PRTPO EXECUTIVE BOARD MEETING

April 16, 2021 | 10:00 – 12:00

Zoom Meeting – Login Below

1.	10:00 – 10:05	**Welcome and Introductions**	*Chair Bek Ashby*
2.	10:05 – 10:10	**Approval of Agenda**	ACTION
		Approval of Minutes from February 19, 2021 *(Attachment A)*	ACTION
		Consent Calendar • *Approval of SFY 2021 3rd Quarter Invoice (Jan-Mar 2021) (Attachment B)*	ACTION
3.	10:10 – 10:15	**Amendment to PRTPO Procurement Policy** *(Attachment C)* *A minor amendment to PRTPO's Procurement Policy is needed to clarify the Executive Board's role in authorizing the Chair to execute a contract on behalf of PRTPO.*	ACTION
4.	10:15 – 10:25	**Contract Authorization for EV Planning Services** *(Attachment D)* *In February PRTPO approved $4,500 for contracted EV planning services to help establish an inventory of completed work and resources that will support RTP follow-up activities in SFY 2022 and beyond. The Board is asked to approve Resolution 02-2021 authorizing PRTPO to execute a service agreement to obtain EV planning services from DKS.*	ACTION
5.	10:25 – 10:45	**Draft SFY 2022-2023 Unified Planning Work Program** *(Attachment E)* *A draft UPWP was developed for SFY 2022 and 2023.The UPWP lays out the budget and associated work program for the two-year period beginning July 1, 2021. This is PRTPO's first two-year UPWP. The Board will be asked to adopt the UPWP in June.*	DISCUSSION, 1st Reading
6.	10:45 – 10:50	**PRTPO Biennial Bylaws Review** *(Attachment F)* *Per PRTPO bylaws a biennial review of the bylaws shall be conducted, and updates made if warranted. A subcommittee will be appointed to look at the bylaws in May and make recommendations to the Board in June.*	DISCUSSION
7.	10:50 – 11:00	**Draft PRTPO Public Participation Protocols** *(Attachment G)* *This update of the 2014 Public Participation Plan spells out PRTPO's commitment to inclusive engagement and an open, transparent regional planning process. This will come back to the Board for approval in June.*	DISCUSSION 1st Reading
8.	11:00 – 11:10	**Update on Local Agency Support in Use of Federal Funds** *The Executive Board identified three areas where PRTPO can support local agencies in their use of federal transportation funds. This is an update on those efforts and what comes next.*	BRIEFING
9.	11:10 – 11:15	**Status Update on SFY 2020 TAP Projects** *In2020 the Executive Board identified four projects to receive regional Transportation Alternative funds. All four projects expected to proceed by August 1, 2021. This is a short update on the status of those projects.*	BRIEFING

10.	11:15 – 11:40	**State and Federal Legislative Updates** *This is a member discussion of about activities of the State Legislature as the current session nears a close as well as updates about various activities at the federal level with possible implications for PRTPO or its members.*	DISCUSSION
11.	11:40 – 11:45	**PRTPO Coordinators Report** *(Attachment H)* *These are short updates to keep the Executive Board apprised of PRTPO activities not addressed elsewhere on the agenda and opportunities of possible interest to members.*	INFORMATION
12.	11:45	**Public Comment Period** *This is an opportunity for anyone from the public to address the Board.*	
13.	11:50	**PRTPO Member Updates** *Information sharing among members on topics of general to the region and its partners.*	
	12:00	**Adjourn**	

REMINDER: *Local agency staff working with FHWA funding are invited to attend PRTPO's training session on April 20th from 1:00 – 4:00. Pre-registration is required, and space is limited.*

Bek Ashby, Chair

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

Next Executive Board Meeting – June 18, 2021, 10:00-12:00

ACTION – SFY 2022-2023 UPWP
ACTION – PRTPO Public Participation Protocols
Biennial By-Laws Review
Draft Title VI Plan
EV Readiness – Insights for PRTPO Work Program

Click here to download the 2021 PRTPO Resource Manual

Join Zoom Meeting
https://us02web.zoom.us/j/3608780353?pwd=MFQvOHpjdENsMjdCQ3BEdFBKSHcxUT09

Meeting ID: 360 878 0353
Passcode: 4780
One tap mobile
+12532158782,,3608780353# US (Tacoma)

Dial by your location
+1 253 215 8782 US (Tacoma)
Meeting ID: 360 878 0353

PRTPO.org

Attachment A

Minutes of Meeting
PRTPO EXECUTIVE BOARD
February 19, 2021
10:00 – 12:00
Via Zoom
Meeting video available on YouTube

CALL TO ORDER
Chair Bek Ashby called the meeting to order at 10:00.

ATTENDEES

Executive Board:

Clallam County	Steve Gray *(alternate)*
Jefferson County	Kate Dean
Kitsap County	Rob Gelder
Mason County	Randy Neatherlin
City of Port Angeles	Lindsey Schromen-Wawrin
City of Port Orchard	Bek Ashby
City of Port Townsend	Ariel Speser
City of Poulsbo	Eds Stern
City of Sequim	Matt Klontz *(alternate)*
Port of Allyn	Ted Jackson
Port of Bremerton	Gary Anderson
Port of Port Angeles	Chris Hartman
Port of Shelton	Dick Taylor
Clallam Transit	Brendan Meyer
Jefferson Transit	Tammi Rubert
Kitsap Transit	John Clauson
Mason Transit	Danette Brannin
WSDOT Olympic Region	Debbie Clemen *(alternate)*
Jamestown S'Klallam Tribe	Annette Nesse
Lower Elwha Klallam Tribe	Chris Grewell
Squaxin Island Tribe	Penni Restivo

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

Others:
Michael Bateman, City of Poulsbo
Wendy Clark-Getzin, TAC Chair, Jefferson County
Sara Crouch, Jefferson Transit – Lead Fiscal Agency
Cliff Hall, WSDOT Tribal and Regional Coordination
Andrew Nelson, Kitsap County
Gaius Sanov, WSDOT Olympic Region
John Wynands, WSDOT Olympic Region

Welcome and Introductions
Chair Ashby welcomed attendees and provided a video roll call.

She recognized new PRTPO Board members and invited them to introduce themselves:

- Ted Jackson is the new representative for the Port of Allyn
- Kate Dean is the new representative for Jefferson County
- Chris Grewell is the new representative for the Lower Elwha Klallam Tribe
- Gaius Sanov is the new representative for WSDOT Olympic Region

Chair Ashby recognized Danette Brannin of Mason Transit who is leaving that agency and the region.

Approval of Minutes from December 18, 2020 and Consent Calendar

> **ACTION: Mr. Taylor moved, and Mr. Meyer seconded to approve the minutes from the December 18, 2020 meeting and the Consent Calendar as presented. There were no objections to the motion.**

2021 Consolidated Grants Recommendation
The Board received recommendations from the Ranking Committee and the Technical Advisory Committee on the priority ranking of Consolidated Grants received by WSDOT.

> **ACTION: Mr. Taylor moved, and Mr. Meyer seconded to approve the priority ranking and letter assignments as recommended. Mr. Clauson abstained from voting. There were no objections to the motion.**

> **ACTION: Ms. Rubert moved, and Mr. Stern seconded to amend the 2021 Consolidated Grants projects into the 2019 Human Services Transportation Plan by reference. There were no objections to the motion.**

Contract Authorization for GIS Services
The Board received results of the procurement process to obtain contracted GIS support services. Three organizations were solicited for bids. The provider offering the best array of services and terms for PRTPO was the Association of Washington Cities (AWC) GIS Consortium. A draft one-year service agreement was provided for Board review prior to approval.

> **ACTION: Mr. Meyer moved, seconded by Ms. Dean to approve Resolution 01-2021 authorizing PRTPO to execute a service agreement with the AWC GIS Consortium. Mr. Stern abstained from voting. There were no objections to the motion.**

PRTPO Request for End of Year Services
As the biennium draws to a close, PRTPO has about $4,500 in its budget that will be unexpended by the end of June. The Board considered a proposal to use those funds to collect all known plans, policies, data, and forecasts from throughout the region that pertain to electric vehicle infrastructure, usage, or demand. The intent is to collect and assess available information and provide guidance on productive next steps that PRTPO might pursue to support EV readiness in the region. This provides an inventory for RTP follow-up work that gets underway in the next biennium and may be useful to PRTPO members as well. The Board was asked to authorize a procurement process for these services.

ACTION: Ms. Dean moved, seconded by Mr. Meyer to authorize PRTPO Coordinators to solicit services for a $4,500 contract to develop a regional inventory of EV data and resources. There were no objections to the motion.

Update from WSDOT Olympic Region

Mr. Wynands, Region Administrator for WSDOT Olympic Region, briefed the Board on some of the legislative funding work underway, highlighting some of the difficult budget issues facing the state:

- There is about half as much money available as is needed
- Fish passage barriers continue to be a big priority of the state

The Legislature is a month or more away from a draft budget. There are huge challenges to be addressed. It doesn't matter if those issues are on the state system or the local system, they need attention.

He discussed the intent behind formation of the Investment Strategy Work Group and the need for more effective ways of identifying projects for funding. He explained the group was immediately confronted with issues regarding lack of trust and lack of clarity about the problem to be solved. People wrestled to understand what equity looks like in a statewide context. Using SR 112 as an example, Mr. Wynands explained a funding model that directs most resources to the roads that carry the most traffic is unfair to a highly rural region. SR 112 is a critical route despite being a low-volume facility. Numbers alone do not convey route priorities. He shares many of the concerns that other members of the work group have raised but has no answers to the difficult funding questions the state faces.

Chair Ashby commented on PRTPO's participation in the Investment Strategy Work Group, observing that the progress being made has not been commensurate with the cost to participate. The schedule dragged on but RTPO boards have not been given a chance to provide any input to the process as planned. She noted the absence of any discussion by the work group of new funding strategies. When polled at the start of Investment Strategy effort, PRTPO members identified insufficient funding as the core issue, not how to prioritize projects. Strategy A working its way forward would have RTPOs prioritize projects without indicating how much or for what funding source.

The problem statement might be more accurately framed as WSDOT is not at the table when the legislature is building funding packages, and it should be. There should also be something about the need for more revenue from a predictable, sustainable source.

Mr. Wynands noted the group struggled to come up with a problem statement. In terms of predictable, sustainable revenue it may be that the state has to move away from a big revenue package every eight years towards something a little smaller but more frequent. He described effects of the intermittent funding packages on the ability of local agencies and WSDOT to plan for future investments. He referred to the Priority Programming approach WSDOT used prior to the nickel package, when the state relied on a biennium package. That approach combined with a systemic view of need without regard for ownership might help, though revenue impacts from COVID-19 make any budget reconciliation difficult this year.

Mr. Shromen-Wawrin commented on the way cities are audited, noting the State Auditor does not consider impacts of deferred maintenance on a city's financial solvency. Yet this is how cities are balancing budgets. The Auditor considers this to be a policy question, not a budget question. It is very much a budget question.

Mr. Wynands added deferred maintenance is a huge issue for the state, too, explaining how the system continues to grow without a commensurate increase in funding to maintain and preserve that system. He observed the conversation in Olympia is starting to recognize that preservation needs to be a funding priority. Some are making the connection that system preservation is a bigger factor for economic development than system expansion in many cases.

Mr. Clauson observed that transit agencies face many of the same funding challenges for preservation except the Federal Transit Administration holds them accountable so they cannot defer maintenance as local and state governments can. He is also hearing a growing legislative awareness of the need for preservation funding.

Chair Ashby asked Mr. Wynands about ways that PRTPO and WSDOT can work together better, adding that both state and local routes are critical to mobility in the Peninsula region. Mr. Wynands responded that the most important thing is to be aware of each other's needs. Ideally local, regional, and state agencies would approach the legislature with a unified voice about top needs. The Investment Strategy Work Group is a first step in that effort. He indicated he will let PRTPO know when the discussion becomes more real and relevant to the region.

Mr. Nelson asked Mr. Wynands to talk about the impacts of budget shortfalls and COVID-19 on WSDOT and its ability to deliver projects, and any ways that local agencies can help.

Mr. Wynands said that WSDOT is hugely impacted. Field crews are back in the field but operating much less efficiently than before. There is also a big wave of retirements underway, but a hiring freeze and furloughs have kept those positions from being filled. Staff often wear multiple hats right now and are stretched thin. Some projects are being delayed. In addition, the federal government did not recognize all the flooding and washouts in January as an emergency. He asked local partners to be patient if possible as staff try to keep up with everything despite being under-resourced.

Kick-off – SFY 2022-2023 Unified Planning Work Program
Ms. Black updated the Board on the new work program, noting that the budget will be reduced by $30,000 from the current biennium. This was anticipated and big impacts are not expected. The Board will receive a draft two-year UPWP in April for review before WSDOT receives it for review. The Board will take action on the final UPWP in June.

SFY 2021 Year-End Activities – Foundational Plan Updates
Ms. Black highlighted the two plan updates underway. The 2014 Public Participation Plan and the 2015 Title VI Plan will both be updated. The Board will receive the draft public participation plan in April, for adoption in June. It will receive the draft Title VI plan in June for adoption in August.

Legislative Updates
Members provided updates on recent legislative initiatives of interest to the region.

PRTPO Coordinator Report
Ms. Black reviewed the report, pointing out the link to Secretary Millar's 2021 State of Transportation briefing that Mr. Wynands spoke of. She also encouraged members to get in touch with questions about grants, to ask for help in reviewing or editing applications, and to request letters of support from PRTPO for statewide competitive processes.

Public Comments
There were no public comments.

Member Updates
Several members shared updates on activities of interest to the Board.

- Ms. Clark-Getzin commended a presentation from the Jamestown S'Klallam Tribe on how to identify and confirm culturally significant features in the landscape, noting that this could be a great resource for members across the region.
- Ms. Dean reported that two ODT projects are very competitive in the RCO funding process currently underway.
- Mr. Schromen-Wawrin commented that there is a Clallam Transit survey on the streets though due to close shortly. He also reported on a briefing to a Jefferson County group from Charles Marohn of "Strong Towns" about the state of infrastructure funding. He provided a link to the presentation in the chat box.
- Mr. Anderson advised that the Gorst Coalition is active and has just approved an MOU as to how they will work together to get support for the SR 16/SR 3 interchange in Gorst.
- Mr. Bateman reported that Poulsbo has just broken ground on the long-awaited Johnson Parkway/SR 305 project.
- Mr. Clauson noted that Kitsap Transit closed that morning on a passenger ferry from the Bay Area.
- Ms. Clark-Getzin reported that work is getting underway on the access road to the Hoh Rain Forest, a 12-mile project including fish passage barrier removal. This is funded by Western Federal Lands.
- Ms. Rupert reported that Jefferson Transit is getting ready to launch its own community survey to support its plan update.
- Mr. Stern updated the Board on various broadband programs underway and funding opportunities at the state and federal level.
- Mr. Meyer updated the Board on the positive experience of residents in Clallam County in obtaining high speed internet access via the Starlink satellite set-up initially contracted by the Hoh Tribe.

Adjourn

Chair Ashby adjourned the meeting at 12:00.

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ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: April 9, 2021
Subject: **SFY 2021 3rd Quarter Expense Voucher Approval**

REQUESTED ACTION:

Approve 3rd quarter expenditures for the SFY 2021 Unified Planning Work Program in the amount of $62,968.

Overview

The PRTPO Executive Board is responsible for approving quarterly expenditures submitted to WSDOT for reimbursement. The attached invoice was prepared by the Fiscal Administrator, reviewed and authorized by the Executive Committee and approved for inclusion on the Executive Board consent calendar.

The budget summary report is below.

Attachment:

- *SFY 2021 3rd Quarter Invoice Reimbursement Package*

Work Program Element	SFY 2020 Actual	SFY 2021 Budget	Total 20-21 Biennium	Previous Expenditures	Current Expenditures	State RTPO Revenues*	Remaining Budget
Program Administration	$ 96,540	$ 79,012	**$ 175,552**	$ 138,787	$ 28,849	$ 167,637	**$ 7,915**
Transportation Planning	$ 15,957	$ 48,573	**$ 64,530**	$ 38,381	$ 15,858	$ 54,239	**$ 10,291**
Regional TIP	$ 7,501	$ 7,960	**$ 15,461**	$ 12,689	$ 945	$ 13,634	**$ 1,827**
Other RTPO Planning Duties	$ -	$ 48,600	**$ 48,600**	$ 11,462	$ 17,315	$ 28,777	**$ 19,823**
Totals	**$ 119,998**	**$ 184,145**	**$ 304,143**	**$ 201,319**	**$ 62,968**	**$ 264,287**	**$ 39,856**

**** PRTPO uses State RTPO revenue only.***

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RTPO PLANNING INVOICE VOUCHER

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

Agreement # GCB 3096

Invoice Date 4/8/2021

Billing Time Period
January 1, 2021 - March 31, 2021

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

SIGNATURE DATE

4/8/2021

TITLE Peninsula RTPO / Kitsap Transit

TOTAL RTPO REIMBURSEMENT requested this invoice **$62,967.75**

Allocation Authorized	$304,143.00
Biennium-to-Date	$264,287.08
Allocation Balance	$39,855.92

WORK ELEMENT	DESCRIPTION	Prior Biennium-TO-DATE Expenditures	CURRENT PERIOD EXPENDITURES	Biennium - TO-DATE Expenditures
Program Administration	Salaries	$24,195.19	$1,743.68	$25,938.87
	Travel	$5,114.72	$0.00	$5,114.72
	Consultants	$84,586.20	$13,050.00	$97,636.20
	Miscellaneous	$24,891.26	$14,055.61	$38,946.87
	Total	$138,787.37	$28,849.29	$167,636.66
Transportation Planning	Salaries	$6,731.04	$1,634.70	$8,365.74
	Travel	$0.00	$0.00	$0.00
	Consultants	$31,650.00	$13,100.00	$44,750.00
	Miscellaneous	$0.00	$1,123.65	$1,123.65
	Total	$38,381.04	$15,858.35	$54,239.39
Data Collection and Analysis	Salaries	$0.00	$0.00	$0.00
	Travel	$0.00	$0.00	$0.00
	Consultants	$0.00	$0.00	$0.00
	Miscellaneous	$0.00	$0.00	$0.00
	Total	$0.00	$0.00	$0.00
Transportation Improvement Program	Salaries	$9,745.56	$544.90	$10,290.46
	Travel	$0.00	$0.00	$0.00
	Consultants	$2,000.00	$400.00	$2,400.00
	Miscellaneous	$943.80	$0.00	$943.80
	Total	$12,689.36	$944.90	$13,634.26
RTPO Planning Duties	Salaries	$961.56	$815.21	$1,776.77
	Travel	$0.00	$0.00	$0.00
	Consultants	$10,500.00	$1,900.00	$12,400.00
	Miscellaneous	$0.00	$14,600.00	$14,600.00
	Total	$11,461.56	$17,315.21	$28,776.77
	TOTAL RTPO Reimbursement	$201,319.33	$62,967.75	$264,287.08

RTPO	Peninsula RTPO / Jefferson Transit
Billing Time Period	January 1, 2021 - March 31, 2021

TPO Reviewer	Date
Edward Coviello	4/8/2021

RTPO UPWP ACTIVITY DETAIL

ELEMENT From Page 1

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

Program Administration

1. Meeting Support. Provided staff support for February Executive Board and Executive Committee meeting, and January TAC meetings, as well as prep for April Executive Committee and Executive Board meetings. Provided webinar logistics and scheduling support for technical training session in April. Support included agenda setting and coordination, development of staff reports and meeting materials, remote meeting hosting and logistics, participation in meetings, recaps, correspondence and follow-up as needed. (on-going)

2. Communication and Information. Maintained PRTPO website, posting updated materials and meeting information. Responded to inquiries and requests for information. (on-going)

3. Title VI Compliance. Continued on-going monitoring for Title VI complaints; none were received. (on-going)

4. PRTPO Support. Conducted a complete procurement process for GIS services contract. Developed new WSDOT-approved PRTPO contract template. Developed PRTPO Resource Manual 2.0 and posted online. Developed a PRTPO "Quick Start Guide" for new Executive Board members and conducted orientation sessions with new members. Conducted member outreach to obtain 2021 appointments, and updated distribution lists and records. Developed regular PRTPO Coordinator updates to keep members apprised of relevant transportation planning activities outside the PRTPO work program. Monitored state and federal funding activities and forwarded information to members as warranted. Met with Senator Cantwell's staff to introduce him to the region and its transportation priorities. Responded to member requests for PRTPO letters of support and consistency for federal funding opportunities. (on-going)

5. UPWP Management. Monitored UPWP budget expenditures and tasks in light of biennium end. Worked with Board to identify end-of-year services to support UPWP task elements. Completed 2nd Quarter write-up for WSDOT and updated the budget report for Board members. Developed draft SFY 2022-2023 work program and budget for internal review. (complete and on-going)

6. Accounting. Completed regular, on-going accounting and invoicing activities. Submitted SFY 2021 2nd quarter invoice for PRTPO expenses. (on-going)

7. Lead Agency Communication and Coordination. Conducted routine phone calls, emails, and video meetings as needed to ensure overall program coordination. (on-going)

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

Transportation Planning

1. Long-Range Planning. Reviewed plans pertaining to electric vehicle readiness and talked with subject matter experts on key considerations for PRTPO work going forward. Scoped an end-of-year services contract to develop an inventory of existing resources to support that work and obtained Executive Board support for procuring services. Conducted procurement process for micro-services contract of $4,500, interviewing two candidates with suitable qualifications. Identified preferred candidate and developed scope of work for review with the Board. Began a sweep of information with PRTPO members and others. (on-going)

2. Regional Coordination and Collaboration. Reviewed materials and products of the WSDOT Statewide Strategic Investment Work Group Meeting 8 and met with Olympic Region Administrator to discuss path going forward, including briefing with Executive Board. Participated in the February 22-23 meetings of the RTPOs and the statewide MPO/RTPO Coordinating Committee with WSDOT. Participated in the February 17 meeting of rural-only RTPOs. Met with Todd O'Briend of QuadCo to discuss rural STBG coordination efforts and strategies for Peninsula region in mitigating impacts on local agencies. Engaged the North Olympic Development Council to understand current efforts regarding system electrification and resilience. Worked with WSDOT Local Programs to obtain training support for local agencies on managing federally funded projects (FHWA). It is still uncertain when that training will be available, so scheduled an April training session with TranTech Engineering and worked on the logistics and content for that event. Monitored early efforts at designating the Olympic Discovery Trail as a part of the US Bike Route System (USBRS) and corresponded with stakeholders. (on-going)

3. Tribal Consultation. Extended formal invitation to tribes without an active interlocal agency agreement with PRTPO to become active members. Extended a formal invitation to the Quinault Indian Nation to become a member of PRTPO. Submitted documentation of outreach to WSDOT. (on-going)

4. Human Services Transportation Planning. Completed an amendment of the Human Services Transportation Plan to amend in the projects recommended for funding through the Consolidated Grants process, including public review. Posted the updated plan online. Worked with the region's transit agencies to sketch out an engagement approach for coordinated human services transportation planning in the SFY 2022-2023 biennium, for inclusion in the draft UPWP to be considered by the Executive Board in April. (on-going)

5. Transportation Outlook 2021. Finalized materials for use in general outreach and education, and posted on-line. Distributed as appropriate. (on-going)

6. Regional Grants Administration. Convened a six-person review panel to evaluate and recommend a priority ranking. Developed Pairwise forced-choice evaluation tool and other meeting materials, and convened a virtual work session via Zoom. Worked that recommendation through the TAC and the Executive Board with a concurrent amendment to the Human Services Transportation Plan to amend in the recommended projects. Finalized the recommendation in February and sent results to WSDOT. Corresponded with applicants and posted results online. Developed draft and final TAP report for Local Programs. (Complete)

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

Transportation Improvement Program

1. Develop and Maintain Regional TIP. Participated in STIP training offered by Local Programs. Responded to questions from and provided support to local agency staff. (on-going)

2. Monitor Obligation Authority for Federally Funded Projects. Monitored obligation status reports from WSDOT Local Programs and responded to agency inquiries about the OA policy to sanction unobligated funds on August 1st. This was a featured discussion of the TAC in January. (on-going)

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

Other PRTPO Activities in SFY 2021

1. GIS Services Contract. Reviewed GIS needs in light of end-of-year budget situation and proposed a small services contract to the TAC, Executive Committee, and Executive Board. Obtained Board support to pursue services as a part of its UPWP amendment. Researched GIS service needs and met with representatives to learn about their services and pricing structure. Developed a decision based on cost, range and scaleability of services, and compatibility with PRTPO's near- and long-term needs. Began laying groundwork to launch work in April. (on-going)

2. PRTPO Website Overhaul. Completed the overhaul of PRTPO's new website and training for the PRTPO Coordinators. (complete)

3. Title VI Plan Update. Reviewed WSDOT requirements and guidance, as well as examples from other states. (on-going)

4. Public Participation Plan Update. Identified examples of simple, effective outlines for use in a community engagement framework for an organization like PRTPO. (on-going)

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

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

SIGNATURE	TITLE	DATE
	Transportation and Land Use Planner	04/05/21

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

INVOICE

Invoice Date	4/7/2021
Invoice ID	5487
Printed on 4/7/2021	Page 1

CUSTOMER

JEFFERSON TRANSIT
63 4 CORNERS RD
PORT TOWNSEND, WA 98368

SHIP TO

Please detach and return this portion with your remittance.

Customer ID	Customer PO No.	Order Date	Shipped Via	FOB
188		4/7/2021		

Terms	Due Date	If Paid By	Deduct	Sold By
	4/7/2021		$ 0.00	

Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
12504	2021 PRPTO Expenses 1st Quarter	1.00				$54,098.60
12505	2020 PRPTO Expenses Not Previously Submitted	1.00				$3,041.10
12506	Admin Fee 10%	1.00				$5,409.86
12507	2020 Admin Fee	1.00				$304.11

1st Quarter 2021 PRPTO Costs

Subtotal	$62,853.67
Sales Tax	$0.00
Total	$62,853.67
Total Due	$62,853.67

Kitsap Transit
PRPTO
2021

	Jan 2021	Feb 2021	March 2021	1st Q 2021
Staff Salaries & Wages	$1,632.56	$1,580.21	$1,525.72	$4,738.49
Staff Fringe Benefit	$649.71	$628.87	$607.18	$1,885.76
Advertising	$451.95	$671.70	$0.00	$1,123.65
Professional & Tech Service	$150.70	$0.00	$0.00	$150.70
Other Contract Services	$9,700.00	$9,600.00	$23,750.00	$43,050.00
Operating Supplies	$0.00	$0.00	$0.00	$0.00
Third Party Recovery	$0.00	$0.00	$0.00	$0.00
Causality Insurance	$3,150.00	$0.00	$0.00	$3,150.00
Membership, Dues, and Subscription	$0.00	$0.00	$0.00	$0.00
Total	**$15,734.92**	**$12,480.78**	**$25,882.90**	**$54,098.60**

Total Expenses:	$54,098.60
Prior Period Expenses 2020	$3,041.10
Total Expenses:	$57,139.70
10% Admin Fee Prior Period	$304.11
10% Current Period	$5,409.86
Total Admin Fee:	$5,713.97
Total Reimbursement:	$62,853.67

Kitsap Transit
Invoice Expense Allocation Report

Vendor Name / Tax Identification Number	Transaction Date / Transaction Number	Description / Transaction Type	Status	Account Number	Account Description	Amount
3P TRANSPORTATION SERVICES						
3P TRANSPORTATION SERVICES XXX-XX-1946	2/1/2021 118	JAN PRTPO Invoice	Paid	10-50313-4102	Other Contractual Services	$9,700.00
XXX-XX-1946	3/1/2021 119	FEB PRTPO Invoice	Paid	10-50313-4102	Other Contractual Services	$9,600.00
XXX-XX-1946	4/1/2021 120	MARCH SERVICES Invoice	Approved	10-50313-4102	Other Contractual Services	$9,150.00
					Totals for 3P TRANSPORTATION SERVICES:	*$28,450.00*
AWC						
AWC	12/26/2020 87524	2021 RMSA MEMBERSHIP Invoice	Paid	10-50601-4102	Casualty & Liability Insurance	$3,150.00
	3/25/2021 89920	GIS 2021 Invoice	Paid	10-50313-4102	Other Contractual Services	$14,600.00
					Totals for AWC:	*$17,750.00*
KITSAP COUNTY PROSECUTOR'S OFFICE						
KITSAP COUNTY PROSECUTOR'S OFF	11/22/2020	3RD QUARTER 2020 Invoice	Paid	10-50304-4102	Professional & Technical Serv	$150.70
					Totals for KITSAP COUNTY PROSECUTOR'S OFFICE:	*$150.70*
KITSAP SUN NEWSPAPER						
KITSAP SUN NEWSPAPER	2/20/2021 0003666356	288868 - PRTPO Invoice	Paid	10-50301-4102	Legal Advertising	$360.20
					Totals for KITSAP SUN NEWSPAPER:	*$360.20*
PORT TOWNSEND LEADER LLC						
PORT TOWNSEND LEADER LLC XX-XXX9793	1/27/2021 106510	LEGAL Invoice	Paid	10-50301-4102	Legal Advertising	$188.00
					Totals for PORT TOWNSEND LEADER LLC:	*$188.00*
SHELTON MASON COUNTY JOURNAL						
SHELTON MASON COUNTY JOURNA	1/28/2021 107414	LEGAL - PRTPO Invoice	Paid	10-50301-4102	Legal Advertising	$270.00

Kitsap Transit
Invoice Expense Allocation Report

Vendor Name / Tax Identification Number	Transaction Date / Transaction Number	Description / Transaction Type	Status	Account Number	Account Description	Amount
					Totals for SHELTON MASON COUNTY JOURNAL:	*$270.00*
SOUND PUBLISHING, INC.						
SOUND PUBLISHING, INC.	1/31/2021 8013267	LEGAL - PRTPO Invoice	Paid	10-50301-4102	Legal Advertising	$181.95
	2/3/2021 SEQ918418	LEGAL - PRTPO Invoice	Paid	10-50301-4102	Legal Advertising	$123.50
					Totals for SOUND PUBLISHING, INC.:	*$305.45*

Kitsap Transit
Invoice Expense Allocation Report

Account Summary

Account Number	Description		Net Amount
10-50301-4102	Legal Advertising		$1,123.65
10-50304-4102	Professional & Technical Serv		$150.70
10-50313-4102	Other Contractual Services		$43,050.00
10-50601-4102	Casualty & Liability Insurance		$3,150.00
		GRAND TOTAL:	$47,474.35

Kitsap Transit
Invoice Expense Allocation Report

Report name: New Invoice Expense Allocation Report
Include all Invoices
Include all Credit Memos
Include all Invoice dates
Include these Invoice post dates: 1/1/2021 to 3/31/2021
Include all Accounts
Include all Funds
Include all Classes
Include all Projects
Include all Vendors
Include all Invoice Attributes
Include all Credit Memo Attributes
Include all Account Attributes
Include all Project Attributes
Include all Vendor Attributes
Include all Funding Source(s)
Include these Department(s): 4102

PRTPO Hours

Name:	Date:	Hours:	Amount:	Hourly Rate
Edward Coiello	1/15/2021	15	815.21	54.35
Edward Coiello	1/29/2021	15	817.35	54.49
Edward Coiello	2/12/2021	17	926.33	54.49
Edward Coiello	2/26/2021	12	653.88	54.49
Edward Coiello	3/12/2021	18	980.82	54.49
Edward Coiello	3/26/2021	10	544.9	54.49

Account Number	Account:	Date:	Amount	Type	Hours	32%
10-50214-4102	Fringe Benefit	1/15/2021	815.21	Debit	15	260.87
10-50214-4100	Fringe Benefit	1/15/201	815.21	Credit	15	260.87
10-50214-4102	Fringe Benefit	1/29/2021	817.35	Debit	15	261.55
10-50214-4100	Fringe Benefit	1/29/2021	817.35	Credit	15	261.55
10-50214-4102	Fringe Benefit	2/12/2021	926.33	Debit	17	296.43
10-50214-4100	Fringe Benefit	2/12/2021	926.33	Credit	17	296.43
10-50214-4102	Fringe Benefit	2/26/2021	653.88	Debit	12	209.24
10-50214-4100	Fringe Benefit	2/26/2021	653.88	Credit	12	209.24
10-50214-4102	Fringe Benefit	3/12/2021	980.82	Debit	18	313.86
10-50214-4100	Fringe Benefit	3/12/2021	980.82	Credit	18	313.86
10-50214-4102	Fringe Benefit	3/26/2021	544.90	Debit	10	174.37
10-50214-4100	Fringe Benefit	3/26/2021	544.90	Credit	10	174.37

Check:

Straight Time Totals:	$ 4,738.49
Fringe Benefits:	$ 1,516.32

Risk Management Service Agency

1076 Franklin Street SE
Olympia, WA 98501-1346

Phone: (360) 753-4137
Fax: (360) 753-0149

Invoice

Order Number: 79874
Date: 1/3/2020
Page: 1

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

Ship To:
Paul Shinners
60 Washington Ave., Suite 200
Olympia, WA 98312

Customer ID #	Customer PO	Payment Method	Payment Terms
36986	RENEWAL	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	2020 RMSA Membership	$3,000.00	$0.00	$3,000.00

Subtotal	$3,000.00
Sales Tax	$0.00
Shipping/Handling	$0.00
Grand Total	**$3,000.00**
Payment Total	$0.00
Amount Due	$3,000.00

Kitsap County Prosecuting Attorney
Chad M. Enright

CIVIL DIVISION

Ione George
Chief of Staff

Jacquelyn Aufderheide
Civil Division Chief

Carrie Alire
Administrative Manager

February 2, 2020

Kitsap Transit
Attn: Edward Coviello
Email: EdwardC@KitsapTransit.com

RE: Invoice for Legal Services - 4th Quarter 2020

Dear Mr. Coviello,

Legal services for the Fourth Quarter of 2020 are detailed below.

PRTPO - Legal Services 2nd Quarter 2020

Date	File Name	File Number	Services Rendered	DPA	Hours	Rate	Total
10/21/2020	PRTPO COVID-19 ISSUES	20100090-0010	Research/draft/review	LJN	0.1	$ 137.00	$ 13.70
10/21/2020		20100090-0010	Phone/email contact	LJN	0.2	$ 137.00	$ 27.40
	Total				0.3		$ 41.10

Please remit payment in the sum of **$41.10** to the Kitsap County Prosecutor's Office and mail it to the attention of the undersigned. If you have any questions or require additional information, please do not hesitate to contact me at (360) 337-4814 or via email at *caalire@co.kitsap.wa.us* or Jacquelyn Aufderheide at 337-4973 or *jaufderh@co.kitsap.wa.us*. Thank you.

Sincerely yours,

CHAD M. ENRIGHT
Prosecuting Attorney

10-50304-4182

Carrie Alire
Administrative Manager

/cb
Cc: Jacquelyn Aufderheide

ok to pay

3P Transportation Services

INVOICE

Date:	February 1, 2021
Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	January 1, 2021 – January 31, 2021
Invoice Number:	118

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

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

Description	Amount
PRTPO Coordination Services: 97 hours @ $100/hour *Professional Services in Delivery of the SFY 2021 UPWP*	$9,700.00
Total Due	$9,700.00

Thank you!!

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

BILLING REPORT – Invoice 118

Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	January 1, 2021 – January 31, 2021

Activity Breakout by UPWP Work Program Elements

Program Administration [47.5 hours]

Technical Advisory Committee Meeting - Prepared for and participated in the January 21st TAC meeting including coordination with Lead Planning Agency staff in development of agenda packet and materials, a pre-meeting coordination call with the TAC Chair and LPA staff, meeting hosting and support, and debrief.

Executive Committee Meeting – Prepared for the February 4th Executive Committee meeting with Lead Planning and Lead Fiscal Agencies, including coordination and agenda packet development and distribution.

PRTPO Support – Conducted outreach with member agencies to identify 2021 appointments to the Executive Board and Technical Advisory Committee. Updated records and distribution lists. Responded to questions. Developed "Quick Start" Executive Board orientation guide for use in a meeting with Kate Dean, incoming representative for Jefferson County along with LPA staff and TAC member. Coordinated with Ted Jackson, incoming representative for Port of Allyn, to schedule orientation meeting.

Work Program Management – Completed UPWP document amendment and distributed to LPA and LFA staff and posted online. Compiled 2nd quarter write-up for invoice report and sent to LPA. Worked with LPA staff on quarterly Budget Report. Updated reporting workbook to include amendment then sent to LPA for future use. Worked with LPA and LFA staff to assess SFY 2021 budget and work plan to determine funding status for end of the biennium. Prepared materials to support Executive Committee discussion on February 4th and WSDOT funding recommendation regarding turnback funds on February 8. Conducted preliminary assessment of SFY 2022-23 UPWP requirements and available two-year budget to inform Executive Committee discussion.

Other Planning Activities – Following are other planning or coordination activities this month that fall under Program Administration.

- Reviewed procurement policy and worked with LPA staff, PRTPO Chair, others to complete documentation needed to demonstrate the award of a $14,300 GIS services contract.
- Completed website updates in coordination with LPA staff.
- Compiled notes and materials for PRTPO Coordinator updates for the Board.

- Conducted regular, on-going communication and coordination activities as needed with Lead Planning Agency and Lead Fiscal Agency, PRTPO Chair, members, and others.

Transportation Planning [45.5 hours]

Regional Grants Administration – Developed final workshop agenda for Consolidated Grants ranking process and distributed to Ranking Committee and applicants. Created "home" for Consolidated Grants on the PRTPO website and posted materials for easy access. Built and tested a Pairwise evaluation matrix for ranking, and pre-loaded forced-choice polls in Zoom to facilitate the evaluation and ranking process. Hosted and facilitated the workshop via Zoom and debriefed with LPA staff and PRTPO Chair. Prepared recap of results and distributed to applicants and reviewers. Followed up as warranted with individuals. Compiled TAC report summarizing process and recommendations. Coordinated with LPA staff in developing a legal notice regarding the amendment of these projects into the Human Services Transportation Plan by the Board in February.

Regional Coordination and Collaboration:

- Federal Funding Flexibility for Local Agencies – Met with Bryan Dias, Brian Moorehead, and Bob Bergh to discuss training needs and opportunities for local agencies in the management of federal funds. Followed up to discuss specific issues that affect project delivery and ways of addressing this via training. Obtained NEPA training videos from WSDOT as example of existing resources.
- WSDOT Coordination – Accepted invitation and met with John Wynands, WSDOT Olympic Region Administrator to discuss on-going coordination and collaboration. Set up February Board briefing.

Tribal Consultation – Coordinated with PRTPO Chair in developing outreach materials for tribal leadership concerning appointments to PRTPO and for those without an Interlocal Agreement, invitations and materials to facilitate active participation in PRTPO. Initiated outreach to Quinault Indian Nation on behalf of PRTPO Chair and responded to questions. Followed up as appropriate with individuals. Documented outreach with WSDOT and LPA.

RTP Follow-up Activities – Accepted invitation and met with director of North Olympic Development Council to discuss RTP follow-up activities and potential areas of overlap with NODC initiatives. Scheduled and met with LPA staff and subject matter expert in the area of electric vehicles. Discussed key considerations for PRTPO when scoping a strategy for the 2022-23 UPWP and identified further areas of inquiry that should inform a planning process.

Federal Funding Administration – Worked with Local Programs to develop draft and final TAP reports for FFY 2020. Prepared annual TAP check-in report for discussion with TAC.

Regional TIP [4 hours]

OA Monitoring and Reporting – Researched and reviewed current information from Local Programs on funding targets and Obligation Authority (OA) status. Developed OA brief for TAC including FY 2021 estimates for August 1 obligation targets subject to sanctioning by Local Programs. Followed up as warranted in response to local agency questions.

3P Transportation Services

INVOICE

Date:	March 1, 2021
Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	February 1, 2021 – February 28, 2021
Invoice Number:	119

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

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

Description	Amount
PRTPO Coordination Services: 96 hours @ $100/hour *Professional Services in Delivery of the SFY 2021 UPWP*	$9,600.00
Total Due	$9,600.00

Thank you!!

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

BILLING REPORT – Invoice 119

Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	February 1, 2021 – February 28, 2021

Activity Breakout by UPWP Work Program Elements

Program Administration [49 hours]

Executive Committee Meeting – Participated in and supported February 4th Executive Committee meeting with Lead Planning and Lead Fiscal Agencies, including meeting hosting and support. Compiled recap and responded as necessary in preparation for the Board meeting and other planning activities.

Executive Board Meeting – Prepared for the February 19 Executive Board meeting including agenda packet development and distribution, coordination with Chair and LPA staff, and meeting hosting and support. Participated in the meeting, took notes, debriefed, and compiled meeting recap. Downloaded and prepared meeting video for upload to YouTube channel with link from PRTPO website.

PRTPO Support – Continued to work with members to finalize 2021 appointments and update records and distribution lists as needed. Conducted orientation meeting with Ted Jackson, incoming representative for Port of Allyn. Responded to member questions and requests for information. Developed 2021 PRTPO Resource Manual and posted online. Scheduled 2021 meetings for Executive Board and TAC.

Work Program Management – Reviewed planned versus actual expenditures to date in SFY 2021 and refined budget estimates for remainder of fiscal year to accommodate additional legal support and EV background. Worked with LPA and LFA staff to assess workload needs and budget estimates for new biennium, as well as any uncertain pending budget needs this fiscal year and in the future. Developed staff reports for Executive Committee and Executive Board discussions. Responded to inquiries from WSDOT.

Other Planning Activities – Following are other planning or coordination activities this month that fall under Program Administration.

- Worked with LPA staff in reviewing the structure and documentation requirements for the procurement process for GIS services. Obtained draft contracts developed in June 2019 for review and refinement with WSDOT.
- Completed website updates in coordination with LPA staff.
- Compiled notes and materials for PRTPO Coordinator updates for the Board.
- Conducted regular, on-going communication and coordination activities as needed with Lead Planning Agency and Lead Fiscal Agency, PRTPO Chair, members, and others.

Transportation Planning [37 hours]

Regional Grants Administration – Prepared staff report to support Executive Board discussion and action in approving Consolidated Grants rankings and amending ranked projects into the Human Services Transportation Plan. Coordinated with LPA staff in the amendment process. Responded to questions from applicants and drafted follow-up correspondence. Submitted Board's final rankings to WSDOT Public Transportation Division.

Regional Coordination and Collaboration:

- Federal Funding Flexibility for Local Agencies – Reviewed LAG chapter in response to direction from Local Programs and coordinated with Bryan Dias on outline for training. Sent inquiry to TAC members in response to request from Local Programs. Notified LPA staff of likely delay from anticipated March 18th training date. Worked with Nancy Huntley to explore untapped flexibilities in STIP programming that differ from obligation requirements and how that relates to PRTPO's Transportation Alternatives process. Talked with members about the opportunities of greater flexibility and the added responsibilities. Met with Ted O'Brien of QuadCo about past efforts on the part of rural counties to work with Local Programs and obtain greater flexibilities, and on-going statewide efforts to protect rural STBG funds from sanctioning.
- Investment Strategy Work Group – Reviewed content of Meeting 8 with PRTPO Chair and discussed questions and concerns to address with the Board and WSDOT at the February 19th meeting.
- Rural RTPO Coordination – Reviewed topics and coordinated with LPA staff in preparation for rural-only RTPO meeting hosted by WSDOT.
- MPO-RTPO Coordination – met with other RTPO/MPO representatives to review direction, coordination efforts in advance of statewide meeting. Participated in WSDOT's MPO/RTPO Coordination Committee meeting.

Human Services Transportation Planning – Reviewed requirements and scoped work plan options to inform the UPWP development process. Revamped those options in light of additional funding from WSDOT to support this work.

RTP Follow-up Activities – Worked with LPA staff in reviewing workload and budget for remainder of fiscal year and developed outline of additional work to be contracted in support of RTP follow-up in area of electric vehicle readiness. Discussed with the Executive Committee and prepared a staff report for Executive Board discussion. Obtained approval from the Board to pursue a micro-purchase contract. Solicited input from IRTPO on their consultant experience in developing a regional EV strategy.

Other PRTPO Activities in SFY 2021 [10]

GIS Contract Services – Worked with LPA staff to solicit bids and review potential opportunities for obtaining contracted GIS support services. Documented procurement process and findings in selection of the AWC GIS Consortium. Developed draft contract addendum to address WSDOT requirements and

3P Transportation Services

INVOICE

Date: April 1, 2021
Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: March 1, 2021 – March 31, 2021
Invoice Number: 120

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

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

Description	Amount
PRTPO Coordination Services: 91.5 hours @ $100/hour *Professional Services in Delivery of the SFY 2021 UPWP*	$9,150.00
Total Due	$9,150.00

Thank you!!

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

BILLING REPORT – Invoice 120

Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	March 1, 2021 – March 31, 2021

Activity Breakout by UPWP Work Program Elements

Program Administration [34 hours]

Executive Committee Meeting – Prepared for April 1st Executive Committee meeting with Lead Planning and Lead Fiscal Agencies, including coordination and agenda packet development and distribution.

PRTPO Support – Worked with legal services, Lead Planning and Lead Fiscal Agency staff, Chair, WSDOT, and RMSA in developing a draft and approved final PRTPO contract template. Reviewed and commented to LPA staff and WSDOT on changes proposed by WSDOT to the RTPO draft funding agreement. Developed letters of support for Clallam Transit and Port Townsend grant efforts. Responded to member questions and requests for information.

Work Program Management – Developed estimates and work plan for review by Lead Planning and Lead Fiscal Agency staff for the new biennium. Scoped out budget option for coordinated human services transportation planning with the region's transit agencies. Developed draft SFY 2022-2023 UPWP for internal review by the Executive Committee and Lead Agencies.

Other Planning Activities – Following are other planning or coordination activities this month that fall under Program Administration.

- Completed website updates in coordination with LPA staff.
- Compiled notes and materials for PRTPO Coordinator updates for the Board.
- Conducted regular, on-going communication and coordination activities as needed with Lead Planning Agency and Lead Fiscal Agency, PRTPO Chair, members, and others.

Transportation Planning [48.5 hours]

Regional Grants Administration – Completed wrap-up of Consolidated Grants process. Sent award letters to applicants. Pulled together final project files for archives.

Regional Coordination and Collaboration:

- Local Agency Support in Use of Federal Funds – Compiled responses from member poll for WSDOT Local Programs staff and met with them to discuss the PRTPO training session. Reviewed with them the LAG manual chapters applicable to PRTPO training needs and provided feedback on their draft outline. With no timeline for a training session evident, identified and secured an alternative training opportunity for local partners. Worked with TranTech Engineering to scope an approach for PRTPO

and worked with members to schedule the event (April 20th from 1-4). Set up Zoom Webinar and launched the registration process for PRTPO members and their colleagues.

Human Services Transportation Planning – In conjunction with UPWP development, sketched out an approach for the HSTP update in 2022-2023 meant to strengthen key relationships between transit agencies and the other human services transportation providers in the region.

RTP Follow-up Activities – Obtained Island RTPO proposals for an electric vehicle infrastructure project they recently launched and reviewed the materials for background information on subject matter experts working in the EV arena with LPA staff. Met with prospective firms to gage interest in the PRTPO budget initiative and found top firm to be receptive. Met twice with DKS and developed a feasible scope of work for the $4,500 service contract. Developed a draft contract for services for review and approval by the Board in April. Sent a broad information request out to member agencies in effort to locate and obtain previous plans, studies, or forecasts, and to identify any work currently underway. Extended that outreach to the Quinault Indian Nation and to Grays Harbor Council of Governments, to include all of the US 101 loop, and to the North Olympic Development Council. Began compiling resources for use by DKS when they are under contract and later, for access by member agencies.

Legislative Support – Met with Casey Duff, Senator Cantwell's staff on the Olympic and Kitsap Peninsulas. Introduced him to PRTPO, and the Transportation Outlook 2021 brief and priorities.

Other PRTPO Activities in SFY 2021 [9]

GIS Contract Services – Worked with AWC and LPA staff in finalizing the contract for GIS services.

Public Participation Plan – Pulled examples of simple, clean plans and began drafting a plan for the Board to review in April.

Title VI Plan – Reviewed current WSDOT guidance and began looking at the data resources available to support the update.

Activities at No Charge [5]

- Attended monthly meeting of the North Olympic Development Council to better understand work the NODC has underway related to resiliency, also their interests in system electrification. There are a lot of intersections of interest between that organization and PRTPO. Recommend further engagement in the future.
- Monitored activities of trail advocates and WSDOT in obtaining US Bike Route designation for the Olympic Discovery Trail. This is shaping up to be something that we will bring to the TAC in May.

Risk Management Service Agency

1076 Franklin St SE
Olympia, WA 98501-1346

Phone : (360) 753-4137
Fax : (360) 753-0149

Invoice

Order number: 87524
Date: 12/26/2020
Payment terms: Due upon receipt

Bill to :

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

Quantity	Item description	Unit price	Discount	Extended
1.00	2021 AWC Risk Management Service Agency membership	$3,150.00	$0.00	$3,150.00

Fund: 10
Post Date: January 1, 2021
Purchase Order Number: General Insurance
Project #: 100
Account Code: 10-59701-4102 10-542014102
Funding Source: default
Signed: [signature] (approved electronic)

Payment instructions
1. Log in to wacities.org/profile/fees-payment
2. Enter your ACH payment information to securely pay your bill

If you prefer to pay by check, please reference the order number.

***Administrators** can view and pay the organization's open invoices online by signing in to wacities.org and clicking the Administrator link at the top of the page. To pay membership invoices, click "Pay membership fees." For all other invoices, click "Pay open invoices."*

Subtotal:	$3,150.00
Sales tax:	$0.00
Shipping/Handling:	$0.00
Grand total:	**$3,150.00**
Payment total:	$0.00
Amount due:	$3,150.00

Association of Washington Cities

1076 Franklin St SE
Olympia, WA 98501-1346

Phone : (360) 753-4137
Fax : (360) 753-0149

Invoice

Order number: 89920
Date: 3/25/2021
Payment terms: Due upon receipt

Bill to :

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

Quantity	Item description	Unit price	Discount	Extended
1.00	AWC Geographic Information Systems (GIS) Consortium Tier 3 includes annual fee of 10% for a non-city entity.	$14,740.00	$0.00	$14,740.00
1.00	AWC Associate Member - Public agency/Nonprofit small	$300.00	$0.00	$300.00

Fund: 40
Post Date: 3/25/2021
Purchase Order Number: CONTRACT
Project #: 100
Account Code: 10-50313-4102
Funding Source: default
Signed: see email

Payment instructions
1. Log in to wacities.org/profile/makepayment
2. Select a payment type
3. Enter your ACH or credit card information to securely pay your bill

If you prefer to pay by check, please reference the order number.

***Administrators** can view and pay the organization's open invoices online by signing in to wacities.org and clicking the Administrator link at the top of the page. To pay membership invoices, click "Pay membership fees." For all other invoices, click "Pay open invoices."*

Subtotal:	$15,040.00
Sales tax:	$0.00
Shipping/Handling:	$0.00
Grand total:	**$15,040.00**
Payment total:	$440.00
Amount due:	$14,600.00

Kitsap County Prosecuting Attorney
Chad M. Enright

CIVIL DIVISION

Ione George
Chief of Staff

Jacquelyn Aufderheide
Civil Division Chief

Carrie Alire
Administrative Manager

November 22, 2020

Kitsap Transit
Attn: Edward Coviello
Email: EdwardC@KitsapTransit.com

RE: Invoice for Legal Services - 3rd Quarter 2020

Dear Mr. Coviello,

Legal services for the Third Quarter of 2020 are detailed below.

PRTPO - Legal Services 2nd Quarter 2020

Date	File Name	File Number	Services Rendered	Detail	DPA	Hours	Rate	Total
8/3/2020	2020 GENERAL FILE - PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION	20100090-0009	Phone/email contact	Renew Contract	JMA	0.1	$ 137.00	$ 13.70
	Total					0.1		$ 13.70
9/22/2020	PRTPO COVID-19 ISSUES	20100090-0010	Phone/email contact	Q from B. Ashby re: online voting during Zoom and OPMA compliance	LJN	0.2	$ 137.00	$ 27.40
9/22/2020		20100090-0010	Research/draft/review		LJN	0.5	$ 137.00	$ 68.50
9/23/2020		20100090-0010	Phone/email contact	Follow up email from B. Ashby re: voting online	LJN	0.1	$ 137.00	$ 13.70
9/23/2020		20100090-0010	Research/draft/review		LJN	0.2	$ 137.00	$ 27.40
	Total					1		$ 137.00
Total						1.1		$ 150.70

Please make a check payable to the Kitsap County Prosecutor's Office and mail it to the attention of the undersigned. If you have any questions or require additional information, please do not hesitate to contact me at (360) 337-4814 or via email at *caalire@co.kitsap.wa.us* or Jacquelyn Aufderheide at 337-4973 or *jaufderh@co.kitsap.wa.us*. Thank you.

Sincerely yours,

CHAD M. ENRIGHT
Prosecuting Attorney

Carrie Alire

Carrie Alire
Administrative Manager

APPROVED
1/20/21

/cb
Cc: Jacquelyn Aufderheide

Kitsap Sun

PART OF THE USA TODAY NETWORK

ACCOUNT NAME		ACCOUNT #	PAGE #
Kitsap Transit Legals		288868	1 of 1
INVOICE #	**BILLING PERIOD**	**PAYMENT DUE DATE**	
0003666356	Jan 1- Jan 31, 2021	February 20, 2021	
PREPAY (Memo Info)	**UNAPPLIED (included in amt due)**	**TOTAL AMOUNT DUE**	
$0.00	$0.00	**$415.16**	

BILLING ACCOUNT NAME AND ADDRESS

KITSAP TRANSIT LEGALS
60 WASHINGTON AVE STE 200
BREMERTON, WA 98337-1888

BILLING INQUIRIES/ADDRESS CHANGES

1-877-736-7612 or smb@ccc.gannett.com

FEDERAL ID

47-1939744

Legal Entity: Desk Spinco, Inc.
Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited.
All funds payable in US dollars.

0000288868000000000000003666356000415161261O

Contact abgspecial@gannett.com to sign-up for the convenience of having your invoice e-mailed to you. Once signed up you can also enjoy the convenience of making online payments.

Date	Description	Amount
1/1/21	Balance Forward	$105.74
1/6/21	PAYMENT - THANK YOU	-$50.78

RECEIVED
FEB 17 2021
INTERNAL AUDIT

Package Advertising:

Start-End Date	Description	PO Number	Package Cost
1/27/21-1/27/21	5514373 Legal Notice: PRTPO	HSTP	$360.20

10 50301 4102 100

or

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

Invoice

Invoice # 106510
Invoice Date: 1/27/21
Terms: Prepay
Rep: JH

Bill to: Bill to ID: 27134

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

Sold to: Account ID: 27134

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
1/27/21	194167	Legal - OTHER		$188.00			$188.00
		11.75"	LEGALS: Public Notice - Amendment of the 2019				

Will send out upon receipt of payment
PRTPO 10830146210

Items: 1

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	$188.00
Discount	
Payments Applied	
Total Balance Due on Receipt	**$188.00**

Shelton-Mason County Journal

EST. 1886

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

Invoice

Date	Invoice #
1/28/2021	107414

RECEIVED
FEB 02 2021
FINANCE
KITSAP TRANSIT

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

P.O. No.	Terms	Project
2867		

Quantity	Description	Rate	Amount
1	Legal notices Public Notice of Public Comment re: Peninsula Regional Transportation Planning Organization (PRTPO) 1/28	270.00	270.00

Phone #	360-426-4412	**Total**	$270.00

SOUND PUBLISHING INC.

PO Box 930
Everett, WA 98206-0930

ADVERTISING STATEMENT & INVOICE

BILLING PERIOD	ADVERTISER/CLIENT NAME
01/01/21 - 01/31/21	KITSAP TRANSIT

ACCOUNT NAME AND ADDRESS	INVOICE #	TERMS OF PAYMENT	PAGE #
	8013267	Net 30 days	1 of 1

JVA6171295 E U 00812
MARISOL CASTRO/HR
KITSAP TRANSIT
60 WASHINGTON AVE # 200
BREMERTON WA 98337

ACCOUNT NUMBER	BILLING DATE	ADVERTISER/CLIENT #
51452044	01/31/21	

For billing inquiries please call 1-800-485-4920
For questions regarding rates, sizes or ad charges, please call your sales representative

CSR@Soundpublishing.com

DATE	AD #	DESCRIPTION - OTHER COMMENTS/CHARGES	SAU SIZE BILLED UNITS	TIMES RUN RATE	NET AMOUNT
12/31		BALANCE FORWARD			0.00
				BL	
	PUBLICATION:	CLASSIFIED ADVERTISING SECTION - S			
	AD CLASS:	Classified Line/Semi			
01/31	2554775	00918419 JAN BILLING	Order	1	181.95
		PUBLICNOTICEAMENDMENTOFTHE2			
		AMEND HSTP NOTICE			
		PAGE: 0 C9935			
		Ad Class Totals: $181.95		0.000 Each	
		Publication Totals: $181.95			

Called: 2/12/21 - Peninsula Daily News & Sqvim Gazette
Posted by Jill

off to J. Felke

PRTPO
10 50301 4102 100

CURRENT NET AMOUNT DUE	30 DAYS	60 DAYS	OVER 90 DAYS	TOTAL AMOUNT DUE
181.95				181.95

A FINANCE CHARGE OF 1½% WHICH IS AN ANNUAL RATE

THE INVOICE/STATEMENT SHALL BE DEEMED CORRECT UNLESS

Legal Invoice

Date: 02/03/2021

Sequim Gazette

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

RECEIVED
FEB 17 2021
FINANCE
CITY OF SEQUIM

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

Customer Account #: 51452044
Legal Description: SEQ918418

Legal Description: Legal Notices General

Desc: AMEND TO HSTP NOTICE

Ordered By: JILL BOLTZ

Issues Ordered: 1

Legal #: SEQ918418

Ad Cost: $ 123.50

Published: Sequim Gazette

Start Date: 02/03/2021 **End Date:** 02/03/2021

ok J. Fielke

ARTPO
10 542301 4102 100

Due: $ 123.50

PRTPO Fiscal Agent Expenses
Jefferson Transit Authority
January 1 - March 31, 2021

	Jan	Feb	Mar	Total	Notes
Staff Salaries and Wages	$ 10.07	$ 50.33	$ 10.07	$ 70.46	
Staff Fringe Benefit/OH Rate	$ 6.23	$ 31.16	$ 6.23	$ 43.63	
Other Reimbursables	**$ -**	$ -	$ -	$ -	
	$ 16.30	$ 81.49	$ 16.30	**$ 114.08**	

Salary Break out data:		Wages	Benefits/OH	Total
Crouch - Bank Reconciliation	1/12/2021	$ 10.07	$ 6.23	$ 16.30
Crouch - Process Billing	2/10/2021	$ 20.13	$ 12.47	$ 32.60
Crouch - Process Payments	2/18/2021	$ 30.20	$ 18.70	$ 48.89
Crouch - Reconciliation	3/12/2021	$ 10.07	$ 6.23	$ 16.30
		$ 70.46	$ 43.63	$ 114.08

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ACTION ITEM

To: PRTPO Executive Board
From: Edward Coviello and Thera Black, PRTPO Coordinators
Date: April 9, 2021
Subject: **Amendment to PRTPO Procurement Policy**

REQUESTED ACTION:

The Executive Board is asked to approve a minor amendment to the PRTPO Procurement Policy.

Overview

In conducting the first procurement procedures for PRTPO, it became apparent that PRTPO's Procurement Policy lacks clarity as to how contracts are approved for execution. This was an oversight when the policy was developed and approved in February 2020. A small amendment can correct this and ensure alignment between PRTPO adopted policy and procedures.

The proposed amendment will add a fourth bullet to Section 3 - Contracts that reads as follows:

> **d. PRTPO Authorization**
> The PRTPO Executive Board shall review the contract and supporting procurement documentation prior to authorizing the Chair to execute any contract for services.

A complete copy of the Procurement Policy with the proposed amendment is attached. The change is highlighted on page 6 of the policy and was reviewed by the Executive Committee.

While the Board is usually afforded two meetings before taking action on most items, the nature of this amendment is such that the Board is asked to take action in April instead of waiting until June.

Attachment:
Draft PRTPO Procurement Policy with proposed amendment

For More Information:
Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org
Edward Coviello | 360. 360.824.4919 | EdwardC@KitsapTransit.com

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3. PROCUREMENT POLICY

Purpose

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

Objectives

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

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

Scope

This policy applies to purchases of:

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

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

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

Policy

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

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

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

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

Code of Ethics

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

Responsibilities

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

Procedure

1. Determine Total Purchase

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

b. No "Splitting"
Procurements shall not be divided to artificially create a lower total cost to avoid a particular procurement method or purchasing requirement. If one item being purchased requires another item to "make a whole", the total accumulated costs of the two items (when they can reasonably be projected) should be considered together to determine which procurement method is applicable. If the two items are not available from a single supplier, this prohibition shall not apply.

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

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

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

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

2. Procurement Approval and Method

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

One of the following methods of procurement must be used:

a. Micro Purchases - Less than $7,500

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

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

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

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

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

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

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

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

Request for Proposals (RFP)

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

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

Request for Qualifications (RFQ)

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

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

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

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

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

e. Noncompetitive Proposals

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

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

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

f. Other Government or Cooperative Contracts

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

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

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

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

3. Contracts

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

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

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

d. PRTPO Authorization
The PRTPO Executive Board shall review the contract and supporting procurement documentation prior to authorizing the Chair to execute any contract for services.

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4. Procurement limitations

a. Equipment

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

b. Nondiscrimination

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

c. Federal Funding

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

Glossary

Relevant terms associated with this policy.

Appropriation

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

Competitive Bidding

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

Emergency

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

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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.

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ATTACHMENT A

PRTPO Purchase Request Form

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

Complete ALL Non-Shaded Sections (type or print legibly)			
Simple Purchase Request Title:		Person Requesting Authorization:	
Detailed Purchase Description:			
Is this item or service included in the current year UPWP? *(select one)*		Submittal Date:	
UPWP Task Area *(select one)*	Subtask	Unit Cost	Total Cost
		Total Final Cost:	$0.00

Review and Approval

1. Micro Purchase Approval:

_____ _____

Authorizing Signature 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.
- ☐ Market price or price offered to general public.
- ☐ Price set by law or regulation.
- ☐ Price compared to recent purchases of similar goods and/or services.
- ☐ Other: _____

☐ Small Material Purchase ($7,500 - $15,000) Competition is required - document price rates or quotes from at least three (3) qualified vendors and/or an approved Vendor List. Attach documentation.

- ☐ This is a recurring purchase - price quotes will be obtained periodically as needed.
- ☐ Price quotes or RFP/Q were obtained to establish a competitive and reasonable price. Complete section below or reference RFP/Q if applicable:

Vendor 1 _____

Vendor 2 _____

Vendor 3 _____

Reason for final selection:

_____

☐ Small Service Purchases ($7,500 - $50,000) Competition is required - document price rates or quotes from at least three (3) qualified vendors. Attach documentation.

- ☐ This is a recurring purchase - price quotes will be obtained periodically as needed.
- ☐ Price quotes or RFP/Q were obtained to establish a competitive and reasonable price. Complete section below or reference RFP/Q if applicable:

Vendor 1 _____

Vendor 2 _____

Vendor 3 _____

Reason for final selection:

_____

☐ Competitive Proposal (Material purchases greater than $15,000 and service purchases greater than $50,000) Competition is required - document formal written bids, proposals, or qualifications from multiple qualified sources, if possible. RFP/Q's may be used. Select one:

- ☐ Approved RFP/Q was used to solicit proposals.
- ☐ Details of publication and technical review is in the RFP/Q file.
- ☐ Documentation of formal proposals or qualifications is attached.

Reason for final selection:

_____

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

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

Notes: _____

☐ Government Cooperative Contract

Name of Government or Purchasing Cooperative _____

☐ Intergovernmental Purchase

Name of other Government _____

Attachment B

Mandatory Terms When Using State Funds

1. Conservation. The Contractor shall recognize mandatory standards and policies relating to energy efficiency contained in the most current Washington State Energy Strategy developed under chapter 43.21F RCW.

2. Requests for information. The Contractor shall provide all information requested by the PRTPO within five (5) business days of the request when such is necessary for a progress report to the state. When information requested is for a performance and expenditure report, the Contractor shall provide all information requested on or before the date as conveyed by the PRTPO. Failure to do so may result in delayed payments to the Contractor.

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

4. Audits. The Contractor shall cooperate with and promptly respond to any independent audit conducted.

5. Amendments. This Agreement may be amended only in writing and only by agreement by both parties following review and approval by WSDOT.

6. Purchases of Material.
   Only those purchases of equipment specifically identified in the Scope of Work shall be allowed to be purchased under this Contract. All equipment must be purchased, managed, and disposed of in accordance with state law and with Title VI of the Civil Rights Act. All purchased equipment shall only be used for the sole purpose of regional transportation planning activities. Any equipment on hand at the completion of the work shall become property of the state.

7. No obligation of the State
   The PRTPO and the Contractor acknowledge and agree that absent the express written consent by WSDOT, the state is not a party to this Contract and shall not be subject to any obligations or liabilities to the PRTPO or the Contractor or any other party pertaining to any matter resulting from this Contract.

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

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

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

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

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Attachment C

Mandatory Terms When Using Federal Funds

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

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

3. No obligation by the Federal Government
   The PRTPO and the Contractor acknowledge and agree that absent the express written consent by the federal government, the federal government is not a party to this Contract and shall not be subject to any obligations or liabilities to the PRTPO or the Contractor or any other party pertaining to any matter resulting from this Contract.

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

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

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

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

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

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

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

DRAFT

ACTION ITEM

To: PRTPO Executive Board
From: Edward Coviello and Thera Black, PRTPO Coordinators
Date: April 9, 2021
Subject: **Contract Authorization for EV Planning Services**

REQUESTED ACTION:

Approve Resolution 02-2021 authorizing the PRTPO Chair to execute a $4,500 contract for services with DKS for professional support in establishing a regional inventory of EV materials and resources as per the terms of Contract 21-02.

Overview

In February, the Executive Board authorized pursuit of a $4,500 contract for services to establish a regional inventory of existing plans, data, forecasts, and other resources related to electric vehicles (EV) and the infrastructure to support them. This measure will give PRTPO a jumpstart when it begins work in SFY 2022 to improve the region's EV readiness, one of the focus areas coming out of the 2040 Regional Transportation Plan (RTP). This work is made possible by end-of-biennium funds not needed elsewhere in the work program and supports RTP follow-up activities identified by the Board and included in the Unified Planning Work Program (UPWP).

We tapped our professional contacts and identified two well-qualified candidates, as described in the attached procurement documentation. The budget itself was a barrier for one of the consultants, but the other was intrigued. After meeting with him and getting some professional recommendations, we were pleased when Mike Usen of DKS accepted our request for services.

Though he will not come on board until April 16, assuming the Board authorizes the contract, Mike is already identifying resources to include in an inventory and helping us think through the wide-ranging technological changes the region will see over the next five to ten years, as well as long term. We are impressed with his depth and breadth of experience and his ability to think through multi-faceted implications, especially for rural communities, as the transportation system rapidly evolves from internal combustion engines to battery electric power over this next decade.

Though it is a tiny contract, we believe we will get much more than $4,500 of value from Mike's work with PRTPO. He will brief the Board in June as this work wraps up and help set the stage for our SFY 2022 work program activities in this area.

Per PRTPO's Procurement policy, this is a micro contract entailing an abbreviated recruitment process. Because it is a contract for services to support PRTPO's work program, the Board must authorize the Chair to execute the contract. Attached to this packet is the draft contract for services and scope of work, as well as the procurement documentation.

The Board is asked to approve Resolution 02-2021 authorizing the contract execution.

Next Steps

The contract will be signed by the Chair and sent for execution to DKS. Once counter-signed, work will get underway.

Attachment:
Resolution 02-2021
Draft Contract 21-02 – Agreement for Services Between PRTPO and DKS
Purchase Request Form 21-02 (procurement documentation)

For More Information:
Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org
Edward Coviello | 360. 360.824.4919 | EdwardC@KitsapTransit.com

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PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 02-2021

Authorizing EV Inventory Services Agreement

Recitals

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

WHEREAS, PRTPO is responsible for developing regional information for state and local processes; and

WHEREAS, PRTPO desires temporary technical assistance in establishing a regional inventory of materials to support upcoming planning for electric vehicle (EV) readiness, which was identified by the Executive Board as a regional strategy supporting the 2040 Regional Transportation Plan as called for in the Unified Planning Work Program (UPWP); and

WHEREAS, in assessing its remaining SFY 2021 budget PRTPO estimated an excess of $4,500 beyond what will be needed to deliver the remaining work program by June 30th and authorized its use to obtain technical assistance in developing a regional inventory of EV resources; and

WHEREAS, PRTPO completed its bid review process in compliance with its Procurement Policy and determined that DKS is the preferred consultant for the desired services.

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

THAT the Chair be authorized to execute the attached services agreement between PRTPO and DKS for $4,500 with the understanding that minor changes in final language may be made; and

THAT the Executive Board authorizes the Lead Planning Agency and Lead Fiscal Agency to manage and invoice this contract on behalf of PRTPO.

APPROVED, this 16th day of April, 2021.

ATTEST:

_____

Bek Ashby, PRTPO Chair

ATTEST:

_____

John Clauson, PRTPO Lead Planning Agency

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AGREEMENT FOR SERVICES

between

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

and

DKS

THIS AGREEMENT is made between the Peninsula Regional Transportation Planning Organization, hereinafter referred to as "PRTPO" and DKS, hereinafter referred to a "SERVICE PROVIDER" for the provision of consulting services related to electromobility information and strategies.

Recitals

WHEREAS, the PRTPO is a voluntary regional transportation and planning organization made up of various transportation-oriented public agencies in the counties of Clallam, Jefferson, Kitsap, and Mason. The PRTPO is authorized by chapter 47.80 RCW and formed as a separate legal entity under an lnterlocal Agreement (ILA) pursuant to chapter 39.34 RCW;

WHEREAS, SERVICE PROVIDER represents that it is qualified and possesses sufficient skills and the necessary capabilities to perform the services and/or tasks set forth in this Agreement;

WHEREAS, the PRTPO Bylaws authorize the Executive Board of the PRTPO to contract with member agencies, jurisdictions, tribal entities or businesses to provide or secure services. These contracts must support the overall mission, role, and function of the PRTPO, must be consistent with the Unified Planning Work Program (UPWP), and be consistent with procurement policies adopted by the Executive Board; and

WHEREAS, the SERVICE PROVIDER has been selected in accordance with all applicable procurement laws and PRTPO procurement policies.

Agreement

NOW THEREFORE, in consideration of mutual promises and covenants herein it is hereby agreed:

1. Scope of Work

SERVICE PROVIDER shall perform such services and accomplish such tasks as are set forth in the scope of in Exhibit A and as identified as SERVICE PROVIDER responsibilities throughout this Agreement.

2. Duration

This Agreement shall be effective April 16, 2021. This Agreement shall remain in effect until June 30, 2021 unless terminated earlier in accordance with Section 8 or extended by written amendment as set forth in Section 5.

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3. Payment

3.1 The PRTPO, in consideration of the satisfactory performance of the Project work as determined by the PRTPO, agrees to reimburse SERVICE PROVIDER an amount not to exceed $4,500.

3.2 SERVICE PROVIDER shall submit the invoice for payment to the PRTPO Lead Planning Agency at the address shown below:

PRTPO c/o Kitsap Transit
Attn: Edward Coviello
60 Washington Avenue, Ste 200
Bremerton, WA 98337

Or via email:
EdwardC@KitsapTransit.com

3.3 Invoices shall be submitted no more frequently than once per month. Each invoice will describe services provided for that time period and any deliverables. SERVICE PROVIDER will maintain back up documentation for the invoiced amounts. The final invoice for these services must be received no later than July 2, 2021 for reimbursement.

4. Competency

SERVICE PROVIDER agrees that the work will be carried out only by competent individuals who possess the necessary and appropriate skills, training, experience, qualifications, and licenses necessary to carry out the tasks assigned to them under this Agreement. SERVICE PROVIDER further agrees that all work will be performed with due care, diligence, and skill consistent with the Agreement and best industry standards.

5. Modifications

Either Party may request modifications to this Agreement. Such modifications which are mutually agreed upon shall be incorporated as written amendments to this Agreement. No variation or alternation of the terms of this Agreement shall be valid unless made in writing and signed by authorized representatives of the Parties following review and approval by WSDOT.

6. Notice

Any notice required by this Agreement shall be made in writing to the representative below:

Bek Ashby

PRTPO

Peninsula RTPO Chair
c/o Kitsap Transit
60 Washington Street, Ste 200
Bremerton, WA 98337

Eric Shimizu

DKS Associates

Eric H. Shimizu, PE, PTOE
Principal Engineer
DKS Associates
719 Second Avenue, Ste 1250
Seattle, WA 98104

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7. Requests for Information

SERVICE PROVIDER shall provide all information requested by the PRTPO within five (5) business days of the request when such is necessary for a progress report to the State. When information requested is for a performance and expenditure report, SERVICE PROVIDER shall provide all information requested on or before the date as conveyed by the PRTPO. Failure to do so may result in delayed payments to SERVICE PROVIDER.

8. Records Retention, Access, and Audits

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

8.2 SERVICE PROVIDER shall cooperate with and promptly respond to any independent audit conducted.

8.3 SERVICE PROVIDER acknowledges that this Agreement and all records associated with the Agreement are subject to the Public Records Act, Chapter 42.56 RCW (the "Act") and will be processed accordingly. Unless the SERVICE PROVIDER obtains a court order to enjoin disclosure, the PRTPO will produce all public records in accordance with the Act and will not be liable to the SERVICE PROVIDER for any release of records.

9. Termination

The PRTPO may terminate this Agreement upon giving ten (10) calendar days' written notice to SERVICE PROVIDER. If this Agreement is so terminated prior to fulfillment of the terms stated herein, SERVICE PROVIDER shall be reimbursed only for the actual direct and related costs and non-cancelable obligations incurred prior to the date of termination.

10. Indemnification

To the fullest extent possible, SERVICE PROVIDER shall indemnify and hold harmless the PRTPO and its members, officers, and authorized agents (collectively, "Indemnitees") from and against all claims, suits, or other actions resulting from or arising out of the performance of the Agreement, whether such claims, suits, or actions arise from the negligent or intentional acts, errors, or omissions of SERVICE PROVIDER, its employees or agents, any third parties, or anyone directly or indirectly employed or used by any of them. It is the specific intent of the parties that the Indemnitees shall, in all instances except claims arising from the sole negligence or willful misconduct of the Indemnitees, be indemnified by SERVICE PROVIDER from and against any and all claims and not be limited in any way by other benefits provided by law or the availability of other insurance. The SERVICE PROVIDER also expressly waives its immunity under Title 51 RCW (Industrial Insurance) and acknowledges this waiver was mutually negotiated by the parties.

11. Insurance

SERVICE PROVIDER shall obtain and keep in force during the full term of this Agreement the following insurance coverage:

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A. Liability Insurance and/or Errors and Omissions Insurance providing coverage of at least $500,000 for liability or errors and omissions in connection with the work to be performed under this Agreement.

B. Workers Compensation Insurance in compliance with the laws of the State of Washington covering all SERVICE PROVIDER employees who perform under this Agreement.

C. Comprehensive Auto Liability Insurance on all vehicles used in connection with the Agreement whether owned, non-owned or hired; with limits for bodily injury or death of not less than $250,000 per person and $500,000 per occurrence, and property damage limits of not less than $100,000; or in the alternative, not less than $500,000 combined single limit coverage.

12. No Obligation of the State

The PRTPO and SERVICE PROVIDER acknowledge and agree that absent the express written consent by WSDOT, the State is not a party to this Agreement and shall not be subject to any obligations or liabilities to the PRTPO or SERVICE PROVIDER or any other party pertaining to any matter resulting from this Agreement.

13. Subcontracting

13.1 SERVICE PROVIDER shall not assign or subcontract its performance under this Agreement or any portion of this Agreement without the written consent of the PRTPO, and it is further agreed that said consent must be sought in writing by SERVICE PROVIDER not less than thirty (30) days prior to the date of the proposed assignment or subcontract. The PRTPO reserves the right to reject without cause any such assignment or subcontract. Subcontracts greater than $10,000 must contain all the provisions of this agreement.

13.2 SERVICE PROVIDER shall comply with all federal and state laws and regulations governing the selection and employment of subcontractors.

14. Purchases of Materials

Only those purchases of equipment specifically identified in the Scope of Work shall be allowed to be purchased under this Agreement. All equipment must be purchased, managed, and disposed of in accordance with state law and with Title VI of the Civil Rights Act. All purchased equipment shall only be used for the sole purpose of regional transportation planning activities. Any equipment on hand at the completion of the work shall become the property of the State.

15. Travel

Any out-of-state travel must have the PRTPO's prior written approval to be eligible for reimbursement. Current State travel regulations and rates shall apply to all in-state and out-of-state travel for which reimbursement is claimed during the term of this Agreement.

16. Liability

No liability shall attach to the PRTPO or SERVICE PROVIDER by reason of entering into this Agreement except as expressly provided herein.

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17. Independent Contractor

17.1 The parties intend that an independent contractor relationship between SERVICE PROVIDER and PRTPO will be created by this Agreement. No agent, employee, servant or representative of the PRTPO shall be deemed to be an employee, agent, servant, or representative of SERVICE PROVIDER. SERVICE PROVIDER will be solely and entirely responsible for its acts and the acts of its agents, employees, servants, subcontractors or representatives during the performance of this Agreement.

17.2 In the performance of the services in this Agreement, SERVICE PROVIDER is an independent contractor with the authority to control and direct the performance of the details of the work, however, the results of the work contemplated herein must meet the approval of PRTPO and shall be subject to PRTPO's general rights of inspection and review to secure the satisfactory completion thereof.

18. Ownership of Materials

Any and all work product, deliverable, or any other materials created, prepared, assembled, performed, or otherwise produced by SERVICE PROVIDER for delivery to the PTRPO under this Agreement is the sole property of the PRTPO. It must be delivered to the PRTPO upon termination of the Agreement, after payment is made consistent with Section 9, or upon final payment to SERVICE PROVIDER and shall not be used or released by SERVICE PROVIDER without prior authorization from the PRTPO. SERVICE PROVIDER agrees all such property and the ownership of the copyright and any other intellectual property rights in such property shall vest in the PRTPO at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material used by SERVICE PROVIDER that is not created, prepared, assembled, performed, or otherwise produced for or paid for by the PRTPO remains owned by SERVICE PROVIDER.

19. Compliance with Laws

19.1 SERVICE PROVIDER, in the performance of this Agreement, shall comply with all applicable federal, state or local laws and ordinances, including regulations for licensing and any other standards or criteria described in this Agreement to assure quality of services.

19.2 SERVICE PROVIDER agrees to pay any applicable federal, state, and local fees and taxes, including business and occupation (B&O) taxes, which may be due on account of this Agreement.

19.3 If sales tax becomes applicable to the services covered by this Agreement, the PRTPO shall pay such tax to SERVICE PROVIDER and SERVICE PROVIDER shall pay the tax as required by law.

20. Non-Discrimination

SERVICE PROVIDER shall not discriminate on the basis of race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, veteran status, disability, or other circumstance prohibited by federal, state, or local law, and shall comply with Washington's Law Against Discrimination (RCW 49.60.030), Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and all applicable requirements of any other nondiscrimination statute. The SERVICE PROVIDER will comply with 49 CFR Part 21, which are regulations of the US Department of Transportation relative to nondiscrimination in federally assisted programs.

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21. Equal Employment Opportunity

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

22. Disputes

Conflicts and disagreements between the parties related to the Agreement will be promptly brought to the attention of the PRTPO Chair. Any dispute relating to the quality or acceptability of performance or compensation due will be decided by the PRTPO Chair in consultation with the Lead Planning Agency and others familiar with the Agreement and work in question. All decisions of the PRTPO Chair are considered final. Nothing herein prohibits either party from seeking judicial relief.

23. Severability

If any of the provisions of this Agreement are deemed illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.

24. Counterparts

The Agreement may be executed in counterparts, each of which will be deemed an original, but all of which together will constitute one Agreement.

25. Authorization

Each party signing below warrants to the other party, that they have the full power and authority to execute this Agreement on behalf of the party for whom they sign.

DKS

Eric H. Shimizu, PE, PTOE
Principal Engineer

Date:

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

Bek Ashby,
PRTPO Chair

Date: 4.16.2021

ATTEST:

John Clauson,
Lead Planning Agency

Date: 4.16.2021

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EXHIBIT A: CONSULTANT SCOPE OF WORK

DKS will provide up to 18 hours of electromobility subject matter assistance to PRTPO by advising staff with its goal of developing a suitable strategy for increasing electric vehicle (EV) readiness in the four-county Peninsula Region. The focus of this effort will be assisting with collection of appropriate existing information including plans, policies, forecasts, codes, infrastructure, grid capacity. To optimize value and efficiency, DKS will provide guidance and oversite, rather than research and data collection.

Tasks:

#	Task	Hours	Anticipated activities
1	Project Management	2	Contract set-up, invoices, client communications, etc.
2	Data request	2	Assist Thera Black on data request to distribute to PRTPO members
3	Review and assess regional EV readiness information	8	Prepare proposed organizational structure of collected EV readiness information summarizing existing plans, policies, forecasts, codes, infrastructure, grid capacity, etc. and identify gaps and recommend next steps.
4	Strategy outline	4	Develop outline of strategic next steps for EV Readiness
5	Electromobility Presentation	2	Present Powerpoint/Google Slides addressing electromobility topics to bring PRTPO members up to speed on electromobility

Schedule:

- Project initiation: April 16, 2021
- Electromobility Presentation to PRTPO Executive Board: June 18, 2021
- Project completion: June 30, 2021
- Final invoice: July 2, 2021

Deliverables:

- Input on proposed data outreach to PRTPO members and stakeholders.
- Recommendations on organizational structure for collected data, identification of gaps and recommendations for next steps.
- Outline of strategic next steps for EV Readiness.

Assumptions:

- No specific documents are included as deliverables.
- Project labor to assist PRTPO with DKS' expertise in electromobility.
- Level of effort limited to hours stated above.
- Client may request additional hours with scope amendment.
- Project end date is approximately end of July 2021 when DKS receives final payment.

PRTPO Purchase Request Form #21-02

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:
EV Inventory Support Services	Edward Coviello

Detailed Purchase Description:

Obtain a micro-services contract for help in establishing a regional inventory to support 2040 RTP follow-up activities pertaining to electric vehicle (EV) readiness. Using end-of-biennium funding, this services contract will provide expert guidance to PRTPO Coordinators in collecting, assessing and assembling materials for use by PRTPO and other stakeholders working to increase EV readiness across the region, as well as strategic insights on key gaps that PRTPO can address as called for in the current and next UPWP.

Is this item or service included in the current year UPWP? *(select one)*	Yes	Submittal Date:	4.9.2021

UPWP Task Area *(select one)*	Subtask	Unit Cost	Total Cost
2 - Transportation Planning	Long-Range Planning	4,500.00	4,500.00
		Total Final Cost:	$4,500.00

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.
- ☐ Market price or price offered to general public.
- ☐ Price set by law or regulation.
- ☐ Price compared to recent purchases of similar goods and/or services.
- ☑ Other: $4,500 is amount of funds available before end of the biennium

☐ Small Material Purchase ($7,500 - $15,000) Competition is required - document price rates or quotes from at least three (3) qualified vendors and/or an approved Vendor List. Attach documentation.

- ☐ This is a recurring purchase - price quotes will be obtained periodically as needed.
- ☐ Price quotes or RFP/Q were obtained to establish a competitive and reasonable price. Complete section below or reference RFP/Q if applicable:

Vendor 1 _____

Vendor 2 _____

Vendor 3 _____

Reason for final selection:

_____

☐ Small Service Purchases ($7,500 - $50,000) Competition is required - document price rates or quotes from at least three (3) qualified vendors. Attach documentation.

- ☐ This is a recurring purchase - price quotes will be obtained periodically as needed.
- ☐ Price quotes or RFP/Q were obtained to establish a competitive and reasonable price. Complete section below or reference RFP/Q if applicable:

Vendor 1 _____

Vendor 2 _____

Vendor 3 _____

Reason for final selection:

_____

☐ Competitive Proposal (Material purchases greater than $15,000 and service purchases greater than $50,000) Competition is required - document formal written bids, proposals, or qualifications from multiple qualified sources, if possible. RFP/Q's may be used. Select one:

- ☐ Approved RFP/Q was used to solicit proposals.
- ☐ Details of publication and technical review is in the RFP/Q file.
- ☐ Documentation of formal proposals or qualifications is attached.

Reason for final selection:

_____

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

- ☐ The item or services are available from only one source.
- ☐ An emergency exists beyond the control of PRTPO
- ☐ The granting agency authorizes noncompetitive negotiations.

☐ After solicitation of at least two (2) sources, competition is determined to be infeasible.

Notes: _____

☐ Government Cooperative Contract

Name of Government or Purchasing Cooperative _____

☐ Intergovernmental Purchase

Name of other Government _____

Summary Notes:

- Budget is based on estimated funds available by end of year that are in excess of what is needed to deliver the remaining work. The $4,500 budget is SFY 2021 revenue. Work must be completed by June 30th and invoiced by July 2nd.

- Approached Sean Everett (HDR) with a scope of desired services and budget proposal, and met on March 4th to discuss the project. Sean worked on Kitsap Transit's new electric vehicle base station and provided us with insights as we worked to understand how to approach EV readiness at the regional level. Sean was intererested in the work and what we're hoping to accomplish, but HDR simply couldn't figure out how to make such a tiny budget work.

- Obtained proposals from IRTPO they received in response to their posting for a regional EV infrastructure plan. Mike Usen from DKS was listed on two teams, including the one that IRTPO contracted. Susan Driver, the IRTPO project manager, spoke highly of the team in general but Mike in particular. He is widely recognized as expert in the EV arena, with strong experience in planning, regulatory and policy concerns, OEM and technology trends, data and forecasting, and funding projects.

- Approached Mike Usen (DKS) with a scope of desired services and budget proposal, and met on March 23rd to discuss the project. Mike's familiarity with the Olympic Peninsula, the unique challenges and opportunities posed by the highly rural region, and other factors we had not yet considered piqued his interest. We worked to come up with a suitable scope that takes greatest advantage of his skill set and came up with a workable plan for both DKS and PRTPO. The PRTPO Coordinators strongly recommend pursuing a services contract with Mike Usen.

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To: PRTPO Executive Board
From: Edward Coviello and Thera Black, PRTPO Coordinators
Date: April 9, 2021
Subject: **Draft SFY 2022-2023 Unified Planning Work Program**

REQUESTED ACTION:

This item is for your information and discussion. The Board will take action on a final SFY 2022-2023 UPWP in June.

Overview

In February the Board discussed guidance and direction for developing the 2022-2023 Unified Planning Work Program, or UPWP. The UPWP is the work plan and budget for PRTPO. It describes what work PRTPO will undertake to fulfill its responsibilities as a Regional Transportation Planning Organization and the budget to accomplish it.

The UPWP is based on the state fiscal year. This draft is for the two-year biennium and covers the period from July 1, 2021 through June 30, 2023. The UPWP can be amended any time during this period to accommodate changes in budget or work program activities as directed by the Board.

Draft UPWP

PRTPO's work program is funded by state RTPO planning funds. As anticipated, the level of state RTPO funding decreases next biennium by about $30,200 from current funding levels. However, the state allocated $80,000 in supplemental funding to PRTPO to support a required update to the 2019 Human Services Transportation Plan (HSTP) in this next biennium, so the overall net effect is an increase in annual budget amounts in the draft UPWP relative to the current biennium.

This draft UPWP proposes that $60,000 of that one-time supplemental HSTP funding be directed to the four transit agencies for engagement with the human services transportation community. These are the tribal transit, non-profit and for-profit service providers, and others who help meet the mobility needs of the region's most vulnerable residents. Clallam Transit, Jefferson Transit, Kitsap Transit, and Mason Transit each play central roles with these service providers and help extend coordination between transit districts. As proposed, details of this coordinated engagement will be scoped with the transit agencies and the Board as a part of developing HSTP work program activities in the new biennium. There is general support for this approach from the transit agencies.

Work Elements 1 – 3 address all activities to meet PRTPO's requirements under RCW 47.80. Work Element 4 is reserved for additional activities beyond the core program that are identified by the Board. This draft budget does not identify any activities in Work Element 4 at this time due to budget constraints. It is anticipated that efficiencies realized in delivering some of the products associated with the core program will free up resources for Board-identified activities. Those will be amended into the UPWP in accordance with established policy as those opportunities arise.

The UPWP presents an opportunity for PRTPO to identify additional unfunded regional planning projects, studies, or data collection efforts. These unfunded needs provide a foundation for future funding requests, including end-of-biennium funding in two years or possible grant opportunities. These are included in Appendix A. The list in this draft is incomplete. It will be developed with the Technical Advisory Committee when they meet in May and included in the final draft the Board will review in June.

WSDOT Review

Any changes recommended by the Board in April will be made to this draft UPWP before it is sent for review to the Washington State Department of Transportation (WSDOT). WSDOT representatives from Headquarters and Olympic Region will meet with members of the Executive Committee, Lead Planning and Lead Fiscal Agencies, and the PRTPO Coordinators on April 27th at 10:00 to review the draft UPWP for compliance with state requirements and WSDOT planning guidance. Minor changes to the draft may be made as a result of that review.

Next Steps

A final draft UPWP reflecting any changes identified by the Board in April, revisions necessitated by the WSDOT review, and unfunded planning needs identified by the TAC for Appendix A will be presented to the Board for review and approval in June. That final UPWP will be transmitted to WSDOT and will go into effect on July 1.

Attachment:

Draft SFY 2022-2023 UPWP for the Peninsula Region

For More Information:
Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org
Edward Coviello | 360. 360.824.4919 | EdwardC@KitsapTransit.com

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PENINSULA RTPO UNIFIED PLANNING WORK PROGRAM

STATE FISCAL YEAR 2022-2023
(July 1, 2021 – June 30, 2023)

FOR PRTPO EXECUTIVE BOARD REVIEW
April 16, 2021

DRAFT

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PRTPO 2021 Officers

Bek Ashby, Chair
City of Port Orchard

Randy Neatherlin, Vice-Chair
Mason County

Tammi Rubert, Secretary
Jefferson Transit

www.PRTPO.org

BACKGROUND

The Unified Planning Work Program (UPWP) describes how state funds will be used for regional transportation planning purposes. As the Regional Transportation Planning Organization (RTPO), Peninsula RTPO receives state funds to support a continuous, cooperative, and comprehensive regional transportation planning process across the four-county Peninsula region. This section describes state laws that govern the activities of RTPOs and provides a brief overview of the region. The next section describes the work PRTPO intends to accomplish in SFY 2022 and 2023.

Regional Transportation Planning Organization Responsibilities

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

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

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

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

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

- Produce a six-year Regional Transportation Improvement Program (RTIP) based on those developed by local jurisdictions, transit agencies, and WSDOT.

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

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

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

- Ensure coordination and consultation with Indian tribes.

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

State Emphasis Areas

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

Planning activities WSDOT will undertake in SFY 2022 and 2023 include:

☐ Highway System Plan Update
☐ Multimodal Investment Strategy

More planning activities are likely to be added during this work program horizon.

Additionally, WSDOT recommends a review and update if warranted of the Federal Functional Classification (FFC) of the region's roadway system.

UPWP Development Process

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

Schedule and major milestones for PRTPO's SFY 2022-2023 UPWP development:

Task or Milestone	Date
Executive Board Kick-off of SFY 2022-2023 UPWP	February 19, 2021
Executive Committee Review of Draft UPWP	April 1, 2021
Executive Board Review of Draft UPWP	April 16, 2021
WSDOT Review of Draft UPWP	April 27, 2021
Executive Board Adoption of SFY 2022-2023 UPWP	June 18, 2021

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

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

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

Description of the Region

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

Figure 1: Map of the Peninsula Region



The Peninsula region had a 2020 population of 446,810 people. About 32 percent of the region's population lives in incorporated jurisdictions, with the other 68 percent living in unincorporated rural areas. The region's largest city is Bremerton (pop. 41,750); the smallest is Forks (pop. 3,680).

Ten Indian Tribes have lands in the Peninsula region. Five of those tribes have an active Interlocal Agreement with PRTPO: Jamestown S'Klallam Tribe, Lower Elwha Klallam Tribe, Makah Nation, Skokomish Tribe, and Squaxin Island Tribe.

Large parts of the region are in national lands. Olympic National Park and Olympic National Forest, combined, account for 37 percent of the entire land area of the Peninsula region. Naval Base Kitsap and its numerous facilities are also located throughout Kitsap and Jefferson County.

Kitsap County is the only county in Washington formally located within two different RTPOs: the highly rural Peninsula RTPO and the highly urban Puget Sound Regional Council. This reflects the important gateway role of Kitsap County in linking the Olympic and Kitsap Peninsulas with the Seattle metropolitan area and I-5 corridor. Kitsap County connects rural communities and businesses to metropolitan opportunities and connects people in those highly urban areas to rural recreational, cultural, tourism, and environmental opportunities throughout the region.

Regional Transportation Planning Organization Structure

PRTPO is governed by a 27-member intergovernmental body comprised of four counties, nine cities, four transit agencies, four port districts, and five Indian Tribes plus WSDOT Olympic Region. PRTPO was reconstituted as an independent organization on July 1, 2019 after 29 years of administration by WSDOT Olympic Region. Appendix B lists the PRTPO member organizations with active Interlocal Agreements.

PRTPO's Executive Board is the decision-making body and is comprised of elected officials and senior staff from member organizations. It is advised on a wide range of topics by a Technical Advisory Committee. If needed it may convene an advisory Transportation Policy Board. An Executive Committee made up of the Chair, Vice-Chair, and Secretary provides direction and coordination in collaboration with the Lead Planning Agency and Lead Fiscal Agency between the Board's bi-monthly meetings.

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

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

Lobbying Activities

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

PRTPO SFY 2022-2023 WORK PROGRAM

PRTPO's Unified Planning Work Program supports an on-going and open process of collaboration and coordination that advances regional objectives. The SFY 2022-2023 UPWP is organized into four Work Elements:

1. Program Administration
2. Transportation Planning
3. Regional TIP
4. Other PRTPO Activities

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

At this time, the budget is fully funded by state RTPO revenue and additional state financial support for coordinated human services transportation planning.

SFY 2022-2023 UPWP Financial Summary

Funding Source: WSDOT
Funding Amount: $274,322 SFY 2022-2023 RTPO Funds
$80,000 State Funds for Human Services Transportation Planning
Work Performed by: PRTPO Lead Planning Agency with contracted staff and Lead Fiscal Agency, as directed by the PTPO Executive Board, and with engagement support from the region's four transit agencies

SFY 2022-2023 UPWP Budget and Funding by Work Element

PRTPO Work Element	STATE 2022 RTPO Funds	STATE 2023 RTPO Funds	STATE Human Svcs Trans Planning Funds	TOTAL 2022-2023 UPWP BUDGET
1. Program Administration	$79,161	$79,161		$158,322
2. Transportation Planning	$49,900	$49,900	$80,000	$179,800
3. Regional TIP	$8,100	$8,10		$16,200
4. Other PRTPO Activities	$0	$0		$0
TOTAL	**$137,161**	**$137,161**	**$80,000**	**$354,322**

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Work Element 1 - Program Administration

Program Administration activities provide the on-going administrative services, accounting, and program management functions that support the overall regional transportation planning program. All work is directed by the Executive Board and administered by the Executive Committee.

Program Administration Summary:

Estimated Cost:	$79,171/year [$158,342 total]
Funding Source:	SFY 2022-2023 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff Lead Fiscal Agency

Program Administration Activities:

1.1 Meeting Support

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

Deliverables:

- Meeting agenda packets and presentation materials, meeting records

1.2 Public Information and Communications

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

Deliverables:

- Website platform for communications
- Correspondence

1.3 Title VI Compliance

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

Deliverable:

- Title VI Annual Report

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1.4 PRTPO Support

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

Deliverables:

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

1.5 Work Program Management

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

Deliverables:

- UPWP amendments (if needed)
- SFY 2021 and SFY 2022 UPWP Annual Report of Performance and Expenditure
- SFY 2024-2025 UPWP

1.6 Accounting

- Accounting and invoicing *(on-going)*
- Audit preparation and participation *(as needed)*

Deliverables:

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

1.7 PRTPO Administrative Expenses

- Insurance, legal services, legal notices, licenses, cost recovery, audits *(annual on-going)*

Deliverables:

- Varies by expense item

Estimated Level of Effort:

	SFY 2022	SFY 2023	2-Yr Total
1. Program Administration	**$ 79,171**	**$ 79,171**	**$158,342**
1.1 Meeting Support	*$ 22,500*	*$ 22,500*	*$ 45,000*
1.2 Public Information and Communications	*$ 5,000*	*$ 5,000*	*$ 10,000*
1.3 Title VI	*$ 3,520*	*$ 3,520*	*$ 7,040*
1.4 PRTPO Support	*$ 20,000*	*$ 20,000*	*$ 40,000*
1.5 UPWP Management	*$ 5,500*	*$ 5,500*	*$ 11,000*
1.6 Accounting	*$ 2,500*	*$ 2,500*	*$ 5,000*
1.7 PRTPO Administrative Expenses	*$ 20,141*	*$ 20,141*	*$ 40,282*

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Work Element 2 – Transportation Planning

Transportation planning activities encompass the planning and on-going coordination, collaboration, and consultation that identifies issues and opportunities, works to implement regionally determined strategies, and which produces periodic updates to plans or guiding documents. This UPWP reflects the planning priorities on the PRTPO agenda for the next biennium. All work is directed by the PRTPO Executive Board.

Transportation Planning Summary:

Estimated Cost:	$89,900/year [$179,800 total]
Funding Source:	SFY 2022-2023 RTPO Funds ($99,800) State Human Services Transportation Planning Funds ($80,000)
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff PRTPO's Four Transit Agencies

Transportation Planning Activities:

2.1 Long-range Regional Planning

- 2040 RTP Supporting Activities
  - Increase EV readiness across the region *(on-going)*
  - Enhance regional resilience *(on-going)*
  - Monitor and respond to emerging regional planning issues *(as warranted)*

Deliverables:

- Meeting materials, communication pieces, maps and data sets

2.2 Regional Coordination and Collaboration

- Participate in MPO/RTPO Coordinating Committee meetings *(quarterly)*
- Participate in inter-regional studies *(as warranted)*
- Participate in WSDOT SFY 2022-23 planning initiatives relevant to the Peninsula region including updates to the Highway System Plan, and as appropriate, the Multimodal Strategic Investment process *(as warranted)*
- Coordination with local agencies to ensure consistency between local and regional plans and strategies *(on-going)*
- Review with local and state agencies and amend as necessary the Federal Functional Classification of the region's roadway system *(SFY 2022)*

Deliverables:

- Correspondence and materials

2.3 Tribal Consultation

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

Deliverables:

- Correspondence and materials

2.4 Human Services Transportation Planning

- Engage transportation service providers *(SFY 2022-2023)*
- Update data and equity profile *(SFY 2022)*
- Assess and update strategies *(SFY 2022-2023)*
- Identify and prioritize mobility needs *(SFY 2023)*
- Prepare, review, and adopt an updated Coordinated Human Services Transportation Plan *(SFY 2023)*

Deliverables:

- Communication and presentation materials
- Data sets and mapping products
- Coordinated Human Services Transportation Plan and project list

2.5 PRTPO Transportation Outlook 2022 and 2023

- Produce annual briefing paper of PRTPO transportation priorities *(2nd quarter)*
- Respond to legislative and other inquiries on the briefing paper and its priorities *(on-going)*

Deliverables:

- PRTPO Transportation Outlook 2022 and 2023 materials

2.6 Regional Grants Administration

- Conduct a Transportation Alternatives Program call for projects *(SFY 2022)*
- Conduct a Consolidated Grants prioritization process *(SFY 2023)*
- Complete annual Transportation Alternatives program status report for WSDOT *(December)*

Deliverables:

- Transportation Alternatives Program grant process and awards
- Prioritized list of candidates for the Consolidated Grants process
- Transportation Alternatives status reports

Estimated Level of Effort:

	SFY 2022	SFY 2023	2-YrTotal
2. Transportation Planning	**$ 89,900**	**$ 89,900**	**$179,800**
2.1 Long-range Planning	*$ 14,000*	*$ 14,000*	*$ 28,000*
2.2 Regional Coordination and Collaboration	*$ 8,900*	*$ 8,900*	*$ 17,800*
2.3 Tribal Consultation	*$ 2,000*	*$ 2,000*	*$ 4,000*
2.4 Human Services Transportation Planning	*$ 50,000*	*$ 50,000*	*$100,000*
2.5 PRTPO Transportation Outlook	*$ 5,000*	*$ 5,000*	*$ 10,000*
2.6 Regional Grants Administration	*$ 10,000*	*$ 10,000*	*$ 20,000*

Work Element 3 – Regional TIP

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

Regional TIP Summary:

Estimated Cost:	$8,100/year [$16,200 total]
Funding Source:	SFY 2022-2023 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff

Regional TIP Activities:

3.1 Develop and Maintain Regional TIP

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

Deliverables:

- Draft and Final 2022-2027 and Draft 2023-2028 Regional TIP
- Amendments as needed to the 2022-2027 Regional TIP
- Meeting materials and other products to support the TAC and Executive Board review and approval process

3.2 Monitor Obligation Authority for Federally Funded Projects

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

Deliverables:

- Correspondence and meeting materials if needed

Estimated Level of Effort:

	SFY 2022	SFY 2023	2-Yr Total
3. Regional TIP	**$8,100**	**$8,100**	**$16,200**
3.1 Develop and Maintain Regional TIP	$8,000	$8,000	$16,000
3.2. Monitor OA for Federally Funded Projects	$ 100	$ 100	$ 200

Work Element 4 – Other PRTPO Activities in SFY 2022-2023

In addition to the core work program activities described in Work Elements 1-3, PRTPO will undertake additional activities in SFY 2022-2023 as funds allow to address specific outstanding needs for the region. These are one-time or occasional activities, separate from the on-going core functions. Specific activities will be identified by the Executive Board and amended into the UPWP as funds are identified.

Other PRTPO Activities in SFY 2022-2023 Summary:

Estimated Cost:	TBD
Funding Source:	SFY 2022-2023 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff Others TBD

Other PRTPO Activities in SFY 2022-2023:

4.1 To Be Determined

Estimated Level of Effort:

A budget for Other PRTPO Activities will be established at the time work is identified.

	SFY 2022	SFY 2023	2-Yr Total
4. Other PRTPO Activities in SFY 2022-2023			
4.1 TBD			

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Other Planning Activities within the Peninsula Region

WSDOT Olympic Region Planning

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

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

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

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

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

WSDOT Olympic Region prepares and adopts its own UPWP.

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Appendix A: SFY 2022-2023 Unfunded Needs *[Under Development]*

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

A. Regional EV Network Plan *(revise original to reflect base work in SFY2021)*

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

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

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

B. At-Grade Intersection Analysis Phase 2 *(revise original to provide more specificity as to intersection priorities and how info will be used)*

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

Estimated cost = $20,000

The TAC will be asked in May to help flesh this out with some more specific needs. Of high value are small, quick turnaround activities in the $5,000 - $10,000 range that are not terribly time-sensitive. Several of these *Unfunded UPWP* needs from other RTPOs received end-of-biennium funding from WSDOT at the end of February. There will be more money for these kinds of projects in two years. Successful requests are specific, ready to go, and clearly describe a practical need or intended application. This is also a good place to identify any "big study" needs as it helps demonstrate regionalism when looking for grants or highlighting a big problem area.

Note that the Board can identify any new activities and amend them into the UPWP as either funded or unfunded work throughout the next two years.

Appendix B: PRTPO Members

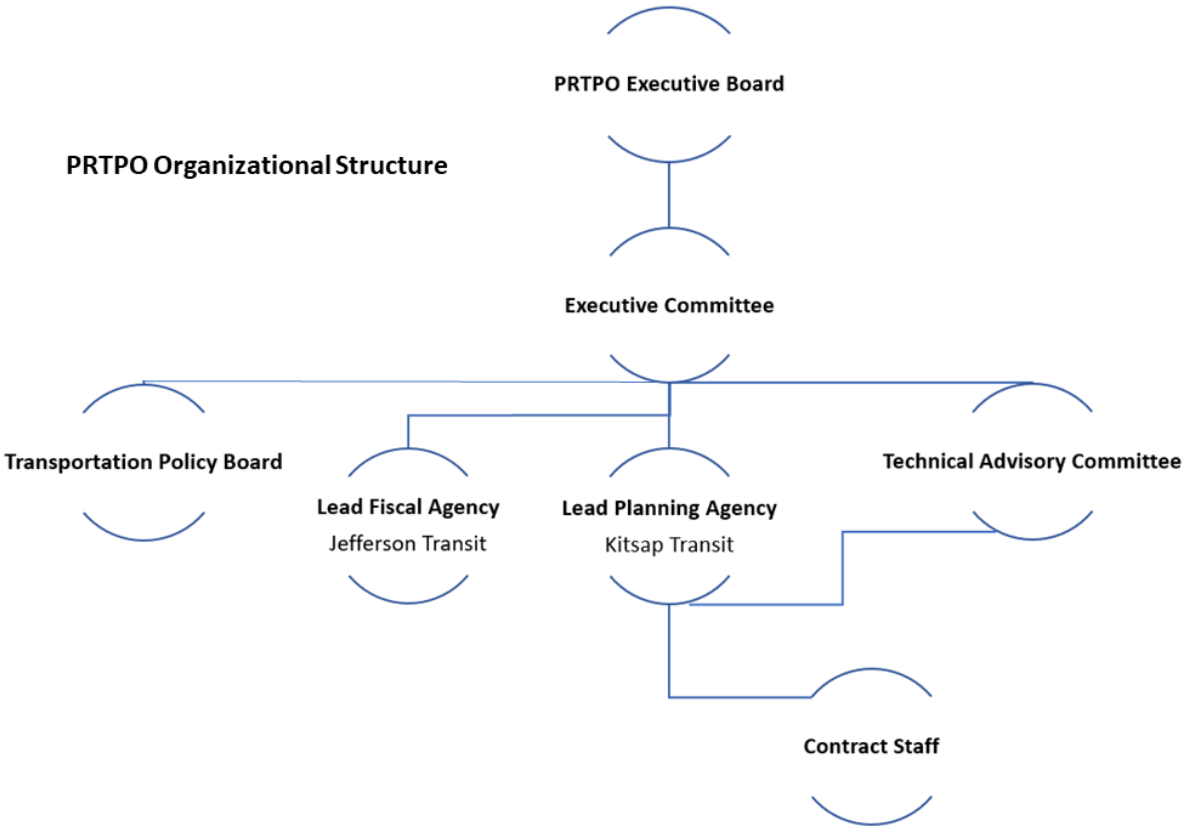


PRTPO Members

Clallam County	*Clallam Transit*
Jefferson County	*Jefferson Transit*
Kitsap County	*Kitsap Transit*
Mason County	*Mason Transit*
Bainbridge Island	~~*Hoh Tribe*~~
Bremerton	*Jamestown S'Klallam Tribe*
Forks	*Lower Elwha Klallam Tribe*
Port Angeles	*Makah Tribe*
Port Orchard	~~*Port Gamble S'Klallam Tribe*~~
Port Townsend	~~*Quileute Tribe*~~
Poulsbo	*Squaxin Island Tribe*
Sequim	*Skokomish Tribe*
Shelton	~~*Suquamish Tribe*~~
Port of Allyn	*WSDOT Olympic Region*
Port of Bremerton	
Port of Port Angeles	
Port of Shelton	

Note: Tribes without current Interlocal Agreements with PRTPO are being removed from the list of members.

PRTPO Organizational Structure



Appendix C: SFY 2020 Annual Report

SFY 2020 ANNUAL REPORT

Of Performance and Expenditure

July 1, 2019 – June 30, 2020

Peninsula RTPO

UNIFIED PLANNING WORK PROGRAM

September 30, 2020

Introduction

This is the Annual Report of Performance and Expenditure for State Fiscal Year 2020, better known as the **Annual Report.** This Annual Report recaps work program activities undertaken by PRTPO between July 1, 2019 and June 30, 2020, the status of that work, and the actual expenditures to accomplish those work program activities compared to what was budgeted. It reflects the work of PRTPO's Executive Board, Technical Advisory Committee, and Executive Committee as supported by the PRTPO Coordinators, Lead Planning Agency – Kitsap Transit, and Lead Fiscal Agency – Jefferson Transit, and in accordance with adopted PRTPO policies and procedures.

Work program activities summarized here are described in PRTPO's SFY 2020 Unified Planning Work Program, or UPWP. This SFY 2020 Annual Report is for activities associated with the UPWP adopted by PRTPO in June 2019 as it prepared for the transition from ward of WSDOT since 1991 to its own independent, self-governed organization beginning July 1, 2019.

Expenditures reported here were reviewed and authorized by the PRTPO Executive Committee and Executive Board each quarter, in accordance with PRTPO's Invoice Reimbursement Policy and with invoice substantiation for every expense. The Annual Report compiles those quarterly expenses into a single annual statement of costs and services received in compliance with state and federal law associated with the receipt and use of RTPO funds.

This is the first UPWP Annual Report of the new PRTPO organizational structure.

Annual Report Structure

This Annual Report is formatted to support state reporting requirements. It includes:

A summary of expenses incurred by UPWP work program activity area

A summary by UPWP activity area of work accomplished and its completion status

PRTPO's Revenue Source

PRTPO's work program activities are fully funded by revenues administered by WSDOT and approved for use in carrying out the adopted UPWP. PRTPO is reimbursed for its expenses by WSDOT when it submits approved invoice and documentation for its expenditures.

The Annual Report is part of PRTPO's on-going accountability to WSDOT and the public in the administration and stewardship of these planning funds.

SFY 2020 Financial Summary

SFY 2020 Work Element	Expenditures* Budgeted	Actual
Program Administration	$89,758	$96,540
Transportation Planning	$32,792	$15,957
Data Collection & Analysis	$0	$0
Transportation Improvement Program	$26,021	$7,501
RTPO Planning Duties, Additional	$3,500	$0
Totals	**$152,071**	**$119,998**

**Note: All PRTPO revenues are State RTPO funds administered by WSDOT on a reimbursement basis. No other revenues funded SFY 2020 work program activities.*

Budget Narrative:

This UPWP was developed by WSDOT prior to the transition and implemented by the new organization. Structural differences as well as uncertainties associated with the transition process resulted in some work elements over-budget and others under-budget, through no fault of any parties. In total, PRTPO expenses in SFY 2020 were $32,073 under budget.

Since this is the first year of the two-year biennial budget, remaining funds are carried over to the SFY 2021 UPWP which is currently in force. When it was developed, that budget anticipated a $20,000 carryover. The PRTPO Executive Board will amend the current work program to add the additional $11,873 in carryover funds from SFY 2020.

Expenditures in SFY 2020 included $78,920 in contract services.

Participation in Work Program Delivery:

Activities conducted in SFY 2020 involved active participation of PRTPO representatives on the Executive Board and Technical Advisory Committee, WSDOT Headquarters and Olympic Region staff, community members, and other stakeholders. Work was performed by Lead Planning Agency and Lead Fiscal Agency staff with contract support.

SFY 2020 Program Administration Summary

Purpose:

Program Administration provides administrative support and management functions associated with regional transportation planning program and fulfillment of state requirements. This UPWP includes support for the transition of PRTPO from management by WSDOT to its own independent, self-determined RTPO.

Scope:

Program Administration in this UPWP includes a wide range of activities related to the support and management of PRTPO Executive Committee, Executive Board, and Technical Advisory Committee as well as any ad hoc work groups or subcommittees appointed by the Board. It includes activities related to regional and statewide coordination, legislative response and information, development and management of the UPWP, administration of the Transportation Alternatives Program (TAP) grants, monitoring and compliance with Title VI requirements, and development of foundational resources and policies to support the new organizational structure.

Work Performed:

a. **Administrative Support:** Supported Executive Committee, Executive Board, Technical Advisory Committee, and working groups, including scheduling, agenda setting and coordination, development of staff reports and meeting materials, remote meeting hosting and logistics, member polls, participation in meetings, recaps, correspondence and follow-up as needed. A significant amount of transition and start-up coordination was completed including PRTPO logo development, website transfer to Kitsap Transit, files and archives transfer from WSDOT to Kitsap Transit, hiring a PRTPO Coordinator, and general start-up coordination. Other on-going Administrative Support activities included accounting and invoicing, budget monitoring and review, lead agency coordination, and technology adaptation due to COVID-19. Expenses included legal services, insurance, travel, and accounting software. ***(on-going)***
b. **Compliance Activities**: Mandatory RTPO compliance activities included development of adopted SFY 2021 UPWP and the SFY 2019 UPWP Annual Report, as well as the FFY 2019 Title VI report. Activities included hosting Title VI training for PRTPO Coordinators and the region's four transit agencies. ***(complete)***
c. **Regional and Statewide Coordination:** Provided input to WSDOT on key themes from the RTPO for the Highway Systems Plan and worked with WSDOT in start-up activities related to the Statewide Investment Strategy work group, including a member poll for input on WSDOT interview questions. Forwarded information from the draft State Rail Plan to members with a possible interest. Met with WSDOT staff for annual RTPO review. Prepared a PRTPO presentation for the WA State Transportation Commission in March (postponed actual meeting until July due to COVID-19). Met with members of the Makah Tribe to review regional transportation issues in Neah Bay and their

climate response activities underway. Collaborated with other RTPO staff in the dissemination and collection of information from PRTPO members for the PSRC Passenger-only Ferry Study. ***(on-going, as needed)***

d. **State and Federal Legislative Coordination:** Developed a coordinated legislative information handout for use by members, introducing the new region and establishing contacts with PRTPO leadership. Collected information from members and prepared a summary report responding to a request from the Joint Transportation Committee regarding preservation needs. Monitored legislative response to I-976 and COVID-19 impacts. ***(underway)***

e. **Transportation Alternatives Program Grant Administration:** Conducted a multi-year TAP grant process, adapting it midstream to account for COVID-19 response needs and establishing a biennial process going forward. Virtual format entailed pre-recorded video presentations and on-line interactive project evaluations. ***(complete)***

f. **Policies and Procedures:** PRTPO developed and adopted the following policies:
   - Code of Ethics and Conflict of Interest policy
   - Planning Invoice Reimbursement policy
   - Procurement policy
   - Public Records policy ***(all complete)***

g. **Title VI:** Completed FFY 2019 Title VI report. Hosted a half-day Title VI training session with the WSDOT Title VI Trainer for PRTPO Coordinators and all four transit agencies. Included budget in SFY 2021 for an update to the current plan. No Title VI complaints were received. ***(complete)***

h. **PRTPO Policymaker Support:** Miscellaneous member support included correspondence and response to inquiries; regular Coordinator Reports to apprise members of regional planning activities and links to relevant resources; development and maintenance of a PRTPO Resource Manual; member coordination with annual appointments and election of officers; briefings with staff and for member councils and commissions. ***(on-going)***

Deliverables:

- ☐ Meeting materials including briefs, presentations, and reports
- ☐ PRTPO Resource Manual 1.0
- ☐ SFY 2019 Annual Report
- ☐ SFY 2021 UPWP
- ☐ *Transportation Outlook 2020*, PRTPO's legislative information brief
- ☐ FY 2020-2024 Transportation Alternatives Grant Awards and supporting materials
- ☐ FFY 2020 Title VI Annual Report
- ☐ Operating Policies and Procedures (4)
- ☐ PRTPO Presentations
- ☐ PRTPO Logo
- ☐ Invoices and Budget Reports
- ☐ Correspondence

SFY 2020 Transportation Planning Summary

Purpose:

Transportation Planning supports state and federal planning requirements pertaining to the regional transportation planning process, which is an on-going and evolving effort to ensure coordination of planning and implementation efforts across local, state, federal, and tribal interests. This includes long range planning activities.

Scope:

Transportation Planning in this UPWP includes participation in activities of the statewide MPO/RTPO Coordination Committee, updating and maintaining PRTPO's long-range Regional Transportation Plan (RTP), maintaining a PRTPO website as a primary platform for communication, and supporting activities related to PRTPO's Coordinated Public Transit - Human Services Transportation Plan.

Work Performed:

a. **MPO/RTPO Coordinating Committee:** Participated in activities of the MPO/RTPO Coordinating Committee and the Planning Alignment Work Group. ***(on-going)***
b. **Regional Transportation Plan:** Conducted public engagement for the draft 2040 RTP with meetings in all four counties, made final revisions to the plan, conducted a public hearing and finalized the adopted plan. ***(complete)***
c. **PRTPO Website:** Completed the transfer of the original PRTPO website hosted by WSDOT to the Kitsap Transit web platform and conducted the necessary work to enable an interface between the two systems. Continued to update the website with meeting announcements and materials, notifications, and other resources. Scoped options for a more modern webhosting platform that is easier to maintain and acquired a Squarespace license. Actual site update will occur in SFY 2021. ***(on-going)***
d. **Coordinated Public Transit-Human Services Transportation Plan:** Reviewed the current plan, adopted in 2019, but no work was needed or scheduled. Monitored information from WSDOT regarding deployment of the 2020 Consolidated Grants process. ***(complete)***

Deliverables:

- ☐ 2040 Regional Transportation Plan and public engagement materials
- ☐ PRTPO Website (ported over from WSDOT)
- ☐ Meeting materials and correspondence

SFY 2020 Regional Travel Demand Model Summary

Purpose:

The purpose of this program, if PRTPO were to fund it, would be to provide on-going updates and maintenance for a regional travel demand model to support roadway network and land use analysis.

Scope:

No work was proposed or budgeted.

Work Performed:

No work was performed.

SFY 2020 Regional & Statewide Transportation Improvement Program (TIP) Summary

Purpose:

Regional TIP efforts support development of a coordinated program of region-wide transportation investments by WSDOT and local and tribal members, based on their internally adopted six-year Transportation Improvement Programs. PRTPO coordinates with WSDOT in administering the State TIP (STIP).

Scope:

Managing the TIP entails developing a composite six-year report of local and WSDOT TIPs and managing amendments to the resulting RTIP throughout the year, as well as coordination with local agencies and WSDOT in managing the STIP, monitoring and responding to reporting requirements from WSDOT Local Programs, and supporting local agency efforts in complying with their TIP requirements.

Work Performed:

a. **Develop and maintain a six-year RTIP:** Developed and adopted the draft and final 2020-2025 RTIP, including public notice and review. Completed two amendments to the RTIP (Clallam Transit, WSDOT). Developed and adopted an RTIP amendment policy and created a new RTIP report format for use with future RTIPs. Monitored OA policy updates and obligation status for TA and county STBG funds. ***(on-going)***
b. **STIP Coordination:** Maintained close coordination and communication with Nancy Huntley regarding the STIP. ***(on-going)***

Deliverables:

- ☐ 2020-2025 Regional Transportation Improvement Program (RTIP) and two amendments
- ☐ Correspondence

SFY 2020 RTPO Planning Duties Summary

Purpose:

RTPO Planning duties in this UPWP are intended to support PRTPO in its role as a regional convener and ensure consistency between local comprehensive planning and long-range regional planning efforts while supporting statewide growth management objectives.

Scope:

RTPO Planning duties in this UPWP includes coordination with local agencies in the updates of their plans and programs as well as participation in state planning activities and inter-regional coordination, and monitoring and engagement on state and federal legislative issues.

Work Performed:

a. **Coordinate with local agencies to ensure consistency in plans:** No questions emerged about consistency. ***(on-going)***
b. **Participate in state and inter-regional planning activities:** Overlapped with work in different elements.
c. **Monitor federal FAST Act legislation:** Maintained awareness of the work of various committees and potential for Continuing Resolutions. The FAST Act will expire on September 30, 2020. ***(on-going)***

Deliverables:

- ☐ No deliverables of any note were produced.

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To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: April 9, 2021
Subject: **PRTPO Biennial Bylaws Review**

REQUESTED ACTION:

No action is requested. Findings of the review and any recommendations will be made to the Executive Board in June.

Overview

The PRTPO bylaws adopted in June 2019 specify that the Executive Board will review them every two years and update them as necessary. This will be the first such review of the bylaws.

The Chair will convene a subcommittee of Executive Board members to conduct the review and make recommendations to the Board in June as to any proposed changes.

Volunteers are sought for the subcommittee. The subcommittee is tentatively scheduled to meet on Wednesday, May 5th at 10:00 via Zoom.

Attachment:
PRTPO Bylaws adopted June 2019

For More Information:
Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

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BYLAWS

for the

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

1. Organization

The Peninsula Regional Transportation Planning Organization (PRTPO) was established in 1990 through an Interlocal Agreement (ILA) to encompass the territory physically lying within the counties of Clallam, Jefferson, Kitsap and Mason Counties as authorized by chapter 47.80 RCW and chapter 468-86 WAC.

2. Membership

A. Voting membership

Any entity that is authorized by the ILA to execute and has executed the Interlocal Agreement or any amendment thereof, shall be a voting member of the PRTPO. The term "member" as used in this ILA shall refer to the entity itself and not the representative or alternate of the member. Following the initial execution of the Interlocal Agreement, new voting members may be added upon approval of the Executive Board as provided herein.

An entity seeking to become a voting member after September 30, 2019 shall submit a letter of application to the Chair stating the rationale for membership. The Chair shall consult with the other officers to consider whether the membership request furthers the purpose of the PRTPO and to verify that voting membership is open to the entity as provided in the ILA. The Chair shall present this information and make a recommendation to the Executive Board at a regular meeting. Membership requests require a vote of the Executive Board.

Any federally recognized tribe that holds reservation or trust lands within the PRTPO planning area and is not already a voting member shall be invited to execute the ILA and become a voting member when the composition of PRTPO Executive Board is modified in the ILA or every two years following the execution of this ILA.

B. Nonvoting membership

Entities that are not authorized to become voting members of the PRTPO may become nonvoting members as provided herein.

An entity seeking to become a nonvoting member shall submit a letter of application to the Chair of the Executive Board stating the rationale for membership. The Chair shall consult with the other officers to consider whether the entity may provide useful perspectives to regional transportation planning. The Chair shall present this information and make a recommendation to the Executive Board at a regular meeting. Membership requests require a vote of the Executive Board.

Washington legislators whose districts are wholly or partially within the PRTPO boundary are automatically considered ex officio nonvoting members.

C. Representatives

Members shall designate representatives to attend meetings on their behalf and to vote on behalf of the voting member. All representatives must have authority to speak for the entity. Members must submit a letter naming the designated representative and up to two alternates. Letters from voting members shall specifically authorize the representative and alternate(s) to vote on the member's behalf. Representatives may be changed at any time upon written notice to the Executive Board.

D. Responsibilities

All members, representatives, and alternates must be fully engaged in the activities of the PRTPO. Representatives/alternates are expected to regularly attend, prepare for, and actively participate in scheduled meetings and in other special meetings and committees as appropriate. It is important that all members and their representatives/alternates maintain a regional perspective on matters coming before the Executive Board and work within a collegial atmosphere that strives for informed consensus in all of its decisions while respecting the viewpoints of others. Representatives/alternates are responsible for conveying pertinent information discussed or presented at meetings back to their respective entities for information or action.

3. <u>The Executive Board</u>

A. Purpose and responsibility

The Executive Board shall constitute the decision-making body of the PRTPO and shall direct, operate and set the transportation policy goals of the PRTPO. It shall be composed of one representative from each voting member. The Executive Board shall comply with all applicable local, state and federal laws.

B. The Officers

The Executive Board shall have at least three officers: Chair, Vice Chair, and Secretary.

i. The Chair

The Chair shall preside at all meetings, approve the agenda for the meetings, call special meetings, and set the time and place of meetings in consultation with the membership. In addition, the Chair has authority to establish committees and their membership for the purpose of making recommendations on the budget and making recommendations to the Executive Board on policy issues and other matters being addressed by the Executive Board.

ii. The Vice Chair

The Vice Chair shall serve in the Chair's absence.

iii. The Secretary

The Secretary shall serve in the absence of the Chair and Vice Chair. The Secretary will also ensure that the agenda and meeting minutes are distributed and published on the PRTPO website.

iv. Officer elections

Officers positions are for two-year terms. Officers shall be elected during the first meeting of each calendar year in which a position is open. Prior to the first meeting of the calendar year, the Chair shall solicit nominations in writing from all the voting members. At the first meeting, the presiding Chair shall present the slate of nominees to be considered for each position and take nominations from the floor. The newly elected officers shall take office at the close of the meeting at which they were elected. Officers may serve no more than two consecutive terms in the same office. In the event there is a vacancy prior to the expiration of a term, the Executive Board shall elect a new officer to serve the unexpired portion of the term.

C. Executive Committee

The officers may function as an executive committee to make recommendations to the Executive Board on matters relating to the budget, the work program, or other policy issues as requested by the Executive Board, including the establishment of procedures and policies. Such procedures and policies may relate, but are not limited, to, procurement, processing of invoices, making disbursements, drafting and adoption of the Unified Planning Work Program and Budget, and code of conduct. The Executive Committee may also approve expenditures and reimbursements that are authorized by the budget, are within the approved budget, and are consistent with any authorizing contract.

D. Executive Board meetings

Executive Board meetings are held in accordance with the schedule set by the Executive Board at the last meeting of each year for the following year. The Secretary shall ensure that official minutes are taken for each meeting and approved by the Executive Board. Notices of meetings and draft agendas shall be sent to all representatives and alternates, and published on the website, at least 5 business days prior to the date of the meetings.

The Chair may call a special meeting and provide notice to all Executive Board representative and alternates by telephone or email. When email notice is used, the notice must be sent at least 5 business days prior to the meeting and a quorum must respond affirmatively to the notice at least 3 business days. The notice for a special meeting must

include the date, time, location and the specific agenda item(s) to be addressed.

Robert's Rules of Order will be observed at all meetings

E. Executive Board quorum

A quorum is required to conduct any business of the Executive Board. A quorum will consist of the presence of a majority of voting members, so long as all of the following occurs:

i. Two members are from within the boundaries of at least 3 of the 4 counties.
ii. One of the two members described in (i) must be a duly elected representative.
iii. One tribe is represented.
iv. Two counties and two cities are represented.

Each voting member shall be given one vote regardless of how many representatives and alternates are present. The Chair will determine if a quorum exists prior to any action item and the presence of a quorum will be reflected in the meeting minutes. Exhibit A attached hereto is a list of all members who have executed the Interlocal Agreement. Exhibit A shall be automatically updated upon the addition of a new voting member without the need to amend these Bylaws.

F. Executive Board voting

A simple majority vote of the quorum is required for approval of an action. Any vote can be taken by voice, raising of hands, roll call (yeas and nays) or other means. Any member present during the vote, whether voting or nonvoting, may request that the vote be taken in such a way as to verify that a majority vote has occurred.

4. Transportation Policy Board

A. Purpose and responsibility

The purpose of the Transportation Policy Board (Policy Board) is to provide transportation policy advice to the Executive Board as requested, in accordance with RCW 47.80.040.

B. Policy Board membership

The Policy Board shall be comprised of both voting and nonvoting members of the PRTPO on a voluntary basis or as requested by the Executive Board.

C. Policy Board meetings

Meetings of the Policy Board shall occur concurrently with the Executive Board, provided that voting on PRTPO business occurs solely by the Executive Board.

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5. Technical Advisory Committee

A. Purpose and responsibility

The Technical Advisory Committee (TAC) is a standing committee and advisory body whose purpose is to provide technical guidance to the Executive Board on policy and programs relating to regional transportation issues. The Executive Board shall provide direction to TAC regarding the TAC work plan for the year.

B. TAC membership

The TAC shall be comprised of both voting and nonvoting members of the PRTPO on a voluntary basis or as requested by the Executive Board. Representatives that sit on the TAC shall be the State Transportation Improvement Program contact for their member.

The TAC shall have two officers, Chair and Vice Chair. Those representatives eligible to serve as Chair and Vice Chair are those with members on the Executive Board. TAC officers shall serve two-year terms and no more than two consecutive terms in the same office. Elections shall occur during the first TAC meeting of the calendar year in which officer positions are open.

C. TAC Meetings

TAC meetings shall be held in accordance with the yearly schedule set by the TAC at the last TAC meeting of the calendar year. A quorum is required to conduct any business of the TAC and a quorum will consist of the presence of a majority of voting members. Only those members who are also voting members of the Executive Board shall have authority to vote on TAC recommendations and each member shall only have one vote regardless of how many representatives are present. The TAC shall nevertheless strive for consensus to move issues forward to the Executive Board.

6. The Lead Planning Agency

A. Appointment

The Executive Board will appoint a Lead Planning Agency (LPA) for the PRTPO by resolution. The LPA will act on behalf of the Executive Board and only as directed by the Executive Board.

The LPA may be changed at any time, provided that all voting members have been given a minimum of 30 days' notice of the proposed change, and that the LPA or Executive Board has been given at least 6 months' notice to allow for orderly transition.

B. Duties of the LPA

The LPA shall perform such duties as required by RCW 47.80.023 and as assigned by the

Executive Board within the limits of available funding. Regular duties shall include, but are not limited to, providing staff support to the Executive Board, the Policy Board and the TAC; developing and implementing the Unified Planning Work Program (UPWP), the Regional Transportation Plan (RTP), the Regional Transportation Improvement Program (RTIP), and the Human Services Transportation Plan (HSTP); preparing a biennial or annual budget; providing regular budget reports to the Executive Board; hiring, supervising, and administering contract personnel as directed by the Executive Board; and providing information, data inventories, and services as may be necessary to carry out the purpose of the PRTPO.

The LPA is also authorized to apply for any federal, state or private funding of any nature that may be available to assist the PRTPO in carrying out its goals and policies. Any funds obtained may be used for, but not limited to, services under contract for a fee to member agencies as long as such services are within the authority of the Executive Board to obtain.

7. Fiscal Agent

A. Appointment

The Executive Board will appoint a Fiscal Agent for the PRTPO by resolution. The Fiscal Agent will act on behalf of the Executive Board and only as directed by the Executive Board.

The Fiscal Agent may be changed at any time, provided that all voting members have been given a minimum of 30 days' notice of the proposed change and that the Fiscal Agent or Executive Board has been given at least 6 months' notice to allow for orderly transition.

B. Duties of the Fiscal Agent.

The Fiscal Agent shall perform such duties as assigned by the Executive Board within the limits of available funding. Regular duties shall include, but are not limited to, keeping charge, care and custody of all funds of the PRTPO in accordance with its full legal fiduciary duty to the PRTPO; keeping correct and complete financial books and records of accounts; collecting and disbursing funds in accordance with the UPWP and the Budget; and performing such other financial duties as may be assigned by the Executive Board.

8. Unified Planning Work Program and Budget

The purpose of the UPWP is to demonstrate adherence to the state minimum planning standards, to document the planning work, and to produce a plan that will provide a foundation for establishing a budget and funding agreement with WSDOT. The Executive Board shall develop and adopt either a two-year UPWP and Budget or an annual UPWP and Budget. The choice shall be at the Executive Board's discretion. Where the UPWP and Budget cover two years, both shall be reviewed and adjusted as necessary at least once in the two-year period.

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A. UPWP

The LPA shall prepare a draft UPWP as directed by the Executive Board. The UPWP shall be prepared in conformance with the UPWP Guidance from WSDOT and any policies and procedures adopted by the Executive Board.

B. Budget

The LPA shall prepare a draft Budget as directed by the Executive Board. The Budget shall be developed in accordance with the mission of the PRTPO as expressed in the UPWP and shall be based on WSDOT allocations and other revenues at a level of detail that correlates to UPWP tasks.

The Executive Board shall approve a final budget. No increase or decrease to the final budget shall occur without approval of the Executive Board. Status reports on the budget shall be provided to the Executive Board on a regular basis by the LPA.

9. Contract Services

The Executive Board may contract with member agencies, jurisdictions, tribal entities and/or other organizations to provide or secure services, so long as these contracts support the overall mission, roles, and function of the PRTPO, are consistent with the UPWP, and are consistent with procurement policies adopted by the Executive Board. The Executive Board shall also ensure that there are adequate resources to undertake and complete the work.

The Executive Board Chair is authorized to sign and execute contracts/agreements following approval by the Executive Board. The voting procedure of the Executive Board is covered in Section 3.

10. Open public meetings

To ensure appropriate notice, public involvement, and effective regional decision-making, all meetings of the PRTPO, and each committee or board thereof, will be conducted consistent with the requirements of the Washington Open Public Meetings Act, chapter 42.30 RCW.

11. Public records and records retention

The PRTPO shall maintain books, records, documents and other materials relevant to the operation of the PRTPO for a period of six years following the termination of this Agreement or such longer period as may be required by law and any litigation under this Agreement.

PRTPO records shall be subject to inspection, review and audit by the public in accordance with the Public Records Act, chapter 42.56 RCW, by members of the PRTPO, and by the Washington State Auditor's Office. Should any member require copies of any records, they agree to pay the costs thereof. The LPA shall serve as the PRTPO public records officer.

12. Claims

Any claim for damages made under chapter 4.96 RCW shall be filed with the LPA at:

Kitsap Transit
Clerk of the Board
60 Washington Avenue Suite 200
Bremerton, Washington 98337

Upon receipt of a claim for damages, or any other claim, a copy of the claim will be provided to each member of the Executive Board.

13. Bylaw Review and Amendments

These bylaws will be reviewed at least every two years. Any amendments to the bylaws maybe approved by two thirds majority of the voting members present. Proposed changes shall be presented one meeting prior to the meeting at which action by the Executive Board will be taken.

These Bylaws are hereby ADOPTED by motion of the Peninsula Regional Transportation Planning Organization on the 21st day of June, 2019 at Sequim, Washington.

Peninsula Transportation Planning Organization



Annette Nesse, PRTPO Chair

Original adoption: September 20, 2013
Amendments: November 20, 2015
January 18, 2019
June 21, 2019

EXHIBIT A

Membership for Determining a Quorum for Executive Board Business

Clallam	Jefferson	Kitsap	Mason	Tribes
Clallam County	Jefferson County	Kitsap County	Mason County	Hoh Tribe
City of Forks	City of Port Townsend	City of Bainbridge Island	City of Shelton	Jamestown S'Klallam Tribe
City of Port Angeles	Jefferson Transit Authority	City of Bremerton	Port of Allyn	Lower Elwha Klallam Tribe
City of Sequim		City of Port Orchard	Port of Shelton	Makah Tribe
Port of Port Angeles		City of Poulsbo	Mason Transit Authority	Port Gamble S'Klallam Tribe
Clallam Transit System		Port of Bremerton		Quileute Tribe
		Kitsap Transit		Skokomish Indian Tribe
				Squaxin Island Tribe
				Suquamish Tribe

Quorum requirements from Section 3(E) of the Bylaws:

i. Two members must be from within county boundaries of at least 3 of the 4 counties.
ii. One of the two members described in (i) must be a duly elected representative.
iii. One tribe is represented.
iv. Two counties and two cities are represented.

To: PRTPO Executive Board
From: Edward Coviello and Thera Black, PRTPO Coordinators
Date: April 9, 2021
Subject: **Public Participation Protocols - Draft**

REQUESTED ACTION:

No action is requested. The Board is asked to provide input on the draft document. It will come before the Board for approval in June.

Overview

In 2014 PRTPO approved a Public Participation Plan that spells out how PRTPO will communicate and engage with the public. This is an update of that document. It reflects the change in organizational structure that PRTPO went through in 2019 as well as some of the more recent communication technologies that have emerged since then.

The name of the document has been changed to minimize confusion with actual plans that PRTPO produces. This is more of a description of the protocols that PRTPO follows in its public communications and engagement than a planning product such as the Regional Transportation Plan or Human Services Transportation Plan.

This is not a mandatory document for stand-alone Regional Transportation Planning Organizations like PRTPO, but it is helpful for clarifying publicly how PRTPO intends to engage with the community. PRTPO must comply with requirements of the Open Public Meetings Act (RCW 47.30). The protocols outlined in this document meet or exceed those requirements.

This document does not replace PRTPO's Title VI and Environmental Justice Plan, which is also undergoing an update at this time. A draft of that document will come to the Executive Board in June.

Next Steps

The Board is asked to provide any comments or suggestions to improve this draft document. A final version will come to the Board in June for approval.

Attachment:
Draft PRTPO Public Participation Protocols

For More Information:
Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org
Edward Coviello | 360. 360.824.4919 | EdwardC@KitsapTransit.com

Public Participation Protocols

Creating Opportunities for Public Involvement in Regional Transportation Planning

INTRODUCTION

This documents the protocols Peninsula Regional Transportation Planning Organization (PRTPO) follows in its public participation activities. The intent is to provide the public with timely access to useful information and create meaningful processes that allow interested members to participate fully in the regional transportation planning process.

Following is a brief overview of PRTPO and its responsibilities as a state-designated Regional Transportation Planning Organization (RTPO). This important context is followed by public information and engagement protocols for the various activities in which PRTPO is involved.

PRTPO Overview

PRTPO is a 27-member voluntary organization of local, tribal, and state governments working together under a mutual Interlocal Agreement to address transportation issues and opportunities facing the Peninsula Region. Created in 1990 as authorized by Chapter 47.80 of the Revised Code of Washington (RCW), PRTPO was re-established as an independent entity on July 1, 2019 after almost 30 years of administration by the Olympic Region of the Washington State Department of Transportation (WSDOT).

The Peninsula Region encompasses all of Clallam, Jefferson, Kitsap, and Mason Counties. PRTPO members represent four counties, nine cities, five tribes, four transit agencies, four port districts, and WSDOT. This map highlights the geography and communities within the region.



PRTPO is responsible for fulfilling all requirements of a Regional Transportation Planning Organization (RTPO) outlined in Chapter 47.80 RCW and in Chapter 468-86 of the Washington Administration Code (WAC). PRTPO receives a biennial allocation of about $275,000 in state funds with which to do its work.

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PUBLIC INFORMATION AND ENGAGEMENT

PRTPO is committed to providing timely access to information and conducting its processes in ways that support broad public participation in regional transportation planning. PRTPO is a public entity. Its meetings and events comply with requirements of Washington's Open Public Meetings Act, Chapter 42.30 RCW.

PRTPO covers a large region. It does so with limited resources. For that reason, PRTPO relies on electronic communications and technology as much as possible and works to support virtual engagement opportunities that enable participation without necessitating travel.

This is a highly rural region, though; many people do not yet have access to broadband internet that makes virtual participation possible. Technology itself is a barrier for others. These are on-going considerations in how PRTPO approaches communication and engagement for its various processes.

These protocols represent best practices PRTPO strives to maintain, but its work and the opportunities for community engagement are tightly constrained by budget and staff resources. While PRTPO strives to fully satisfy these protocols, failure to comply with any provision does not by itself constitute a failure of public process nor does it render any actions or decisions by the Executive Board invalid.

This next section describes the means by which PRTPO shares information with the general public. That is followed by the engagement protocols PRTPO practices in its core work program and other activities.

Core Work Program Activities – Public Information Protocols

Following are the primary means by which PRTPO conveys information to the public.

PRTPO Website

PRTPO maintains a website at PRTPO.org. PRTPO relies on the website as its primary information portal for members and the community. The website hosts meeting materials, documents, and other resources of value to PRTPO members and the traveling public. It includes contact links to PRTPO Coordinators who can answer questions and offer more information or provide documents in alternate formats.

Email Distribution Lists

PRTPO maintains a distribution list of individuals and organizations wishing to be kept apprised of meetings and other regional planning activities. This is the primary means of distributing meeting agenda packets, direct notices of events or opportunities, emerging news on topical issues, and other kinds of information appropriate for broad dissemination. When appropriate, topic-specific lists are developed to support a particular planning process or specialized subject-matter topic.

A *Contact Us* link on PRTPO's website allows visitors to sign up for future notices, ask questions, or request further information. This is promoted heavily PRTPO Coordinators, whose contact information is prominently displayed on the website. People can also request to receive future information when they sign into in-person meetings or contact PRTPO staff or policymakers.

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Legal Notices

When PRTPO is contemplating an action that entails a public hearing it publishes a legal notice inviting public comment on the proposed action in the newspapers of public record. PRTPO recognizes the following as its official newspapers of public record:

- Shelton-Mason County Journal
- Kitsap Sun
- Port Townsend – Jefferson County Leader
- Sequim Gazette (Sound Publishing)
- Peninsula Daily News – Clallam & Jefferson County Editions (Sound Publishing)

PRTPO YouTube Channel

Video offers an increasingly viable option for communicating with the public. The PRTPO YouTube channel hosts short videos that support program activities, with links from the PRTPO website.

All materials intended for general public information or to support any kind of engagement process will be clear and understandable for the audience and intended purpose. PRTPO works to incorporate visualization when possible, including traditional maps and multi-media story maps, infographics, and other means of translating technical information for a lay audience. While complete avoidance of technical terms and acronyms is not practical, unnecessary jargon is avoided.

Core Program Activities – Public Engagement Protocols

Following are the primary opportunities for public engagement in PRTPO activities.

Executive Board Meetings

The Executive Board is the decision-making body for PRTPO. The Executive Board meets bi-monthly on the third Friday from 10:00 – 12:00. Meetings are open to the public. Every regular meeting agenda includes time for public comments.

The schedule of regular meetings for each year is set at the Executive Board's final meeting of the calendar year and is posted on the *Meetings* page of PRTPO's website.

Executive Board meetings are conducted virtually during pandemics or other instances when in-person meetings are not feasible. When post-pandemic in-person meetings resume, PRTPO intends to retain virtual access to its meetings to support participation without the barrier of travel time and distance. The desired format will integrate video conferencing and phone-in access with in-person attendance. Details of this hybrid in-person/virtual meeting format will be developed in compliance with all requirements of Washington's Open Public Meetings Act.

Agenda and meeting materials are released electronically one week before the meeting and include details on the date, time, location, and any login information needed to access the meeting. Agenda packets are posted on the *Meetings* page of PRTPO's website and distributed directly to those on PRTPO's notification list via email.

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The Executive Board is advised by a Technical Advisory Committee, an Executive Committee, and various ad hoc subcommittees as warranted. PRTPO committees and subcommittees are advisory to the Executive Board, which retains all decision-making authority. The PRTPO may make meeting materials available online to support participation of committee members, and may encourage outside participation, but these internal advisory working groups are not subject to the same Open Public Meetings Act requirements as the Executive Board. PRTPO Coordinators can offer more information to those interested in the working activities of the various committees.

Community Meetings

Community meetings provide important opportunities for policymakers and staff to talk with members of the public and representatives from different constituencies to hear how issues, plans, or policies affect the people directly involved. While community meetings are tailored to individual planning process needs, each is designed to ensure engagement is occurring during the formative stage(s) of each process.

PRTPO works to ensure that its in-person community meetings are geographically dispersed across the four-county region. This typically means a minimum of four events across the region for a single topic or planning process. Every effort is made to secure accessible event locations with convenient transit service, and to schedule events so that people have a window for participating at different times of day.

PRTPO will consider opportunities to conduct virtual community meetings in the future. This includes potential use of online surveys, comment tools, and other virtual engagement techniques that facilitate the sharing of information and collection of input and ideas from the public. As noted earlier, large parts of the region do not have broadband internet access. This means that if PRTPO hosts online virtual community engagement events it will also identify appropriate means of engaging the interests of those who are likely to be under-represented given the planning topic.

In addition to its own meetings, PRTPO staff and policymakers are available on request to meet with community groups to discuss regional planning topics of interest to the group.

Public Hearings

PRTPO conducts public hearings before adopting or making changes to its long-range Regional Transportation Plan (RTP), its Human Services Transportation Plan (HSTP), and its Regional Transportation Improvement Program (RTIP).

Public notices are posted a minimum of two weeks before the hearing, which is typically conducted as a part of the regularly scheduled PRTPO Executive Board meeting. Legal notices are posted in the newspapers of record and on the PRTPO website.

Public testimony may be made in person as well as in writing or via email. Comments received in writing or via email are presented to the Executive Board for consideration during its review of testimony. PRTPO acknowledges receipt of all comments received during public hearings, which become part of the public record for that activity or document.

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Special Meetings

At times PRTPO may convene a special meeting of the Executive Board. Every attempt will be made to announce such a meeting at least ten days in advance though shorter notice may be necessary depending on the nature of the meeting. Public notices of special meetings are posted on the PRTPO website, distributed through PRTPO's notification list, and filed with local newspapers providing general circulation. Opportunity for public comment at special meetings is dependent on the situation necessitating such a meeting.

Major Plans and Studies

PRTPO must undertake major updates to its core planning documents periodically. This includes amendments, updates, or new versions of the RTP, the HSTP, and the RTIP. These updates, and other major planning studies, are announced through PRTPO's website and its notification lists as well as press releases and other announcements appropriate to the work being done.

Major plans and studies often warrant an integrated public involvement strategy as a part of the process. Activities are scoped and implemented with an eye towards engaging the region's diverse community early and often in accordance with the overall planning effort and available resources.

Where appropriate PRTPO engages organizations that work with specific populations or interests. PRTPO recognizes the value of trusted representatives in gleaning critical insights about diverse population groups, such as those gained from transit and non-profit service providers working with the region's most vulnerable residents.

Relationship to PRTPO's Title VI and Environmental Justice Responsibilities

PRTPO maintains a separate Title VI and Environmental Justice Plan that complies with federal requirements concerning non-discrimination in programs and activities. Nothing in these protocols contradicts those requirements.

Revisions to Public Participation Protocols

PRTPO will periodically revisit these protocols and update them as warranted to accommodate evolving communications and information technologies and updates to the Open Public Meetings Act, with an aim to ensure timely and reasonable public access to PRTPO's regional transportation planning program.

CONTACT

Questions on these protocols may be directed to the Lead Planning Agency:

Edward Coviello

EdwardC@KitsapTransit.com

360.824.4919

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INFORMATION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: April 9, 2021
Subject: **PRTPO Coordinator Report**

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 is intended to be shared. My contact information is at the end if anyone has follow-up questions.

Since the Board's February 19 Meeting:

- **MPO/RTPO Coordinating Meeting.** This was the regular quarterly meeting of staff representatives from all the RTPOs and MPOs across the state to coordinate on regional concerns, and with WSDOT. Three take-aways of particular relevance to PRTPO members:
    - We learned of upcoming work later this year to review and update roadway designations for Federal Functional Classification and the Freight and Goods Transportation System, both of which will be of interest to PRTPO's members. (New FGTS info is below)
    - We learned of new data resources from WSDOT that will be especially useful as PRTPO's in-house GIS capabilities increase. We will explore these products with the TAC later this spring.
    - Regions across the state continue to be worried about the likelihood that WSDOT Local Programs will sanction federal funds from local agency projects on August 1st if local "obligation targets" are not met. In rural regions like PRTPO, this burden of "OA targets" falls primarily on the rural counties administering STBG funds. If there is any question as to whether this is a risk facing your agency, please contact me right away so we can explore options. ***Agencies expecting to obligate by August 1st should plan on submitting their complete obligation packets to Local Programs before Memorial Day.*** The training below is particularly relevant to them.
- **Technical Advisory Committee.** The TAC was scheduled to meet March 18th for training on managing federally funded projects but that was delayed. See notes on the updated training opportunity below.
- **Executive Committee Meeting on April 1.** The Executive Committee met remotely with the Lead Planning Agency and Lead Fiscal Agency to discuss issues coming before the Board and provide direction on work program activities.
- **Other Staff Activities of Interest to Members:**
    - **Training for Staff Working with FHWA Funds:** PRTPO will host a comprehensive training session targeted to local agency staff who must use FHWA funding or may have to in the future. It will be on **April 20th from 1:00 – 4:00. Training is free but pre-registration is required, and space is limited. Please forward this information to staff or colleagues involved in project delivery. Follow this link to register.** We are extremely grateful to Diane Sheesley and Ruth McIntyre of **TranTech Engineering** for their generous support to our local partners. This initiative was identified by the Executive Board as a means of helping alleviate the burden local agencies face when using FHWA funds on their projects.

- **EV Information Sweep:** We've begun collecting all existing plans, studies, policies, forecasts, and other resources pertaining to electric vehicles (EV) and EV infrastructure. This is the first step in our effort to create a regional inventory of information and start piecing together a picture of regional EV readiness. ***If you know someone we should be talking with or information we should be tracking down, please drop me an email or give me a shout.*** We are assembling as much as we can before our consultant, Mike Usen with DKS, comes on board later this month.

- **NODC Meeting.** I attended the North Olympic Development Council's March 25th meeting to hear a good presentation on climate resiliency analysis being done on the north end. I am still learning about regional organizations like this, being fairly new to the region myself. There are close overlaps in the work of NODC and PRTPO's own emerging initiatives in EV readiness and regional resilience, and many PRTPO members are active in both organizations. I will continue to stay apprised of their work and foster stronger relations with Karen Affeld, their Director, as we look for ways to leverage opportunities for our members.

Other Information of Interest:

- **Freight and Goods Transportation System (FGTS) Update:** The FGTS is a network of local streets and roads, state highways, railways, and critical connectors that keep the economy moving. Facilities are designated as T-1 through T-5 routes, based on the tonnage and value of goods they carry. These designations in turn carry weight in competitive funding processes and open doors to some funding only available for these facilities. FGTS designations for streets, roads, and highways as well as connectors to those systems are currently being updated. WSDOT provides data for its facilities, but cities, counties, and ports need to provide data for their facilities. Cities, counties, and ports should have received information directly from WSDOT about the update and data needs; a copy is attached. There is also a regional role in this process, which will start with the TAC in May before coming to the Board in June. **If you or your staff have any questions about this FGTS update, please get in touch.**

- **FCC Emergency Broadband Benefit Program:** Information continues to roll out about the FCC's Emergency Broadband Benefit program that will provide up to $50/month towards household costs of high-speed internet service and $75/month for tribal households. There is also some credit for devices. You'll find a variety of resources on the site, including eligibility criteria for consumers and an FAQ about the program. The FCC maintains a list of private and public broadband service providers who have already elected to participate in this program and updates it regularly as more join. Consumer sign-up will start shortly.

- **PRTPO Grant Support:** As we go into open season for statewide competitive grants, don't forget that PRTPO can provide you with a letter of support for your project application or help with maps. We're also happy to proofread your application or offer ideas on how to make it more competitive. We want our local partners bringing that project money to the region and will help wherever we can. Please get in touch with Ed or me.

- **Got photos?** We are building an image library that reflects the diversity of the Peninsula Region and the many ways that transportation and mobility shape our communities and the places we love. We are looking for high resolution images that can be used in reports, presentations, and other PRTPO materials. Project pictures are always welcome, but so are those artsy shots that tell a story about the people and places that transportation serves. Please email images to me in the highest resolution available, in either jpeg or png file formats, and with a short reference as to what / where / when the picture depicts and who to credit for the photo. As always, get in touch if you have questions. Thank you!!

For More Information:
Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

Washington State Department of Transportation

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WSDOT Data Request for 2021 Freight and Goods Transportation System Update

The Washington State Department of Transportation (WSDOT) is currently soliciting freight data from local and regional partners to update 2021 Freight and Goods Transportation System (FGTS). WSDOT updates FGTS system every two years to:

- Meet state legislative requirements (RCW 47.05.021 (4) and RCW 47.06A.020(3));
- Provide a statewide freight dataset to support state and regional transportation planning processes; and
- Support freight investment decisions. For example, it is adopted by Freight Mobility Strategic Investment Board (FMSIB) to designate strategic freight corridors and establish project selection criteria for FMSIB grants.

What freight data is requested?

The original message from WSDOT included Excel spreadsheets. Please let Thera know if you need help with those spreadsheets.

The data request for 2021 FGTS update includes two parts:

Part 1: Freight data for local FGTS truck corridors

WSDOT is requesting counties, cities, and ports to:

1) Review the list of local FGTS routes within your jurisdiction/district;
2) Verify and update corridor classification using pre-COVID truck volume data (data collected before March 2020)[1]; and
3) *(Optional)* provide COVID truck volume data (data collected since March 2020 if available) for trend monitoring purpose only (such data will not be used for determining 2021 FGTS designation).

For **counties**, please review 2019 county road FGTS list posted on the FGTS website and submit your freight data through the County Road Administration Board (CRAB) Mobility database before **May 1, 2021**[2].

For **cities and ports,** please use the attached "Part 1- City and Port Data Submission Form for 2021 FGTS" to enter the requested information. Please coordinate with your regional planning organization so that responses can be consolidated and a regional submission can be made to Wenjuan Zhao at zhaow@wsdot.wa.gov by **June 30, 2021**.

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[1] Due to the disruptive impact of the COVID-19 pandemic on traffic patterns, it is determined that truck volume data collected during COVID-19 is not appropriate to use for the purpose of FGTS designation, such as supporting long-term planning needs and informing freight investment decisions. Therefore, pre-COVID-19 truck volume data is requested for updating 2021 FGTS classification.

[2] This follows CRAB's deadline of May 1st for annual county road log update as required under WAC 136-60-30: https://apps.leg.wa.gov/Wac/default.aspx?cite=136-60-030

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Note: part 1 request only collects data on local freight routes owned by cities and counties. Please do not submit data for state highways. WSDOT collects truck volume data for the state highway system.

Part 2: First/last mile connector update (*optional*)

First/last mile connector designation was first established under 2014 Washington State Freight Mobility Plan as part of the Truck Freight Economic Corridor designation and incorporated into FGTS framework in 2019 to ensure consistency across various freight network designations. WSDOT is accepting following changes to the first/last mile connector designation from MPOs, RTPOs, cities, counties, and ports:

- Adding new first/last mile connectors that meet the designation criteria; and
- Removing any routes from the 2019 list that have upgraded to T-1/T-2 corridor or no longer serve as first/last mile connectors.

Information submission for first/last mile connector update is optional. Criteria and guidance for first/last mile connector update can be found in attached "Part 2 - First/Last Mile Connector Submission Form". Please use that form to review the 2019 list and submit any changes. Identifying those last mile connections to major freight origins/destinations will inform future planning efforts to assess the needs and opportunities for improving those connectors.

Cities, counties, and ports are encouraged to coordinate with their regional planning organizations to provide a consolidated regional response for the first/last mile connector update to Wenjuan Zhao at zhaow@wsdot.wa.gov by **June 30, 2021**.

Additional Information

An online map application developed by WSDOT is available to you for reviewing the location of 2019 FGTS freight corridors, Truck Freight Economic Corridors (including first/last mile connector element), and freight facilities within Washington state: https://wsdot.maps.arcgis.com/home/item.html?id=0e37044a459244d9b6414826b46e8c46 *(Chrome is the recommended browser)*

Criteria for Freight and Goods Transportation System (FGTS) Corridor Classification

Truck freight corridors are classified into five tiers, T-1 through T-5, based on the annual gross truck tonnage:

T-1 more than 10 million tons per year
T-2 4 million to 10 million tons per year
T-3 300,000 to 4 million tons per year
T-4 100,000 to 300,000 tons per year
T-5 at least 20,000 tons in 60 days and less than 100,000 tons per year

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Truck tonnage on freight routes can be estimated based on daily truck volume collected from short duration counts and average weights by truck types. Please use the formula in "truck tonnage calculator" tab under Part 1 data submission form to estimate truck tonnage. Detailed information about the methodology can be found at: https://wsdot.wa.gov/sites/default/files/2021/04/06/Instruction-for-tonnage-estimation.pdf

For 2021 FGTS update, please use following average weight values by truck types for estimating truck tonnage on different types of freight corridors:

Freight corridor type	Average weight value by truck type (in tons)		
	Single Unit Trucks (FHWA vehicle class 5-7)	Double Unit Trucks (FHWA vehicle class 8-10)	Triple Unit Trucks (FHWA vehicle class 11-13)
County roads	7	27	42
City streets and state highways	8	26	35

WSDOT has validated the truck weight values based on vehicle weight data collected from WSDOT weigh-in-motion sites, and consulted with counties, County Road Administration Board, and MPOs/RTPOs on truck tonnage estimation approach in early 2021. Different weight values are adopted to appropriately address the feedback received from different stakeholder groups.

For more information regarding FGTS update, see http://www.wsdot.wa.gov/Freight/FGTS/default.htm

For suggested practice of short duration count data collection, see https://www.wsdot.wa.gov/mapsdata/travel/shortcountfactoringguide.htm

Please contact Wenjuan Zhao at zhaow@wsdot.wa.gov or 360-705-6990 for questions.