

Peninsula Regional Transportation Planning Organization

Executive Board Meeting Summary

April 19, 2019

Attendees

Executive Board Member

Bill Peach, Clallam County
Sissi Bruch, City of Port Angeles
Dennis Smith, City of Sequim
David Garlington, City of Sequim
David Sullivan, Jefferson County
Wendy Clark-Getzin, Jefferson County
Tammi Rubert, Jefferson Transit
Sara Crouch, Jefferson Transit
Andrea Archer Parsons, City of Bremerton
Andrew Nelson, Kitsap County
John Clauson, Kitsap Transit
Steffanie Lillie, Kitsap Transit
Edward Coviello, Kitsap Transit
Carla Sawyer, Kitsap Transit
Bek Ashby, City of Port Orchard
Randy Neatherlin, Mason County
Danette Brannin, Mason Transit Authority
Judy Scott, Port of Allyn
Dick Taylor, Port of Shelton
Deidre Peterson, City of Shelton
Jessica Payne, Jamestown S'Klallam Tribe via conference call
Michelle Smith, Makah Tribe via conference call

Staff/Guests

Samantha Harper, City of Port Townsend
JoAnn Schueler, WSDOT
Dennis Engel, WSDOT
Theresa Turpin, WSDOT
Kate Fauver, WSDOT
Debbie Clemen, WSDOT
Cliff Hall, WSDOT

Welcome & Introductions

Executive Board Vice Chair Bek Ashby opened the meeting, welcomed members, and introduced herself. Bek commented that Annette Nesse had another commitment today, so her alternate Jessica Payne is participating via conference call. Also participating via conference call is Michelle Smith from the Makah Tribe. Bek initiated self-introductions around the table and relayed that a meeting quorum of members is present. She also expressed her appreciation of members efforts to participate in the Peninsula RTPO.

ACTION ITEM: Approval of March 15, 2019 EB Meeting Summary

Executive Board Vice Chair Bek Ashby remarked that a copy of the March 15th Executive Board meeting summary was emailed to members for review. Any suggested revisions were requested via email prior to the meeting. No revisions were received. Randy Neatherlin motioned to approve the March 15th Executive Board meeting summary as presented. Judy Scott seconded the motion. All members were in favor and none were opposed. The motion was carried with no further discussion.

ACTION ITEM: City of Port Townsend Grant Project Type Change Request

The Peninsula RTPO awarded the City of Port Townsend \$95,000 in Transportation Alternatives Grant funds for the Preliminary Engineering, Design, and Environmental work on their SR 20 Pedestrian Walkway project. The City is requesting approval to change their design project to a planning study. The city felt that this project should have been a planning study originally and not a design project. A copy of a letter sent to WSDOT requesting this project type change request was provided to members for their review. WSDOT requires the City to obtain approval from the Peninsula RTPO, WSDOT's Olympic Region and headquarters Local Programs offices, and FHWA prior to granting the project type change. Peninsula RTPO TAC members recommended approval of this project type change. Debbie commented that Samantha Harper from the City's Public Works Department is here today to answer any questions or concerns that members may have regarding this request. Randy Neatherlin motioned to approve the City of Port Townsend's project change from a deliverable project to a planning study. Judy Scott seconded the motion. All members were in favor and none were opposed. The motion was carried with no further discussion.

UPDATE: Surface Transportation Program's set-aside Transportation Alternatives Program Grant Funds Status

Peninsula RTPO Coordinator Debbie Clemen commented that the Transportation Alternatives (TA) program encompasses smaller-scale transportation projects and activities such as pedestrian and bicycle facilities, safe route to school, recreational trails, and other transportation related transportation activities. The Peninsula RTPO receives an annual allocation of TA funds. WSDOT recommends awarding TA projects out four years, but this has caused some problems for the Peninsula RTPO in the past. The Peninsula RTPO TAC recommended that we try a 2-year grant award cycle beginning in 2020.

Debbie provided a status update on the following two active TA grant projects:

TA Grant Awards Status**2017 TA Grant Award**

Jurisdiction: City of Port Townsend

Award Amount: \$95,000

Project Number: WA-09202

Project Name: SR 20 Pedestrian Walkway Logan St to Hancock St

Status: Obligated. Working on a project type change to planning study request.

2019 TA Grant Award

Jurisdiction: Clallam County

Award Amount: \$100,000

Project Number: WA-08918

Project Name: ODT – Spruce Railroad Trail and Tunnels, Segment B

Status: In the process of transferring funds to Western Federal Lands for administration

Debbie relayed that TAC members recommend hosting a TA Grant Ranking and Selection Process in January 2020 with a Call for Projects; in February, the grant applications are due; and in March, the actual grant ranking and the selection process will take place. For this round, a total of \$559,347 (2019, 2020, & 2021 TA allocations) in TA grant funds are available. Sissi Bruch asked if funds could be spent on a single project? Debbie replied that it is possible to select a single regional project, but the funding is split \$344,403 available in 2020, and \$214,944 available in 2021. TAC members are tasked with updating the grant criteria and selection process. Bek also stressed the importance of having a contingency list of projects and a firm obligation date.

UPDATE: Lead Agency Staffing and Agreements

Executive Board Vice Chair Bek Ashby conveyed her expectations for member participation in the Peninsula RTPPO especially over the next few months. With the lead agency transition, it is very important to have member participation, with a quorum of members at each meeting. Please if you are unable to attend, coordinate with your alternate. It is the responsibility of each jurisdiction to have a representative at the table.

The Inter-local Agreement (ILA)/Bylaws Working Group members and our legal counsel have updated the Peninsula RTPPO's Interlocal Agreement. We have had robust conversations on the ILA. Our goal was to maintain how we currently conduct business. The original ILA was written in the early 1990s, and the RCWs have changed. Currently, the Executive Board is the decision-making board and voting members. According to the RCWs, we also need a Transportation Policy Board to provide recommendations to the Executive Board. Policy Board members would include major employers in the region and special interest groups. However, we still want to maintain meeting as a single group, so we were looking at ways to identify the difference in membership at the meeting. One suggestion was to have different colored name place-cards. We also wanted to have any major changes happen in the bylaws and not the interlocal agreement. It is a lot easier to change the bylaws than it is to change the ILA. According to the RCWs, we need to have at a minimum of all four counties and 60% of the cities sign the new ILA. In addition, we are also asking member tribes and ports to also sign the ILA.

Interestingly, the population of the City of Bremerton is greater than the population of Jefferson County. The City of Bremerton is on-board with the new ILA. Bek has spoken with the mayor, and Bremerton's attorney has already reviewed the ILA. The next largest cities within the Peninsula RTPPO region are Port Angeles, Bainbridge Island, followed by Port Orchard. All eligible entities within the Peninsula Region will be invited to sign the ILA whether they currently participant in the Peninsula RTPPO or not. Once the ILA is approved, members will be responsible for shepherding it through their respective councils for signature. Our goal is to have

the majority of the members' signature on the ILA prior to May 30, 2019. If necessary however, we will still accept signatures through September if jurisdictions need additional time. Bek reviewed the ILA in detail with members. Judy Scott motioned to approve the ILA as presented. Andrea Archer-Parsons seconded the motion. All members were in favor with none opposed. The motion was carried. Carla Sawyer added a clarifying comment that all cities in the Peninsula region are required to execute the ILA. Executive Board Chair Annette Nesse will draft a letter to each member entity explaining the need to execute the new ILA.

Approval of Designation Resolutions: Lead Planning Agency and Fiscal Agent

Executive Board Vice Chair Bek Ashby presented a resolution for the designation of Kitsap Transit as the Lead Agency for the Peninsula RTP. She commented that under the Recitals, the first *Whereas* states the Peninsula RTP was established through an Inter-local Agreement originally executed in 1990. It also showed an amendment date of 2019 which will be removed from the final version of the resolution. The second *Whereas* lists the voting members. Dennis Engel noted that WSDOT's Olympic Region is not listed as a voting member. He reminded members that WSDOT is currently a voting member. After a short discussion, members chose to amend the resolution adding WSDOT's Olympic Region as a voting member. David Sullivan commented that the Jefferson Transit Board appreciates and supports the Kitsap Transit Board for taking on the lead agency role for the Peninsula RTP. John Clauson commented that beginning July 1st, Kitsap Transit will go out to bid for a consultant who will assist Kitsap Transit with providing lead agency services for the Peninsula RTP. Judy Scott motioned to adopt the resolution designating Kitsap Transit as the lead planning agency for the Peninsula RTP. Tammi Rubert seconded the motion. All members were in favor, and none were opposed. John Clauson abstained from voting due to conflict of interest.

Executive Board Vice Chair Bek Ashby presented a second resolution designating Jefferson Transit Authority as the Fiscal Agent of the Peninsula RTP. The amended date will also be removed from this resolution, and WSDOT's Olympic Region will be added as a voting member. John Clauson moved to adopt the resolution designating Jefferson Transit as the Fiscal Agent of the Peninsula RTP. Judy Scott seconded the motion. All members were in favor and none were opposed. The motion was carried with no further discussion.

DISCUSSION: Meeting Schedule July – December

Kitsap Transit's Consultant, Carla Sawyer asked members how often they wished to meet after June? Carla commented that we would still be working on the last two chapters (Public Involvement and Next Steps sections) of the RTP. We are suggesting that the Executive Board meet in August, September, October, and November. In September, we can discuss the RTP outreach efforts; in October, we can relay the results of the outreach efforts to members; and in November, we will ask for adoption of the RTP. The Executive Board currently meets on the 3rd Friday of the month. We would like to designate a fixed meeting location, one in the north end and one in the south end. Sissi Bruch commented that if we improve our technology, members wouldn't have to drive to participate in the meetings. John Clauson commented that Kitsap Transit is looking at improving technology in their meeting rooms. Bek Ashby commented that she really likes meeting at the Jamestown S'Klallam Tribal Center and at the Bremerton Airport.

Parking at these two facilities is easily achievable. Jessica Payne from the Jamestown S'Klallam Tribal Center offered to host the Peninsula RTPPO meetings on a regular basis if needed.

TAC meetings would be scheduled for August, October, and November. TAC members are tasked with developing the Transportation Alternatives grant selection criteria and process. In addition to the Regionally Significant designation criteria.

Public Comments and Announcements

Executive Board Vice Chair Bek Ashby asked if there were any public comments or announcements to share.

Highly Recommends meeting with your Legislative Representatives

Sissi Bruch commented that she met with her legislative representative. She was surprised at how enlightening the conversation was and highly recommends that members meet regularly with their legislative representatives.

Key Legislators are on your side

Randy Neatherlin commented that key legislators are on your side and can help you overcome any issues that pop up.

Kitsap Regional Coordinating Council

Bek Ashby commented that Kitsap Regional Coordinating Council wants to be more proactive. They hope to bring back the West Sound Alliance. This group provided a more collaborative approach. Each member could speak to the projects and support them.

Project Support by Others

Randy Neatherlin commented that it's powerful when others support your project. We are not prepared to have the Hobbs Bill pass.

Local Pavement Index Information

Sissi Bruch commented that the local roadway pavement index is gone. This information doesn't show up in any document or report.

Adjournment

Executive Board Vice Chair Bek Ashby adjourned the meeting.