PRTPO EXECUTIVE BOARD MEETING

June 19, 2020 | 10:00 – 12:00

Zoom Meeting – Login Below

1.	10:00 – 10:05	**Welcome and Introductions**	*Chair Bek Ashby*
2.	10:05 – 10:10	**Approval of Agenda**	ACTION
		Approval of Minutes from April 17, 2020 *(Attachment A)*	ACTION
		Consent Calendar • *Approval of SFY 2020 3rd Quarter Invoice (Jan-Mar 2020) (Attachment B)*	ACTION
3.	10:10 – 10:15	**RTIP Amendment Policy** *(Attachment C) The Board is asked to approve a formal PRTPO policy for amending the Regional Transportation Improvement Program (RTIP). The Board reviewed this policy in April.*	ACTION *Edward Coviello*
4.	10:15 – 10:25	**SFY 2021 Unified Planning Work Program (UPWP)** *(Attachment D) The Board is asked to adopt Resolution 01-2020 approving the SFY 2021 UPWP. This is PRTPO's work program and budget from July 1, 2020 - June 30, 2021. The Board reviewed and discussed the draft UPWP in April.*	ACTION *Thera Black*
5.	10:25 – 11:05	**SFY 2020 Transportation Alternatives Program Funding Awards** *(Attachment E) The Board is asked to approve awards of $1.25 million in federal TA Program funds to priority regional projects. All five applications are linked, and presentation videos can be viewed online. The TAC evaluated proposals on May 21 and forwarded to the Board its funding recommendations. Board members are asked to review the projects ahead of time as presentations will not be made at the meeting.*	ACTION *Thera Black and Edward Coviello*
6.	11:05 – 11:25	**Legislative Agenda Work Group** *In August, the Executive Board will begin work on its 2021 legislative agenda with the goal of completing the draft package in October. A Work Group will get input from Board members in July and prepare a draft framework to facilitate the Board's first discussion in August. Volunteers are sought for this Work Group, which will meet via videoconference.*	DISCUSSION *Chair Bek Ashby*
7.	11:25 – 11:35	**Regional Support for Local Funding Flexibility** *In its capacity as an RTPO, PRTPO can be an advocate for local agencies on matters that affect all. This exploratory discussion is about potential support relating to countywide federal funding processes, and the ability of local agencies to program ahead like PRTPO is doing with its TAP funds.*	DISCUSSION *Chair Bek Ashby*
8.	11:35 – 11:40	**PRTPO Coordination Update** *(Attachment F)* *These are short updates to keep the Executive Board apprised of PRTPO activities not addressed elsewhere on the agenda.*	BRIEFING *Thera Black*
9.	11:40 – 11:45	**Public Comment Period** *This is an opportunity for anyone from the public to address the Board.*	
10.	11:45 – 12:00	**PRTPO Member Updates and Adjourn**	

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

Next Executive Board Meeting – August 21, 10-12

2021 Legislative Agenda
2040 RTP Follow-up
Rollout of Consolidated Grants Process

ZOOM REMOTE MEETING PLATFORM

Join this Zoom Meeting
https://us02web.zoom.us/j/969108680?pwd=dy93VHBMU3hlc1ZBdWVZTDZxY09HZz09

Meeting ID: 969 108 680
Password: 4780

Dial in by phone:
+1 253 215 8782 US
Meeting ID: 969 108 680

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

Please Note: Zoom recently updated its encryption and security features. If you have not used Zoom since April, you will probably be guided through an automatic update of your settings before you can log in to this meeting.

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

ACRONYMS IN THIS AGENDA PACKET INCLUDE:

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

Attachment A

Minutes of Meeting

PRTPO EXECUTIVE BOARD
April 17, 2020
10:00 – 11:30
Virtual Meeting

CALL TO ORDER

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

ATTENDEES

Executive Board:

Clallam County	Steve Gray *(alternate)*
Jefferson County	Wendy Clark *(alternate)*
Kitsap County	David Forte *(alternate)*
Mason County	Randy Neatherlin
City of Port Angeles	Lindsey Schromen-Wawrin
City of Port Orchard	Bek Ashby
City of Port Townsend	Ariel Speser
City of Poulsbo	Ed Stern
City of Sequim	David Garlington *(alternate)*
City of Shelton	Deidre Peterson
Clallam Transit	Brendan Meyer
Jefferson Transit	Tami Rubert
Kitsap Transit	John Clauson
Mason Transit	Danette Brannin
Port of Bremerton	Gary Anderson
Port of Shelton	Dick Taylor
WSDOT Olympic Region	Dennis Engel *(alternate)*
Jamestown S'Klallam Tribe	Annette Nesse
Squaxin Island Tribe	Penni Restivo
Skokomish Tribe	Marty Allen

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

Others:
Sara Crouch, Jefferson Transit and Lead Fiscal Agency
Michael Bateman, City of Poulsbo
Roger Gay, Resident

Welcome and Introductions

Chair Ashby welcomed everyone to PRTPO's first fully remote meeting and reviewed key logistics to enable full participation by all.

Approval of Agenda

<u>Action:</u> Dick Taylor moved, seconded by Brendan Meyer, to approve the agenda as presented. The motion carried.

Approval of Minutes from February 21, 2020

<u>Action:</u> Randy Neatherlin moved, seconded by Dick Taylor, to approve the minutes. The motion carried.

PRTPO RTIP Amendment

[Lead Planning Agency planner] Edward Coviello provided background on the Clallam Transit amendment request. He explained that Clallam Transit is pursuing a grant from the Federal Transit Administration to purchase six replacement buses and wants to demonstrate that this project is a funding priority. Inclusion in the RTIP demonstrates that the project is consistent with the Regional Transportation Plan (RTP).

Mr. Meyer added that the project will replace six of the agency's oldest buses with new clean-diesel vehicles with improved fuel efficiency.

Mr. Anderson asked why this is an action item, questioning why anyone would oppose this. Mr. Coviello explained that it is a procedural matter. While this project is not controversial, the process gives the Board room to challenge or veto a project that is inconsistent with the RTP, though the likelihood of that is low. Inclusion in the RTIP helps Clallam Transit demonstrate that consistency.

<u>Action:</u> Randy Neatherlin moved, seconded by John Clauson, to approve the requested RTIP amendment to add Clallam Transit Project WA-12691 Replacement of Six Transit Buses. The motion carried.

RTIP Amendment Policy

Mr. Coviello explained that PRTPO has no standardized RTIP amendment policy to facilitate amendment requests that arise, such as that from Clallam Transit. Amendment requests don't occur often but having a policy in place will help local agencies and PRTPO to handle them efficiently and consistently.

Mr. Coviello walked through the policy and the Board approval process it outlines. He explained the standard process and provisions for an expedited process when needed. He also reviewed a new RTIP report format in which the policy will be spelled out for future use. The new RTIP report format satisfies WSDOT's needs and helps people understand the how the RTIP process works.

Mr. Coviello asked Board members to forward any comments on the draft policy to him. The Executive Committee will review the final draft policy in May and it will come back to the Board for approval in June.

Members offered feedback.

- Mr. Allen commended Mr. Coviello for the approach, noting that it will be helpful to new staff in understanding the overall process and how to request an amendment. This will help minimize confusion and create a standard way of handling this.
- Mr. Anderson found the report itself to be informative and helpful in understanding the overall process, including amendments.

- Ms. Clark also appreciated the approach, noting the importance of having policies that create a standardized way of treating amendments. She noted the value of adding some additional guidance on what information is needed from a local agency to support the amendment request.

Chair Ashby noted that Mr. Coviello will bring to the Executive Committee in May a revised draft that reflects member feedback, and which will be presented to the Board for action in June.

Draft SFY 2021 Unified Planning Work Program
PRTPO Coordinator Thera Black provided the Board with an overview of the draft UPWP. The UPWP is the working budget for PRTPO for the next fiscal year, beginning July 1.

Chair Ashby noted that the Executive Committee met with WSDOT representatives in late March to review the draft UPWP. Mr. Hall reported that WSDOT found the draft plan to be satisfactory, fulfilling state requirements. He added that while it is okay to roll carryover funds from this year into the UPWP, all related UPWP funds must be expended by the end of June 2021 or else they will be lost at the end of the biennium.

Ms. Nesse encouraged Board members to review the draft UPWP and offer any comments or questions to improve it. This is the first UPWP the Board has developed as an independent RTPO.

A final draft will be presented to the Board in June for approval.

Transportation Alternatives Process Update – COVID0-19 Response
In February the Board approved the calendar year 2020 process for identifying projects to receive up to $1.25 million in federal Transportation Alternatives program funding. The call for projects was launched on February 28 with the intent for the TAC to review proposals and develop a funding recommendation for the Board to consider in June.

For public health reasons, staff are preparing for a fully remote evaluation process.

Mr. Coviello noted that staff will work closely with TAC members to minimize the challenges presented by low bandwidth. This is prevalent in rural parts of the region.

Chair Ashby provided additional context on the process and importance of broad participation in the review and evaluation process. She confirmed that project presentations made during the TAC review can be recorded for review by Board members.

Mr. Anderson inquired about the evaluation process itself. Ms. Black explained the Pairwise model, a forced-choice ranking process often used by WSDOT when considering dissimilar strategies or objectives. This process facilitates the comparison of different types of projects likely to be seeking Transportation Alternatives funds better than a more traditional scored criteria process.

The Board will receive a briefing on the evaluation process when the TAC funding recommendation is presented in June.

WSDOT Transportation Investment Strategy
Chair Ashby led the discussion on two recent meetings with WSDOT.

The first was a meeting of representatives from several regions in early April that she attended with Mr. Coviello. The purpose of that meeting was to discuss with WSDOT the funding formula that supports planning programs for regions like PRTPO. A one-time funding increase will expire at the end of June 2021. This group considered whether to request more funding support from the legislature this next year but determined that this is not an opportune time. It will be reconsidered for the 2022 session. This means that PRTPO's funding for regional planning will be reduced from about $150,000 a year to about $135,000 a year beginning in July 2021.

The second meeting was on April 16th. Chair Ashby participated along with Mr. Neatherlin, Mr. Clauson, Mr. Coviello, and Ms. Black. This meeting was in response to an invitation from WSDOT to provide early input to its investment strategy efforts. Secretary Millar is leading a statewide effort to improve how state transportation investments are made. WSDOT is launching this process with informational interviews with each region.

Chair Ashby explained that the Executive Committee polled the Executive Board to get member responses to the questions that WSDOT had provided in advance of this meeting. Eleven members responded to the poll. This was important in helping the Executive Committee to speak for the region and not one or two jurisdictions. She highlighted comments received from the poll that speak to funding challenges in rural communities and which were provided verbatim to WSDOT as input to its process.

Mr. Engel provided additional background on the purpose of the investment strategy, which he described as a collaborative, multi-agency effort. He summarized key goals for this effort:

- Align state transportation investments with legislative policy goals [economic vitality, preservation, safety, mobility, environment, and stewardship]
- Create a transparent and consistent way of selecting the best transportation investments to advance state and regional priorities
- Optimize transportation investments across policy objectives [e.g. fully funding preservation]
- Reduce reliance on the political process to identify state transportation investments
- Create a predictable process for major state transportation funding which is responsive to current and changing needs

Over the last twenty years the process by which projects are selected for funding has changed, creating less predictability for local, regional, and state funding needs. This is an effort to improve that process to support better funding decisions.

Chair Ashby advised that WSDOT is forming a committee to provide input to the process and plans to invite five or six RTPOs to participate. It is uncertain whether WSDOT will invite PRTPO to participate but if so, she would like to make a decision that is informed by the Board.

This discussion will help determine whether the region should accept an invitation to participate if it is offered. If the region is offered an opportunity to participate and accepts it, a process will be developed for getting input from Board members on issues or questions that arise from the committee work so that input reflects regional perspectives and not those of just one or two agencies. The region's PRTPO Coordinator, Ms. Black, has extensive experience in regional planning and transportation funding strategies and could represent the region in this process. Chair Ashby confirmed the budget includes unallocated time for participating on state planning efforts such as this without impacting other aspects of the work program.

She requested member discussion on whether PRTPO should participate on the Investment Strategy committee if invited and other considerations. Members raised and discussed concerns about potential participation. Most

of the discussion related to whether this is a suitable activity for PRTPO participation and how to participate. There was also discussion about prioritizing regional needs.

- Members discussed the purpose of the committee and role of RTPO participation, and the value of being at the table and involved in the process and outcomes. Having a rural RTPO voice in the process is important. Members reiterated the importance of policy maker input to the process.

- Regarding potential budget implications if the PRTPO Coordinator is tapped to participate, that will depend in large part on the process details WSDOT comes up with. Based on the activities WSDOT described on April 16th, this is likely be $2,500 - $4,000, depending on those details. Next year's budget includes $9,400 for this kind of external collaboration, so this work is funded. If PRTPO participates, it is important that this activity stay within reason and not disrupt funding for other activities.

- The region's members need consistent, stable revenue that citizens support. This may not be a consideration for the Investment Strategy committee but without looking at both sides of the equation it will be hard to address funding problems.

- Creating a regionally prioritized list would be a big effort, if that is required, and may have unintended consequences. Yet regional project ranking does help move some projects along.

  Action: Randy Neatherlin moved, seconded by Tammi Rubert, that PRTPO should participate with the Investment Strategy group and send Thera Black as the representative. The motion carried.

Chair Ashby advised that if PRTPO is selected to participate, the Executive Committee will work closely with the PRTPO Coordinator to ensure good involvement and input by the Board into that process, and that the work stays within budget.

PRTPO Coordination Update
Ms. Black referred to the Coordinator's Report and encouraged people to contact her with specific questions about any of the content.

Public Comment
Roger Gay expressed his appreciation for the meeting format and the opportunity to participate in this way.

Member Updates
No additional updates were provided.

Meeting was adjourned at 11:50.

Back to Agenda

Attachment B

RTPO PLANNING INVOICE VOUCHER

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

Agreement # GCB 3096

Invoice Date	4/22/2020

Billing Time Period
January 1 - March 31, 2020

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

SIGNATURE: Edward Coviello — DATE: 4/23/2020

TITLE: Peninsula RTPO / Kitsap Transit

TOTAL RTPO REIMBURSEMENT [illegible] **$28,514.13**

Allocation Authorized	$304,143.00
Biennium-to-Date	$93,710.18
Allocation Balance	$210,432.82

WORK ELEMENT	DESCRIPTION	Prior Biennium-TO-DATE Expenditures	CURRENT PERIOD EXPENDITURES	Biennium TO-DATE Expenditures
Program Administration	Salaries	$6,384.38	$1,823.32	$8,207.70
	Travel	$4,158.36	$956.36	$5,114.72
	Consultants	$27,786.20	$19,200.00	$46,986.20
	Miscellaneous	$7,051.39	$4,269.88	$11,321.27
	Total	$45,380.33	$26,249.56	$71,629.89
Transportation Planning	Salaries	$5,251.40	$0.00	$5,251.40
	Travel	$0.00	$0.00	$0.00
	Consultants	$9,500.00	$900.00	$10,400.00
	Miscellaneous	$0.00	$0.00	$0.00
	Total	$14,751.40	$900.00	$15,651.40
Data Collection and Analysis	Salaries	$0.00	$0.00	$0.00
	Travel	$0.00	$0.00	$0.00
	Consultants	$0.00	$0.00	$0.00
	Miscellaneous	$0.00	$0.00	$0.00
	Total	$0.00	$0.00	$0.00
Transportation Improvement Program	Salaries	$3,564.32	$1,064.57	$4,628.89
	Travel	$0.00	$0.00	$0.00
	Consultants	$1,500.00	$300.00	$1,800.00
	Miscellaneous	$0.00	$0.00	$0.00
	Total	$5,064.32	$1,364.57	$6,428.89
RTPO Planning Duties	Salaries	$0.00	$0.00	$0.00
	Travel	$0.00	$0.00	$0.00
	Consultants	$0.00	$0.00	$0.00
	Miscellaneous	$0.00	$0.00	$0.00
	Total	$0.00	$0.00	$0.00
	TOTAL RTPO Reimbursement	$65,196.05	$28,514.13	$93,710.18

RTPO	Peninsula RTPO / Jefferson Transit
Billing Time Period	January 1 - March 31, 2020

TPO Reviewer	Date
Edward Coviello	4/23/2020

RTPO UPWP ACTIVITY DETAIL

ELEMENT From Page 1

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

Program Administration

a. Meeting Support. Provided staff support for January TAC meeting, February Executive Board meeting, and February and March TAC and Executive Committee meetings (TAC mtg cancelled). Support included agenda setting and coordination, development of staff reports and meeting materials, participation in meetings, recaps, corresponence and follow-up as needed. (on-going)

b. Transportation Alternatives Program. Worked with the TAC to develop process details for a 2020 TAP funding cycle and a recommendation to the EB for its approval. Developed application materials and guidance document. Launched the call, and posted and distributed application packets. (process underway)

c. Annual PRTPO representative appointment process. Corresponded with members and their staff to obtain 2020 appointments to the Board and TAC. Developed a perpetual database of PRTPO representatives and contact information for the current calendar year. (complete)

d. PRTPO 2020 Resource Manual. Developed draft concept for review by the EC and developed. distributed final Resource Manual and posted online. (complete)

e. Procurement Policy. Coordinated final revisions between WSDOT and legal counsel review, and submitted for final review and action by the Board. (complete)

f. "Complete Streets" Micro-Grant opportunity. Coordination with WSDOT Active Transport office, Executive Committee, and Executive Board to evaluate the micro-grant opportunity and determine whether to pursue it. (not at this time - complete)

g. SFY 2021 UPWP. Coordinated with the Executive Committee on a framework, budget analysis, and overall approach. Scoped upcoming work program needs, carryover estimates, and unfunded needs. Developed a draft UPWP and budget for EC review, refined, and distributed to WSDOT for review. Participated in a WSDOT meeting to review and comment on the draft. (underway)

h. 2021 Highway System Plan. Provided feedback to WSDOT on key themes from the 2040 RTP for background context in the 2021 Highway System Plan update. (underway)

i. Member Correspondence. Provided letters of support for rural transit agencies participating in statewide application for FTA Section 5339 funds. Developed and distributed Survey Monkey poll to Board representatives for EC feedback on questions related to WSDOT Investment Strategy. General communications re: Covid-19 response.

j. Engagement. Briefed the Port of Allyn Commission about PRTPO and the RTPO planning process. Prepared for a briefing to the WA State Transportation Commission, which was cancelled due to Covid-19. (on-going)

k. PRTPO website. Posted updated information on the website and performed routine maintenance and coordination activities. (on-going)

l. Lead Agency communication and coordination. Routine phone calls, emails, and in-person meetings as needed to ensure overall program coordination. Beta-test new remote meeting technology. There were higher levels of coordination between agencies, EC, and consultant beginning in March in response to Covid-19 pandemic. (on-going)

m. Accounting. Completed monthly and quartely invoicing, reporting, and accounting procedures.

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

Transportation Planning

a. Regional planning work session and materials. Developed approach for EB work session focused on core regional planning responsibilities, creating opportunity to coordinate RTP follow-up activities with development of UPWP. Submitted to EC for review and discussion. (complete)

b. Quarterly MPO/RTPO Coordinating Committee meeting. Prepared for and participated in the meeting, including the Planning Alignment Work Group meeting afterwards which is now a combined meeting. (complete, on-going)

c. Passenger-only Ferry Study RTPO group. Participated in a regional meeting after the MPO/RTPO Coordinating Committee meeting to discuss the study and opportunities for inter-regional coordination, starting with helping PSRC to identify potential stakeholders from member jurisdictions willing to lean into the study effort. Followed up with Executive Committee. (on-going)

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

a. OA policy review. Collaborated with other RTPOs in reviewing and commenting on the original and subsequent drafts of the statewide OA policy being developed by WSDOT, including statewide conference call and commenting on various drafts. (complete)
b. RTIP amendment policy. Developed approach and draft RTIP amendment policy. Reviewed with WSDOT and refined for Executive Board
c. RTIP amenment. Coordinated with Clallam Transit on upcoming RTIP amendment needs, details.

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

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

SIGNATURE		TITLE	DATE
Edward Coviello	Digitally signed by Edward Coviello DN: cn=Edward Coviello, o=Kitsap Transit, ou=Planner, [illegible], c=US Date: 2020.05.04 11:11:50 -07'00'	Transportation and Land Use Planner	4/23/2020

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

INVOICE

Invoice Date	4/23/2020
Invoice ID	5004
Printed on 4/23/2020	Page 1

CUSTOMER	SHIP TO
JEFFERSON TRANSIT 1615 WEST SIMS WAY PORT TOWNSEND, WA 98368	

Please detach and return this portion with your remittance

Customer ID	Customer PO No.	Order Date	Shipped Via	FOB
188		4/23/2020		

Terms	Due Date	If Paid By	Deduct	Sold By
	4/23/2020		$ 0.00	

Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
11419	PRPTO 1st Quarter 2020 Charges	1.00				$25,675.32
11420	10% Administration Charge	1.00				$2,567.53

Subtotal	$28,242.85
Sales Tax	$0.00
Total	$28,242.85
Total Due	$28,242.85

Reconciliation Note

Amount Charged:	$ 28,242.85
Summary Sheet:	25,441.17
Variance:	$ 2,801.68
10% Admin Charge:	(2,567.53)
Additional Amount Wages:	(234.15)
Total Amount:	$ -

Kitsap Transit
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 XXX-XX-1946	1/31/2020 106	JAN PRTPO COORDINATIC Invoice	Paid	10-50313-4102	Other Contractual Services	$6,059.04
XXX-XX-1946	2/29/2020 107	FEB PRTPO COORDINATIC Invoice	Paid	10-50313-4102	Other Contractual Services	$7,997.32
XXX-XX-1946	3/31/2020 108	MAR PRTPO Invoice	Paid	10-50313-4102	Other Contractual Services	$7,300.00
					Totals for 3P TRANSPORTATION SERVICES:	*$21,356.36*
AWC						
AWC	12/17/2019 79350	AWC MEMBER PRTPO Invoice	Paid	10-50901-4102	Membership Dues & Subs.	$300.00
					Totals for AWC:	*$300.00*

PRPTO Wage Support

Account Number	Account:	Date:	Amount	Type	Hours
10-50214-4102	Fringe Benefit	1/3/2020	66.38	Debit	4
10-50214-4100	Fringe Benefit	1/3/2020	66.38	Credit	4
10-50214-4102	Fringe Benefit	1/17/2020	51.28	Debit	3
10-50214-4100	Fringe Benefit	1/17/2020	51.28	Credit	3
10-50214-4102	Fringe Benefit	1/31/2020	136.76	Debit	8
10-50214-4100	Fringe Benefit	1/31/2020	136.76	Credit	8
10-50214-4102	Fringe Benefit	2/14/2020	256.42	Debit	15
10-50214-4100	Fringe Benefit	2/14/2020	256.42	Credit	15
10-50214-4102	Fringe Benefit	2/28/2020	119.66	Debit	7
10-50214-4100	Fringe Benefit	2/28/2020	119.66	Credit	7
10-50214-4102	Fringe Benefit	3/13/2020	153.85	Debit	9
10-50214-4100	Fringe Benefit	3/13/2020	153.85	Credit	9
10-50214-4102	Fringe Benefit	3/27/2020	139.78	Debit	
10-50214-4100	Fringe Benefit	3/27/2020	136.76	Credit	8
10-50214-1102	Fringe Benefit	3/27/2020	3.02	Credit	0.25

Employees:	Hourly Rates:	Department:
Ed Coviello	53.42	4100
Jeremiah Holocomb	37.8	1102

	Salaries and Wages	Allocated Benefits	Direct Benefits	Total Fringe:
January	$ 795.06	$ 254.42	$ 43.75	$ 298.17
February	$ 1,175.24	$ 376.08	$ 91.63	$ 467.71
March	$ 917.59	$ 293.63	$ 71.56	$ 365.19
Total:	$ 2,887.89	$ 924.12	$ 206.94	$ 1,131.06

Kitsap Transit
PRPTO
1st Quarter 2020

	January 2020	February 2020	March 2020	1st Quarter 2020
Staff Salaries & Wages	$560.91	$1,175.24	$917.59	$2,653.74
Staff Fringe Benefit	$298.17	$467.71	$365.19	$1,131.07
Advertising	$0.00	$0.00	$0.00	$0.00
Professional & Tech Service	$0.00	$0.00	$0.00	$0.00
Other Contract Services	$6,059.04	$7,997.32	$7,300.00	$21,356.36
Operating Supplies	$0.00	$0.00	$0.00	$0.00
Third Party Recovery	$0.00	$0.00	$0.00	$0.00
Casuality Insurance	$0.00	$0.00	$0.00	$0.00
Membership, Dues, and Subscription	$300.00	$0.00	$0.00	$300.00
Total	**$7,218.12**	**$9,640.27**	**$8,582.78**	**$25,441.17**

3 P Transportation Services

INVOICE

Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	March 1, 2020 – March 31, 2020
Invoice Number:	108

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: 73 hours @ $100/hour *Professional Services in Delivery of the SFY 2020 UPWP*	$7,300.00
Total Due	$7,300.00

Fund: 3/30 email
Post Date:
Purchase Order Number:
Project #:
Account Code: per PO
Funding Source: 7518
Signed: March 10

CN

Thank you!!

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

3 P Transportation Services

Fund: 10
Post Date: Feb. 2020
Purchase Order Number: 7518
Project #: Per P.O.
Account Code: Per P.O.
Funding Source: Local
Signed: S. Lille

INVOICE

Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: February 1, 2020 – February 29, 2020
Invoice Number: 107

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: 74 hours @ $100/hour *Professional Services in Delivery of the SFY 2020 UPWP*	$7,400.00
Travel Time: 9 hours @ 50% of regular billing rate - $50/hour	$450.00
Mileage Reimbursement: 254 miles at 58 cents/mile	$147.32
Total Due	$7,997.32

ok S. Lille

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

Thank you!!

3 P Transportation Services

10
Post Date: JAN
Purchase Order Number: 71518
Project #:
Account Code:
Funding Source:
Signed:

INVOICE

Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: January 1, 2020 – January 31, 2020
Invoice Number: 106

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: 57 hours @ $100/hour *Professional Services in Delivery of the SFY 2020 UPWP*	$5,700.00
Travel Time: 5 hours @ 50% of regular billing rate - $50/hour	$250.00
Mileage Reimbursement: 188 miles at 58 cents/mile	$109.04
Total Due	$6,059.04

EC

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

Thank you!

Association of Washington Cities

1076 Franklin Street SE
Olympia, WA 98501-1346
(360) 753-4137

Statement

Statement Date 3/11/2020
Customer Account ID 36986

MAR 15 2020

ACCOUNT OF:

Peninsula Regional Transportation Planning Organization
60 Washington Ave, Suite 200
Bremerton, WA 98312

DATE	DESCRIPTION	AMOUNT	BALANCE
12/17/2019	Order #79330 AWC Associate Member-Public Agency/NonPr	$300.00	$300.00
		Total Due	$300.00

CK

membership

~~10-11310-4102~~

10-50901-4102

email 4/3 - Ed Coviello

0 - 30 Days	31-60 Days	61 - 90 Days	Over 90 Days
$0.00	$0.00	$300.00	$0.00

Statement

PRTPO Fiscal Agent Expenses
Jefferson Transit Authority
January 1 - March 31, 2020

	January	February	March	Total	Notes
Staff Salaries and Wages	$ -	$ 162.69	$ -	$ 162.69	
Staff Fringe Benefit/OH Rate	$ -	$ 108.59	$ -	$ 108.59	
Other Reimbursables	$ -	$ -	$ -	$ -	
	$ -	$ 271.28	$ -	$ 271.28	

Break out data:		Wages	Benefits/OH	Total
Crouch	2/3/2020	$ 86.13	$ 57.49	$ 143.62
Crouch	2/4/2020	$ 19.14	$ 12.78	$ 31.92
Crouch	2/25/2020	$ 38.28	$ 25.55	$ 63.83
Crouch	2/26/2020	$ 19.14	$ 12.78	$ 31.92
		$ 162.69	$ 108.59	$ 271.28

Back to Agenda

Attachment C

ACTION ITEM

To: PRTPO Executive Board
From: Edward Coviello
Date: June 19, 2020
Subject: **PRTPO Regional Transportation Improvement Plan (RTIP) Amendment Process**

REQUESTED ACTION:

Approve RTIP Amendment Process for the PRTPO

Overview

At the April 17th meeting of the PRTPO Executive Board, a recommendation that the PRTPO staff work with the Technical Advisory Committee (TAC) in reviewing the Regional Transportation Improvement Plan (RTIP) Amendment Process. The RTIP Amendment process was brought before the TAC at their May 21st meeting for review. No comments have been received as of June 10th from the TAC. One comment from the Executive Board was received and incorporated into the attached document.

Attached is the updated format for the PRTPO RTIP. This format includes a cover page with adoption dates, a description of the RTIP, the RTIP process, including amendments, and a link to the listing of projects.

For More Information:

Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com

FFY 2020-2025

Peninsula Regional Transportation Planning Agency

Regional Transportation Improvement Program (RTIP)

ENDORSED BY THE PENINSULA RTPO ON SEPTEMBER 20, 2019

AMENDED APRIL 17, 2020

PREPARED BY:

KITSAP TRANSIT

60 WASHINGTON AVE, SUITE 200

BREMERTON, WA 98337

INTRODUCTION

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

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

DEVELOPMENT OF THE RTIP

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

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

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

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

POLICY FOR AMENDMENTS

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

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

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

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

FISCAL SUMMARY 2020-2025

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

2020-2025 RTIP PROJECTS

Projects are listed by each PRTPO jurisdiction at https://prtpo.kitsaptransit.com/publications.htm.

For more information contact:

Edward Coviello, PRTPO Coordinator
60 Washington Ave, Suite 200
Bremerton WA, 98337
Phone: 360-824-4919
Email: edwardc@kitsaptransit.com

Attachment D

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black
Date: June 12, 2020
Subject: **SFY 2021 Unified Planning Work Program**

REQUESTED ACTION:

The Board is asked to approve Resolution 01-2020, adopting the SFY 2021 Unified Planning Work Program for the Peninsula Region.

Overview

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

The draft was reviewed by WSDOT for compliance with state requirements prior to the Board's review in April, and this draft meets all state requirements.

The total work program budget is based on available state RTPO planning funds and includes some amount of carryover funds that will not be spent in this current fiscal year. The final budget will be adjusted to reflect actual unexpended SFY 2020 funds when those totals are finalized in July.

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

Next Steps

Board approval of the adopting resolution enables PRTPO to submit this UPWP to WSDOT and begin its implementation on July 1st.

Attachment:

PRTPO Resolution 01-2020
SFY 2021 UPWP for the Peninsula Region

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 01-2020

Approving the SFY 2021 Unified Planning Work Program for the Peninsula Region

Recitals

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

WHEREAS, WSDOT requires a Unified Planning Work Program (UPWP) that describes what work will be accomplished with designated state RTPO planning funds prior to use of those funds for regional planning purposes; and

WHEREAS, the PRTPO is responsible for developing and approving a UPWP for the Peninsula region; and

WHEREAS, the SFY 2021 UPWP for the Peninsula Region addresses state and federal compliance requirements for PRTPO and other planning activities with the associated budget to support those activities.

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

THAT the scope and budget of the Unified Planning Work Program for SFY 2021 be approved as per the attached document with the understanding that minor changes in work activity or budget may be made with Board approval as long as it does not increase the work program budget; and

THAT the Lead Planning Agency and Lead Fiscal Agency are authorized to file the necessary agreements, execute contracts with the WSDOT, and administer the work program on behalf of PRTPO.

APPROVED, this 19th day of June, 2020.

ATTEST:

_____

Bek Ashby, Chair

ATTEST:

_____

John Clauson, Lead Planning Agency

PENINSULA RTPO UNIFIED PLANNING WORK PROGRAM

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

FOR PRTPO EXECUTIVE BOARD APPROVAL
June 21, 2020

DRAFT

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 01-2020

Approving the SFY 2021 Unified Planning Work Program for the Peninsula Region

Recitals

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

WHEREAS, WSDOT requires a Unified Planning Work Program (UPWP) that describes what work will be accomplished with designated state RTPO planning funds prior to use of those funds for regional planning purposes; and

WHEREAS, the PRTPO is responsible for developing and approving a UPWP for the Peninsula region; and

WHEREAS, the SFY 2021 UPWP for the Peninsula Region addresses state and federal compliance requirements for PRTPO and other planning activities with the associated budget to support those activities.

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

THAT the scope and budget of the Unified Planning Work Program for SFY 2021 be approved as per the attached document with the understanding that minor changes in work activity or budget may be made with Board approval as long as it does not increase the work program budget; and

THAT the Lead Planning Agency and Lead Fiscal Agency are authorized to file the necessary agreements, execute contracts with the WSDOT, and administer the work program on behalf of PRTPO.

APPROVED, this 19th day of June, 2020.

ATTEST:

_____

Bek Ashby, Chair

ATTEST:

_____

John Clauson, Lead Planning Agency

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PRTPO 2020 Officers

Bek Ashby, Chair	**Randy Neatherlin, Vice-Chair**	**Tammi Rubert, Secretary**
City of Port Orchard	*Mason County*	*Jefferson Transit*

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

BACKGROUND

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

Regional Transportation Planning Organization Responsibilities

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

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

- Develop and maintain a minimum 20-year regional transportation plan that reflects locally adopted land use plans and growth strategies, and which considers all modes of travel and all system users. The long-range plan must be consistent with statewide transportation goals in RCW 47.04.280. It must include strategies for achieving the plan's vision and goals and identify funding resources to carry out the recommended strategies.

- Develop and maintain a Coordinated Human Services Transportation Plan that supports mobility needs of the region's population that have special transportation needs. This is updated every four years and serves as the foundation for Consolidated Grants funding recommendations.

- Maintain consistency between local comprehensive plans and the regional transportation plan, and between the regional plan and countywide planning policies. This includes consistency between local, regional, and state level system performance or other level of service standards. It builds on and strengthens on-going coordination and collaboration between the region's transportation partners.

- Produce a six-year Regional Transportation Improvement Program (RTIP) based on those developed by local jurisdictions, transit agencies, and WSDOT. Federally funded projects must be included in the RTIP before they can be added to the Statewide TIP for funding obligation.

- Identify projects to receive Transportation Alternatives program funding, and Consolidated Grants funding candidates that support coordinated human transportation services.

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- Collaborate with local, regional, state, federal, and tribal partners as appropriate to support efforts that benefit the regional and statewide multimodal transportation system.

- Create opportunities for public education and engagement in developing and carrying out a regional transportation program.

- Ensure coordination and consultation with Indian tribes.

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

State Emphasis Areas

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

Planning activities WSDOT will undertake in SFY 2021 include:

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

UPWP Development Process

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

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

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

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

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

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

Description of the Region

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

Figure 1: Map of the Peninsula Region

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

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

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

Kitsap County is the only county in Washington formally associated with two different RTPOs: the highly rural Peninsula RTPO and the highly urban Puget Sound Regional Council. This reflects the important gateway role of Kitsap County in linking the Olympic and Kitsap Peninsulas with the Seattle metropolitan area. Kitsap County connects rural communities and businesses to metropolitan opportunities and connects people in those highly urban areas to rural recreational, cultural, tourism, and environmental opportunities throughout the region.

Regional Transportation Planning Organization Structure

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

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

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

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

Lobbying Activities

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

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PRTPO SFY 2021 WORK PROGRAM

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

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

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

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

SFY 2021 UPWP Financial Summary

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

SFY 2021 Estimated Budget and Funding by Work Element

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

*Final SFY 2020 RTPO funding amount determined in July.

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Work Element 1 - Program Administration

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

Program Administration Summary:

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

Program Administration Activities:

1.1 Meeting Support

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

Deliverables:

- Meeting agenda packets and presentation materials, meeting records

1.2 Public Information and Communications

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

Deliverables:

- Website platform for communications
- Correspondence

1.3 Title VI Compliance

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

Deliverable:

- Title VI Annual Report

DRAFT

1.4 PRTPO Support

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

Deliverables:

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

1.5 UPWP Management

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

Deliverables:

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

1.6 Accounting

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

Deliverables:

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

Estimated Level of Effort:

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

DRAFT

Work Element 2 – Transportation Planning

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

Transportation Planning Summary:

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

Transportation Planning Activities:

2.1 Long-range planning

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

Deliverables:

- Meeting materials and process support documents

2.2 Regional Coordination and Collaboration

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

Deliverables:

- Correspondence and materials

2.3 Tribal Consultation

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

Deliverables:

- Correspondence and materials

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2.4 Human Services Transportation Planning

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

Deliverables:

- HSTP Scope of Work for SFY 2022-2023

2.5 PRTPO Transportation Outlook 2021

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

Deliverables:

- PRTPO Transportation Outlook 2021 briefing materials

2.6 Regional Grants Administration

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

Deliverables:

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

Estimated Level of Effort:

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

DRAFT

Work Element 3 – Regional TIP

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

Regional TIP Summary:

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

Regional TIP Activities:

3.1 Develop and Maintain Regional TIP

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

Deliverables:

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

3.2 Monitor Obligation Authority for Federally Funded Projects

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

Deliverables:

- Correspondence and meeting materials if needed

Estimated Level of Effort:

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

Work Element 4 – Other PRTPO Activities in SFY 2021

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

Other PRTPO Activities in SFY 2021 Summary:

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

Other PRTPO Activities in SFY 2021:

4.1 PRTPO Legislative Agenda

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

Deliverables:

- Meeting materials

4.2 Scope and Initiate PRTPO Website Overhaul

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

Deliverables:

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

DRAFT

4.3 Title VI Plan Update

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

Deliverables:

- 2021 Title VI Plan Update
- Meeting materials and correspondence

4.4 Public Participation Plan Update

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

Deliverables:

- 2021 Public Participation Plan Update
- Meeting materials and correspondence

Estimated Level of Effort:

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

DRAFT

Other Planning Activities within the Peninsula Region

WSDOT Olympic Region Planning

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

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

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

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

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

WSDOT Olympic Region prepares and adopts its own UPWP.

DRAFT

Appendix A: SFY 2021 Unfunded Needs

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

A. PRTPO Website Overhaul

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

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

B. Regional EV Network Plan

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

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

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

C. At-Grade Intersection Analysis Phase 2

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

Estimated cost = $20,000

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Appendix B: PRTPO Members

PRTPO Members

Clallam County
Jefferson County
Kitsap County
Mason County

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

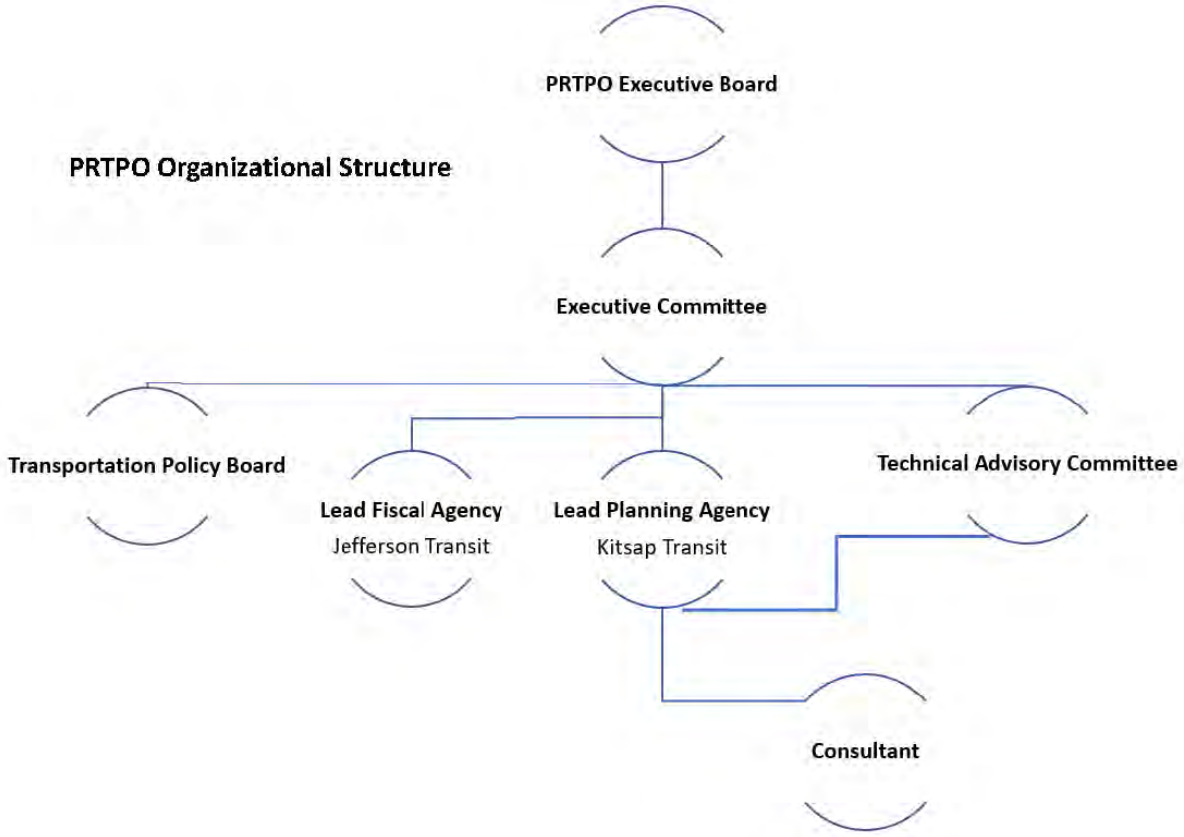
Clallam Transit
Jefferson Transit
Kitsap Transit
Mason Transit

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

WSDOT Olympic Region

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

DRAFT



Appendix C: SFY 2019 UPWP Annual Report of Performance and Expenditure *(submitted in 1st Quarter SFY 2020)*

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PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

JULY 1, 2018 – JUNE 30, 2019
ANNUAL PERFORMANCE AND EXPENDITURE REPORT

SUMMARY:

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

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

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

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

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

WORK PROGRAM EFFORTS

A) PROGRAM ADMINISTRATION

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

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

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

1) Administered the Peninsula RTPO Transportation Planning Program:

a. Peninsula RTPO Staff provided administrative support to the Executive Board (EB), Transition Core Group, and the Technical Advisory Committee (TAC). Staff coordinated, prepared meeting materials, and facilitated eight EB meetings, five Transition Core Group meetings, and five TAC meetings. The Transition Core Group meetings helped address issues with the Lead Agency Staff transition from WSDOT to Kitsap Transit.

b. As part of the lead agency transition, The Peninsula RTPO was required to recertify as a RTPO. The Transition Core Group members coordinated the update to the PRTPO's foundation documents. The bylaws were updated to be consistent with the new Inter-local agreement.

c. Peninsula RTPO staff provides on-going communication and coordination between the Peninsula RTPO, WSDOT, State, and Federal Agencies.

d. Developed the Unified Planning Work Program (UPWP) for Program Year 2020. The Peninsula RTPO staff worked closely with WSDOT headquarters on the review of the UPWP. The Peninsula RTPO's Executive Board members approved and adopted the UPWP on June 21, 2019.

e. Coordinated and provided administrative support for the Peninsula RTPO's Consolidated Grant Applications Ranking and Prioritization process. The Consolidated Grant Program provides both state and federal funding to support public transportation services statewide.

f. Peninsula RTPO funding was earmarked for Kitsap Transit, Jefferson Transit and the Kitsap County Prosecuting Attorney's office for the lead agency, fiscal agent, and legal services respectively during the transition. A total of $59,157 was earmarked: $39,336 for the new lead agency (Kitsap Transit); $13,352 for legal services (Kitsap County Prosecuting Attorney), and $6,469 for the fiscal agent (Jefferson Transit).

2) Facilitated coordinated transportation planning in the region

a. Peninsula RTPO Staff participated in quarterly MPO/RTPO/WSDOT Coordinating Committee meetings during the program year.

b. The Peninsula RTPO acted as central point for regional transportation planning for the Olympic Peninsula region.

c. Continued to support and participate in statewide planning document processes, to include, but not limited to Washington Transportation Plan 2040, Phase II, Washington State Ferries Long Range Plan, Highway System Plan, and Fast Act Target Setting Collaboration, Transportation Efficiency, Aviation System Plan, Corridor Sketches, Statewide Travel Demand Model, Practical Solutions, and GMA Enhanced Collaboration. This effort includes review of new and updated statewide planning documents per WAC 468.86.090(7) to ensure regional issues and policies are addressed.

B) TRANSPORTATION PLANNING

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

a. Responded to informational requests from state/federal elected officials relating to the PRTPO's plan and priorities, while following state law RCW 42.17A.635, and other agency rules regarding use of state funding in lobbying. Note: The Peninsula RTPO's work program activities do not include lobbying. No lobbying activities occurred outside of those eligible activities conducted as part of regular activities as described in Title 23 and Title 49 and in RCW 42.17A.635, no certification and disclosure form as required by federal and state law was needed.

b. The Regional Transportation Plan (RTP) is currently going through a major update process. The RTP is an on-going effort and core activity of the Growth Management Act with formal updates on an annual review and evaluation process. The Introduction; Policy Framework; Regional Transportation System; Trends, Conditions, Needs, and Performance; Financial Plan; Regional Transportation Strategies; sections are now updated. The Next Steps and Outreach sections will be completed later this year with the final plan scheduled for approval in November 2019.

c. The Peninsula RTPO's webpage is a vital communication asset with readily available information at a glance for members and public alike. As part of the lead agency transition, the Peninsula RTPO's webpage was moved to Kitsap Transit. Administered the Peninsula RTPO's transportation planning communications and outreach information by:

    i. Development of a Legislative fact sheet describing the Peninsula RTPO and their priority projects.

    ii. Managed the Peninsula RTPO's webpage to increase its effectiveness to educate and inform the public on the organization as well as the dissemination of organizational information to the public and Peninsula RTPO membership.

d. Completed the Peninsula RTPO's Peninsula Regional Non-motorized Connectivity Study. The study compiles existing information on regional non-motorized facility connectivity into a comprehensive map depicting consistent definitions and identification of non-motorized facility types, gaps, and options to close the gaps.

e. Completed the update to the 2019 Coordinated Public Transit – Human Services Transportation Plan and the Consolidated Grant Applications Ranking and Prioritization process for the Peninsula RTPO.

C) DATA COLLECTION AND ANALYSIS

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

D) TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

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

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

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

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

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

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

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

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

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

F) ACTUAL SFY 2019 FINANCIAL SUMMARY

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

Attachment E

ACTION ITEM

To: PRTPO Technical Advisory Committee
From: Thera Black and Edward Coviello
Date: June 12, 2020
Subject: **SFY 2020 Transportation Alternatives Program Funding Awards**

REQUESTED ACTION:

The Board is asked to approve project funding awards for Transportation Alternatives grants, and to approve a contingency list of projects in case additional funding becomes available.

Board members are asked to review the application packet ahead of the meeting. Applicants prepared recorded presentations for their proposals, which can be watched online. Presentations will not be viewed during the meeting.

Summary

PRTPO launched its 2020 Transportation Alternatives (TA) Call for Projects on February 28. PRTPO will award up to $1.25 million in federal TA funds to priority regional projects. Five proposals were received totaling $1.9 million in funding requests.

The Technical Advisory Committee evaluated and ranked the applications at its May 21st meeting. Highlights of that review process follow. The TAC made the following funding recommendation to the Board:

TAC Funding Recommendation for 2020 Transportation Alternatives Program

Project Name, in Rank Order	Total Ask	TAC TAP Funding Recommendation	TAC Recommended Contingency List
Forks Multi-User Calaway River Trail Bridge & Olympic Discovery Trail Project	$ 450,000	$ 450,000	$ -
Race Street Complete Street	$ 500,000	$ 487,240	$ 12,760
SR 19 Rhody Drive Bike-Ped Improvements	$ 567,540	$ 262,000	$ 305,540
Olympic Discovery Trail - Tribal Land Adjacent to Old Blyn Highway Project	$ 253,456	$ 50,751	$ 202,705
West Railroad Ave-South 8th Street to Pacific Court	$ 164,412	$ -	$ 164,412
TOTALS	$ 1,935,408	$ 1,249,991	$ 685,417

Background

As the Regional Transportation Planning Organization for the Peninsula Region, PRTPO is responsible for identifying priority projects to receive federal Transportation Alternatives program funding. TA projects include trail and other bike and pedestrian projects, as well as a wide array of environmental, aesthetic, historic, and other non-vehicular project types. The Board received briefings earlier on the TA program and approved the overall process in February.

The region has about $215,000 +/- available annually to award. That is too small of an amount to conduct a meaningful process with federal funds. The Local Programs office of WSDOT Olympic Region worked with PRTPO, enabling it to spend ahead to amass a more reasonable pool of funds. This process initiates a biennial process. PRTPO will conduct another call for projects in 2022 and will award about $450,000 in that process.

2020 Application Evaluation and Ranking Process

Five applications were received, totaling $1.9 million. The TAC conducted a detailed review and ranking of the proposals prior to making its funding recommendation to the Board.

To facilitate that process, which was conducted remotely, each applicant recorded a presentation to accompany their application. TAC members reviewed the application materials and watched the presentations prior to the TAC meeting. Applications with a link to the project videos are included in the attachment.

At their meeting on May 21, TAC members conducted a thorough Q&A with each applicant to better understand funding packages, relationships to other projects, project readiness and specific elements of each project, and other considerations.

An initial ranking was developed using a "forced-choice" model frequently used by WSDOT. This model compares every project to every other project to determine overall ranking. This entails a lot of discussion about specific details of each project and back-and-forth deliberations about relative merit. Sometimes this resulted in ties. All of this contributed to the final scores that determined an initial ranking. Following are the scores resulting from this ranking process.

PRTPO CY 2020 Transportation Alternatives Project Ranking

Project Proposals

Project Sponsor	TAP Request	Phase(s)	Obligation Yr
Forks Multi-User Calaway River Trail Bridge & Olympic Discovery Trail Project			
Clallam County, w/ Forks	$ 450,000	PE & CN	2021 / 2022
Olympic Discovery Trail - Tribal Land Adjacent to Old Blyn Highway Project			
Jamestown S'Klallam Tribe	$ 253,456	PE & CN	2021 / 2022
SR 19 Rhody Drive Bike-Ped Improvements			
Jefferson County	$ 567,540	PE & CN	2021 / 2022
Race Street Complete Street			
Port Angeles	$ 500,000	CN	2021
West Railroad Ave-South 8th Street to Pacific Court			
Shelton	$ 164,412	PE	2021

PAIRWISE EVALUATION MATRIX - TAC Evaluation and Ranking Results, 21 May 2020

Evaluation order determined by random letter assignment

	PROJECTS	A Port Angeles	B Jamestown S'Klallam	C Clallam County	D Jefferson County	E Shelton	Prelim Rank
A	Port Angeles	A	A	A/C	A	A	4.5
B	Jamestown S'Klallam	A	B	C	D	B/E	1.5
C	Clallam County	A/C	C	C	C	C	4.5
D	Jefferson County	A	D	C	D	D	3
E	Shelton	A	B/E	C	D	E	1.5

Each project will be evaluated on the basis of its own intrinsic benefits, though some common considerations apply to all:

a. Is the proposed TAP project and delivery schedule feasible as described?

b. Are the required matching funds and other needed revenues identified and secured?

c. Has the sponsor exceeded the minimum 13.5% local match or brought other resources to the table?

d. Has the sponsor obtained financial partnerships for this TAP proposal?

e. If funds are requested for construction, is this a shovel-ready project?

f. Can the project be scaled or phased without materially changing the project?

The TAC then worked to develop its funding recommendation. Funds requested exceeded funds available by more than $685,000.

TAC members discussed project readiness considerations, leverage opportunities, and reduced funding scenarios, among other factors in making its funding recommendation.

The funding recommendation presented on the first page includes two parts. First are the recommended funding awards for projects.

The TAC recommendation also includes a contingency funding list, identified in the second column. These are additional funds that projects might receive if more TA funds come available before the next call for projects in 2022, or if a project on the funded list is unable to proceed as expected. The TAC recommended that contingency funding be awarded in the priority array presented.

TAC turnout was very high, with broad participation from every county in the region. Despite the challenges often associated with virtual meetings, TAC members had a robust and collegial discussion. Great interest was expressed in all the projects.

Next Steps

The Board is asked to consider the TAC's recommendation and to make a funding decision on TA project funding. Award letters will be sent out, and projects awarded funding will be amended into the Statewide Transportation Improvement Program (STIP). All funded projects are expected to be "obligated," that is, under contract with WSDOT, no later than August 1, 2021 though all are expected to be underway well before that.

In early 2021, PRTPO must report to WSDOT on the progress of TA projects and the Board can review the status of these regionally funded projects at that time.

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com

PRTPO 2020 Transportation Alternatives Program Applications

Contacts: Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com

Contents

This packet includes links to the five applications listed below. The list is hyperlinked: click on the name to go straight to the application on the PRTPO website. Applications are ordered below in the TAC's priority array.

Local Agency Application Packets

- Forks Multi-User Calaway River Trail Bridge & Olympic Discovery Trail Project
- Race Street Complete Street
- SR 19 Rhody Drive Bike-Ped Improvements
- Olympic Discovery Trail – Tribal Land Adjacent to Old Blyn Highway Project
- West Railroad Ave-South 8th Street to Pacific Court

Note: If you prefer to receive all of the applications via email, please let us know and we will send you a zipped file that easily opens on your computer.

Project Presentations

Applicants recorded a presentation to accompany their applications. These presentations provide more context than can be included in the application form. Presentations range from 3 – 14 minutes and are posted to a PRTPO YouTube channel set up for this process. You can access the video channel by clicking the PRTPO logo in the upper left corner of each application cover page, or by following this link - https://www.youtube.com/channel/UC7484WQRTyScK-uadpXeIEA/ . Board members are asked to view the presentations before the Executive Board meeting. They will not be shown during the meeting.

If you are unable to stream YouTube videos on your computer, please contact either of us so we can work out a different way for you to access the videos.

TAC Funding Recommendation

The TAC met on May 21st to evaluate and rank projects, and make its funding recommendation to the Board. A summary of that review is included in the Executive Board staff report. Results are on the following page.

TAP Project Summary and TAC Funding Recommendation - 21 May 2020

Project Name, in Rank Order	Total Ask	U / R	Phases and Obligation Years				Scalability		Notes	TAC TAP Funding Recommendation	TAC Recommended Contingency List
			PE	Year	CN	Year	Scalable?	Amount			
Forks Multi-User Calaway River Trail Bridge & Olympic Discovery Trail Project (tied w/Race Street)	$ 450,000	Rural	YES	2021	YES	2022	YES	$ 75,000	Can accept partial funding to complete PE	**$ 450,000**	**$ -**
Race Street Complete Street (tied with Forks/Calaway River Trail Bridge & ODT Project)	$ 500,000	Urban	NO	n/a	YES	2021	YES	$ 400,000	Can accept partial funding but construction length will be shorter	**$ 487,240**	***$ 12,760.00***
SR 19 Rhody Drive Bike-Ped Improvements	$ 567,540	Rural	YES	2021	YES	2022	YES	$ 431,508	Can accept partial funding to complete PE and CN for North segment only	**$ 262,000**	***$ 305,540.00***
Olympic Discovery Trail - Tribal Land Adjacent to Old Blyn Highway Project (tied with West Railroad Ave - S 8th Street to Pacific Ct project)	$ 253,456	Rural	YES	2021	YES	2022	YES	$ 50,571	Can accept partial funding to complete PE	**$ 50,751**	***$ 202,705.00***
West Railroad Ave-South 8th Street to Pacific Court (tied with ODT - Tribal Land Adjacent to Old Blyn Highway project)	$ 164,412	Urban	YES	2021	NO	n/a	NO	$ 164,412	Shelton will seek CN funding in the future but is not applying for it at this time.	**$ -**	***$ 164,412.00***
TOTALS	**$ 1,935,408**							**$ 1,121,491**		**$ 1,249,991**	***$ 685,417***

TOTAL TAP FUNDING AVAILABILITY: $ 1,249,991
TOTAL TAP ASK: $ 1,935,408
DIFFERENCE: $ (685,417)

TOTAL TAP FUNDING AVAILABILITY: $ 1,249,991
TOTAL TAC Recommendation: $ 1,249,991
DIFFERENCE: $ -

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Attachment F

INFORMATION ITEM

To: PRTPO Executive Board
From: Thera Black
Date: June 12, 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:

- **Passenger Only Ferry Study.** PSRC conducted a community survey to collect input on routes proposed for feasibility analysis. That survey closed on June 4. Preliminary findings and insights as to how this input will shape the work going forward is expected to be available before the Board's meeting. For more information or to be added to the Passenger Only Ferry distribution list, please contact: Gil Cerise | GCerise@psrc.org | 206.330.9091

- **Executive Committee Meeting on June 3.** The Executive Committee met remotely with the Lead Planning Agency and Lead Fiscal Agency on June 3rd. The EC:
  - Reviewed and provided guidance on the upcoming new state fiscal year work program and coordination of Executive Board and TAC workflow
  - Discussed the process for engaging the Board in development of a regional 2021 legislative agenda
  - Reviewed and updated the Executive Board agenda for June
  - Reviewed plans to migrate the PRTPO website to a more modern hosting platform
  - Reviewed and supported changes to the Board's August meeting location
  - Discussed opportunities for PRTPO to support local members and their needs

On the Horizon

- **Investment Strategy Coordination.** PRTPO conveyed its interest to WSDOT in participating on the statewide Transportation Investment Strategy work group. The first meetings will be in July. On June 11, Secretary Millar shared the following in his message to participants:

  Although we are experiencing extraordinary events that affect all our time and resources, the pandemic highlights why the Investment Strategy work is important. Effective long-range collaborative planning is precisely the kind of critical strategic work that helps us be resilient in an uncertain and resource-constrained world. My challenge to this committee is to provide the legislature with well-coordinated and fact-based information for transportation project selection and budgeting.

  As a first step, this committee will establish a mutual understanding of:

  - *Problems and opportunities with the way WSDOT, MPOs and RTPOs currently prioritize transportation investments.*
  - *A shared vision of what we want to achieve.*

- *Principles for collaboration.*

We can't predict the future, but we can focus on the shared values we hold to co-create a vision for how transportation investments will make a difference in people's lives.

As more details are known they will be shared with the Executive Committee and Board.

- **Consolidated Grants Process**
  Current expectations are that WSDOT will launch its 2021 Consolidated Grants process in late July. This is a program that PRTPO helps administer for WSDOT, identifying and prioritizing projects that support special transportation needs and services for some of the most vulnerable members of the region. We are coordinating closely with WSDOT and the Executive Committee to understand the schedule for this process and how to best coordinate it with other PRTPO activities.

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

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