of bus purchases are often preservation expenditures, not capacity increases or system expansion.

Preventive maintenance includes the labor costs associated with maintaining and rehabilitating vehicles. Preservation and maintenance also include infrastructure-related needs such as physical plants and pavement management of park-and-ride lots and transit centers. It includes upkeep and upgrades to communications and software systems needed to operate the service, and to passenger-support facilities like bus stops and shelters.

Life-cycle costs and preventive maintenance programs must take into consideration things like highly rural and remote service areas where vehicle breakdowns will be especially consequential. Preventive maintenance includes bus fleets as well as paratransit vehicles, vanpool vehicles, and service vehicles. Though not addressed in this report, it includes ferry and ferry terminal maintenance, too.

Reliable transit service depends on the reliable funding of all these various aspects of system preservation. Funding deficits can put agencies in the position of deferring some of the preventive maintenance needed to maintain a state of good repair in order to continue providing operating service.

Similar to deferring pavement preservation on the roadway system, deferred preservation for transit can result in vehicle breakdowns in remote locations, outdated equipment and physical plants that aren't efficient for today's needs, and increasingly unreliable services for the traveling public. That is why transit preservation is a regional priority like pavement preservation.

Two important components of the region's transit system are not addressed in the data that follow, though they are essential to the regional transit system provided by local and tribal partners.

- Kitsap Transit's passenger-only ferry services have their own unique preservation and maintenance needs, as well as Coast Guard requirements and shoreside facilities that also need upkeep. Given the region's geography within the state, reliability of the marine highway is essential to the overall functioning of the regional transportation system.
- Tribal transit services offered by several of the region's tribal members provide vital connections between tribal communities and the four Public Transportation Benefit Area (PTBA) transit agencies that connect the region. Close coordination between tribal and PTBA systems has resulted in a fairly robust rural network that meets the needs of many in the region. Tribal transit systems face the same preventive needs as PTBA systems, but our data are more limited for these programs.

Future assessments will more fully include tribal transit and local ferry system needs into the overall regional profile.

Transit revenues, like roadway revenues, derive from local, state, and federal sources.

- Fares account for a small share of local transit funds. All agencies direct farebox revenue to operating funds.
- The vast majority of local funds that support the four PTBA transit agencies are generated through voter-approved retail sales tax measures. Sales tax rates in effect as of 2019:
 - o Clallam Transit – 0.6%
 - o Jefferson Transit – 0.9%
 - o Kitsap Transit – 0.8%*
 - o Mason Transit – 0.6%

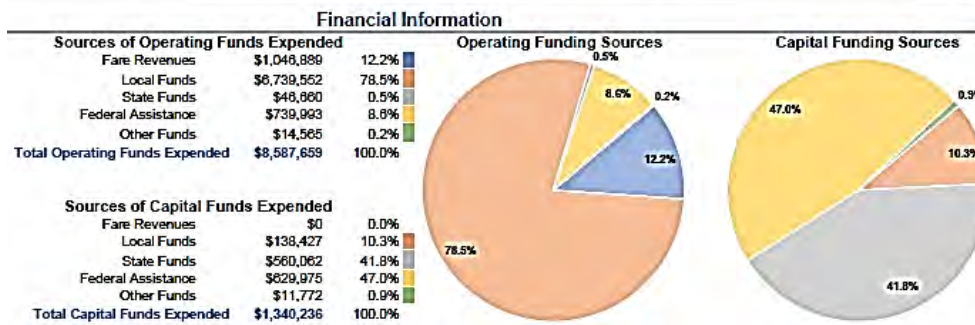
Note that Jefferson Transit voters have approved the maximum tax rate for transit currently allowed under law.

* Kitsap voters also approved a 0.3% sales tax to support passenger-only ferry service.

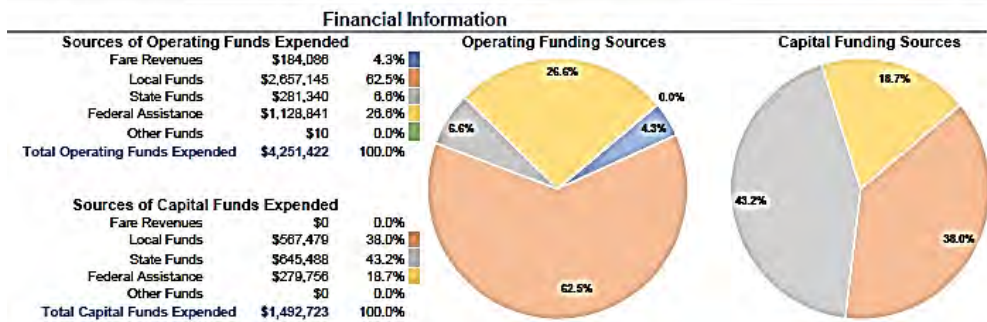
- Local funds provide the major support for annual operations. State and federal funds provide the major support for capital needs.
- Transit expenditures in operations and capital are almost inverse of that for roadways. The majority of costs in roadway budgets are associated with capital expenses, not operations. The majority of costs in transit budgets are associated with operations, not capital. Labor is a big part of that difference. When transit operators aren't working, there isn't any transit service.

Graphics on these next two pages show the revenues by source that support operations and capital expenditures by each transit agency in 2017. This is followed by charts showing revenue sources for tribal transit services.

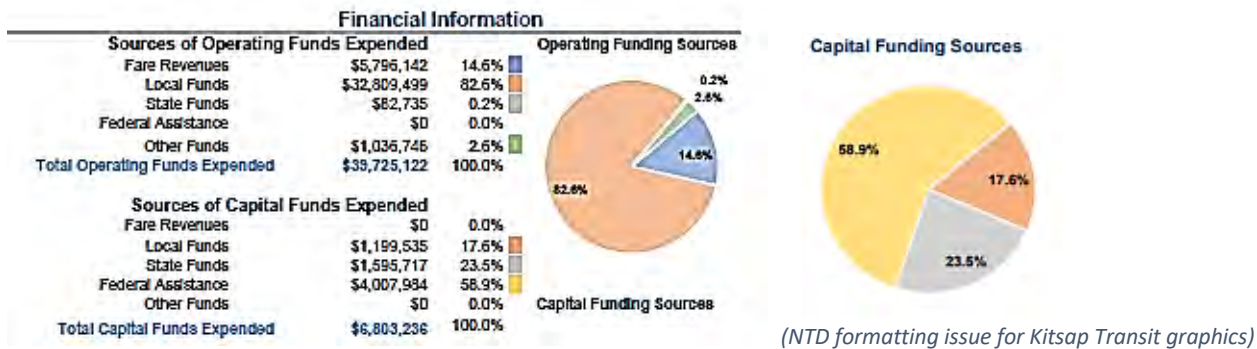
Clallam Transit Profile 2017 - NTD



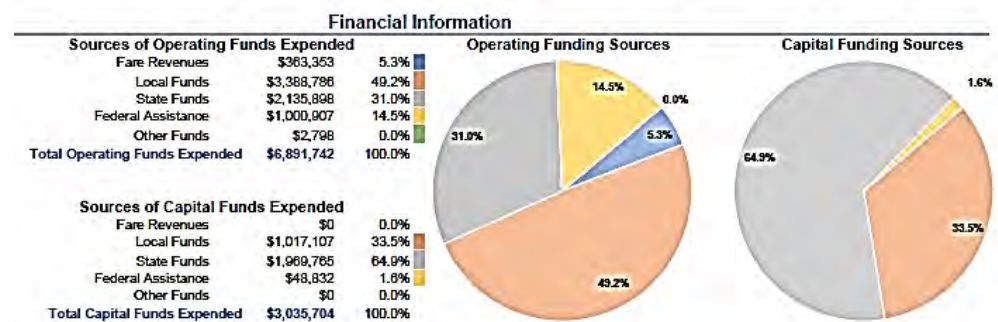
Jefferson Transit Profile 2017 - NTD



Kitsap Transit Profile 2017 - NTD



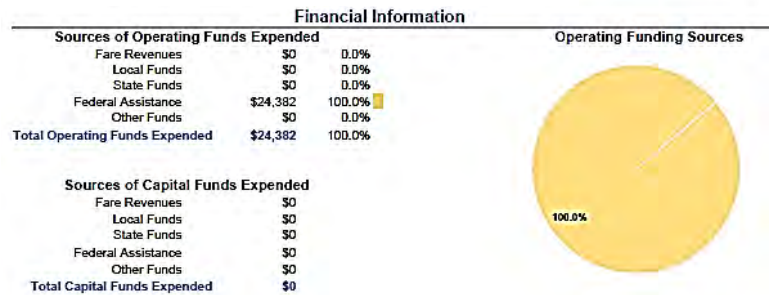
Mason Transit Profile 2017 - NTD



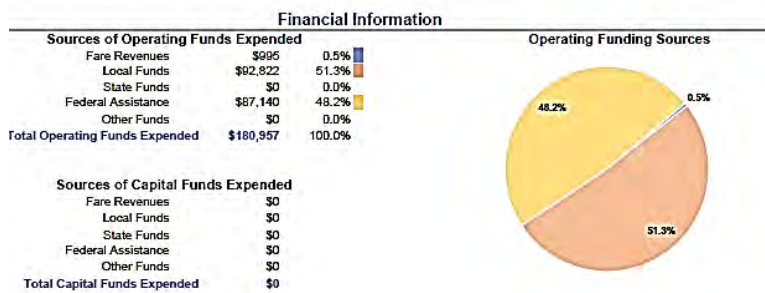
Jamestown S'Klallam Transit Profile 2017 - NTD



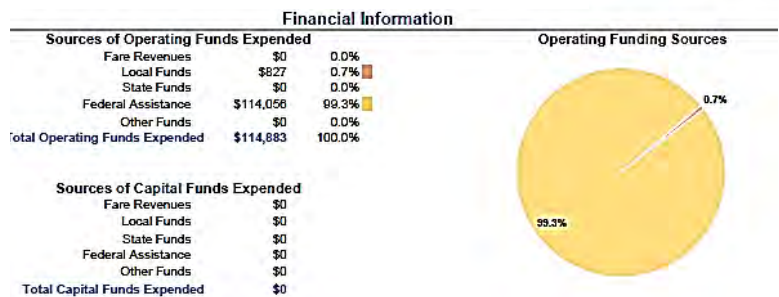
Lower Elwha Klallam Tribe Transit Profile 2017 - NTD



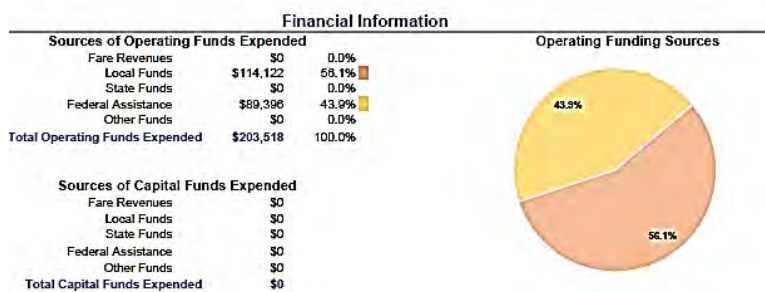
Makah Tribe Transit Profile 2017 - NTD



Skokomish Tribe Transit Profile 2017 - NTD



Squaxin Island Tribe Transit Profile 2017 - NTD



NTD – National Transit Database. Profile copies are available on request.

I-976 Considerations for Rural Transit Agencies

Recent voter approval of Initiative 976 creates significant uncertainty for many different transportation agencies, especially for rural transit agencies that rely on state-supported *Consolidated Grants* for operating support and vehicle replacements. While the stay currently in place at the time of this writing may result in some or all of the measure being over-turned, transit agencies are looking ahead at the various revenue cut scenarios that may play out so that they can make informed decisions over the next several months about service changes and vehicle replacements. Reserves can help offset shortfalls in the near term but by late 2020 or 2021 the budget impacts will be evident in different agencies.

While there are still too many unanswered questions to determine final impacts, there are some looming concerns.

- Jefferson Transit has sufficient reserves to offset 2020 impacts if the funding cuts are implemented. Service impacts will be on the table for the 2021 budget. 2020 budget decisions included “yes” and “no” scenarios to consider what will or will not proceed, depending on the outcome of the legal decision about I-976.
- Clallam Transit may be looking at a \$1.4 million shortfall to maintain its current service levels. This effectively stalls current plans to add another run to the popular Strait Shot between Port Angeles and the Bainbridge Island ferry terminal. The agency is also uncertain whether to place an order for replacement buses that had been previously awarded funds that are now in question. Losing state funds for those replacement buses will mean that Clallam Transit will have to rely on more of its local revenues for capital purchases which in turn diminishes revenue for service operation.
- Mason Transit, too, is looking at the loss of funding for vehicle replacement and depending on how the funding programs supported by license fees are balanced, may be looking at a \$2 million shortfall for service operation. Significantly, the final element of its *Connecting Washington* system-wide park-and-ride project has been deferred. The last element of that multi-site project is construction of the \$6 million Belfair / North Mason Park-and-Ride facility and north Mason County operating base. Mason Transit has already obtained the land and is currently in the process of building a roundabout on SR 3 required for mitigation at the site. Because construction of the final facility to be served by this is not yet under contract it is at risk of losing its funding.

When polled for this report, rural transit agencies expect to be facing anywhere from 10-30 percent cuts in sustaining funding if I-976 is implemented. The impacts are felt most severely in the rural systems; funding profiles are different for the urban systems. Most expect that they have sufficient reserves to cover operating shortfalls for a short time but by 2021 the effects of the cuts will be unavoidable. Rural transit agencies are already operating highly streamlined services. Services continue today without change but it's not possible to offset the funding cuts over time with increased efficiencies. Impacts will be felt by the traveling public.

Quick Insights from Regional Partners re: Transit Preservation

- According to the Washington State Transit Association (WSTA), prior to I-976 just 3 percent of Washington's transportation budget went to transit.
- Rural transit agencies operate services over a large area on small budgets. Retail sales tax – the dominant funding source for transit in Washington State – is minimal in rural areas almost by definition under Growth Management, and for the same reason is not expected to grow much over time compared to sales tax in urban areas. Rural service models are different than in highly urban settings, too. Carefully tailored routes and service plans combined with close coordination with adjacent transit agencies are key to the ability of rural transit systems to provide the extent and quality of transit service enjoyed in the Peninsula region.

- Transit agencies rely on sales tax for local revenue. Rural transit districts are challenged to generate enough revenue from limited rural retail opportunities to support highly rural service. Jefferson Transit is a good example. It's tax rate for transit is at its maximum limit of 0.9%. With a population of 30,000 people and no big box stores or auto dealerships, Jefferson Transit's sales tax generated \$4.7 million for transit in 2017.
 - Jefferson Transit's maintenance department has an aggressive preventive maintenance program that reliably extends the average fleet life past the 12 years recommended by the FTA by many years and has extended vehicle service by millions of miles. This is one way that Jefferson Transit is stretching its revenues.
- Partnerships between rural transit agencies ensure a level of service coverage, seamless connections, and varieties of service that are unusual for such a highly rural region. Cooperation between the four PTBA agencies and between transit and ferry operations within those four agencies ensures route connectivity from one end of the region to the other and with key destinations outside the region. That collaboration extends to tribal transit programs and enables connecting services for those residents. Additional coordination with Washington State Ferries, the Greyhound Dungeness Lines, Grays Harbor Transit, and Black Ball Ferries results in an extensive transit system meeting a wide array of mobility needs in the Peninsula region.

Regional System Priority

System preservation is a funding priority for the Peninsula RTPPO as it is in local and state plans across the region. This report is a brief snapshot of preservation and maintenance needs of local and tribal partners. It will be updated in the future as more regional information is developed.

For more information:

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ATTACHMENT I

ACTION ITEM

To: PRTPO Executive Board
From: Annette Nesse, Chair
Date: February 14, 2020
Subject: **2020 Election of Officers**

PRTPO is led by three officers who serve up to (2) two-year terms. I have come to the end of my second two-year term. My last duty as your out-going Chair is to present you with a slate of candidates for the 2020-2021 term of office.

I am pleased to present the following slate of candidates and ask for your approval:

Chair: Bek Ashby, City of Port Orchard

Vice-Chair: Randy Neatherlin, Mason County

Secretary: Tammi Rubert, Jefferson Transit Authority

These three will provide PRTPO the leadership and vision to ensure this new organization continues to support the needs of the Peninsula region. In addition to their work on the Board, they have additional responsibilities in their duties as the Executive Committee. I am grateful for their willingness to assume these responsibilities for the next two years.

It has been an honor to serve as your Chair. I look forward to more collaboration and coordination as we work together to improve mobility and connect communities across the region.

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