



**PRTPO TECHNICAL ADVISORY
COMMITTEE MEETING**

May 21, 2020 | 10:00 AM – 12:30 PM

**Remote Meeting by Zoom Video
Conferencing**

Information at Bottom of Agenda

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|----|---------------|---|--|
| 1. | 10:00 – 10:05 | Chair's Welcome and Introductions | |
| 2. | 10:05 – 10:10 | Approval of Agenda
Approval of Minutes from January 30, 2020 (<i>Attachment</i>) | ACTION
<i>Chair Clark-Getzin</i> |
| 3. | 10:10 – 12:10 | Transportation Alternatives 2020 Review, Ranking, and Recommendations
Review and rank five TAP applications. (<i>Attachment</i>)
<u>Action Requested:</u> Forward a recommendation to the Executive Board on Transportation Alternatives funding awards. View project presentations at:

https://www.youtube.com/channel/UC7484WQRTyScK-uadpXeIEA | ACTION
<i>PRTPO Coordinators</i> |
| 4. | 12:10 – 12:20 | 2021-2026 RTIP/STIP Update and Draft Policy Review (<i>Attachment</i>)
<i>Lead Agency staff will review the upcoming RTIP/STIP deadlines for the 2021-2026 RTIP/STIP and a review of the Draft Policy Document.</i> | DISCUSSION
<i>PRTPO Coordinators</i> |
| 5. | 12:20 – 12:30 | Member Updates and Adjourn | DISCUSSION
<i>Chair Clark-Getzin</i> |

Remote meeting connection:

Join Zoom Meeting via Computer

<https://us02web.zoom.us/j/89829778588?pwd=Z2xSV1BmcHJ6MVE3bHlKVlBhaURnQT09>

Meeting ID: 898 2977 8588

Password: 4780

One tap mobile

+12532158782, 89829778588# US (Tacoma)

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 898 2977 8588

Peninsula Regional Transportation Planning Organization

Draft TAC Meeting Summary

Meeting Location:

Jamestown S’Klallam Tribal Center, Blyn Washington

January 30, 2020

Attendees

Technical Advisory Committee Member

Annette Nesse, Jamestown S’Klallam Tribe

Theresa Turpin, WSDOT Olympic Region

Melissa Mohr, Kitsap County

Michael Bateman, Poulsbo

Dennis Engel, WSDOT Olympic Region

Judy Scott, Port of Allyn

Dick Taylor, Port of Shelton

Ken Gil, Shelton

Chris Bruning, Port Angeles

Jayne Brooke, Jefferson Transit

Mike Oliver, Clallam Transit System

TAC Chair, Wendy Clark-Getzin, Jefferson County

On the phone

Danette Brannin, Mason Transit

Penni Giles, Squaxin Island Tribe

Staff/Guests

Edward Coviello, Kitsap Transit / PRTPO Coordinator

Elizabeth Safsten, Peninsula Community Liaison - WSDOT Public Transportation Division

Thera Black, PRTPO Coordinator

Welcome & Introductions

TAC Chair Wendy Clark-Getzin opened the meeting and initiated self-introductions around the table.

Approval of January 30th 2020 TAC Agenda and the November 7th TAC Meeting Minutes

The TAC approved the agenda and draft minutes from the November 7th meeting under the condition that a spelling error be corrected.

WSDOT Public Transportation Division Olympic Region Representative Introduction

Elizabeth Safsten, Peninsula Community Liaison - WSDOT Public Transportation Division introduced herself to the TAC. She offered her assistance in connecting members to resources at WSDOT, specifically, with regards to ADA and Civil Rights. She has an office in the Peninsula Region. Elizabeth was welcomed by the TAC members.

Transportation Alternatives (TA) Grant Process

Thera Black, PRTPO Coordinator, presented the proposed TA guidelines with a timeline and milestones for the grant process. She intends to present it to the Executive Board on February 21st. Chair Clark-Getzin suggested that the proposed guidelines be discussed in detail. Thera handed out the materials for the TAC to review and noted the program requires a minimum 13.5% local match. The WSDOT Olympic Region Local Programs office has offered to be the CA sponsor for the members who are not CA certified. Judy Scott from the Port of Allyn asked about Road Diets and the application to this grant funding program.

The PRTPO Regional Transportation Plan is a good reference for applicable projects as is the most recent RTIP.

Thera offered PRTPO staff assistance with the application process. She explained that this is the first round under the new PRPTO structure.

Michael Bateman of Poulsbo asked if the projects must be in the TIP. Mr. Coviello answered that it is strongly encouraged to display project readiness and acceptance by the community using the TIP public participation process.

Mike Oliver cautioned the TAC about using the funds with the need to flex to the FTA as it can be complex.

Discussion followed about whether or not to set a cap and scaling of projects. The TAC agreed that there is no project funding limit and that projects with the ability to scale could help achieve success if there are limited funds in relation to the number of projects received.

The TAC was briefed about the proposed timeline and that the process for the grant applications will need Board approval on February 21st. Thera will provide assistance to potential applicants as this is the first round of a regular 2-year calls for projects. The TAC approved the memo, dated January 16, 2020, which identified amount of the call, eligibility based on the CFR, a contingency list, schedule with a tentative start date of February 28th pending EB approval on February 21. Other deliberations were for the scoring process, setting aside 2- days in the calendar until we see how many applications are submitted, not setting a project cap and encouraging scaleable projects and adoption in a TIP/TDP or CIP. The TAC requested the transmittal by email of the former TAP selection criteria developed by WSDOT and used in the last call. Thera agreed to find it from Debbie Clemens. The TAC consented to the new pairwise process recommended by the Lead Agency.

The EB will receive a ranked project list and not a numerically scored list with the new process. The TAC will make recommendations for EB approval on June 19th to allow for updating the RTP and STIP for FFY2021. There is a likely call for projects on February 28th.

Title VI Training Report Out

Thera Black gave a brief overview of the Title VI training held at Kitsap Transit on December 16, 2019. The WSDOT's Gretchen Gleue, Title VI Local Agency Compliance Lead, presented the latest in Title VI efforts and requirements to several transit staff from the PRTPO Region and WSDOT staff. This training was the result of consensus from the PRTPO TAC members to further training opportunities for members when able to accommodate such under the Executive Board's direction.

2020 Meeting Schedule

The TAC agreed to the following meeting dates and locations:

March 19, 2020 - Bremerton – Kitsap Transit Offices

May 21, 2020 - Jamestown S'Klallam – Red Cedar Hall

July 16, 2020 - Bremerton – Kitsap Transit Offices

September 17, 2020 - Jamestown S'Klallam – Red Cedar Hall

November 19, 2020 - Bremerton – Kitsap Transit Offices

Member Updates and Adjourn

Consensus was sought from the TAC to attend the MPO/PRTPO quarterly meeting by conference call and support a manageable change in the Statewide OA policy on behalf of the Peninsula Region.

The next meeting is March 19th at the Kitsap Transit offices in Bremerton on the 3rd floor.

ACTION ITEM

To: PRTPO Technical Advisory Committee
From: Thera Black and Edward Coviello
Date: May 14, 2020
Subject: **Transportation Alternatives 2020 Review, Ranking, and Recommendations**

REQUESTED ACTION:

The TAC is asked to forward a recommendation to the PRTPO Executive Board on 2020 TAP funding awards.

Overview

PRTPO will award up to \$1.25 million in federal Transportation Alternatives (TA) program funds to priority regional projects. A call for projects issued on February 28 generated five proposals totaling \$1.9 million in funding requests. PRTPO staff worked with applicants to address any outstanding questions and the enclosed applications reflect their formal funding proposals.

Subsequent to initiating the call for projects, Washington implemented social distancing measures in response to the COVID-19 pandemic. We extended the due date by two weeks to help accommodate the disruption experienced by local partners. The original evaluation format was also modified somewhat to account for remote meeting logistics.

To that end, each applicant has recorded a brief presentation for their proposal that TAC members are asked to view before the meeting. We will not watch the presentations during the TAC meeting. Applicants will be on hand during the meeting to answer any questions TAC members may have after reviewing the proposals and watching the presentations in preparation for the discussion.

After an initial discussion about the five projects, TAC members will engage in a Pairwise “forced choice” ranking process described in the attached materials. This will produce a preliminary ranking from which the TAC will develop a final funding recommendation for the Board’s consideration on June 19.

The agenda will be driven by the TAC discussion. The following is provided as guidance for that discussion.

- :05 Brief introduction and overview, basic process questions (PRTPO coordinators)
- :30 General discussion about the five projects and applicant responses to any outstanding questions
- :60 Evaluation and Pairwise ranking of the five proposals
- :30 Refinement of ranking and development of a funding recommendation

In addition to the five application packets, review support materials include an Overview and an TAP Ranking Sheet in an Excel document.

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com

DISCUSSION ITEM

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

REQUESTED ACTION:

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

Overview

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

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

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

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

Attachment:

PRTPO 2020-2025 RTIP Report, with Amendment Policy

For More Information:

Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com



FFY 2020-2025

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



ENDORSED BY THE PENINSULA RTPO ON SEPTEMBER 20, 2019

PREPARED BY:

KITSAP TRANSIT

60 WASHINGTON AVE, SUITE 200

BREMERTON, WA 98337

INTRODUCTION

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

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

DEVELOPMENT OF THE RTIP

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

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

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

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

POLICY FOR AMENDMENTS

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

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

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

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

FISCAL SUMMARY 2020-2025

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

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

[Back to Agenda](#)