

PRTPO EXECUTIVE BOARD MEETING

November 15, 2019 | 10:00 – 12:00

Jamestown S’Klallam Tribal Center

- | | | | |
|-----|---------------|--|------------|
| 1. | 10:00 – 10:05 | Welcome and Introductions | |
| 2. | 10:05 – 10:10 | Approval of Agenda | ACTION |
| | | Approval of Minutes from October 18, 2019 (Attachment A) | ACTION |
| | | Consent Calendar | ACTION |
| | | <ul style="list-style-type: none"> Approval of FFY 2020 Q1 PRTPO Vouchers (Attachment B) | |
| 3. | 10:10 – 10:15 | Review & Approval of Draft PRTPO Policies and Procedures (Attachment C)
<i>Two draft policies are before the Board for review and action. A Procurement policy spells out how PRTPO will purchase goods and services. A Public Records policy spells out compliance with the Public Records Act. Both have been reviewed by legal counsel for form.</i> | ACTION |
| 4. | 10:15 – 10:20 | Approval of Regional Transportation Plan 2040 (Attachment D)
<i>In October the Board discussed comments received on the draft plan. A final draft was reviewed by the TAC on November 7 and recommended for approval. The Board is asked to approve the PRTPO Regional Transportation Plan 2040 as recommended by the TAC.</i> | ACTION |
| 5. | 10:20 – 10:25 | PRTPO Budget Update
<i>This briefing will provide a status update on PRTPO’s budget after the first quarter of SFY 2020 and the outlook going forward.</i> | BRIEFING |
| 6. | 10:25 – 10:50 | Transportation Alternatives Program Kick-off (Attachment E)
<i>PRTPO is responsible for identifying priority regional projects to receive federal TAP funds. In 2020, PRTPO will award over \$1.2 million to projects for the 2021-2024 time period.</i> | BRIEFING |
| 7. | 10:50 – 11:20 | PRTPO Legislative Folio (Attachment F)
<i>PRTPO assembles a folio of priority projects and policy considerations to inform its legislative delegation as they prepare for the upcoming session. Board input will fill in gaps and refine messaging for the upcoming session.</i> | DISCUSSION |
| 8. | 11:20 – 11:40 | Executive Board 2020 Schedule and Work Program (Attachment G)
<i>The Board resumes bi-monthly meetings in 2020. The TAC will meet in January and so the Board’s next meeting will be February 21, 2020. This overview of 2020 includes a discussion of strategic planning activities early in the year and entails a three-hour meeting in February and April.</i> | DISCUSSION |
| 9. | 11:40 – 11:45 | CY 2020 Change of Officers
<i>PRTPO will elect new officers in 2020. Term limits prohibit Chair Nesse from serving another term as chair. PRTPO Bylaws specify how election of officers is conducted. Board members will be asked for input in January.</i> | BRIEFING |
| 10. | 11:45 – 11:50 | PRTPO Coordinator Update (Attachment H)
<i>These are short updates to keep the Executive Board apprised of PRTPO activities not addressed elsewhere on the agenda.</i> | BRIEFING |

11. 11:50 – 11:55 **Public Comment Period**
This is an opportunity for anyone from the public to address the Board.
12. 11:55 – 12:00 **PRTPO Member Updates and Adjourn**

Annette Nesse, Chair

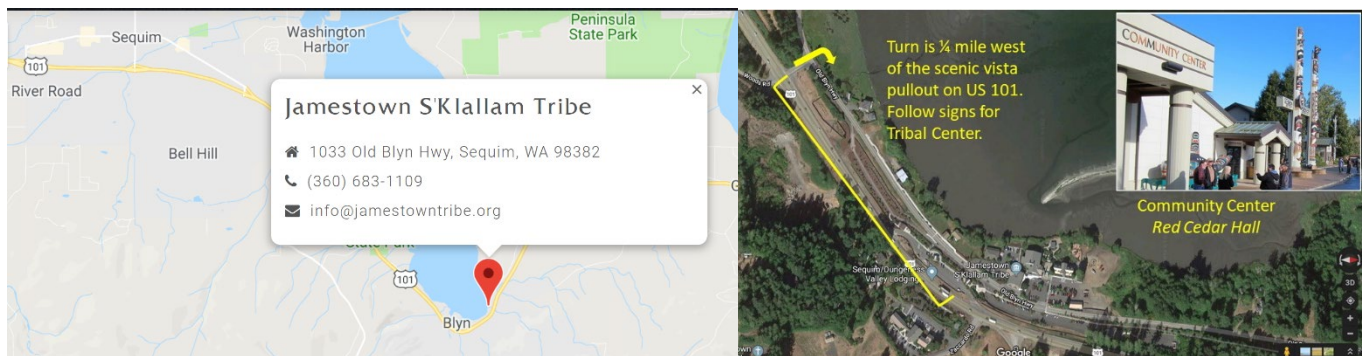
Bek Ashby, Vice-Chair

Tammi Rubert, Secretary

February 21, 2020 PRTPO Executive Board 9-12 (note time!)

Approval of CY 2020 TAP Call for Projects
Framework and Guidance on New UPWP
Legislative Update
Election of CY 2020-21 Officers
Strategic Planning Work Session #1 – Explore PRTPO Planning Opportunities

Next TAC Meeting – Thursday, January 16, 2020 from 10-12 in Blyn



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Minutes of Meeting

PRTPO EXECUTIVE BOARD

October 18, 2019

10:00 – 12:00

Bremerton Airport Administrative Office

8850 SW State Highway 3

Bremerton, WA

CALL TO ORDER

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

ATTENDEES

Executive Board:

Clallam County	Bill Peach (<i>via phone</i>)
Jefferson County	David Sullivan (<i>via phone</i>)
Kitsap County	David Forte (alternate)
Mason County	Randy Neatherlin
City of Port Orchard	Bek Ashby
City of Poulsbo	Michael Bateman
City of Sequim	Dennis Smith
City of Shelton	Deidre Peterson
Jefferson Transit	Tammi Rubert
Kitsap Transit	John Clauson
Mason Transit	Mike Ringgenberg (alternate)
Port of Shelton	Dick Taylor
WSDOT Olympic Region	Dennis Engel
Jamestown S'Klallam Tribe	Annette Nesse

Other Attendees:

Wendy Clark-Getzin, Jefferson County and TAC Chair (*via phone*)
Sara Crouch, Jefferson Transit
Roger Gay, South Kitsap Taxpayer
David Garlington, Sequim
Steve Gray, Clallam County (*via phone*)

PRTPO Staff:

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

1. Welcome and Introductions

Chair Nesse called the meeting to order and welcomed members attending in person and via teleconference. Introductions were made around the room and via phone. Chair Nesse affirmed the presence of a quorum.

2. Approval of Agenda, Minutes, and Consent Calendar

Ms. Black advised that an additional agenda item is needed to ask Board approval for adding a Clallam County project to the STIP due to a recent funding award.

ACTION: Mr. Taylor moved, seconded by Mr. Forte, to approve the agenda as amended. The motion carried unanimously.

ACTION: Ms. Ashby moved, seconded by Mr. Taylor, to approve the minutes from September 20, 2019 and the consent calendar. The motion carried unanimously.

(New Item) Approval to Amend New Clallam County Project into the Statewide TIP

Mr. Coviello briefed the Board on the need for an amendment to the statewide TIP (STIP) to add a newly secured project for Clallam County. The project, Sequim-Dungeness Way and Woodcock Road Intersection Improvement, was selected for funding by WSDOT with a Highway Safety Improvement grant. The project was included in Clallam County's six-year TIP but since it had not yet secured funding, it was not included in the STIP.

The project is an intersection safety improvement of Sequim-Dungeness Way and Woodcock Road. It will convert the existing intersection to a roundabout. As a part of the STIP amendment process the project will go through a 30-day public review and comment period. Mr. Coviello advised that he is looking for Board approval to amend this project into the STIP and invited Mr. Gray to provide an overview of the project to the Board.

Mr. Gray provided an overview of the project. He explained that the project is at the intersection of two rural major collectors. Currently the east-west Woodcock Road is stop-controlled at Sequim-Dungeness Way, on which the average travel speed is 45 miles per hour. The County applied for a safety grant because Woodcock Road and Sequim-Dungeness Way are the County's 2nd and 3rd highest crash-prone facilities, respectively. This intersection alone has experienced ten serious crashes in recent years.

The project was identified in Clallam County's current TIP but at the time of approval, no outside funding sources had been secured. Clallam County applied for a safety grant and was notified of the \$400,000 funding award earlier in October. Mr. Gray explained that the STIP amendment at this time enables Clallam County to proceed with preliminary engineering and design, with the goal of obligating construction funding by April 2021. Achieving that timeline saves the County a \$40,000 match on the construction funding, a significant savings.

Mr. Gray advised that the County conducted a public review of the draft TIP before its adoption in November 2018, including three meetings around the county, a hearing before the planning commission, and a hearing before the Board of County Commissioners. This project was a major focus of a recent listening session in Sequim. It is in the County's current six-year TIP which is going through its review and approval process. It is consistent with the County's Comprehensive Plan and the regional transportation plan. He concluded that approval at this time will help Clallam County achieve its obligation deadlines for project delivery.

ACTION: Mr. Neatherlin moved, seconded by Mr. Forte, to approve amending the Clallam County Sequim-Dungeness Way and Woodcock Road Intersection Improvement into the STIP. The motion passed unanimously.

Mr. Gray thanked the Board for its expedited consideration of this request.

Mr. Coviello advised that he will develop a standardized process for addressing future amendments with the Board. Mr. Forte noted that the aim should be to streamline the process as much as possible since time is so critical in meeting state obligation deadlines. An obligation request is often delayed due to a very minor issue with the description or entry field. Fixing that issue may require a STIP amendment at the last minute. He encouraged staff to think about a quick-response approach for these kinds of minor corrections that enable an agency to make necessary adjustments and hit the obligation deadlines as planned. Ms. Black asked if he was referring to an administrative amendment process to address minor corrections as well as a regular amendment process to add a new project. He noted that this could work but it would be incumbent upon the Board to specify in its policies what criteria could warrant a streamlined administrative amendment.

3. Transportation Funding 101: Federal Funding

Ms. Black introduced the briefing by noting that over the next several months the Board will make awards of Transportation Alternatives program funding grants to priority projects. This briefing is meant to be an introduction to that upcoming process, focusing specifically on considerations related to federal funding and project delivery. [A [copy of the presentation](#) is with October 18 meeting materials on the PRTPO website.]

In her briefing, Ms. Black reviewed basics of federal funding programs available to PRTPO members, addressed challenges associated with the use of federal funds, identified some project types that are often overlooked as potential funding candidates, and concluded with insights on two upcoming federal funding opportunities.

PRTPO or its members have discretion over two of the federal funding sources that support project needs in the region:

- Regional Surface Transportation Block Grant (STBG) funds are programmed by counties in the region to priority projects. The Puget Sound Regional Council also has a regionally competitive program in which Kitsap County agencies participate. Other STBG-related funds are programmed by WSDOT.
- Transportation Alternatives Program (TAP) funds are programmed by PRTPO onto regionally determined priorities. A smaller subset of TAP funds are programmed by WSDOT onto Safe Routes to Schools projects.

PRTPO also has a role in prioritizing projects to be considered for statewide competitive awards of Consolidated Grants funds for transit and special needs transportation projects but has no say in final funding decisions.

She explained how “local match” works, noting that especially in competitive statewide processes, extra points are awarded for exceeding the minimum match. Bureau of Indian Affairs (BIA) funds are the only federal funds that can be used to match a federal TAP or STBG grant.

Ms. Black talked about the challenges of using federal funds, noting that agencies often find that federal funds are easier to get than to spend. She reviewed what “project obligation” means, explaining that this is a complex process for certain types of projects and project phases. Missing deadlines can have serious consequences for the project sponsor and the region. This is tied closely to the STIP and was central to the previous discussion about amending the Clallam County project into the STIP at this time.

Federalizing a project – that is, putting any amount of federal funds onto a project – has consequences on the cost and schedule for project delivery. Care is needed to be sure that only appropriate projects are federalized. The Transportation Improvement Board rewards project applications that have no federal funds as a part of the funding package because of the effects on overall project delivery costs. Ideally projects would not have small amounts of federal funding as a part of their revenue package. PRTPO and its most rural partners only have small amounts of federal funding to award to priority projects so must be diligent in their programming efforts.

Ms. Black noted that some projects tend to be less complicated to obligate and administer than traditional capital construction projects. These include:

- Transit and vanpool vehicles, shelters, station area and curbside amenities
- Roadway resurfacing with the existing paved footprint for certain road types
- Transportation planning, plans, studies, and public engagement activities

In terms of upcoming federal funding opportunities, the Federal Lands Access Program is targeted to those facilities and services that provide access to federally managed lands, including the Olympic National Park and the National Forest as well as the region's military bases. Ms. Clark-Getzin noted that the next call for projects will be in May 2020. Ms. Black added that either she or Mr. Coviello are available to help PRTPO members interested in pursuing a FLAP grant to get information about the region and the regional plan that will help to make their applications more competitive.

The second federal funding opportunity coming up is a call for projects in early 2020 that the PRTPO Board will conduct for TAP grants. Ms. Black offered a high-level overview of the program, noting that it would be the subject of a more focused discussion in November.

Mr. Forte asked about the availability of TAP funds by year for the 2020 process and how that might affect a multi-year programming effort. The concern is that WSDOT may require funds associated with specific years to be obligated in that time frame. Vice-Chair Ashby concurred, noting that the region currently has a balance of 2019 and earlier funds that may be at risk if they are not programmed and obligated quickly. Mr. Coviello confirmed that there are carryover funds from earlier years that are not programmed onto any projects.

Ms. Black advised that the worst-case scenario for the region would be that PRTPO needs to program its allotted \$215,000 per year to hit annual targets. This scenario allows no flexibility for the region to identify a bigger project and direct multiple years of funding to it if desired. She said that she and Mr. Coviello are scheduling a sit-down meeting with Local Programs staff to talk about the PRTPO program and what opportunities exist given that the aggregate resources are so small. She added that these are questions that need to be ironed out before the TAC begins its process discussions in November.

Mr. Bateman spoke about the differences and similarities between the PE phase of projects and planning studies. He noted that much of what is accomplished in a PE phase can also be accomplished in some planning studies without triggering construction considerations the way that obligating a PE phase will do. Mr. Forte agreed, but noted that in past processes PRTPO had a policy that directed funding towards construction projects instead of planning studies. This policy would need to be revisited if the region's TAP program is to be more flexible in this regard.

Mr. Neatherlin asked about partnership projects with tribes, specifically whether the project must be on a facility that is part of the officially designated inventory of tribal roads in order for tribes to be able to use BIA funds on it. Chair Nesse clarified if this is a distinction between projects on trust lands (or reservation lands) versus fee lands. Mr. Neatherlin confirmed that this is a question about partnership projects located on fee lands and whether local and tribal partners can collaborate on these kinds of projects.

Chair Nesse explained that in order for a tribe to spend money on a project it must be on a facility identified on the tribe's roadway inventory with the BIA. That official inventory includes facilities that are on trust lands, fee lands, and lands the tribe has no control over at all. She used US 101 as an example, noting that the Jamestown S'Klallam Tribe includes parts of US 101 on its BIA inventory even though they don't own it, because of its

importance for essential access to the Tribe's cultural lands and facilities. Inventory roads are considered vital to each tribes' transportation system. This means that the Jamestown S'Klallam Tribe can spend its monies on US 101 and on county roads included on the inventory, in addition to the Tribe's own roads.

Mr. Garlington confirmed with Chair Nesse that the underlying ownership is not important so long as the facility itself is on a tribe's inventory. Chair Nesse confirmed that the tribe can spend funds on any road regardless of who owns it as long as the facility is identified on the tribe's BIA inventory. She explained that there is a process involved in this and the underlying government owner of the facility must formally concur with the requested designation. She added that tribes sometimes have access to revenues that counties, cities, or state don't have access to.

Mr. Neatherlin noted that if tribes can partner with local agencies using BIA funds to match TAP or STBG grants on inventory roads then it may open up new opportunities for collaboration and possibly help in future considerations about expanding trust lands. Ms. Black offered to get clarification from Local Programs on the ability of tribes to partner with local agencies on projects identified on the BIA inventory using BIA funds.

4. PRTPO Website Home Page Banner

Ms. Black explained that the PRTPO website needs to be updated with the new logo and that creates an opportunity for a quick refresh of the home page to better reflect the new organization. Lead Planning Agency staff in Kitsap Transit's graphic design department developed two concepts for consideration. One is similar to the old banner with a photo spread across the top. The other is a cleaner concept that prominently features the new logo. The graphic design team would like direction as to the Board's preference.

Members discussed what they like about the two concepts. They talked about the importance of getting the right image if a photo banner is used. It must be of a place within the region. The challenge comes in getting a single picture that truly represents the diversity of the region. A carousel of pictures is one option for addressing that in the future, but that is not practical on this old website platform.

Mr. Gay, attending as a member of the public, noted that in terms of clarity and ease of reading and orientation when first getting to the site, Option #1 works best. Others spoke of its cleanness and simplicity compared to the photo banner, which requires the PRTPO logo to be all in white.

There was discussion about coming up with some hybrid options, but members realized that the entire site will be overhauled in the not-too-distant future so that this will only be an interim banner. Spending additional time and resources to come up with hybrid options is not necessary now and so a vote was taken on the two options.

ACTION: Mr. Clauson moved, seconded by Vice-Chair Ashby, to approve Option #1 for the PRTPO website home page banner. Nine voted in favor of Option #1 and two dissented, preferring Option #2. Option #1 passed.

5. Draft Regional Transportation Plan 2040 Input and Response

Ms. Black introduced the discussion with an overview of the public engagement process, noting that a fifth meeting had been scheduled. It was a discussion with Mason County's TIP-CAP on October 9th. She reported that the TIP-CAP briefing had provided additional insights on the comments that had been received to date. For example, many of the public comments faulted the plan for being silent on climate change and the need to reduce greenhouse gas emissions. TIP-CAP members noted that divergent viewpoints around the region might not rally around climate change as a driving force, but they would be more likely to coalesce around the need

for system resiliency in the face of increasingly severe weather events, earthquakes, and tsunamis. The TIP-CAP briefing provided good context and balance in rounding out the comments.

Ms. Black advised that in light of the comments received and the substantive nature of the handful of topics, that it would be difficult to adequately address them in final edits to the existing draft plan. Incorporating them in a meaningful way would be a big undertaking. Few have been discussed by PRTPO in terms of regional issues and approaches. Much work would be needed to address them in more than a symbolic way.

Instead, she suggested the draft RTP speak to the regional significance of those big topics identified in this review process and use them to help frame PRTPO's regional transportation planning activities in 2020. Ms. Black noted that the Board will discuss the 2020 work program in more detail in November, but that this approach to responding to important issues identified in the draft plan review aligns with that planning process.

This approach would mean the Board receives a final draft plan to review and approve in November that looks substantially like the existing draft. The final draft would incorporate any corrections that have been identified by reviewers – typos and fixing small errors – and a substantive rewrite of chapter 7 that lays out the next steps and calling attention to these topics for follow-up. It would also include a new appendix that documents the public engagement process and comments and makes a link back to the next steps. The final draft for approval would make no effort to change the existing narrative in the body of the text to incorporate the big topics.

Mr. Forte sought clarification about how the big topics are characterized in terms of follow-up activities. They are input to that bigger strategic planning process; they are not the parameters for it. He cautioned care in how they are described in the chapter seven rewrite.

Ms. Black agreed fully and asked for future input if the language in any way conveys a determined outcome. The intent is to honor the public input and indicate in the plan how it will be used without predetermining what the outcome of that bigger regional process will be. Mr. Coviello added that it is input to that process with a clearly documented link back to the regional transportation plan and its public comments. The Board will be able to demonstrate how public input shaped its process going forward.

Mr. Neatherlin supported the approach to wrapping up the plan. He noted that making substantive changes would require going back out for public review which might entail more substantive changes before people feel the changes are adequate. Mr. Neatherlin explained that he read every comment, and encouraged everyone else to as well. There are some big ideas worth looking at but there are also a lot of opinions. He likes the idea of letting the public know that they were heard and how their comments will be used but would not want to see the plan try to address all the opinions with actions.

Vice-Chair Ashby noted that a lot of work has gone into developing the plan. Making corrective edits is appropriate but trying to address substantive changes at this time is not appropriate in terms of cost or schedule. She supports the approach suggested for completing the plan.

Chair Nesse affirmed with Ms. Black that the final plan will comply with state requirements and expressed appreciation for the work that went into it. She noted that the Board will adopt it in November.

6. Planning for Effective Legislative Engagement as an RTPO

Ms. Black introduced the policy maker discussion by explaining that a regional legislative agenda is useful for educating and informing the region's legislators from the 23rd, 24th, 26th, and 35th Districts, all of whom are ex officio members of PRPTO. It helps them to understand regional transportation issues and priorities as they prepare for the upcoming session, and as they consider the effects of statewide policy and funding decisions on transportation and mobility concerns in the Peninsula region.

She explained that PRPTO has put together a project list and short list of topics the last couple of years. Today's discussion is to assess how the Board might approach that agenda this year. She added that this is fairly late in the year to be starting this discussion, reminding Board members that this will need to wrap up in November. Ideas may come up that point to strategies for next year. Insights and guidance now will help in developing an information sheet for this year and start thinking in advance about how to approach 2021.

Chair Nesse recalled that in years past a small group of Board members went to Olympia to meet with the region's legislators. She put this out there as a concept that may be worth considering.

Mr. Sullivan explained that years ago the PRPTO leadership team would go to Olympia to meet with the legislators. They would organize a meeting with the legislators over lunch, well before the session got underway in January, to talk about projects and other coordination needs. He said that the legislators, though busy, would always be willing to meet over lunch and appreciated the information they received. He noted that it demonstrated solidarity to the legislators and provided them with useful, easy to understand information. Key is getting it organized at the right time. Mr. Sullivan recalled the meeting being scheduled in late November.

Mr. Neatherlin reiterated the importance of knowing regional priorities and showing a unified front in talking with legislators about regional priorities. He pointed out the value of knowing regional priorities when individual Board members meet with their legislators about local needs. It demonstrates regional coordination, which they like to see. This coordination helps account for some of the big project successes in the past. A one-pager would be helpful. Mr. Neatherlin spoke in favor of collaboration and partnerships in getting things done in Olympia.

Chair Nesse agreed with the need for a one-pager. She floated the idea of trying to arrange a meeting outside of Olympia, perhaps inviting them to attend a PRPTO meeting or event.

Vice-Chair Ashby called attention to the content of the regional agenda, noting that in the past the region identified some projects and talked broadly about a few big things like ferry funding. What subjects should it address now? Should PRPTO just promote local agency projects? Should it address policy decisions the legislature may consider?

Discussion ensued about the most recent agenda and whether it can be a basis for the 2020 agenda. It is a short session and there is not a funding package on the near horizon. It may be most expedient to simply refresh the 2019 agenda for this year and take a more comprehensive look at the 2021 agenda. Mr. Sullivan observed that priorities may be different by the November meeting. The agenda may need to speak to Initiative 976.

Mr. Peach concurred with Mr. Sullivan's observation about the potential need to address I-976 impacts. He noted that if approved, it is due to go into effect December 15th. The region needs to ask the legislature what it is going to do. This engagement would give Board members information needed to advise constituents on the effects to local projects and services.

Ms. Black offered that in light of timing and uncertainties associated with I-976, staff will start with the most current version of the legislative agenda and freshen it up to reflect current conditions. Working with the Executive Committee, a draft handout will be developed and presented to the Board for discussion in November. Input at that time will be used to make final edits, and a 2020 PRTPO legislative agenda will be sent to all the members. They can be shared when local representatives meet with their legislators as well as distributed to other council members to highlight regional concerns.

She advised that it may be possible to schedule one or more meetings in the window between Thanksgiving and Christmas between the leadership team and legislators. Perhaps more important is the need to start thinking ahead to the 2021 agenda so that PRTPO takes a more deliberate approach to determining priorities and engaging with legislators on transportation issues.

Mr. Taylor reminded everyone that November 15 is the last Board meeting until February. Any decisions need to be made then. It is the last opportunity to get input and so materials need to be ready to review then.

Members supported the approach for organizing a 2020 agenda based on the 2019 format with input from the TAC and thinking ahead about a more strategic approach to the 2021 session, and agreed that election results may shift the focus of the message in this year's agenda.

7. PRTPO Coordination Update

Ms. Black reviewed topics addressed in her coordinator report, pointing out links to additional information and advising that it is intended to be an easily shared resource with staff or colleagues. She invited Board members to identify any items in the report to talk about further.

Mr. Neatherlin reported that 75-100 people attended the open house for the SR 3 Freight Corridor (Belfair Bypass) and explained how the most recent stakeholder meeting had such high levels of community attendance.

Mr. Neatherlin urged PRTPO support for the project that conforms to the existing project parameters, cautioning against looking beyond those parameters out of concern for jeopardizing project funding. He noted that in the future there may be opportunity to expand considerations regarding the new corridor and its function but that for now, it is well defined within the process. The goal right now is to get it under contract.

WSDOT is close to establishing the corridor alignment. There is a challenge at the north end due to the existing land use. It is a licensed marijuana grow facility, which greatly complicates the right-of-way acquisition process. The state is looking instead at realigning Lake Flora and bringing the intersection of Lake Flora and SR 3 further south.

Once the corridor is established there is still a process of restricting access to the new corridor. It is a legal process that takes time and is a part of the right-of-way acquisition process. These are some of the activities that have to be completed before the project can be put under contract.

Mr. Neatherlin commended WSDOT staff for their approach to working in Mason County and with his constituents.

Chair Nesse commented on the updated agenda format and meeting technology, and the efforts to reduce paper by not printing so many agenda packets. People participating remotely commented on the improved audio. Mr. Gray participated through the web-based meeting software and was able to follow along with the

presentations and discussion. Ms. Black advised that they are working to make remote participation a more meaningful process given the distances that people must travel with factors like weather conditions in mind.

8. Public Comments

Roger Gay from south Kitsap County addressed the Board on a few topics:

- Concerning alignment of the new SR 3 Freight Corridor, Mr. Gay likes realigning the new corridor as Mr. Neatherlin described. He spoke in favor of coordination with the Port of Bremerton on the extension of its Airport Road and the possibility of making connections between the two to create a really good freight corridor.
- PRTPO is a stealth organization. Mr. Gay has talked with people in Kitsap County government about the organization and what it does, and did not find much recognition of PRTPO. This was reflected in the low turnout at the RTP open house. He hopes to see more public participation in PRTPO activities in the future.
- He encouraged PRTPO to think more comprehensively about public engagement and what the public is being asked to contribute or respond to. Without more direction, the public doesn't know how to participate. If people participate and feel their comments have no value, they won't participate again.

9. PRTPO Member Updates

Mr. Bateman reported that Poulsbo is about to go out to bid on its segment of the SR 305 corridor project. This segment has been in the works since 1992. The roundabout element is funded with *Connecting Washington* funds.

Mr. Engel reported that WSDOT just hired Parametrix to design and manage construction of 22 fish passage barrier projects, most of which are in the Peninsula region. They expect to have projects out for bid within the year. Mr. Bateman commented that WSDOT might advise the consultants to coordinate with local agencies a little earlier than occurred on past projects to discuss planned detour routes and timing.

Mr. Clauson reported that WSDOT Public Transit Division has community liaisons around the state. The new liaison for the Peninsula region will be housed at Kitsap Transit.

Chair Nesse advised that the next Board meeting will be on November 15th at the Jamestown S'Klallam Tribe's facilities in Blyn and the next TAC meeting will be on November 7th at Kitsap Transit offices in Bremerton. There being no further business, the meeting was adjourned.

ATTACHMENT B

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

**BILL TO**

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

INVOICE 1001**DATE** 09/30/2019 **TERMS** Net 30**DUE DATE** 10/30/2019

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
09/30/2019	Services	PRTPO Transportation Planning/Coordination	1	24,365.00	24,365.00

STATE OF WASHINGTON
COUNTY OF JEFFERSON

PAYMENT

22,195.00

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

PRTPO EB Officer

Date

TOTAL DUE**\$2,170.00**

RTPO PLANNING INVOICE VOUCHER

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

Agreement # GCB 3096

Invoice Date 10/30/2019

Billing Time Period
July 1 - Sept 30, 2019

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

SIGNATURE *F. J. Court* DATE 10/30/2019
TITLE Peninsula RTPO / Kitsap Transit

TOTAL RTPO REIMBURSEMENT requested this invoice **\$24,365.00**

Allocation Authorized	\$304,143.00
Biennium-to-Date	\$24,365.00
Allocation Balance	\$279,778.00

WORK ELEMENT	DESCRIPTION	Prior Biennium-TO-DATE Expenditures	CURRENT PERIOD EXPENDITURES	Biennium TO-DATE Expenditures
Program Administration	Salaries		\$4,610.00	\$4,116.00
	Travel		\$1,433.00	\$1,433.00
	Consultants		\$6,283.00	\$6,283.00
	Miscellaneous		\$2,170.00	\$2,170.00
	Total	\$0.00	\$14,496.00	\$14,496.00
Transportation Planning	Salaries		\$3,177.00	\$3,177.00
	Travel			\$0.00
	Consultants		\$3,750.00	\$3,750.00
	Miscellaneous			\$0.00
	Total	\$0.00	\$6,927.00	\$6,927.00
Data Collection and Analysis	Salaries			\$0.00
	Travel			\$0.00
	Consultants			\$0.00
	Miscellaneous			\$0.00
	Total	\$0.00	\$0.00	\$0.00
Transportation Improvement Program	Salaries		\$2,942.00	\$2,942.00
	Travel			\$0.00
	Consultants			\$0.00
	Miscellaneous			\$0.00
	Total	\$0.00	\$2,942.00	\$2,942.00
RTPO Planning Duties	Salaries			\$0.00
	Travel			\$0.00
	Consultants			\$0.00
	Miscellaneous			\$0.00
	Total	\$0.00	\$0.00	\$0.00
TOTAL RTPO Reimbursement		\$0.00	\$24,365.00	\$24,365.00

Received 10/30/2019 22195.00
Revised Invoice
Pending Amount 2170.00

RTPO	Peninsula RTPO / Jefferson Transit
Billing Time Period	July 1 - Sept 30, 2019

TPO Reviewer	Date
--------------	------

RTPO UPWP ACTIVITY DETAIL

ELEMENT From Page 1

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

Program Administration

Activities in this billing cycle included participation in a coordination meeting with the Executive Committee and Leadership Team on August 15, participation in a TAC meeting on August 8, and supporting the Executive Board August 16 meeting. Typical support duties include agenda packet preparation and distribution, meeting set-up and breakdown, facilitation as needed, meeting record keeping and recaps. A new agenda format was developed this month for rollout with the September Executive Board meeting. A brief highlighting carryover and new work, upcoming agenda topics, and other information was prepared for the Executive Committee and will be a part of the communications package going forward.

Communication and coordination this month featured close contact with Ed Coviello on project start-up activities. In addition, inreach communications included Annette Nesse, John Clauson, and Wendy Clark-Getzin for regional context, agency expectations and constraints, and other insights.

Policy samples were collected from a number of agencies to support the development of draft policies related to procurement and to public records for review by the Executive Committee and legal counsel.

Organizing efforts with the WSDOT Title VI Coordinator to secure the requisite training are underway.

Some additional administrative time is associated with on-going correspondence and with retrieving historic files from WSDOT. Jefferson Transit program support including PRTP checks.

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

Transportation Planning

Transportation planning activities this period were heavily oriented towards the draft Regional Transportation Plan 2040 but also included participation in the MPO/RTPO Coordinating Committee meeting on August 24.

Release of the regional transportation plan for public review and comment entailed minor modifications to the draft plan to address some incomplete sections, and preparation of materials. Materials included window flyers tailored to each community and a legal notice for posting in local papers of record, three poster boards, a handout piece and a leave-behind comment form.

Three open houses were conducted: September 3 in Port Angeles, September 4 in Port Townsend, and September 5 in Bremerton. A fourth meeting is scheduled for September 11 in Shelton. These kick-off meetings were designed to introduce the RTP and PRTP to the public and to elicit comments from attendees on the plan but also their perspectives on big issues for consideration later in a strategic planning process. Every meeting entails set-up and break-down, as well as engaging with attendees and taking notes.

PRTP was represented at the September 24 MPO/RTPO Coordinating Committee meeting via teleconference with the meeting venue in Spokane. This was the first meeting using a new format developed by the regions to allow for more time for indepth interaction. The quarterly meeting is now six hours long. Detailed notes will support a concise but comprehensive brief for the PRTP Executive Board and TAC meeting minutes.

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

Worked with WSDOT staff to summarize 152 projects for the 2020 PRTP RTIP. Placed legal ads, updated the PRTP website and worked in

the SAW program to organize the projects by jurisdiction. Then presented the RTIP to the PRTPO Board for review at the Sept. 20, 2019 meeting. The PRTPO Staff then adjusted and forwarded projects to WSDOT for the amended 2019 RTIP in the months of August and September.

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

RTPO Planning Duties

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

OTHER COMMENTS - Additional information to explain approved deviations or delays from original UPWP task descriptions

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

SIGNATURE	TITLE	DATE
	Transportation and Land Use Planner	10/30/2019



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

INVOICE

Invoice Date 10/11/2019

Invoice ID 4659

Printed on 10/11/2019

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		10/11/2019		
Terms	Due Date	If Paid By	Deduct	Sold By
	10/11/2019		\$ 0.00	

Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
10386	Direct Costs PRPTO 7/1/2019 -9/30/2019	1.00				\$21,700.00
10387	Administrative Charge 10%	1.00				\$2,170.00

Subtotal	\$23,870.00
Sales Tax	\$0.00
Total	\$23,870.00
Total Due	\$23,870.00

PRPTO
July 1, 2019 to September 30, 2019

	July	August	September	Total
Staff Salaries & Wages	\$1,512	\$3,398	\$1,725	\$6,635
Staff Fringe Benefit	\$602	\$1,352	\$686	\$2,641
Advertising	\$0	\$447	\$796	\$1,242
Other Contract Services	\$0	\$0	\$9,533	\$9,533
Casualty Insurance	\$1,650	\$0	\$0	\$1,650
Total	\$3,764	\$5,197	\$12,740	\$21,700

Staff Salaries and Wages:	6,635
Staff Fringe:	2,641
Total from Payroll Support:	9,276

Advertising:	1,242
Other Contract Services:	9,533
Insurance:	1,650
Total from Invoice Support:	12,425

Total Expense:	21,701
Rounding:	\$ (1.00)
Total Charges:	21,700

Payroll Costs

Home Dept	Account	Post Date:	Journal Reference:	Amount:	Project:	Hours
1100	Regular	7/5/2019	ROGERS,PATRICK	150.48	100	4
1102	Regular	7/5/2019	BHATT,SANJAY	184.95	100	3
1102	Regular	7/5/2019	HOLCOMB,JEREMIAH	36.71	100	1
4100	Regular	7/19/2019	COVIELLO,EDWARD	910.8	100	18
1100	Regular	7/19/2019	ROGERS,PATRICK	75.24	100	2
1102	Regular	7/19/2019	BHATT,SANJAY	154.13	100	2.5
4100	Regular	8/2/2019	COVIELLO,EDWARD	809.6	100	16
1100	Regular	8/2/2019	ROGERS,PATRICK	150.48	100	4
1102	Regular	8/2/2019	HOLCOMB,JEREMIAH	18.36	100	0.5
4100	Regular	8/16/2019	COVIELLO,EDWARD	1315.6	100	26
1102	Regular	8/16/2019	HOLCOMB,JEREMIAH	45.89	100	1.25
4100	Regular	8/30/2019	EDWARD,COVIELLO	1012	100	20
1102	Regular	8/30/2019	JEREMIAH,HOLCOMB	45.89	100	1.25
4100	Regular	9/13/2019	COVIELLO,EDWARD	759	100	15
1102	Regular	9/13/2019	HOLCOMB,JEREMIAH	27.53	100	0.75
4100	Regular	9/27/2019	COVIELLO,EDWARD	910.8	100	18
1102	Regular	9/27/2019	HOLCOMB,JEREMIAH	27.53	100	0.75
Total:				6,634.99		
FICA and WAPML				518.00		
Benefit Load 32%:				2,123.20		
				<u>9,276.19</u>		

Kitsap Transit

Invoices 7/1/2019 - 9/30/2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
3P TRANSPORTATION SERVICES						
3P TRANSPORTATION SERVICES XXXXXX1946	9/9/2019 101	PRTPO COORDINATION S Invoice	Paid	10-50313-4102	Other Contractual Services	\$9,532.74 ✓
<i>Totals for 3P TRANSPORTATION SERVICES:</i>						<u>\$9,532.74</u>
AWC						
AWC	7/1/2019 74276	RMSA MEMBERSHIP JUL Invoice	Paid	10-50601-4102	Casualty & Liability Insurance	\$1,500.00 ✓
	7/10/2019 75620	MEMBERSHIP FEE JULY - Invoice	Paid	10-50601-4102	Casualty & Liability Insurance	\$150.00 ✓
<i>Totals for AWC:</i>						<u>\$1,650.00</u>
PORT TOWNSEND LEADER LLC						
PORT TOWNSEND LEADER LLC XX-XXX9793	8/31/2019 101653	LEGAL AD Invoice	Paid	10-50301-4102	Legal Advertising	\$332.00 ✓
<i>Totals for PORT TOWNSEND LEADER LLC:</i>						<u>\$332.00</u>
SHELTON MASON COUNTY JOURNAL						
SHELTON MASON COUNTY JOURNA	8/15/2019 100057 & 100331	LEGAL NOTICE - RTPO Invoice	Paid	10-50301-4102	Legal Advertising	\$340.00 ✓
<i>Totals for SHELTON MASON COUNTY JOURNAL:</i>						<u>\$340.00</u>
SOUND PUBLISHING, INC.						
SOUND PUBLISHING, INC.	8/21/2019 SEQ866703	LEGAL RTPO Invoice	Paid	10-50301-4102	Legal Advertising	\$123.50
	8/28/2019 SEQ870786	LEGAL NOTICE RTPO Invoice	Paid	10-50301-4102	Legal Advertising	\$109.25
	8/21/2019 PDN866701	RTPO Invoice	Paid	10-50301-4102	Legal Advertising	\$177.75
	8/28/2019 PDN870788	LEGAL NOTICE RTPO Invoice	Paid	10-50301-4102	Legal Advertising	\$159.55
<i>Totals for SOUND PUBLISHING, INC.:</i>						<u>\$570.05</u>

Account Summary

Account Number	Description	Net Amount
10-50301-4102	Legal Advertising	\$1,242.05
10-50313-4102	Other Contractual Services	\$9,532.74
10-50601-4102	Casualty & Liability Insurance	\$1,650.00
	GRAND TOTAL:	\$12,424.79

3 P Transportation Services

INVOICE

Fun: 10
Post Date: Sept
Purchase Order Number: 7283
Project #: Per P.O.
Account Code: Per P.O.
Funding Source: 100
Signed: S. Lille

Date: September 9, 2019

Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: August 8, 2019 – September 8, 2019
Invoice Number: 101

Bill To:

Kitsap Transit
Attention: Steffani Lille
60 Washington Street, Ste 200
Bremerton, WA 98337

Remit To:

3 P Transportation Services
Attention: Thera Black
2103 Harrison Avenue NW, Ste 2-733
Olympia, WA 98502

Description	Amount
PRTPO Coordination Services: 81 hours @ \$100/hour <i>Professional Services in Delivery of the SFY 2020 UPWP</i>	\$8,100.00
Travel Time: 18 hours @ 50% of regular billing rate - \$50/hour	\$900.00
Mileage Reimbursement: 674 miles at 58 cents/mile	\$390.92
Lodging: (1) night, September 3, 2019	\$141.82

Total Due

\$9,532.74

Thank you!!

360.878.0353



thera@3ptransport.com



2103 Harrison Ave NW, Ste 2-733

Olympia, WA 98502





Association of Washington Cities

1076 Franklin Street SE
Olympia, WA 98501-1346
Phone: (360) 753-1137
Fax: (360) 753-0149

Invoice

Order Number: 74276
Date: 6/26/2019
Page: 1

Bill To:
Peninsula Regional Transportation Planning Organization
60 Washington Ave Ste 200
Bremerton, WA 98337

Ship To:
Paul Shinnars
60 Washington Ave Ste 200
Bremerton, WA 98337

Customer ID #		Customer PO	Payment Method	Payment Terms	
36906		To be billed	Purchase Order	Due Upon Receipt	
Representative		Shipping Method		Ship Date	Due Date
April Peterson		USPS		N/A	Net
Quantity	Item Description	Unit Price		Discount	
1.00	2019 RMSA Membership prorated for July - Dec	\$1,500.00		\$0.00	\$1,500.00
				Subtotal	\$1,500.00
				Sales Tax	\$0.00
				Shipping/Handling	\$0.00
				Grand Total	\$1,500.00
				Payment Total	\$0.00
				Amount Due	\$1,500.00

Invoice

Page 1 of 1



Association of Washington Cities

1076 Franklin Street SE
Olympia, WA 98501-1346
Phone: (360) 753-4137
Fax: (360) 753-0149

Invoice

Order Number: 75820
Date: 7/10/2019
Page: 1

Bill To:
Peninsula Regional Transportation Planning Organization
60 Washington Ave Ste 200
Bremerton, WA 98337

Ship To:
Paul Shinnars
60 Washington Ave Ste 200
Bremerton, WA 98337

Customer ID #		Customer PO	Payment Method	Payment Terms	
36986		To be billed	Purchase Order	Due Upon Receipt	
Representative			Shipping Method	Ship Date	Due Date
April Petersen			USPS	N/A	Net
Quantity	Item Description	Unit Price		Discount	
1.00	AWC Associate Member - Public Agency/Non Profit Small prorated for July - Dec	\$150.00		\$0.00	\$150.00
				Subtotal	\$150.00
				Sales Tax	\$0.00
				Shipping/Handling	\$0.00
				Grand Total	\$150.00
				Payment Total	\$0.00
				Amount Due	\$150.00

Invoice

Page 1 of 1



226 Adams Street
Port Townsend, WA 98368
360-385-2900

#5181

Invoice

Invoice # 101653
Invoice Date: 8/31/19
Terms: Prepay
Rep: TM

Bill to:

Bill to ID: 27134

Sold to:

Account ID: 27134

Jeremiah Holcomb
Kitsap Transit
60 Washington Ave, Suite 200
Bremerton, WA 98337

Jill Boltz
Kitsap Transit
60 Washington Ave, Suite 200
Bremerton, WA 98337

Ad Insertions included in this Invoice

Advertising

Date	Ad ID	Ad Information	PO #	Price	Disc	Applied	Total
8/21/19	185149	Legal - OTHER 11.25"		\$180.00			\$180.00
		LEGALS: Peninsula Regional Transportation Planni...					
8/28/19	185989	Legal - OTHER 9.5"		\$152.00			\$152.00
		LEGALS: Notice is Hereby Given - The Regional Tran...					

Fund: 10
Post Date: Aug
Purchase Order Number: 7253
Project #: 100
Account Code: 50301-4102
Funding Source: DEFERRED
Signed: Ed Osborne

Items: 2

Please make check payable to Port Townsend Leader
Thank you for advertising with the PT Leader!
Avoid the 1.5% finance charge by
submitting your payment by the 20th
of each month.

Total Charges	\$332.00
Discount	
Payments Applied	
Total Balance Due on Receipt	\$332.00

Journal

SHELTON-MASON COUNTY

Shelton Mason County Journal, Inc.

Invoice

227 W Cota St
PO Box 430
Shelton, WA 98584-0430

Date	Invoice #
8/29/2019	100331

Bill To
Kitsap Transit 60 Washington Ave. Ste. 200 Bremerton, WA 98337

RECEIVED
SEP 04 2019
FINANCE
KITSAP TRANSIT

P.O. No.	Terms	Project
2163		

Quantity	Description	Rate	Amount
1	Legal notices 8/29 Notice of Public Comment Regional Transportation Plan 2040 (RTP) draft plan Fund: <u>10</u> Post Date: <u>AUG</u> Purchase Order Number: <u>7252</u> Project #: <u>100</u> Account Code: <u>50301-4102</u> Funding Source: <u>DEFAULT</u> Signed: <u>[Signature]</u> PRTPD ✓ RTP	160.00	160.00
		Total	\$160.00
Phone # 360-426-4412			

Journal

SHELTON-MASON COUNTY

Shelton Mason County Journal, Inc.

Invoice

227 W Cota St
PO Box 430
Shelton, WA 98584-0430

Date	Invoice #
8/15/2019	100057

Bill To
Kitsap Transit 60 Washington Ave. Ste. 200 Bremerton, WA 98337

RECEIVED
AUG 20 2019
FINANCE
KITSAP TRANSIT

P.O. No.	Terms	Project
2099		

Quantity	Description	Rate	Amount
1	Legal notices - Public Notice of Public Comment. R.T.I.P. 8/15/2019	180.00	180.00
Fund: <u>10</u> Post Date: <u>AUG</u> Purchase Order Number: <u>7252</u> Project #: <u>100</u> Account Code: <u>50308-4102</u> Funding Source: <u>default</u> Signed: <u>[Signature]</u> PRTP RTIP			
Phone #		360-426-4412	Total
			\$180.00

Legal Invoice

Date: 08/21/2019

Sequim Gazette

Sound Publishing, Inc.
Unit Attn: A/R
PO Box 930
Everett WA 98206-0930

Customer Account #: 80412950
Legal Description: SEQ866703

Bill To:
Kitsap Transit
60 Washington Ave #200
Bremerton WA 98337

Legal Description: Legal Notices General

Desc: 2020 RTTP

Legal #: SEQ866703

PRTPO

Ad Cost: \$ 123.50

Ordered By: JILL BOLTZ

Published: Sequim Gazette ✓

Issues Ordered: 1

Start Date: 08/21/2019 End Date: 08/21/2019

Fund: 10
Post Date:
Purchase Order Number:
Project #: 100
Account Code: 50301-4102
Funding Source: CDEAULT
Signed: *[Signature]*

Due: \$ 123.50

Legal Invoice

Date: 08/28/2019

Sound Publishing, Inc.
Unit Attn: A/R
PO Box 930
Everett WA 98206-0930

Sequim Gazette

RECEIVED

SEP 03 2019

KITSAP TRANSIT

Bill To:

Kitsap Transit
60 Washington Ave #200
Bremerton WA 98337

Customer Account #: 80412950

Legal Description: SEQ870786

Legal Description: Legal Notices General

Desc:

Legal #: SEQ870786

Ad Cost: \$ 109.25

Ordered By: JILL BOLTZ

Published: Sequim Gazette ✓

Issues Ordered: 1

Start Date: 08/28/2019 End Date: 08/28/2019

PRTPO
RTP

Fund: 10
Post Date:
Purchase Order Number:
Project #: 100
Account Code: 50301-H102
Billing Source: 0320111
Filing

Due: \$ 109.25

Legal Invoice

Date: 08/21/2019

Peninsula Daily News

Sound Publishing, Inc.
Unit Attn: AVR
PO Box 930
Everett WA 98206-0930

Customer Account #: 80412950
Legal Description: PDN866701

Bill To:
Kitsap Transit
60 Washington Ave #200
Bremerton WA 98337

Legal Description: Legal Notices General

Desc: 2020 RTIP
Legal #: PDN866701
Ad Cost: \$ 177.75
Published: Peninsula Daily News ✓
Start Date: 08/21/2019 End Date: 08/21/2019
Issues Ordered: 1

Fund: 10
Post Date:
Purchase Order Number:
Project #: 100
Account Code: 50301-4102
Funding Source: DEPRUL
Signed:

Due: \$ 177.75

Legal Invoice

Date: 08/28/2019

Peninsula Daily News

Sound Publishing, Inc.
Unit Attn: A/R
PO Box 930
Everett WA 98206-0930

Bill To:

Kitsap Transit
60 Washington Ave #200
Bremerton WA 98337

Customer Account #: 80412950

Legal Description: PDN870788

RECEIVED

SEP 03 2019

KITSAP TRANSIT

Legal Description: Legal Notices General

Desc:

Legal #: PDN870788

Ad Cost: \$ 159.55

Ordered By: JILL BOLTZ

Published: Peninsula Daily News ✓

Issues Ordered: 1

Start Date: 08/28/2019 End Date: 08/28/2019

PRTPO
RTP LEGAL

Fund: 10

Post Date:

Purchase Order Number:

Project #: 100

Account Code: 50301-4102

Funding Source: DEFAULT

Signed: *[Signature]*

Due: \$ 159.55



Safeguard

MIKE SANDY
P.O. BOX 11226
HUNTSVILLE, AL 35814

Invoice

INVOICE TERM: NET 30

LATE CHARGE: 1 1/2% per Month or Maximum Allowable Rate
Minimum of \$.50 Per Month

FEDERAL TAX ID: 23-1689322

B
I
L
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T
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JEFFERSON TRANSIT
63 4 CORNERS RD
PORT TOWNSEND WA 98368-9366

S
H
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T
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JEFFERSON TRANSIT
63 4 CORNERS RD
PORT TOWNSEND WA 98368-9366

CONSULTANT NUMBER	CUSTOMER NUMBER	ORDER NUMBER	PO NUMBER	INVOICE NUMBER	INVOICE DATE
0581-00	785374	CRF3W0	CHERYL	033719355	09/26/2019
QUANTITY	PRODUCT NAME	DESCRIPTION	AMOUNT	AMOUNT DUE	
250	SFSL1:MTL1	LASER L1 CHECK 1PT TEAL MRBL			140.00
1	CK7S08111MTL1P	ELECTRONIC PROOF LASER			
	SFPRC OFE				
		SUBTOTAL			140.00
		SHIPPING & PROCESSING			20.06
		TAX			14.41
		TOTAL			174.47
		APPROVED <i>[Signature]</i>			
		DATE <u>9/30/19</u>			
		AMOUNT <u>174.47</u>			
		PROC FILE# <u>see file</u>			
		ASSET: YES <u>NO</u>			
		CODE <u>50413-16</u>			
		Reimbursable: PRTPO			
		U4 354 98			
		BALANCE DUE			\$174.47

SAFEGUARD MESSAGE:

This order was processed with Safeguard Secure SM
- Doing more to reduce your risk of fraud.

TO ENSURE PROPER CREDIT, RETURN THIS STUB WITH YOUR REMITTANCE.



Safeguard

For Inquires call:
MIKE SANDY
(253)589-5059

INVOICE NUMBER	DUE DATE
33719355	10/26/2019
CUSTOMER NUMBER	AMOUNT DUE
785374	\$174.47

SAFEGUARD BUSINESS SYSTEMS
PO BOX 615624
CINCINNATI OH 45264-5624

Pay online at gosafeguardpayment.com
to authorize payment via a debit to your
checking account for no fee,
or credit card for a nominal fee.

785374 33719355 000017447 0

PRTPO Fiscal Agent Expenses
Jefferson Transit Authority
July 1 - September 30, 2019

	<u>July</u>	<u>August</u>	<u>September</u>	<u>Total</u>	Notes
Staff Salaries and Wages	\$ -	\$ -	\$ 191	\$ 191	
Staff Fringe Benefit/OH Rate	\$ -	\$ -	\$ 128	\$ 128	
Other Reimbursables	\$ -	\$ -	\$ 174	\$ 174	PRTPO Checks
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 494</u>	<u>\$ 494</u>	

[Back to agenda](#)

Peninsula Regional Transportation Planning Organization

Policies and Procedures

3. PROCUREMENT POLICY

Purpose

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

Objectives

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

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

Scope

This policy applies to purchases of:

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

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

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

Policy

All purchases shall comply with applicable federal, state and local laws as well as with

PRTPO's bylaws and the policies and procedures contained herein, as well as those policies and procedures of its administrative agencies, Kitsap Transit as the Lead Planning Agency and Jefferson Transit Authority as its Lead Fiscal Agency. Where any of the above differ or conflict, the more restrictive shall govern.

Code of Ethics

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

Responsibilities

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

Procedure

1. Determine Total Purchase

a. Use Anticipated Cost

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

b. No "Splitting"

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

c. Costs to Include

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

d. Include Total Quantity Needed

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

e. Multiphase Programs

If a project is to be completed in phases, the total accumulated cost for all phases shall be considered when determining which cost threshold and related purchasing

requirements apply.

2. Procurement Approval and Method

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

One of the following methods of procurement must be used:

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

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

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

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

c. Small Service Purchases - \$3,000 to \$50,000

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

price available.

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

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

Request for Proposals (RFP)

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

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

Request for Qualifications (RFQ)

RFQs are to be used when seeking non-professional services that warrant the consideration and evaluation of the vendor based on demonstrated competency and qualification rather than price. An RFQ should identify criteria to evaluate and rank qualifications and ask for a consultant's general capabilities, list of principals, previous projects, number of employees, and relevant licenses. Responses to an RFQ are to be evaluated by a review committee based upon the criteria identified in the RFQ, which may include cost when allowed by law. Once a qualified consultant is selected, the PRTPO shall negotiate with the vendor on price and other terms and conditions. An award will be made to the consultant deemed to be the best qualified so long as an agreement is reached on all other terms, including cost, scope and schedule.

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

- All RFP/Qs must be approved by a majority of the Executive Committee;
- The RFP/Q must be publicized in accordance with the applicable law that is the most restrictive;
- The RFP/Q must identify all evaluation factors and their relative importance, and that only complete and timely submittals will be considered;
- Publication of the RFP/Q will be made in the paper of record, posted on the PRTPO website, and distributed to known groups that could respond in an effort to obtain proposals from multiple qualified resources;
- A method shall be established for conducting technical evaluations of the

proposals and qualifications received as part of the development of the RFP/Q;

- For RFPs involving the procurement of services, the proposal most advantageous to the PRTPO will be selected, even when the preferred proposal is not the lowest-priced;
- For RFQs, competitors' qualifications will be evaluated and the most qualified competitor will be selected, subject to negotiation of fair and reasonable compensation;
- Approval of all competitive awards will be made by a majority of the Executive Board; and
- Following approval by the Executive Board, the head of the Lead Planning Agency or the Chair of the PRTPO Executive Board are authorized to sign all contracts.

e. Noncompetitive Proposals

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

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

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

f. Other Government or Cooperative Contracts

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

g. Intergovernmental Purchasing

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

h. Architectural and Engineering Services

The requirements outlined in RCW 39.80 must be followed to procure professional

architectural or engineering services. Purchase approval is made by a majority of the Executive Board members.

i. Electronic data processing and telecommunication systems

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

Glossary

Relevant terms associated with this policy.

Appropriation

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

Competitive Bidding

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

Emergency

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

Non-Professional Services

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

Professional services

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

Quote

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

PRTPO Purchase Request Form

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

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

Select procurement method and complete vendor selection as appropriate:

- ☐ Micro Purchase (less than \$7,500) Competition is not required. Describe basis for price:
 - ☐ Catalog Price.
 - ☐ Price set by law or regulation.
 - ☐ Other: _____
 - ☐ Market price or price offered to general public.
 - ☐ Price compared to recent purchases of similar goods and/or services.
- ☐ Small Material Purchase (\$7,500 - \$15,000) Competition is required - document price rates or quotes from at least three (3) qualified vendors and/or the approved Vendor List. Attach documentation.
 - ☐ This is a recurring purchase - price quotes will be obtained periodically as needed.
 - ☐ Price quotes or RFP/Q were obtained to establish a competitive and reasonable price. Complete section below or reference RFP/Q if applicable:
Vendor 1 _____
Vendor 2 _____
Vendor 3 _____
Reason for final selection: _____
- ☐ Small Service Purchases (\$3,000 - \$50,000) Competition is required - document price rates or quotes from at least three (3) qualified vendors. Attach documentation.
 - ☐ This is a recurring purchase - price quotes will be obtained periodically as needed.
 - ☐ Price quotes or RFP/Q were obtained to establish a competitive and reasonable price. Complete section below or reference RFP/Q if applicable:
Vendor 1 _____
Vendor 2 _____
Vendor 3 _____
Reason for final selection: _____
- ☐ Competitive Proposal (Material purchases greater than \$15,000 and service purchases greater than \$50,000) Competition is required - document formal written bids, proposals, or qualifications from multiple qualified sources, if possible. RFP/Q's may be used. Select one:
 - ☐ Approved RFP/Q was used to solicit proposals.
 - ☐ Details of publication and technical review is in the RFP/Q file.
 - ☐ Documentation of formal proposals or qualifications is attached.
 - Reason for final selection: _____

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

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

Notes: _____

☐ Government Cooperative Contract

Name of Government or Purchasing Cooperative _____

☐ Intergovernmental Purchase

Name of other Government _____

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

4. PUBLIC RECORDS

The Peninsula Regional Transportation Planning Organization (Peninsula RTPO or PRTPO) seeks to conduct all of its work in an open and transparent nature. To help make sure the public has access to PRTPO records, the following Public Records Policy has been prepared as required by chapter 42.56 RCW.

Purpose

The purpose of this policy is to establish public records request and public record retention rules that ensure public access to information concerning the conduct of business by PRTPO. Chapter 42.56 RCW, the Public Records Act (“the act”), defines ‘public records’ to include any ‘writing containing information relating to the conduct of government or the performance of any governmental or propriety function prepared, owned, used, or retained’ by the organization, regardless of physical form or characteristics.

Policy

Public Records Requests

The Peninsula RTPO adopts the Public Records Act Rules of Procedure of Kitsap Transit, as the PRTPO lead planning agency. A copy of Kitsap Transit’s Public Records Act Rules is found on PRTPO’s “About Us” page, [insert document link when it is posted]. Kitsap Transit’s Public Records Officer will respond to any public records requests made of PRTPO.

Public Records Retention

Peninsula RTPO records are subject to the Local Government Common Records Retention Schedule and the Transit Authorities Records Retention Schedule as provided by the Washington Secretary of State. Kitsap Transit, as the PRTPO lead planning agency, will maintain and retain PRTPO records in accordance with the most recent of these schedules, as well as any other schedule applicable to a particular document.

Public Records Act Request Procedure

Any person wishing to make a public records request of PRTPO should follow the current instructions for contacting Kitsap Transit’s Public Records Officer, which is found on the Public Records Request page of Kitsap Transit’s website at <https://www.kitsaptransit.com/agency-resources/public-records-request> . Alternatively, a person may call Kitsap Transit at 360.377.2877 and ask for the Public Records Officer.

Within five business days following receipt of the request, Kitsap Transit will either provide the requested PRTPO records, acknowledge receipt of the request along with

an expected date the materials will be available, or provide a reason for denying the request. PRTPO records will be made available for viewing at Kitsap Transit's Administrative Office at 60 Washington Avenue, Suite 200 in Bremerton. Public records will be available for inspection and viewing during the Kitsap Transit customary office hours: Monday through Friday, 8:00AM to 4:00PM, excluding legal holidays. Records may also be available as copies mailed or sent via email. The fee for providing PRTPO records shall be at the prevailing cost charged by Kitsap Transit at the time of the request, payable at the time records are provided as per state statute.

Exemptions

The Public Records Act provides for certain classifications of records to be exempted from disclosure. All requests for viewing or copying of public records will be reviewed for compliance with current state statutes.

DRAFT

Back to agenda

Adopted :
Revised

ATTACHMENT D

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black
Date: November 8, 2019
Subject: Final Draft Regional Transportation Plan 2040

REQUESTED ACTION:

The PRTPO Executive Board is asked to approve the Regional Transportation Plan 2040 for the Peninsula Region.

Overview

In October the Executive Board discussed the draft plan, comments generated during the public review process, and the approach to completing the 2040 plan. The focus at this time is on completing the plan so that efforts can shift to more substantive discussions about strategic direction, informed in part by comments received on the draft plan.

A final draft plan was prepared that includes minor corrections and formatting updates throughout. Substantive changes were made to Chapter 7 – Next Steps, reflecting input and insights from the public review process and how that will inform upcoming regional transportation planning work. It includes a new Appendix B, which documents the Public Engagement process, and a new Appendix C which pulls together into a technical appendix the 2017 intersection operational analyses that WSDOT conducted across the region.

The Appendix C inclusion was recommended by the TAC in its final review on November 7th. TAC members also identified a small number of typos that are corrected in the final version under consideration by the Board.

The TAC recommended Executive Board approval of the Regional Transportation Plan 2040 with the addition of Appendix C and a small number of typo corrections.

Due to timing, a copy of the final draft plan with the new Appendix C and corrected typos will be posted on the home page of PRTPO's website early in the week at this address: <https://prtpo.kitsaptransit.com/default.htm> Look in the right hand column for the 2040 plan, which can be viewed and downloaded. Until then, that link opens the final draft reviewed by the TAC which will be evident by the cover page. Board members may review that version confident that it is nearly identical to the final version except for a new technical appendix and some typo corrections. A red-line version is available on request.

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPo.org

ATTACHMENT E

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black and Edward Coviello
Date: November 8, 2019
Subject: CY 2020 Transportation Alternatives Program Kick-off

REQUESTED ACTION:

No action is requested. This is for your information and discussion. Board action will be sought in February.

Overview

Over the next several months PRTPO will identify one or more priority regional projects to fund with an award of federal Transportation Alternatives program funding, better known as TAP funds.

In early 2020 the Executive Board will approve a process for selecting and prioritizing projects and will issue a call for projects. Submitted proposals will be reviewed, vetted, and prioritized and the Board will identify projects to receive grant awards.

The Executive Board is supported in this effort by the Technical Advisory Committee (TAC), many of whose members have direct experience working with federal funds in their day-to-day lives and bring those insights to this process. The TAC had a robust discussion about the 2020 TAP process at its meeting on November 7. That important input is highlighted in this report.

This kick-off to the 2020 Call for Projects includes a refresher on the Transportation Alternatives program and its eligible activities, as well as the current balance of funds available for programming. It reviews the previous process for prioritizing projects and an assessment from the TAC as to how to proceed with this 2020 process.

The Board's discussion and questions will help us to develop a process that is efficient and effective in supporting your work in 2020 as you identify funding priorities and select projects to receive TAP grant awards.

Refresher on the Transportation Alternatives Program

The Transportation Alternatives Program (TAP) is a reimbursable federal aid program for community-based transportation projects. It is the one source of funds fully administered by PRTPO. The congressional intent of the program is to expand travel choice, strengthen local economies, improve quality of life, and protect the environment by supporting a wide range of "non-traditional" transportation projects.

People often think of TAP funding as restricted to bicycle and pedestrian projects but TAP funds can be used on a wide array of projects and programs, and don't have the same Federal Aid route restrictions as STBG funds. Eligible applicants are also diverse and include local, tribal, and transit agencies as well as school districts, land management agencies, planning organizations, and non-profits. A full list of eligible applicants and activities is [attached](#) as well as eligibility questions that the feds have formally answered. Note that there are embedded links to highlighted references for more detail on such things as the Regional Trails Program and Safe Routes to School programs.

PRTPO Funding Availability

PRTPO is authorized to allocate \$214,944 in TAP funds annually. This 2020 process will allocate funds for FFY 2020-2024. It will also reallocate \$224,459 in returned and carryover funds from earlier processes.

A new consideration with this process is that a minimum amount of available funds must be spent in “rural areas” defined as either unincorporated or urban areas with less than 5,000 people. There is also a minimum amount that must be spent in “urban areas” defined as cities with a population in excess of 5,000 people. The remainder of the funds can be spent anywhere. This requirement was applied retroactively to the region’s previous allocations. Even without trying, the region satisfied this requirement. We don’t expect this to be an overriding factor in this process.

The intent going into the CY 2020 process is to fully program the funds available for the 2020-2024 time period and then maintain a two-year funding cycle from this point onwards. That would mean in 2022, the region will program ahead another two years, establishing a biennial funding cycle.¹

The following table summarizes the region’s funding availability going into this process.

	TAP Funds Allocated to PRTPO			
	Total	Rural	Urban	Anywhere
Opening Balance*	\$ 224,459			\$ 224,459
FFY 2020	\$ 214,944	\$ 72,675	\$ 54,282	\$ 87,987
FFY 2021	\$ 214,944	\$ 72,675	\$ 54,282	\$ 87,987
FFY 2022	\$ 214,944	\$ 72,675	\$ 54,282	\$ 87,987
FFY 2023	\$ 214,944	\$ 72,675	\$ 54,282	\$ 87,987
FFY 2024	\$ 214,944	\$ 72,675	\$ 54,282	\$ 87,987
Unprogrammed \$\$	\$ 1,299,179	\$ 363,375	\$ 271,410	\$ 664,394

* Includes pending reimbursement of \$24,299 from Port Townsend.

Flexibility with TAP Annual Targets

In October during an overview of federal funding programs, the Board talked about some of the challenges of delivering federally funded projects. One of those challenges is meeting annual “obligation targets” whereby a region or county must ensure a certain amount of funding gets under contract with the Local Programs office of WSDOT every year.

This is particularly troublesome for TAP awards. The total amount of monies associated with each annual allocation is very small, making it hard to identify priority projects that can proceed each year with a small amount of federal funds.

Edward Coviello and I met in Tumwater with Brian Moorehead from Local Programs in late October to review WSDOT’s numbers and confirm funding authority and to discuss options for increased flexibility. One concern relates to the small annual allotments. Another relates to the 2020 obligation target since project selection will not be finalized until June – if a 2020 target must be met then a project would have an extremely short window to complete the obligation process.

¹ The FAST Act expires September 30, 2020 and it is unlikely a new bill will be passed before then. We’ve looked at the current outlines of transportation bills working their way through various caucuses and committees in the House and see no evidence that there will be diminished support for this program in the next bill. A brief survey of other regions indicates that they are confident there will be something approximating the TA program in future bills as they are programming well past FFY 2020. Local Programs affirmed that this is the approach others are taking, too, which is why we’re recommending programming out past the FAST Act expiration.

Brian knew of our concern coming in and had discussed this with Headquarters ahead of time. He offered PRTPO a little more programming flexibility than we'd first envisioned going into this process.

- **PRTPO does not need to meet a 2020 TAP obligation target.** This is important because it means that PRTPO can focus on selecting the right project instead of a project that can obligate within just a few weeks of being selected. This is not to say PRTPO cannot identify a project to obligate in 2020, just that it's not required to.
- **PRTPO can consider total TAP availability instead of restricting awards by annual limits.** Because the Peninsula region's total funding is so low, it does not need to restrict its funding awards to the yearly amounts. The region can select many projects to fund or put it all onto a couple of projects that obligate all funds at once. What will drive the region's funding awards should be project priorities, not the specific dollar amount for each year.

Please note that this is for TAP funds only. This flexibility does not apply to regional STBG funds managed by the counties.

With this TAP funding cycle, PRTPO will establish a regular check-in with the TAC on RTPO federal funds. This will help the region better manage the flow of federal funds and position to receive funds that other regions can't spend on time.

Assessment of Prior TAP Allocation Processes

In 2014, PRTPO programmed TAP funds for years 2015-2017 and created a contingency list of unfunded projects. A weighted process was used, and TAC members helped to evaluate and rank project proposals. A question going into this 2020 process is whether it makes sense to use the framework of that earlier process or start from scratch in developing an approach for soliciting and prioritizing funding proposals.

The TAC reflected on the earlier prioritization processes and how they had evolved up to the point of the last call for projects. That process fostered regional collaboration and interagency coordination. There was general agreement that it had been a fair process and efficient to administer and had generated good funding proposals.

The TAC supported using the earlier framework as the starting point for this process. Some ideas were discussed to improve the application packet and overall efficiency. The increased funding flexibility associated with a multiyear process and an ongoing biennial call for projects would enhance the earlier process. Unless overlooked issues arise during the Board discussion, the prior framework will be refined for use in the 2020 call for projects.

Planning Ahead for the 2020 TAP Process

The intent is for the Board to develop a suitable process, implement a call for projects and prioritization process, and approve funding priorities in June 2020, in time for selected projects to be included as Funding Secured in local TIPs before they are adopted. This will minimize the need for amendments later.

While June seems like a long process, PRTPO will resume its bi-monthly meeting schedule in 2020. The TAC will meet in Jan-March-May and the Board will meet in February-April-June. It's important to be efficient with the process between now and then. Here is the preliminary schedule for completing this by June.

- January – TAC reviews, refines, and recommends process details to the Board
- February – Board reviews and acts on TAC process recommendation and approves a Call for Projects
- March – April – Call for Projects issued, applications due, preliminary screening and packaging for review
- May – TAC reviews proposals and sponsor presentations, recommend priority ranking to the Board
- June – Board reviews proposals, TAC recommendation, and develops final funding awards

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org
Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com

Attachment - Eligibilities and FAQs

TRANSPORTATION ALTERNATIVES SET-ASIDE [“TRANSPORTATION ALTERNATIVES PROGRAM”]

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

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

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

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

Nonprofit organizations are not eligible as direct grant subrecipients for TA Set-Aside funds unless they qualify through one of the eligible entity categories (e.g., where a nonprofit organization is a designated transit agency, school, or an entity responsible for the administration of local transportation safety programs). Nonprofit entities are eligible to partner with any eligible entity on an eligible project, if State or local requirements permit.

The RTP set-aside funds retain the [RTP eligible project sponsor](#) provisions under 23 U.S.C. 206 (23 U.S.C. 133(h)(5)(C)).

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

TA Set-Aside funds may be obligated for projects or activities described in 23 U.S.C. 101(a)(29) or 213, as such provisions were in effect on the day before the date of enactment of the FAST Act. See [TAP Eligible Projects Legislation as in effect prior to enactment of the FAST Act](#).

Former 23 U.S.C. 213(b)(1):

1. Transportation Alternatives as defined in section 101 [former 23 U.S.C. 101(a)(29)]:
The term “transportation alternatives” means any of the following activities when carried out as part of any program or project authorized or funded under this title, or as an independent program or project related to surface transportation:
 - A. Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).
 - B. Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
 - C. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users.
 - D. Construction of turnouts, overlooks, and viewing areas.
 - E. Community improvement activities, *which include but are not limited to*:
 - i. inventory, control, or removal of outdoor advertising;
 - ii. historic preservation and rehabilitation of historic transportation facilities;
 - iii. vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and
 - iv. archaeological activities relating to impacts from implementation of a transportation project eligible under title 23.

- F. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to:
 - i. address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections 23 U.S.C. 133(b)(3) [as amended under the FAST Act], 328(a), and 329 of title 23; or
 - ii. (ii) reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats (Former 23 U.S.C. 213(b)(2)-(4)).
2. The [recreational trails program](#) under 23 U.S.C. 206 of title 23. See the [Recreational Trails Program](#) section.
3. The [safe routes to school program](#) eligible projects and activities listed at section 1404(f) of the SAFETEA-LU:
 - o [Infrastructure](#)-related projects.
 - o [Noninfrastructure](#)-related activities.
 - o SRTS coordinator. SAFETEA-LU section 1404(f)(2)(A) lists “managers of safe routes to school programs” as eligible under the noninfrastructure projects.
4. Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.
 - o See [Boulevards from Divided Highways](#) for examples.

TA Set-Aside projects must benefit the general public (23 CFR 1.23 and 23 CFR 460.2).

Not Eligible: TA Set-Aside funds cannot be used for the following activities because there is no authorization under the Federal-aid Highway Program:

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

Location: There are no location restrictions for TA Set-Aside infrastructure projects; they are not required to be located along highways. Activities eligible under the TA Set-Aside also are eligible for STBG funds (23 U.S.C. 133(b)(15)). Under 23 U.S.C. 133(c)(3), projects eligible under the TA Set-Aside funded with STBG funds are exempt from the location restriction in 23 U.S.C. 133(c). Some aspects of

activities eligible under the TA Set-Aside also may be eligible under other Federal-aid Highway Programs. See [STBG Eligibility](#).

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

TA SET-ASIDE PROJECT ELIGIBILITY QUESTIONS AND ANSWERS

The following questions and answers relating to project eligibility come from previous MAP-21 guidance and questions and answers, updated to be consistent under the FAST Act. See [TAP Eligible Projects Legislation](#) as in effect prior to the enactment of the FAST Act for the text from the former 23 U.S.C. 213(b) and 101(a)(29). Eligible TA Set-Aside projects must be sponsored by an [eligible entity](#) and selected through the [competitive selection process](#).

Archaeological Activities: What archaeological activities are eligible?

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

Bike Sharing: Are bike sharing systems eligible?

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

Historic Preservation: What historic preservation projects are eligible?

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

Land Acquisition: Is land acquisition eligible?

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

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

Under the "community improvement activities" category, projects such as streetscaping and corridor landscaping may be eligible under the TA Set-Aside if sponsored by an [eligible entity](#) and selected through the required [competitive process](#). Landscaping and scenic enhancement features, including

junkyard screening and removal under 23 U.S.C. 136, may be eligible as part of the construction of any Federal-aid highway project, including eligible TA-funded projects (23 U.S.C. 319).

Lighting: Is lighting eligible?

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

Planning: Is planning eligible as an independent TA Set-Aside project?

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

Resilience: Are resilience improvements eligible?

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

Road Diets: Are road diets eligible?

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

Safety Education Activities: Are safety education activities eligible?

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

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

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

Utilities: Is utility relocation eligible?

Utility relocation that is necessary to accommodate an eligible project may be eligible for Federal reimbursement only if permitted under State law or policy. Federal law and regulation (23 U.S.C. 123, *Relocation of utility facilities*, and [23 CFR 645, Utilities](#)) recognize that some States, by State law or policy, prohibit using public funds to relocate utilities; in these States, it is illegal to use funds to relocate utilities. (23 U.S.C. 123, *Relocation of utility facilities*, and [23 CFR 645, Utilities](#))

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Transportation Outlook 2020 *Working Draft*

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 River 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

2019 Officers

Executive Board Chair:

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360-460-7236 | anese@jamestowntribe.org

Executive Board Vice-Chair:

Bek Ashby, Port Orchard City Council
360-731-0778 | bashby@cityofportorchard.us

Executive Board Secretary:

Tammi Rubert, Jefferson Transit Authority
360.385.3020 / trubert@jeffersontransit.com

Technical Advisory Committee Chair:

Wendy Clark-Getzin, Jefferson County
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Reintroducing Peninsula RTPO

Effective July 1, 2019 the Peninsula Regional Transportation Planning Organization began operating as an independent transportation planning organization for the first time in almost 30 years. In coordination with WSDOT, who administered the region well during that time, we developed our own framework for regional collaboration and have assumed responsibility for our own success.

Our new RTPO structure builds on the intergovernmental partnerships and cooperative relationships established over decades of working together to meet the mobility needs of Clallam, Jefferson, Kitsap, and Mason Counties. Our multimodal approach to coordinated regional transportation planning is tailored to the unique needs of the Peninsula Region. We are forging a strategic planning direction that harnesses our many opportunities to address our mobility needs.

Thank you for your past support of our regional mobility needs. With your help our transportation system is safer and more reliable, people have more travel choices than ever before, and environmental impacts are lessened.

We look forward to a productive relationship with the Legislature as we work together to meet mobility needs of the Peninsula Region's communities.

As we think regionally about the issues and opportunities we face, we welcome the opportunity to talk with you about possible solutions to some tough topics:

- **Sustainable, reliable funding** for system preservation and safety, rural and intercity transit operations, marine highways, and freight access and mobility
- **Electrification** of the rural transportation system
- **De-federalizing more funds** for local transportation projects
- **Increasing system resiliency** in a highly rural region
- **Extending broadband access** to the whole state

Responding to I-976

If it withstands pending court challenges, I-976 will have devastating effects on funding for essential transportation services and facilities in the Peninsula Region:

- Short specific point 1
- Short specific point 2
- Short specific point 3

We are working to get the right bullet points. Bring your ideas on Friday or send by email.

We must replace funding for transit and ferries and reinstate critical local funding options without jeopardizing *Connecting Washington* project funds. Revenues lost after passage of I-695 almost 20 years ago were never restored. There are no local mechanisms and no reserves that can offset I-976 cuts.

Multimodal System Needs Across the Region

We're reaching out to TAC members this week to help. Bring ideas on Friday to help complete.

- Safety project
- Safety project
- Safety project
- Safety project

- Efficiency/chokepoint/reliability project
- Efficiency/chokepoint/reliability project
- Efficiency/chokepoint/reliability project
- Efficiency/chokepoint/reliability project



Safety

Reliability



Access

Resiliency



- Access/connectivity project
- Access/connectivity project
- Access/connectivity project
- Access/connectivity project

- Resiliency/retrofit/replacement project
- Resiliency/retrofit/replacement project
- Resiliency/retrofit/replacement project
- Resiliency/retrofit/replacement project

Info will include agency/descriptive project name/cost. What are your priority needs?

Connecting Washington Commitments

Follow through on funding for

- **SR 3 Freight Corridor**
- **North Mason Park and Ride Lot**
- **SR 305 Corridor Improvements**

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2020 Executive Board Schedule

In 2020, the Executive Board will resume bi-monthly meetings on its regular meeting day, the third Friday of the month. Following is the anticipated 2020 schedule of Board meetings. Note the extended times for February and April.

Our goal is to provide web-conference access to all meetings.



Date	Time	Location
February 21, 2020	9-12	Bremerton – Kitsap Transit Offices
April 17, 2020	9-12	Jamestown S’Klallam – Red Cedar Hall
June 19, 2020	10-12	Bremerton – Kitsap Transit Offices
August 21, 2020	10-12	Jamestown S’Klallam – Red Cedar Hall
October 16, 2020	10-12	Bremerton – Kitsap Transit Offices
December 18, 2020	10-12	Jamestown S’Klallam – Red Cedar Hall

Note that if a meeting is not needed it will be cancelled. And while every effort will be made to avoid additional meetings or lengthening existing meetings, it may be necessary to address an emerging or unanticipated issue. We will work to provide as much advance notice as possible if a meeting will be cancelled, added, or changed.

In 2020 the TAC will move its regular meeting day to the third Thursday of the month, starting in January and meeting bi-monthly.



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

Contact us:

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CY 2020 PRTPO Agenda Planning for EC, EB, and TAC – DYNAMIC SCHEDULING FRAMEWORK as of 11.08.19

Please note: This is a scheduling outline intended to help coordinate workflow and decision-making for the Executive Committee, Executive Board, and Technical Advisory Committee within a bi-monthly meeting schedule framework. These are not approved agendas. Final EB agendas will be approved each month by the EC prior to finalizing. Final TAC agendas will be approved each month by the TAC Chair prior to finalizing. This is for program coordination and workflow purposes only. Changes occur often and in response to emerging issues or opportunities or based on direction from the EC. Items marked with an asterisk () need to happen that month to satisfy other RTPO obligations elsewhere.*

Meeting	Agenda Topics	Notes
CY 2020 Planning		
January 2020 (TAC)	▪ Transportation Alternatives Program – process recommendation for the Board (Action) ▪ PRTPO System Preservation Needs, Pt 1 – discuss existing resources and identify agreed-upon approach	<i>Schedule details are just emerging for the JTC needs list – this is a tentative placeholder, supports HSP too.</i> [If stands, full agenda – 2 big topics]
January 2020 (EC)	○ CY 2020 Work Plan – Review and nail down 2nd half SFY 2020 details (Jan-Jun) and consider Jul-Dec picture ○ Refine EB Strategic Planning Framework (Feb & Apr) ○ 1st Six Months of PRTPO 2.0 – Administrative Check-in ○ Initial discussions about website overhaul, data, GIS ○ Review draft Communications policy ○ Review prototype PRTPO Resource Manual ○ Chair – Solicit nominations from all voting Board members.*	Also in January – we will ask each PRTPO member to identify the 2020 Executive Board representative and alternate, and the TAC representative and alternate. This will become a routine January activity.
February 2020 (EB) 3-hour mtg	1. Discuss WSDOT UPWP guidance, approach, timeline* 2. ACTION - Approve TAP process, initiate call for projects 3. Status update on JTC Statewide Project List and efforts currently underway 4. Rollout of PRTPO Resource Manual 5. ACTION – Approve Communications policy 6. ACTION – Election of 2020 PRTPO Officers* 7. Strategic planning session #1 [~ 2 hours] [Full agenda]	(1) WSDOT typically releases UPWP guidance for the next year between mid-December and late January. Final adoption is always in June, regardless of when they release guidance. <i>[4] Bylaws specify new officers take office at end of the meeting, so have elections late in the agenda.</i>
March 2020 (TAC)	▪ PRTPO System Preservation Needs, Pt 2 – findings, assessment, messaging (<i>schedule details emerging</i>) ▪ Preview new PRTPO database for reviewing/ reporting /communicating regional TIP projects, initiate discussion about next RTIP ▪ Federal funding OA/ delivery status updates ▪ PRTPO website discussion ▪ Rollout of PRTPO Resource Manual [Full agenda]	Schedule details for JTC work are quickly evolving. Placeholder, if schedule allows. We must be able to convey regional needs quantitatively and qualitatively so a good value effort if it's efficient to produce and maintain. <i>TAP [Call for Projects expected to be underway so not a focus this month]</i>
March 2020 (EC)	○ Welcome new EC member(s) ○ Prep for the Board's strategic planning session #2 ○ Guidance on SFY 2021(2022) work program framework and a revamped UPWP ○ Consideration of JTC Statewide Project List activities and status of PRTPO progress ○ Work through prototype of updated Public Participation Plan ○ Follow-up on website overhaul / data / GIS	<i>Update from BERK team on 11.05 – all JTC needs assessment from RTPOs to be complete by April or May. That schedule is already changing, much accelerated. Anticipate need for EC awareness, involvement.</i>

Meeting	Agenda Topics	Notes
April 2020 (EB) 3-hour mtg	1. Review draft SFY 2021(2022) UPWP* 2. Status report on TAP Call for Projects 3. JTC System Needs – PRTPO findings 4. PRTPO Website / data / GIS discussion 5. ACTION – Approve draft Public Participation Plan for public review 6. Federal funding OA/project delivery status updates 7. Strategic planning session #2 [~ 2 hours] [Full agenda]	A draft UPWP must be developed and submitted to WSDOT prior to WSDOT review in May. Reflect emerging strategic priorities in UPWP and cue up unfunded work program needs and opportunities.
May 2020 (TAC)	▪ ACTION – Review / recommend priority array of projects to receive TAP funding ▪ Follow-up discussion on next RTIP ▪ Placeholder for likely JTC or HSP information needs [Full agenda]	<i>Assumes TAP Call for Projects initiates in late February.</i>
May 2020 (EC)	○ Feedback on WSDOT review of draft UPWP and PRTPO response. ○ Plan ahead for SFY 2021(22) program strategy and rollout. ○ Website discussion update	WSDOT efforts on Highway System Plan should be underway by this time. They are completely separate from the JTC effort.
June 2020 (EB)	1. ACTION – Approve SFY 2021 UPWP* 2. ACTION – Select TAP Grant Recipients 3. ACTION – Approve final Public Participation Plan 4. <i>Statewide Funding Needs or HSP Update placeholder</i> 5. Briefing from WSDOT on proposed TIP projects 6. Discuss SFY 2021(22) Work Program priorities/rollout	Include status update on CY 2020 TAP obligations. <i>[5] Goal is to get informed insights about WSDOT projects before local TIPs are finalized and RTIP adopted</i>
July 2020 (TAC)	Just because there's nothing here now doesn't mean there	won't be...
July 2020 (EC)	○ Framework for 2021 legislative folio ○ Website update	
August 2020 (EB)	1. CY 2021 Legislative Agenda – First Discussion 2. Kick-off 2020 Consolidated Grant Process (?) 3. Website update	(2) Next call for projects anticipated for August 2020, if same process. Placeholder for planning purposes.
Sept 2020 (TAC)	▪ 2021 Legislative Agenda ▪ 2021-2026 RTIP review and recommendation* ▪ TAC role in Consolidated Grant program (?)	Unsure of process details but assuming TAC role in Consolidated Grant prioritization.
Sept 2020 (EC)	○ 2021 Legislative Agenda ○ Website Input	
October 2020 (EB)	1. 2020 Consolidated Grant Process – update 2. Finalize 2021 Legislative Agenda 3. ACTION - Approve 2021-26 RTIP	(1) Unsure of what timing will be for Consolidated Grant but should assume some role for EB in October.
Nov 2020 (TAC)	▪ PRTPO Website Input	
Nov 2020 (EC)	○ CY 2021 Workflow Schedule	
Dec 2020 (EB)	1. CY 2021 Meeting Schedule and Regional Strategy 2. 2020 Consolidated Grant Process – selection	<i>Tentative deadline for CG process – no details until late spring/summer</i>

Potential Meeting Topics or Presentations as time allows

- *SR 3 Freight Corridor – periodic findings / project status updates*
- *Makah Tribe's SR 112 Initiative, possibly including climate change relocation and response efforts*
- *Passenger-only Ferry Study – periodic updates / input / findings as warranted*
- *Road Usage Charge – briefing from Reema Griffith of the Transportation Commission*
- *Transportation Funding 101 – state funds; resource guide*
- *Ruckleshaus Study Follow-up*
- *Grant Funding Opportunities for PRTPO Regional Planning Priorities*
- *Local Programs Training Session – Tips and Tricks for Smoother Project Delivery [offered as separate local training opp, if desired]*

ATTACHMENT H

INFORMATION ITEM

To: PRTPO Executive Board
From: Thera Black
Date: November 8, 2019
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.

The Month in Review

MPO/RTPO Coordinating Committee Meeting on November 5th – This was a quarterly meeting of all the Regional Transportation Planning Organizations (RTPO) and Metropolitan Planning Organizations (MPO) from across the state as well as several WSDOT divisions and others. The last such meeting was in August and reported on in September. This meeting was in Seattle at the Puget Sound Regional Council offices.

Items of interest to PRTPO members:

- **Joint Transportation Commission List of Statewide Needs.** The JTC hired a consultant (BERK) to develop a high-level assessment of statewide transportation needs for the next ten years that will inform thinking about a new funding package starting in 2021. Over the next 12 months the team will:
 - Conduct a needs assessment (described below)
 - Evaluate funding options
 - Describe economic impacts

The first area of focus will be on needs assessment. They stressed a few key points:

- This is an “assessment” and not a project list
- It will describe characteristics of system needs and how they vary across the state
- They are relying on information from RTPOs as input to this process, including RTIP projects and existing regional assessments of programmatic needs such as preservation and safety.
- They are relying on existing regional resources – they do not anticipate the need for regional or local agencies to have to create any new information for this inventory

Follow-up: On Thursday (11.7) the consulting firm contacted Ed and me for information that is due November 21. Ed pulled the requested RTIP projects and compiled them into the Excel spreadsheet as directed. Early in the week a quick poll of local municipalities and counties, transit agencies, tribes, and WSDOT will be conducted to establish a high-level estimate of system preservation expenditures and shortfalls for the region.

- **System Preservation Needs.** Separate from the JTC effort, there is interest among the regions in developing a more comprehensive picture of multimodal preservation needs across the state.
 - In part this is to present a compelling case to the legislature in 2021 about the need for increased, sustainable preservation funding for all modes. Preservation is too often overlooked in favor of capacity projects, most of which only add to future preservation needs. Decades of underfunding is leading to a slow motion crisis of system failure because preservation doesn’t compete well against system expansion funds.

- It's also to articulate what the implications are for travel and level of service. Communities in some regions are already identifying roads that are to be returned to gravel and have developed protocols for that process. In other places, speed limits are being reduced or weight restrictions imposed because of pavement or bridge conditions. Some transit agencies are deferring vehicle replacements and cutting back on preventive maintenance, leading to increased breakdowns in system reliability.

Follow-up: PRTPO will work with the TAC to develop a more robust assessment of regional preservation conditions, needs, and backlog than we can offer to the JTC study at this time. This will be useful information to have on hand.

- **WSDOT [Active Transportation Plan “Virtual Open House”](#) is Underway.** WSDOT is developing an Active Transportation plan to guide state investments in bicycle and pedestrian infrastructure. They have an online “open house” underway now through the end of December. While the open house will be available until the end of December, a related [questionnaire](#) is available only until November 30th. Input from this phase of work will inform development of a draft plan for public review late this winter.

Coming Up

- **PRTPO Appointments in January.** Per the by-laws, every year PRTPO members are to designate their primary representative and alternate to the Board and to the Technical Advisory Committee. In January I will send an email to you (and your clerk of the board or administrative assistant if we have one on file) requesting this information. It is good to get the member response on letterhead (pdf scan like we just got from the Skokomish Tribe works great).
- **Title VI Training – December 16th from 9-12 at Kitsap Transit in Bremerton.** PRTPO is hosting a Title VI training session with WSDOT's Title VI Coordinator on Monday, December 16th. In addition to Ed and I, all four of the region's transit agencies are sending their Title VI coordinators to get updated on the latest federal reporting requirements. If this training is of value to your organization, we have space. There is no charge to attend. Please contact me before December 9th if there's interest in attending.

Other Notes of Possible Interest to PRTPO Members

- **[2019 Innovations and Partnerships in Transportation Conference](#) – November 21 in Tacoma.** This is the 5th Annual Innovations and Partnerships Conference. This year's conference is being hosted jointly with the Women's Transportation Seminar (WTS) Puget Sound Chapter. Sessions offer a stimulating mix of perspectives on cutting edge topics and innovations with participants from a wide variety of transportation agencies.
- **[Transportation Funding Sources in Washington State](#)** – This comprehensive guide is a product of the Department of Commerce in collaboration with WSDOT and other agencies. It is a user-friendly resource with many useful links regarding grants and other funding options. In addition to those sources, the Community Economic Revitalization Board continues to accept applications for [rural broadband grants](#). Awards are made on a rolling basis in accordance with the CERB meeting schedule, with [deadlines](#) about two months before each meeting.
- **[‘Transformative Planning for Federal Lands’ Regional Training Workshop](#) – November 25 with tours November 26 in Portland.** Sponsored by the American Planning Association Federal Lands Division in partnership with the Western Federal Lands office. The workshop is intended to improve coordination and collaboration among federal, state, and local agencies, particularly in areas where there are large federal land tracts such as the Olympic National Park / National Forest. The workshop is organized around three different tracks including public process, new planning products, and transformative technologies. Attendance is free but registration is required.

And Finally...

We've created a PeninsulaRTPO email account to minimize confusion in regional communications. While my old email will continue to work indefinitely, expect to see emails from my new PRTPO address, below, in the future.

For More Information:

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