PRTPO EXECUTIVE BOARD MEETING

April 18, 2025 | 10:00 – 12:00

Zoom Meeting – Login Below

1.	10:00 – 10:10	**Welcome and Introductions**	
2.	10:10 – 10:15	**Approval of Agenda and Consent Calendar**	ACTION
		Consent Calendar • *Minutes from February 21, 2025 (Attachment A)*	
3.	10:15 – 10:25	**Review Draft SFY 2026-2027 UPWP** *(Attachment B)* *The draft UPWP lays out PRTPO's proposed budget and work plan for the SFY 2026-2027 biennium, which begins July 1st. It identifies potential planning activities that PRTPO might undertake, with adequate resources. Clarification of priority topics by the Board will be used to refine the draft, which will come back to the Board for approval in June.*	1st Reading
4.	10:25 – 10:35	**Biennial PRTPO Bylaws Review** *(Attachment C)* *PRTPO's bylaws stipulate they are to be reviewed by the Executive Board every two years and updated as necessary to ensure they adequately support the organization. Members are asked to reread the bylaws and share their thoughts on whether a subcommittee should be appointed to augment the Board's review this cycle.*	1st Reading
5.	10:35 – 11:20	**Peninsula RTP Online – Initial Orientation and Overview** *(Attachment D)* *The Board will walk through the various draft elements of the Peninsula RTP Online and discuss how this update integrates the RTP more fully into PRTPO's overall work plan. Some elements are still under development, but members are encouraged to explore the site as it progresses and share feedback. The Board will be asked to approve the update in June.*	1st Reading / DISCUSSION
6.	11:20 – 11:30	**Update on PRTPO Coordinator Recruitment and Transition Plans** *Kitsap Transit will bring on a new PRTPO Coordinator late this biennium or early in the next one. This is a status update on that recruitment process and early plans for the transition.*	BRIEFING
7.	11:30	**Public Comment Period** *This is an opportunity for anyone from the public to address the Executive Board.*	
		PRTPO Member Updates *Information sharing among members on topics of general interest to the region and its partners.*	
	12:00	**Adjourn**	

Additional Attachments:
No additional attachments

Lindsey Schromen-Wawrin, Chair
Ben Thomas, Vice-Chair *Gary Anderson, Secretary*

Next Executive Board Meeting – June 20, 2025

Strategy Session with Representative Greg Nance Regarding Ferries
Approve Update to the Regional Transportation Plan
Adopt SFY 2026-2027 UPWP & New Administrative Agreements
Take Action on Biennial Bylaws Review
Appoint Legislative Work Group

Join Zoom Meeting
https://us02web.zoom.us/j/89930140153?pwd=g63eQb16cilPbhd514yNvRIliCGrDp.1

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PENINSULA RTPO
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The PRTPO Executive Board meets virtually via Zoom. The public is invited to listen to or watch the meeting via the link above. Pursuant to the Open Public Meetings Act, Kitsap Transit's Conference Room at 60 Washington Avenue #200, Bremerton, is available for in-person public attendance to watch this meeting via Zoom.

Minutes of Meeting **ATTACHMENT A**

PRTPO EXECUTIVE BOARD
February 21, 2025
10:00 – 12:00
Via Zoom
Meeting video available on YouTube

CALL TO ORDER

Chair Lindsey Schromen-Wawrin called the meeting to order at 10:00.

ATTENDEES

Executive Board:

Clallam County	Mike French
Kitsap County	David Forte *(alternate)*
Mason County	Pat Tarzwell *(alternate)*
City of Bremerton	Vicki Grover
City of Forks	Paul Hampton *(alternate)*
City of Port Angeles	Lindsey Schromen-Wawrin, Chair
City of Port Townsend	Ben Thomas, Vice-chair
City of Poulsbo	Ed Stern
City of Sequim	Rachel Anderson
City of Shelton	George Blush
Port of Port Angeles	Katharine Frazier *(alternate)*
Clallam Transit	Jim Fetzer *(alternate)*
Jefferson Transit	Nicole Gauthier
Kitsap Transit	John Clauson
Mason Transit	Amy Asher
Jamestown S'Klallam Tribe	Wendy Clark-Getzin
Skokomish Tribe	Marty Allen
Squaxin Island Tribe	Chad Bedlington

Staff:
Thera Black, PRTPO Coordinator

Others in Attendance:
Michael Bateman, Poulsbo
Katie Cole, City of Sequim
Miranda Nash, Jefferson Transit, PRTPO Fiscal Agent
Steve Roark, WSDOT Olympic Region – Regional Administrator
Kyle Sanchez, Lewis-Mason-Thurston Area Agency on Aging
Meggan Uecker, City of Sequim

Welcome and Introductions
Chair Schromen-Wawrin welcomed attendees and conducted introductions. Members shared their favorite modes of travel.

Approval of Agenda and Consent Calendar

ACTION: Mr. Taylor moved, and Mr. French seconded to approve the agenda and Consent Calendar. The motion passed unanimously.

Consent Calendar

- ***Minutes from December 20, 2024***
- ***SFY 2025 Q2 Invoice Approval***

SFY 2025 UPWP Amendment

In December the Board authorized Ms. Black to apply for $21,500 in supplemental funding from WSDOT to backfill a budget gap. That request was successful. Ms. Black explained that in order to utilize those new funds, the UPWP must be amended to include the additional revenue. Since the Board directed the request for funding in December, this is being presented for action at one meeting.

ACTION: Ms. Scott moved, and Mr. French seconded to adopt Resolution 01-2025 amending the SFY 2024-2025 UPWP to add $21,500 in supplemental RTPO funding from the WSDOT Multimodal Planning Office. The motion passed unanimously.

Annual Check-in with WSDOT Olympic Region Administrator Steve Roark

Mr. Roark provided members with insights about the work WSDOT Olympic Region is undertaking across the Peninsula Region this next year.

He began with an overview of the resources Olympic Region brings to bear – its facilities, staffing, and infrastructure. He laid out the budget situation going into this year, how it compares to the last biennium, and the growing shortfalls facing essential pavement preservation. He explained the effects of deferring pavement preservation, which turns a preservation project into a repair project. It typically costs five times as much to replace a highway segment as to preserve it.

Mr. Roark got into details of the upcoming construction season. Some projects started in 2024 or earlier will wrap up this year and many more will get underway. Several fish passage projects will entail long-term road closures and detours, or protracted single-lane travel. He explained that a big goal of the department is to increase awareness among the traveling public so that they can make good decisions about their upcoming travel plans, and described some of the efforts his team is taking to get the word out and educate the public.

He reviewed some of the planning, pre-design, and design work Olympic Region has underway, reiterating that for many of these projects, there is not yet any construction funding programmed or only partial funding. For those with limited funding, like SR 112 and US 101-related complete streets investments, WSDOT works to determine which segments or areas to tackle first, to generate the most benefit for the overall project need.

Mr. Roark highlighted the really big projects underway, including the US 101/Simdars Road project, SR 3 Freight Corridor, and Gorst, and the status of current efforts for each project.

Ms. Clark-Getzin commended the work of WSDOT's maintenance and communications teams for their effectiveness in keeping travelers apprised of conditions. She found it helpful in planning trips and a good resource for the traveling public.

Mr. Roark responded to questions about the effectiveness of fish passage projects and coordination with other entities. He explained that WSDOT monitors completed projects for up to ten years and will go back to adjust plantings or water flow if the salmon return is lower than expected. The agency is legally bound to complete the injunction projects as laid out in the court ruling. It is not within Olympic Region's legal authority to take a different approach, noting that some of the hardest and most expensive fish passage projects are still to come.

DRAFT

Mr. Allen asked about the Gorst project and clarification of the PEL process and its role in establishing a preferred alternative. Mr. Roark provided an overview of the Planning and Environmental Linkages (PEL) process and its considerations. Right now, the public is weighing in on a wide range of conceptual alternatives for addressing issues in Gorst and the resulting analysis. PEL analysis considers many factors related to the natural and built environment and public input is a part of that. Out of the analysis one or more alternatives will be forwarded on to the NEPA process for a more detailed analysis and refinement. It is out of the NEPA process that a preferred alternative comes, not the PEL process itself. He described several of the alternatives currently under review in the PEL process and invited members to participate in the online open house before March 11th.

Mr. Roark responded to questions about WSDOT's stormwater best practices. He explained that any project adding or impacting more than 5,000 square feet of impervious surface triggers stormwater treatment measures. WSDOT tries to treat stormwater wherever possible, even on smaller projects if it's needed, but cost is a limiting factor. WSDOT has a wide range of techniques and tools it can apply to mitigate stormwater impacts. He added that many of these entail on-going maintenance in order for them to remain effective. These additional recurring maintenance costs have to be considered.

Mr. Tarzwell asked for clarification on the SR 3 Freight Corridor right-of-way status. Mr. Roark explained that this will be a limited access facility with only two access points – one at Romance Hill and the other at Log Yard Road. Access management like this affects right-of-way acquisition. Because this will be a limited access facility, it must go through a formal public hearing to approve the limited access prior to WSDOT beginning the right-of-way acquisition process. That access hearing is expected this summer. It is a public hearing and WSDOT will work to get the word out broadly. Once that ruling is finalized, WSDOT will begin acquiring ROW. That process is expected to take about 18 months.

Mr. Schromen-Wawrin asked for any updates on the federal funding situation. Mr. Roark had no additional information from what other agencies have been hearing. Olympic Region has two large federal grants at stake.

Contract with Port Angeles for Legal Services

The Board learned in December that PRTPO received one offer to provide the legal services that the Kitsap County Prosecutor's Office can no longer provide. Port Angeles City Attorney Bill Bloor offered his services and provided a draft contract for services. Ms. Black reported that it is almost identical to the contract PRTPO had with Kitsap County. She explained that traditionally the Board would conduct a first reading and take action at the next meeting, but since PRTPO has no legal counsel, it would be preferable if the Board could take action at its first reading.

Chair Schromen-Wawrin asked if anyone would like to postpone action until April to afford more time for review. No one requested to postpone.

> **ACTION: Ms. Scott moved, and Mr. French seconded to approve the contract with Port Angeles City Attorney Bill Bloor for PRTPO legal services. The motion passed unanimously.**

Update on Statewide RTPO Funding Issue

Ms. Black reported that efforts to date to get legislative support for an increase in base RTPO funding have not been fruitful. While there appears to be recognition at the legislature of the importance of RTPOs and value in the work of PRTPO and others, the budget situation is too constrained for legislators to consider an increase in funding. She noted that if PRTPO takes another run at this in the future, it could be more productive to tailor the funding ask to rural RTPOs or even just request a legislative earmark for a specific PRTPO pursuit. The large urban regions receive a lot of federal planning funds for this work, which muddles the messaging for legislators.

Scoping the SFY 2026-2027 UPWP

Ms. Black reviewed the UPWP funding situation for the new biennium. PRTPO was allocated $273,695 in base funding, the same as two years ago. Fixed costs have increased, so the ability to develop a balanced budget rests with staffing levels. Focus will be initially on mandatory activities, including recruitment of a new PRTPO Coordinator at the first of the fiscal year as well as completing an update of the Human Services Transportation Plan by December 2026. The plan is to earmark about $10,000 for the recruitment process. And until PRTPO receives notification it is receiving state funds to complete the HSTP update, it is assumed that update will have to be funded from the base work program. Ms. Black advised the current plan was developed to accommodate that situation if it is necessary.

If either of these two situations changes – either recruitment costs less than $10,000 or PRTPO receives state funding to do its HSTP update – the Board will have the opportunity to identify other activities that PRTPO can pursue. A list of these unfunded opportunities will be included in the UPWP as measures the Board would like to pursue if it had additional funds. She advised that these will be coordinated with implementation measures that will be identified in the RTP, so that future Board work builds on this regional planning foundation.

Mr. Clauson updated the Board about the recruitment process Kitsap Transit is considering for a new PRTPO Coordinator. He explained they are considering hiring a new staff person who would have this responsibility as a part of his or her duties. Beyond some continuity and coordination benefits, this would also reduce recruitment impacts for PRTPO. He asked if anyone had questions or concerns about this possible approach to staffing PRTPO. No concerns were raised. He will brief the Kitsap Transit Authority on this at its next meeting.

The Board will receive a draft of the new UPWP to review in April and after a review by WSDOT, it will come back to the Board for adoption in June. It will go into effect on July 1st.

RTP Update: Scoping a Strategic Regional Agenda and Action Plan

Ms. Black explained the intent of the Regional Agenda is to highlight pressing issues identified by the Board in recent years and going forward, while the Action Plan will identify small, achievable next steps to advance awareness and understanding around some priority issues on the Regional Agenda. Like the RTP Project List, these will be reviewed and updated every year or two as a regular part of PRTPO's on-going work program to be sure they reflect the Board's latest thinking and continue to provide useful guidance on near-term planning needs. The TAC will look at a working draft of this in March before it comes to the Board in a public review draft form in April.

Ms. Black showed members the online layout of the draft RTP taking shape.

Update On Federal Transportation Funding

Ms. Black shared updates received in the previous few days from Local Programs, reiterating the importance of agencies proceeding with their federally funded projects expediently, rural counties fully meeting their programming targets for this fiscal year, and scheduling more time to get FHWA project approvals. All projects are now reviewed by the Office of General Counsel prior to FHWA approval, which is creating delays.

Public Comments

There were no public comments.

Member Updates

Mr. Bateman reported that Poulsbo completed a successful bid process and work will begin this spring on the next phase of the Noll Road project.

Adjourn

There being no other business, Chair Schromen-Wawrin adjourned the meeting at 12:00.

ATTACHMENT B

1st READING

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: April 11, 2025
Subject: **Draft SFY 2026-2027 Unified Planning Work Program**

REQUESTED ACTION:

This item is for your review. The Board will take action on a final SFY 2026-2027 UPWP in June.

Overview

In February the Board discussed guidance and direction for developing the 2026-2027 Unified Planning Work Program (UPWP). The UPWP is PRTPO's work plan and budget. It describes what work PRTPO will undertake to fulfill its responsibilities as a Regional Transportation Planning Organization and the budget to accomplish it.

This draft is for the next two-year biennium and covers the period from July 1, 2025 through June 30, 2027. The UPWP will be amended midway through the biennium, in spring of 2026, in accordance with PRTPO policy. It can also be amended at any other 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. The budget for the next biennium is $273,695 and is summarized on page 6 of the draft UPWP. This is the same funding level PRTPO received from WSDOT for the 2024-2025 UPWP budget.

About 66% of the draft budget is allocated to Task 1 activities including PRTPO organizational support, meetings, communications, accounting, legal, insurance, and administrative expenses. Almost 29% is allocated to Task 2 planning activities including long-range planning, statewide coordination and participation on state planning processes, grant program administration, Transportation Outlook legislative support activities, and tribal collaboration. The remaining 5% or so is allocated to Task 3 and its associated activities around the Regional Transportation Improvement Program. PRTPO intends to complete an update of the Human Services Transportation Plan during this next biennium with about $33,000 of the state RTPO funds budgeted for Task 2 activities. Task 4, Board Directed Activities, currently has no budget or work assigned to it. Pages 7-12 of the draft UPWP provide more detail on the activities associated with each task.

There are three points in this draft UPWP to call to your attention at this time.

1. **Funding for Human Services Transportation Plan Update** – As of this briefing, PRTPO has received no offer of supplemental funding from the WSDOT Public Transportation Division to complete the HSTP update. An updated HSTP is necessary for local agencies to remain eligible for Consolidated Grant funding every two years. We structured the current HSTP with this possibility in mind. If necessary, PRTPO can complete a minimal update with its existing resources to retain local funding eligibilities. However, if PRTPO receives supplemental funding this would free up a large part of the planning budget that can be redirected to other activities. In that scenario, the Board will determine how to best use those funds.
2. **PRTPO Coordinator Transition** – During the first year of the biennium a new PRTPO Coordinator will take over. That person will need a little extra time as he or she steps into this role and gets up to speed. For that reason,

this UPWP shifts some extra resources into Year 1 of Task 1. If it is not needed then it can be directed to Year 2 activities, which the Board will address in its mid-biennium amendment next spring.

3. **Appendix A Unfunded Needs** – Every biennium the UPWP includes a small number of planning activities that PRTPO could undertake if additional revenue is available. These are found in Appendix A. Inclusion helps pre-position these activities to receive supplemental funding that may come available during the biennium and can help expedite the requisite UPWP amendment process if that happens. This biennium we have tried to identify measures that align with priority activities in the RTP Action Plan that PRTPO will adopt as a part of its update in June. If the Board has the opportunity to take on any of these unfunded activities, they will be amended into Task 4 of the UPWP with the associated budget. Until that time, no budget or activities are assigned to Task 4.

Task 4 is a placeholder in the work program for Board-directed work program activities that may be possible later in the biennium as a result of supplemental funding or perhaps reallocating some current resources for other purposes. The Board will determine a little later in the biennium if there are opportunities to include activities in Task 4.

As presented, the budget and work program in this draft UPWP will fulfill PRTPO's compliance requirements under RCW 47.80 for the biennium.

WSDOT Review

Any changes recommended by the Board in April will be made to this draft UPWP before it is sent to WSDOT for review. WSDOT representatives will meet with PRTPO Coordinators, Lead Planning Agency staff, and members of the Executive Committee on April 25th 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 will be presented to the Board for review and approval in June. That final UPWP will be transmitted to WSDOT and go into effect on July 1. At that same meeting the Board will be asked to approve updated agreements with Kitsap Transit and Jefferson Transit to serve as the Lead Planning Agency and Fiscal Agent, respectively, for the new biennium work program.

Attachment:

Draft SFY 2026-2027 UPWP for the Peninsula Region

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

PENINSULA RTPO UNIFIED PLANNING WORK PROGRAM

STATE FISCAL YEAR 2026-2027
(July 1, 2025 – June 30, 2027)

EXECUTIVE BOARD REVIEW DRAFT
April 18, 2025

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PRTPO 2025 Officers

Lindsey Schromen-Wawrin, Chair
City of Port Angeles

Ben Thomas, Vice-Chair
Port Townsend

Gary Anderson, Secretary
Port of Bremerton

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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 2026 and 2027.

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.

- Ensure 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 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 the next biennium that may be of interest to PRTPO and with potential benefit to the region and its members.

WSDOT requests that RTPOs allocate resources for the following activities this biennium:

- ☐ Support WSDOT HQ in its review of RCW 47.80 requirements
- ☐ Make public documents available online
- ☐ Support WSDOT in carrying out HEAL Act requirements
- ☐ Support local Comprehensive Plan update processes
- ☐ Support WSDOT in scoping an update to the Statewide Multimodal Transportation Plan
- ☐ Support WSDOT Active Transportation Planning Division activities where applicable
- ☐ Support WSDOT Public Transportation Division's update to the Statewide Public Transportation Plan
- ☐ Support WSDOT Rail, Freight, and Ports Division planning activities where applicable
- ☐ Support WSDOT updates to the Federal Functional Classification System
- ☐ Support WSDOT Olympic Region in compiling data for its Transportation Asset Management Plan reporting

PRTPO will participate in these processes as appropriate given the relevance of activities to PRTPO's work program and the organization's budget capacity. The Executive Board will determine participation as planning opportunities present themselves.

UPWP Development Process

The UPWP development and annual amendment 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 Agent, WSDOT Tribal and Regional Integrated Planning Office, and WSDOT Olympic Region.

Schedule and major milestones for PRTPO's SFY 2026-2027 UPWP development:

Task or Milestone	Date
Executive Board Kick-off of SFY 2026-2027 UPWP	February 21, 2025
Executive Board Review of Draft UPWP	April 18, 2025
WSDOT Review of Draft UPWP	April 22, 2025
Executive Board Adoption of SFY 2026-2027 UPWP	June 20, 2025

UPWP Amendment Process:

PRTPO's UPWP Development policy stipulates that the two-year UPWP will be amended midway through the biennium, to recalibrate the budget for Year 2 of the biennium.

An amendment to the adopted UPWP is also warranted when there is a substantive change to the budgeted work to be accomplished. There are two principal reasons why the UPWP may be amended outside of the mid-biennium update.

a. A substantial redirection of the work program is needed within the existing budget to respond to factors that were not anticipated in the current work program, and which should not wait for a subsequent UPWP update or amendment cycle to proceed.
b. PRTPO receives an increase in work program funding for additional activities within the current SFY.

In all cases, the Executive Board will consider a proposed amendment and take formal action to approve any 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 an estimated 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).

The Peninsula region encompasses lands of ten Indian Tribes. 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. PRTPO regularly invites the other five to join the organization, and welcomes their participation in regional planning activities where interested.

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 Fiscal Agent 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 Fiscal Agent 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 2026-2027 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 2026-2027 UPWP is organized into four Work Elements:

1. Program Administration
2. Transportation Planning
3. Regional TIP
4. Board-Directed Activities

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

SFY 2026-2027 UPWP Financial Summary

Funding Source: WSDOT
Funding Amount: $273,695 SFY 2026-2027 RTPO Funds
Work Performed by: PRTPO Lead Planning Agency with contracted staff support and Lead Fiscal Agent, as directed by the PTPO Executive Board

SFY 2026-2027 UPWP Budget and Funding by Work Element *[preliminary estimates March 2025]*

PRTPO Work Element	STATE 2026 RTPO Funds	STATE 2027 RTPO Funds	TOTAL 2026-2027 UPWP BUDGET
1. Program Administration	$88,500	$88,500	$178,400
2. Transportation Planning	$39,148	$39,147	$78,295
3. Regional TIP	$9,200	$9,200	$15,000
4. Board-Directed Activities	$0	$0	$0
TOTAL	**$136,848**	**$136,847**	**$273,695**

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:	$180,400
Funding Source:	SFY 2026-2027 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff Fiscal Agent

Program Administration Activities:

1.1 Organizational 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, etc *(on-going)*
- Monitoring state and federal legislation affecting PRTPO and the RTPO process, or having a regionally significant effect on its members *(on-going)*
- Distribute information and resources to members on potential transportation funding opportunities or other support *(on-going)*

Deliverables:

- Updated by-laws (if needed)
- Updated policies and procedures (if needed)
- Updated PRTPO Resource Manual (annually and as warranted)
- Other products or resources derived from PRTPO support (TBD)

1.2 Meeting Support

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

Deliverables:

- Meeting agenda packets and presentation materials, meeting records

1.3 Public Information and Communications

- General public involvement and education *(on-going)*
- Respond to inquiries from the public and media *(as needed)*
- Website updates and content development, maintenance, and security *(on-going)*
- Maintain public records *(on-going)*
- Make public documents available online *(on-going)*

Deliverables:
- Website platform and content
- Correspondence
- Public Records

1.4 Work Program Management
- UPWP development and budget monitoring *(3rd quarter, with on-going monitoring)*
- UPWP Amendments *(Q4 SFY 2026 and as needed)*
- UPWP Annual Report of performance and expenditure *(September)*
- Work Program coordination *(on-going)*

Deliverables:
- UPWP amendments (as needed)
- SFY 2025 and SFY 2026 UPWP Annual Report of Performance and Expenditure
- SFY 2028-2029 UPWP

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

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

1.6 Administrative Expenses
- Insurance, legal services, legal notices, software licenses, membership fees, web platform, cost recovery, audits *(annual on-going)*

Deliverables:
- Varies by expense item

1.7 Title VI Compliance
- Title VI monitoring and compliance *(on-going)*

Deliverable:
- Response to Title VI Complaints *(as needed)*

Estimated Level of Effort:

	SFY 2026	SFY 2027	2-Yr Total
1. Program Administration	**$ 91,900**	**$ 88,500**	**$180,400**
1.1 Organizational Support	*$ 33,400*	*$ 30,000*	*$ 63,400*
1.2 Meeting Support	*$ 25,000*	*$ 25,000*	*$ 50,000*
1.3 Public Information & Communications	*$ 3,000*	*$ 3,000*	*$ 6,000*
1.4 Work Program Management	*$ 4,000*	*$ 4,000*	*$ 8,000*
1.5 Accounting	*$ 1,500*	*$ 1,500*	*$ 3,000*
1.6 Administrative Expenses	*$ 25,000*	*$ 25,000*	*$ 50,000*
1.7 Title VI	*$ 500*	*$ 500*	*$ 1,000*

Work Element 2 – Transportation Planning

Transportation planning activities encompass the planning and on-going coordination, collaboration, and consultation needed to identify issues and opportunities, develop regionally determined strategies, provide regional direction and leadership on priority matters, and produce periodic updates to plans or guiding documents. This UPWP supports PRTPO's priority planning objectives for the 2026-2027 biennium, onboarding of a new PRTPO Coordinator and a refresh of the Human Services Transportation Plan. All work is directed by the PRTPO Executive Board. Implementation details for activities are developed by the Board as a part of its work program delivery process and reflect budget constraints, other activities underway, and circumstances or opportunities available at that time.

Transportation Planning Summary:

Estimated Cost:	$78,295
Funding Source:	SFY 2026-2027 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff

Transportation Planning Activities:

2.1 Long-range Regional Planning

- Compile New RTP Project List *(Q2 in SFY 2026, 2027)*
- Complete the RTP Biennial Currency Review *(Q2 SFY 2026)*
- Maintain Data Portal and Mapping Tools *(ongoing, based on need and available resources)*

Deliverables:

- Amended RTP with Updated Project List and Online Map
- 2025 RTP Biennial Review Documentation
- Meeting materials, communication pieces, maps, and data sets
- Executive Board and TAC meeting materials

2.2 Coordination and Collaboration

- RTPO and Regional Coordination
  - MPO/RTPO Coordinating Committee meetings *(quarterly)*
  - Rural RTPO Coordination meetings *(quarterly)*
  - Coordination with WSDOT TRIP re: RTPO policies *(as warranted)*
  - Collaboration and Coordination with Other Regions *(as warranted)*
- WSDOT Coordination

  Participate in WSDOT planning activities as appropriate and feasible within the budget:
  - Public Transportation Division activities including update of statewide Public Transportation Plan *(SFY 2026-2027)*
  - Active Transportation Planning Division activities *(as called for)*
  - Rail, Freight, and Ports Division planning activities *(as called for)*
  - Olympic Region Transportation Asset Management reporting *(SFY 2026)*

- Support a statewide update of Federal Functional Classification *(as needed)*

- Local and Intra-regional Collaboration
  - Work with local agencies to coordinate planning efforts and demonstrate consistency between local and regional plans and strategies *(on-going)*
  - Support communications, maintain resources, and facilitate the cooperative efforts of PRTPO members and their partners working to enhance the EV-readiness and resiliency of the region's transportation system *(on-going)*

Deliverables:
- Correspondence and materials
- Executive Board and TAC briefing materials, as warranted

2.3 Tribal Collaboration
- Work with tribal partners to support coordination between tribal and regional plans and strategies, especially during major updates of the Regional Transportation Plan or as requested by one or more tribes (*on-going)*
- Monitor state and federal policies that affect tribal coordination, planning, and funding considerations *(on-going)*
- Work with PRTPO tribal members to ensure available data on tribes is reliable and/or appropriately used in regional materials and planning processes *(on-going)*
- Promote on-going communications and build relationships with tribal partners and their allies across the region, and identify areas of potential collaboration and partnership for further follow-up *(on-going)*

Deliverables:
- Correspondence and materials
- Biennial invitations to non-member tribes to formally join PRTPO as voting members

2.4 Human Services Transportation Planning
- Complete an update of the Human Services Transportation Plan *(due Dec 2026)*
- Monitor funding and policy programs and maintain communications as appropriate with public transit, tribal transit, and human services transportation providers *(on-going)*

Deliverables:
- Updated Human Services Transportation Plan (Dec 2026)
- Data sets and mapping products

2.5 PRTPO Transportation Outlook 2026 and 2027
- Facilitate development of a coordinated list of priority regional concerns *(Q1 each year)*
- Produce an annual briefing paper of PRTPO transportation priorities *(Q2 each year)*
- Host an annual legislative forum to share regional priorities and identify areas for collaboration *(Q2 each year)*
- Respond to legislative and other inquiries on the briefing paper and its priorities *(on-going)*
- Coordinate with members in monitoring and supporting PRTPO's priorities *(on-going)*

Deliverables:
- PRTPO *Transportation Outlook* 2026 and 2027 legislative folios
- Executive Board, TAC, and Subcommittee meeting materials

2.6 Regional Grants Administration
- Monitor obligation and project delivery of Transportation Alternatives awards *(on-going)*

- Conduct Consolidated Grants prioritization process *(SFY 2027)*
- Complete annual Transportation Alternatives program status report for WSDOT *(December)*

Deliverables:

- Prioritized list of candidates for the Consolidated Grants process
- Completed WSDOT Public Transportation Division Consolidated Grants submittal form
- Executive Board and TAC meeting materials

Estimated Level of Effort:

	SFY 2026	SFY 2027	2-YrTotal
2. Transportation Planning	**$ 37,000**	**$ 41,295**	**$ 78,295**
2.1 Long-range Planning	*$ 2,500*	*$ 1,500*	*$ 4,000*
2.2 Regional Coordination and Collaboration	*$ 10,000*	*$ 10,000*	*$ 20,000*
2.3 Tribal Collaboration	*$ 2,000*	*$ 2,000*	*$ 4,000*
2.4 Human Services Transportation Planning	*$ 16,500*	*$ 16,545*	*$ 33,045*
2.5 PRTPO Transportation Outlook	*$ 5,000*	*$ 5,000*	*$ 10,000*
2.6 Regional Grants Administration	*$ 1,000*	*$ 6,250*	*$ 7,250*

**Note: This budget assumes PRTPO must complete its update of the Human Services Transportation Plan within its existing RTPO allocation, scaled accordingly. PRTPO may be offered state funding to conduct a more robust update. If so, funding for Task 2.4 may be reallocated to other activities here or elsewhere in the work program, including Unfunded Planning activities in Appendix A, as directed by the Board.*

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:	$15,000
Funding Source:	SFY 2026-2027 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 compile a six-year Regional TIP (RTIP) *(1st quarter)*
- Develop RTIP documentation, financial plan and other report requirements *(1st quarter)*
- Advertise the draft RTIP for public review and comment *(1st quarter)*
- Prepare draft and final versions of the RTIP and briefing materials to support TAC review and recommendation, and Executive Board approval *(1st quarter)*
- Develop amendment materials for the TAC, Executive Board, and WSDOT *(as needed)*

Deliverables:

- Draft and Final 2026-2031 and 2027-2032 RTIPs
- Amendments as needed to the adopted RTIP
- 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 2026	SFY 2027	2-Yr Total
3. Regional TIP	**$ 7,500**	**$ 7,500**	**$15,000**
3.1 Develop and Maintain Regional TIP	$ 7,400	$ 7,400	$14,800
3.2. Monitor OA for Federally Funded Projects	$ 100	$ 100	$ 200

Work Element 4 – Board-Directed Activities in SFY 2026-2027

In addition to the core work program activities described in Work Elements 1-3, PRTPO will undertake additional activities in SFY 2026-2027 as funds and staffing allow, to address specific regional planning needs. These are currently unfunded needs, separate from the on-going core functions described in Work Elements 1-3. Appendix A identifies priority unfunded planning needs PRTPO would like to pursue. Specific activities will be identified by the Executive Board and amended into this Work Element as funds are secured.

Board-Directed Activities in SFY 2026-2027 Summary:

Estimated Cost:	N/A
Funding Source:	SFY 2026-2027 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff Others TBD

Board-Directed Activities in SFY 2026-2027:

Specific work program activities to be undertaken will be identified and scoped by the Executive Board based on resources, timing, and other opportunities and constraints. Appendix A identifies some unfunded candidate activities that advance Regional Transportation Plan concerns. Specific activities will be indicated below through an administrative amendment to the UPWP.

4.1 To Be Determined by Executive Board

Estimated Level of Effort:

A budget for Board-Directed Activities will be established at the time work is approved by the Executive Board.

	SFY 2026	SFY 2027	2-Yr Total
4. Board-Directed Activities in SFY 2026-2027	**$ 0**	**$0**	**$0**
4.1 TBD			

Other Planning Activities within the Peninsula Region

WSDOT Olympic Region Planning [PENDING UPDATE]

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 planning emphasis areas 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 and ongoing reviews and assistance on their Comprehensive Plans. This ongoing coordination reduces the potential for last-minute substantive 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 expects this emphasis area to be a high priority in this biennium because PRTPO jurisdictions must complete their periodic updates prior to June 30, 2025.

WSDOT Olympic Region prepares and adopts its own UPWP. It has identified the following planning studies within or affecting PRTPO for the 2024-2025 biennium:

- SR 307 from SR 305 to SR 104
- SR 101 from SR 3 to I-5 (~MP 349 to 367)

WSDOT's Multimodal Planning Office also leads pre-design studies for Fish Passage and a subset of other preservation and improvement projects in compliance with Washington State's Complete Streets requirements. The pre-design studies, which occur just prior to initiation of Preliminary Engineering, entail coordination with stakeholders and the general public to reach commitments on project features that meet State requirements and support local plan implementation. Pre-design studies received project development funding rather than Federal Planning funds and are therefore not strictly a part of the UPWP. However, WSDOT planning staff coordinate with PRTPO and local agency planning staff during the course of all pre-design efforts.

Appendix A: SFY 2026-2027 Unfunded Needs

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 and products would benefit the region and its members if funds become available.

Listed below are important unfunded planning needs PRTPO would pursue if it had additional resources. They are derived from the PRTPO Action Plan in the adopted RTP and some standing programmatic concerns. Many of these activities are "next steps" PRTPO identified to help move the needle on some difficult regional issues. No priority is implied in the order of the list.

If a funding opportunity arises, the PRTPO Executive Board will determine which activity to pursue based on the specific funding opportunity, timing, and other factors. If the pursuit is successful, the activity and associated revenue will be amended into the SFY 2026-2027 UPWP. Any state RTPO funds allocated to these activities must be fully expended by June 30, 2027.

A. Extend PRTPO's Annual Services Agreement with the AWC GIS Consortium

As a member of the Association of Washington Cities, PRTPO obtains GIS services through an annual service agreement with the GIS Consortium. This is a flat fee for a certain number of hours of GIS support to assist PRTPO Coordinators in developing and maintaining online products. The contract schedule corresponds roughly with the state fiscal year; service contracts expire in SFY Q4.

This is a high value investment for PRTPO that extends the organization's capacity for member support and effective communications. A Tier 2 service agreement provides 45 hours of GIS service directed by PRTPO and any unused hours roll over to the following year.

Estimated cost – $10,000/year

B. Supplemental Funding for Human Services Transportation Plan Update

PRTPO is required to complete an update to its Human Services Transportation Plan by December 2026. As of this draft, PRTPO has received no offer of funding support and so is going into the new biennium prepared to conduct an extremely stripped-down update within its base budget, so that local agencies remain eligible for Consolidated Grant funding opportunities. A more reasonable level of funding will enable PRTPO to conduct a robust update process more like its 2022 update, including refreshed data and online materials.

Estimated cost = $80,000 +/-

C. Convene Hood Canal Bridge Advocacy Group to Assess Operational Strategies

Coast Guard policies govern when the Hood Canal Bridge is closed to allow recreational sailboats to pass. A fixed span at the east end of the bridge accommodates vessels up to 59' tall, but requests are regularly made for passage by yachts taller than that entering or leaving Hood Canal. Requests are random. Travelers are unable to plan their travel to avoid these closures. It takes about an hour for WSDOT to stop traffic, open the bridge, wait for the boat to clear passage, close the bridge, and reopen it to traffic. This creates congestion and economic impacts from Bremerton to Port Angeles. Growth in recreational marine traffic is expected to increase the frequency of these requests.

Washington State lawmakers secured a provision from the Coast Guard in 2012 restricting those closures at certain times during peak tourist season. The PRTPO Executive Board would like the Coast Guard to revisit its policies and further restrict when a pleasure craft can stop traffic on SR 104 for passage through. The Board would also like to build support for improvements on the east end to better manage traffic impacts on the surrounding community of these closures.

This activity will convene 2-3 work sessions intended to increase understanding of the implications of current policies and build support for a coordinated approach to the Coast Guard, as well as lay the groundwork for east end infrastructure improvements. PRTPO will convene a wide range of local, state and federal stakeholders to assess the need for policy changes that improve operational efficiency of the state highway system without undue impacts on the recreational boating community and which increase predictability for motorists and sailors alike. The aim of these work sessions is to develop champions among those who are positioned to take this matter forward to the Coast Guard.

Estimated cost: $10,000

D. Explore Opportunities for Long-Distance Bus Service Around the Olympic Peninsula

The unique geography of the Olympic Peninsula creates challenges to rural intercity connectivity for all travelers, but especially for transit riders. Transit on the US 101 loop around the Olympic Peninsula is provided by four different transit agencies – Mason Transit, Jefferson Transit, Clallam Transit, and Grays Harbor Transit – and the privately operated Dungeness Line. While cooperation between the agencies makes it possible for a person to eventually get from the west side of the Olympics to the east side, it is not convenient.

This activity will engage the four public transit agencies in an exploratory work session to assess the potential for a future scheduled service built on interagency coordination and collaboration, with a brief report out to the Executive Board. This is a preliminary exercise intended to assess feasibility and interest, to determine whether a more comprehensive technical study is warranted. If so, participants will help develop a high-level scope of work, cost estimates, and key considerations for a follow-up study, to support future funding pursuits.

Estimated cost: $5,000

E. Promote Regional Cooperation to Improve Ferry Service Reliability

In June 2025, the Executive Board will meet with Representative Nance (26th) to tap his insights on state efforts to improve reliability of the Washington State Ferry system and considerations about future ferry opportunities. The Board will also meet in the future with Steve Nevey, director of Washington State Ferries. The intent is to identify specific meaningful steps that PRTPO can take to advance the reliability of and future growth in ferry service for the Peninsula Region. This placeholder reflects the Board's long-standing support for ferry service in the region.

Estimated cost: TBD

F. Convene a Regional Transportation Resilience Forum

Each of the four counties in the Peninsula Region have Comprehensive Emergency Management Plans (CEMP), locally coordinated to help prepare each county for response, recovery, and continuity of services in the event of a disaster. The State itself has a plan. It is likely Olympic National Park has a plan, as well as State Parks, DNR, and others. Transportation is key to the response and recovery strategies in every plan. In a region with the geographic complexity and transportation vulnerabilities found in the Peninsula Region, it is worth ensuring there is awareness of and coordination between the various plans and their underlying transportation assumptions, especially concerning seismic lifeline routes. Regional preparedness entails regional collaboration.

This forum will convene representatives within the emergency management divisions of the four PRTPO counties and associated transportation representatives, representatives from WA State and Western Federal Lands, and others for an initial assessment of the adequacy of transportation coordination between CEMPs, and between local, state, and federal land management agencies. It

will consider if there are untapped coordination opportunities to enhance the resilience of vital transportation infrastructure. This work session will help the stakeholders determine what follow-up measures, if any, are warranted to improve the Peninsula Region's resilience through enhanced or innovative transportation planning activities and collaborations.

Estimated cost: $7,500

G. Facilitate Coordinated Freight Data Collection Process for Local T-2 and T-3 Routes

Some of Washington's important freight routes are on local facilities. Every two years WSDOT asks PRTPO to help coordinate an update of freight data for the local elements of the state's Freight and Goods Transportation System (FGTS), but only one of the region's local partners has the resources to collect or maintain such data. Small local agencies have difficulty obtaining this information, making them less competitive in freight funding opportunities.

If funded, this activity would entail a coordinated effort to collect baseline data for all of the region's local T-2 routes (there are 5) and a select number of priority local T-3 routes for use in updating the FGTS. This would support future updates for a few biennia until such time fresh data could be collected again. Importantly, it would advance local efforts to address key freight mobility issues affecting their communities, ports, and businesses and provide the information needed to compete more effectively for project funding. This data collection effort may be of potential interest to WSDOT or others, enhancing coordination and data collection opportunities.

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

H. Pursue Additional Program Funding to Enhance PRTPO Planning Capacity

In 2024-2025, the Executive Board considered its work program requirements and organizational aims against the regular RTPO funding it receives from the legislature and determined that base program funding is inadequate. An increase in funding is needed to better carry out its work program and fulfill its role as a regional partner. PRTPO joined with the other 16 regions in an unsuccessful bid to secure a legislative increase in base funding. The experience suggested that alternate approaches may be more fruitful going forward. Two such approaches include a coordinated programmatic effort focused just on funding for rural RTPOs, as well as one that seeks a legislative earmark or planning grant for a specific PRTPO need or activity. Any such effort to secure additional funding will take some advance planning and resources to support the necessary coordination.

Estimated cost - $5,000

Appendix B: PRTPO Members



PRTPO Members

Clallam County
Jefferson County
Kitsap County
Mason County

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

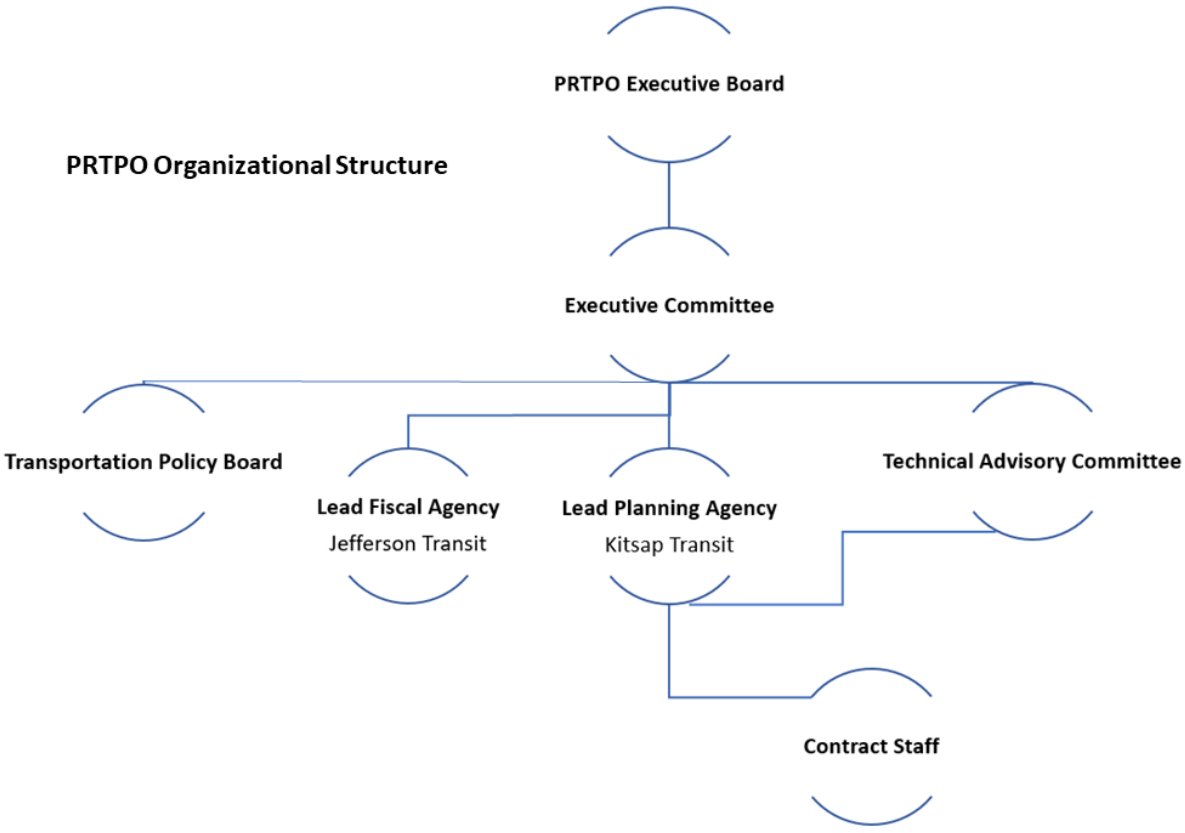
Jamestown S'Klallam Tribe
Lower Elwha Klallam Tribe
Makah Tribe
Skokomish Tribe
Squaxin Island Tribe

Clallam Transit
Jefferson Transit
Kitsap Transit
Mason Transit

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

WSDOT Olympic Region

PRTPO Organizational Structure



ATTACHMENT C

1st Reading

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: April 11, 2025
Subject: **PRTPO Biennial Bylaws Review**

REQUESTED ACTION:
No action is requested. This is for the Board's review and direction. It will come back to the Board in June for approval.

Overview
PRTPO's bylaws, adopted in June 2019, specify they are to be reviewed and updated as necessary every two years. The first such review was conducted in 2021 by a subcommittee and resulted in no changes to the bylaws.

We knew, going into the second review in 2023, that some minor updates were needed in a couple of sections. At the time, Chair Ashby appointed a subcommittee to look into concerns and propose changes for the full Board to consider. In October 2023 the Board amended its bylaws to clarify confusing language regarding tribal membership as well as TAC participants, to spell out what correspondence the Chair is authorized to sign on behalf of the Board, and to clear up some potentially confusing language in the quorum definition. Another recommendation from the 2023 review was that PRTPO needed a Letter of Support policy, which was developed and adopted at the same time the bylaws were amended.

It is now time for the 2025 bylaws review. To date, no concerns have been raised with the current version of the bylaws. Before appointing a subcommittee and scheduling a meeting to review them, the Executive Committee directed that the Board weigh in on whether any changes are needed. If no one has any concerns with the current language, no subcommittee will be appointed and the bylaws will come back to the Board for a final review in June. However, if anyone feels a change to the bylaws may be needed, for any reason, or that a more focused review is warranted, Chair Schromen-Wawrin will appoint a subcommittee to meet and review the concerns and bring a recommendation back to the Board for consideration in June.

A copy of the current bylaws is attached. The bylaws can also be downloaded from the PRTPO website and are included in the PRTPO Resource Manual, also available online.

Next Steps
Board members are asked to read through the bylaws before the meeting and identify any concerns that may merit a closer review and recommendation. The Board's discussion will determine whether a subcommittee review is warranted this cycle. The Board will either complete its final read of the bylaws for this biennial review in June, or it will consider recommendations of the subcommittee at that time and make a determination on appropriate next steps.

Attachment:
Current PRTPO Bylaws, as amended October 20, 2023

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

Bylaws for the Peninsula Regional Transportation Planning Organization

Original Adoption:	September 20, 2013
Amendments:	November 20, 2015
	January 18, 2019
	June 21, 2019
	October 20, 2023

Biennial Review Completed:	June 18, 2021
	June 30, 2023

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.

An entity seeking to become a voting member shall express that interest according to whether it is a Tribe or a non-tribal entity seeking recognition, as provided herein.

i. Tribes

Any federally recognized Tribe holding reservation or trust lands within the PRTPO planning area and which is not already a voting member may execute the ILA and become a voting member of the PRTPO following execution of the ILA. Tribal requests for membership may occur at any time and are not limited to the formal invitations PRTPO extends to non-member tribes every two years in accordance with RCW 47.80.050.

ii. All Other Entities

Any non-tribal entity seeking to become a voting member shall submit a letter of application to the Chair stating the rationale for membership. The Chair shall consult with the 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 from non-tribal entities require a vote of the Executive Board. Upon approval of the membership request by the Executive Board the entity shall execute the ILA and be included as a voting member to the PRTPO.

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. Inaddition, 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. The Chair may sign correspondence and other routine business matters on behalf of PRTPO following approval by the Executive Board or as established in PRTPO Policy.

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. Office elections

Officer 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 each 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, providedthat voting on PRTPO business occurs solely by the Executive Board.

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.

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.

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 Executive Board of the Peninsula Regional TransportationPlanning Organization on the 20th day of October, 2023.

Peninsula Regional Transportation Planning Organization

Bek Ashby, PRTPO Chair

Original adoption:	September 20, 2013
Amendments:	November 20, 2015
	January 18, 2019
	June 21, 2019
	October 20, 2023

EXHIBIT A

Membership for Determining a Quorum for Executive Board Business

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

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

i. Two members each 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.

ATTACHMENT D

1st Reading / Discussion

To:	PRTPO Executive Board
From:	Thera Black, PRTPO Coordinator
Date:	April 11, 2025
Subject:	**Peninsula RTP Online – Working Draft Walk-Through**

REQUESTED ACTION:
No action is requested but members are encouraged to explore the Peninsula RTP Online before the walk-through. Feedback through May 14th is appreciated. The Board will consider a final draft for approval in June.

Overview
Since July 2023 the Board and TAC have engaged in an update of the Regional Transportation Plan (RTP). In April, the Board will walk through core elements of the RTP updates. While still a working draft, the update is far enough along for members to get a clear sense of its final state. Introducing members to the update now offers members extended time to review and reflect on the new format and elements. The Board will be asked to approve the update in June.

This update is transitioning the RTP to a "perpetual" online plan that builds on prior updates and is intended to have a long shelf life by keeping it current and supportive of the region's needs on an on-going basis. The emphasis of this update is to expand its usefulness to members while better integrating this with other PRTPO work program activities.

We've left intact many of the static elements of the 2019 RTP update – such things as the Vision, Goals and Policies, Level of Service standards – but have migrated them to an online format. These are well-honed components that satisfy compliance needs and provide adequate support for local agencies. They have been reformatted to make them easier to find and reference, with little change from what has been in the RTP for years.

Other elements of the RTP that are more dynamic – such things as system characteristics, demographics, and project lists – have been completely updated to a new online format that will enable them to be kept current more easily and expand their value to members. This is an example of how we're integrating upkeep of the RTP into other standing work program activities. Adapting some of these required components of the RTP to this online format supports other local and regional planning activities at the same time.

Finally, this update introduces some new elements to the RTP – specifically a Strategic Regional Agenda and associated PRTPO Action Plan – and rethinks other long-standing elements like the RTP project list and the determination of regional consistency. The aim of these changes is to strengthen the relationship between the long-range plan and PRTPO's ongoing regional work program, enhance the ability of agencies to secure funding for priority projects, and streamline compliance documentation.

The Board and TAC have had a hands-on role in this update from the start. This includes review and input of various concepts and drafts along the way, but also in establishing the very foundation of the Strategic Regional Agenda and the PRTPO Action Plan through annual *Transportation Outlook* issues and opportunities PRTPO develops for its legislative outreach every year. Established schedules meant the Board took the lead on some of these elements and the TAC took the lead on others, but we've worked to keep everyone apprised as things worked their way through the process.

This will be the first time the Board gets to see how the various elements are coming together online.

Working Draft of the Peninsula RTP Online

This is very much a working draft of the online plan, but it is sufficiently complete for members to begin looking it over. You can access it from the Documents page of PRTPO's website. Click on *Regional Transportation Plan* to see how users will access it.

The online plan is formatted into two basic elements: a Policy Framework and a Planning Framework. It may be helpful to think about them in terms of what PRTPO must include to satisfy state laws (the Policy Framework) and what the Board identifies as priority regional concerns for the Region and interests it wants to highlight (the Planning Framework).

Most of the statutory compliance content of the RTP is in the Policy Framework. This is content that won't change much, or often. It's where those who are interested will find PRTPO's long-standing vision and supporting goals and policies. It houses the archive for the original RTP and subsequent updates. It includes pdfs of the new elements – an annual RTP project list, the Strategic Regional Agenda, and the Action Plan. It also includes a reformatted Determination of Regional Consistency and is a repository of the mandatory RTP Biennial Review Certifications, which acquire some enhanced meaning in this update.

The Planning Framework is where the Executive Board will focus most of its energy going forward. This is where the RTP reflects the ongoing work of policy makers and helps to amplify the regionally significant issues identified each year for inclusion in PRTPO's *Transportation Outlook*, which articulates for legislators pressing concerns impacting the region's transportation system. The Board will walk through a draft storymap of the Planning Framework on the 18th.

Expect some content to update through April as missing pieces come together and working drafts are refined into review drafts. Some materials still need to be formatted into a simple report, once we get the words right.

Keeping It Current

Where possible we have converted static data requirements of the RTP into dynamic GIS-based online "service data" resources that will be updated regularly with minimum effort so that they reflect the most current data available. We made this dynamic information available from multiple online "entry points" – the RTP Planning Framework, the Documents page of the PRTPO website, and from the Human Services Transportation Plan – so that users can readily access the information they need without necessarily being familiar with or navigating the RTP to find it. We've also structured this so that it can be expanded over time to include other information that supports member needs, in an effort to enhance its overall value. This online transition greatly enhances the value of these data for other uses than the RTP.

To keep the rest of the RTP Online current, we are adapting the procedural state requirement for a biennial review of the RTP to be a regular programmatic opportunity to amend the RTP, if needed. Typically, these biennial amendments will be concerned with updates to the Strategic Regional Agenda as new issues emerge, or with updates to the PRTPO Action Plan as fresh insights point to next steps the Executive Board identifies on some tough topics.

This is in addition to the annual update of the RTP Project List, which is now being done concurrently with adoption of the new Regional Transportation Improvement Program (RTIP) every October. PRTPO adopted its first list in this new format last October and will update it this fall as part of its ongoing work program.

Between these two programmatic opportunities for RTP amendments, the need for major work program-consuming updates in the future will be greatly reduced, freeing up resources for Board-directed activities that support the plan.

Of Particular Note for Executive Board Review

In February the Board considered two new featured elements of the RTP Online:

- The **Strategic Regional Agenda** is the watch list of gnarly tough topics the Board has identified since 2019, and which have been central to the annual *Transportation Outlooks* PRTPO develops each year to apprise the region's

legislators about priority regional concerns. This strategic agenda is expected to evolve over time as the Board tracks emerging issues and determines new concerns to highlight.

- The **PRTPO Action Plan** is a select list of potential work program activities, or "next steps" that PRTPO or others can take to gain insights and enhance collaboration on some of these tough topics. These are bite-sized planning activities that leverage PRTPO's greatest capabilities as a Regional Transportation Planning Organization – convening, facilitating, engaging, and fostering intergovernmental collaboration and cooperation. This, too, will evolve over time as activities lead to further next steps in a coordinated regional approach.

The other new feature of the updated RTP to call out now pertains to the requirement that the RTP and Countywide Planning Policies be consistent with local Comprehensive Plans, and PRTPO's responsibility to issue a statement of "regional consistency." This update proposes establishing a **standing statement of regional consistency** that will remain in place until such time that a Board changes this finding in the future. It recognizes that 35 years into GMA implementation, consistency is hard-wired into local and regional plans; it is difficult to imagine how they could be inconsistent at this point, as long as everyone is meeting their GMA requirements. However, regular on-going documentation activities consume a lot of time, both local and regional. This update intends to streamline this process in the Peninsula Region. It seeks to document for compliance purposes that the Countywide Planning Policies, local Comp Plans, and RTP are consistent, and clarify the conditions by which they would be found inconsistent by PRTPO in the future. The TAC considered this in March and agreed with the approach, noting it would make this routine demonstration of compliance much more efficient.

You will find the current working draft language of the Consistency Determination statement on the Policy Framework page of the RTP Online, six items down. It will be accompanied by an approving resolution, which will satisfy the majority of local documentation needs.

Draft Plan Review and Comment

As noted earlier, this is still a working draft update. By the end of April, we expect it will be nearly ready for public review. That is why your comments and insights are so helpful now, while we are still refining it.

We will take it to the TAC in May for their draft review. Depending on the level of comments we receive from the TAC, we expect to release it for public review on May 20, with the comment period closing June 5. We will respond to those comments and make any further refinements before bringing this update back to the Board in June for approval.

As planned from the start, public engagement will be online, not in person. While the whole RTP is subject to review and comment, we will encourage people to pay attention to the new Strategic Regional Agenda and PRTPO Action Plan and introduce them to the new online tools. We'll also highlight how these ongoing updates will work and invite people to get on our information list to stay abreast of future updates.

Next Steps

Work on the Peninsula RTP Online will continue and should be close to the final review draft in late April. Members are encouraged to look through it any time. Please share with me your comments, suggestions, or concerns. Your input in April will make the draft we release for public review in May much better.

For More Information:
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