PRTPO EXECUTIVE BOARD MEETING

June 20, 2025 | 10:00 – 12:00

Zoom Meeting – Login Below

REVISED

1.	10:00 – 10:10	**Welcome and Introductions**	
2.	10:10 – 10:15	**Approval of Agenda and Consent Calendar** **Consent Calendar** • *Minutes from April 18, 2025 (Attachment A)* • *Acceptance of 2025 Biennial Bylaws Review Findings (Attachment B)* • *SFY 2025 3rd Quarter Expense Voucher Approval (Attachment I)*	ACTION
3.	10:15 – 11:00	**Special Work Session with Representative Greg Nance regarding Ferries** *A priority concern for PRTPO is improving and enhancing the state ferry system. That is also a priority for Representative Greg Nance, 26th District, who is known for his "fix our ferries" focus in the legislature. This work session is a chance for members to talk in depth with Rep. Nance about issues and opportunities to improve the ferries, and measures PRTPO can take to support those improvements.*	WORK SESSION
4.	11:00 – 11:05	**Approve SFY 2024-2025 UPWP Amendment 2** *(Attachment C)* *PRTPO was awarded an end-of-biennium supplement to cover the cost of another year of support from the AWC GIS Consortium. Those funds need to be amended into the current UPWP to meet RTPO accounting and reporting requirements. The Board is asked to approve Resolution 02-2025 amending $21,400 into the SFY 2024-2025 UPWP.*	ACTION
5.	11:05 – 11:10	**Approve SFY 2026-2027 UPWP** *(Attachment D)* *In April the Board reviewed the draft Unified Planning Work Program, PRTPO's budget and work plan for the next biennium. The new UPWP goes into effect on July 1st. The Board is asked to approve Resolution 03-2025 adopting the SFY 2026-2027 UPWP and its associated Funding Agreement with WSDOT.*	ACTION
6.	11:10 – 11:15	**Approval of SFY 2026-2027 Lead Planning Agency Agreement Between PRTPO and Kitsap Transit** *(Attachment E)* *Kitsap Transit is willing to serve as PRTPO's Lead Planning Agency for the next two years as described in the draft agreement. The Board is asked to approved Resolution 04-2025 approving that agreement.*	ACTION
		Approval of SFY 2026-2027 Fiscal Agent Agreement between PRTPO and Jefferson Transit *(Attachment F)* *Jefferson Transit is willing to serve as PRTPO's Fiscal Agent for the next two years as described in the draft agreement. The Board is asked to approve Resolution 05-2025 approving that agreement.*	ACTION
7.	11:15 – 11:35	**Adoption of Peninsula RTP Online** *(Attachment G)* *The draft Peninsula RTP Online was available for review and public comment from May 22 – June 12. We received comments from seven people. Corresponding corrections and updates to the narrative were made. Upon final review, the Board is asked to approve Resolution 06-2025 adopting the 2025 update to the Peninsula Regional Transportation Plan.*	ACTION

8.	11:35 – 11:40	**2026 Legislative Work Group Recruitment** *(Attachment H)* *PRTPO regularly convenes a small work group to develop the core messages and theme for the next annual Transportation Outlook, the region's key legislative communication. This typically entails two one-hour meetings between July 1 and early August, and a final review of the draft in early October. Volunteers are needed to help shape the 2026 folio.*	DISCUSSION
9.	11:40 – 11:45	**Update on PRTPO Coordinator Recruitment and Transition Plans** *Kitsap Transit hired a new PRTPO Coordinator. She starts on June 30th. This is a quick status update on initial plans for the transition.*	BRIEFING
10.	11:45	**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 – August 15, 2025

Legislative Messaging Discussion for 2026 Transportation Outlook
WSDOT Review of Proposed TIP Projects
ACTION: Consent Calendar – 4th Qtr 2025 Invoice
Meet the New PRTPO Coordinator

Join Zoom Meeting
https://us02web.zoom.us/j/87341575003?pwd=iedK2jFatAl6bJvNqHDekiPAMDM9pe.1

Meeting ID: 873 4157 5003
Passcode: 4780
One tap mobile
+12532158782,,87341575003# US (Tacoma)

Alternatively, dial by your location
+1 253 215 8782 US (Tacoma)

PENINSULA RTPO
PRTPO.org

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

PRTPO EXECUTIVE BOARD
April 18, 2025
10:00 – 11:15
Via Zoom
Meeting video available on YouTube

CALL TO ORDER

Vice-Chair Ben Thomas called the meeting to order at 10:00.

ATTENDEES

Executive Board:

Clallam County	Mike French
Kitsap County	David Forte *(alternate)*
Mason County	Randy Neatherlin
City of Bremerton	Gunnar Fridrikssen *(alternate)*
City of Port Angeles	Brendan Meyer *(alternate)*
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 Bremerton	Gary Anderson, Secretary
Port of Port Angeles	Katharine Frazier *(alternate)*
Port of Shelton	Dick Taylor
Clallam Transit	Brendan Meyer
Jefferson Transit	Nicole Gauthier
Kitsap Transit	John Clauson
Mason Transit	Amy Asher
Skokomish Tribe	Marty Allen
WSDOT Olympic Region	George Mazur

Staff:
Thera Black, PRTPO Coordinator
Edward Coviello, PRTPO Coordinator – Lead Planning Agency

Others in Attendance:
Paul Bucich, City of Sequim
Nick Dostie, City of Sequim
Miranda Nash, Jefferson Transit, PRTPO Fiscal Agent

Welcome and Introductions
Vice-Chair Thomas welcomed attendees and conducted introductions. Members shared their most recent travel destinations.

Approval of Agenda and Consent Calendar

ACTION: Mr. Taylor moved, and Mr. Forte seconded to approve the agenda and Consent Calendar. Ms. Black advised the attendee list for the February meeting failed to include Judy Scott. They also failed to include Vice-Chair Thomas, who was present. The motion passed unanimously, with those changes.

Consent Calendar

- ***Minutes from February 21, 2025***

Review Draft SFY 2026-2027 UPWP

Ms. Black provided an overview of the draft document. She highlighted that the level of RTPO funding PRTPO has been allocated is unchanged from the current biennium. A little extra budget is directed to the first year of the new UPWP to support the transition to a new PRTPO Coordinator.

PRTPO must complete an update of its Human Services Transportation Plan this next biennium. No supplemental funding has yet been awarded to PRTPO for this work and so the draft UPWP assumes that update must be accommodated within the existing work program. If supplemental funding is received to do that work, the Board can redirect what is budgeted to other activities.

Ms. Black called out the importance of Appendix A in identifying priority unfunded planning needs that the Board might reference, if it has that chance to redirect some of its funds or pursue other supplemental funding opportunities over the biennium. She noted these activities are associated with the draft PRTPO Action Plan that will be included in the updated RTP, and which advance priority concerns identified by the Board.

Mr. French commented on the activities in Appendix A, noting their importance to the region. He expressed interest in being able to tackle something like convening a Hood Canal Bridge advocacy group to work together on operational improvements.

No other comments were received.

The UPWP will come back to the Board for final approval in June.

Biennial PRTPO Bylaws Review

Ms. Black explained that PRTPO's bylaws require a review by the Board every two years to determine if any changes are needed. This will be the third such biennial review.

PRTPO typically convenes a subcommittee to do this review and report back to the Board in June whether subcommittee members think any changes are needed. Going into the last review cycle, there was an understanding that some updates were needed to clarify a couple of points including the need for a Letter of Support policy and the means by which new tribes can join PRTPO, and clean up some typos. These were fleshed out by a bylaws review subcommittee in the spring and summer and which came back to the Board as an amendment to the bylaws in October. No issues or concerns are known at this time, going into the next cycle.

Vice-Chair Thomas asked members whether they have any concerns with the bylaws as they exist. No issues were identified. He asked if anyone would be opposed to conducting the review this cycle wholly within the Board process, foregoing a separate subcommittee process. No one expressed any concern with this.

The PRTPO bylaws as they stand will come back to the Board in June for revalidation, unless any issues surface between now and then.

DRAFT

Peninsula RTP Online – Orientation and Overview

Ms. Black explained that the RTP update is nearing its conclusion. The intent is for the Board to adopt the update in June. This overview is to introduce the Board to the new format and contents to allow plenty of time for members to explore the draft before then. It is still in a working draft form but is far enough along to give a clear sense of the tone, content, and organizational structure.

She walked through the new format, which is entirely online. Content specific to regulatory and compliance requirements is included in a new Policy Framework, which includes other static elements. Most of the elements in the Policy Framework will not change very often, if ever.

This is in contrast to the Planning Framework. This is new content to the RTP. It is aligned closely with the Board's work and the priority concerns it identifies. It will be kept current over time in a streamlined process that is integrated into regular parts of PRTPO's standing work program.

The Planning Framework includes a Strategic Regional Agenda based on issues the Board has developed for its Transportation Outlook legislative folio over the years. These are the big issues and tough topics PRTPO wants to call attention to and support where possible through its work program. Inclusion in the RTP reinforces that message.

It also includes a PRPTO Action Plan that identifies specific measures PRTPO or others can take to begin moving the needle on some of those concerns. These activities are associated with the UPWP and the list of unfunded needs in Appendix A.

Finally, it includes an RTP project list that features those big, regionally significant projects like Gorst and the East Sequim / Simdars Road improvements that are long-term endeavors, as well as a short list of local priorities members intend to pursue grants for over the next one or two years. This list is associated with the RTIP development process and will be updated every October so that it always reflects the most current local priorities.

She highlighted other features of the draft RTP Online and encouraged members to explore it and share their feedback and suggestions while it is still in a draft form.

Ms. Black explained the draft content will be completed and refined through April and will go the TAC for their review and recommendation in May. It will then be released for public review and will come back to the Board for adoption in June.

Vice-Chair Thomas commented on the visual richness of the online format. The images by themselves tell the story of the complexity of the transportation system and the range of issues it faces.

Public notification will include the standard media sources as well as the array of distribution lists PRTPO maintains and through its website. Ms. Black advised the notice will be formatted to be convenient for members to forward to their circles.

Update on PRTPO Coordinator Recruitment and Transition Plans

Mr. Clauson reported that the Kitsap Transit Authority authorized him to create a new planning position to be half PRTPO Coordinator and half a transit database person. He intends to bring this new person on with some overlap with Ms. Black, to facilitate the transition. He noted that the Public Transportation Division of WSDOT may provide supplemental funding to help with this process.

He also reported that PRTPO is likely to be offered supplemental funding for the Human Services Transportation Plan update. WSDOT is aware that this needs to be state revenue for PRTPO to use it and is working to make that happen.

Members expressed appreciation for Kitsap Transit's initiative in creating an in-house position for this, which will make it a little easier to recruit and administer than if they have to hire an outside consultant to do the work. Mr. Mazur confirmed the timing of the transition. Mr. Clauson thought it would begin late this fiscal year and roll over into the new biennium.

Public Comments
There were no public comments.

Member Updates
Mr. Clauson reported that on May 5th there will be a demonstration of a high-speed electric hydrofoil vessel, which is something Kitsap Transit is looking at for its passenger-only ferry fleet. He invited members to attend the demonstration and experience what it is like to ride on one of these vessels.

Adjourn
There being no other business, Vice-Chair Thomas adjourned the meeting at 11:15.

DRAFT

ATTACHMENT B

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: June 13, 2025
Subject: **Acceptance of 2025 Biennial Bylaws Review Findings**

REQUESTED ACTION:

The Board is asked to conclude its 2025 bylaws review with a finding of no change needed at this time**.**

Background:
The bylaws adopted by PRTPO in June 2019 call for a biennial review to ensure those bylaws remain current and support PRTPO's functions. Minor clarifications were made in 2021, and small number of more substantive clarifications were made in 2023 as a result of those reviews.

In April the Board received the most current version of the bylaws for review and discussion. No issues with the current bylaws were identified. Based on the initial sense of members that the current bylaws are adequate, the Board determined in April that it could take final action on this year's review in June without the need for a subcommittee to conduct an separate review and recommendation process. Members were encouraged to revisit the bylaws to ensure they are sufficient. No issues were brought to my attention since that meeting.

Attached to this brief is the current set of PRTPO bylaws for a final check before this review cycle is closed. The Board will conduct its next review of the bylaws in spring of 2027.

Next Steps:

Upon Board acceptance that the current bylaws are adequate to support PRTPO's work and mission, the cover will be updated and a fresh copy will be posted online and included in the Resource Manual.

Attachment:
PRTPO Bylaws

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 16, 2023
	June 20, 2025 (anticipated)
Next scheduled review:	*Spring 2027*

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 I

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: June 17, 2025
Subject: **SFY 2025 3rd Quarter Expense Voucher Approval**

REQUESTED ACTION:

Approve 3rd quarter expenditures for the SFY 2025 Unified Planning Work Program in the amount of $22,393.72.

Overview

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

The budget summary report is below.

Attachment:

- *SFY 2025 3rd Quarter Invoice Reimbursement Package*

Peninsula Regional Transportation Planning Organization
2024-25 UPWP Budget Report - SFY 2025 Quarter 3
January 1, 2025 - March 31, 2025

Work Program Element	SFY 2024 Actual	SFY 2025 Budget	Total 24-25 Biennium	Previous Expenditures	Current Expenditures	Remaining Budget
Program Administration	$ 103,925	$ 80,000	$ **183,925**	$ 136,210	$ 20,159	$ **27,557**
Transportation Planning	$ 44,110	$ 34,280	$ **78,390**	$ 75,448	$ 8,340	$ **(5,398)**
Regional TIP	$ 5,380	$ 6,000	$ **11,380**	$ 10,805	$ 53	$ **522**
Other PRTPO Activities	$ -	$ -	$ -	$ -	$ (6,158)	$ **6,158**
Totals	$ 153,415	$ 120,280	$ 273,695	$ 222,463	$ 22,394	$ 28,838

RTPO PLANNING INVOICE VOUCHER

Peninsula RTPO / Kitsap Transit
60 Washington Ave, Ste 200
Bremerton, WA 98337-1888

Vendor # 911209091

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

SIGNATURE | 4/28/2025

TITLE: Transportation & Land Use Planner

Agreement # GCB 3861

Invoice Date 4/28/2025

Billing Time Period
01.01.2025 - 03.31.2025

TOTAL RTPO REIMBURSEMENT requested this invoice **$22,393.72**

Allocation Authorized	$273,695.00
Biennium Expenditures-to-Date	$244,856.58
Allocation Balance	$28,838.42

WORK ELEMENT	DESCRIPTION	Previous Expenditures TO-DATE	CURRENT PERIOD EXPENDITURES	Biennium Expenditures TO-DATE
Program Administration	Salaries	$89,900.11	$10,980.00	$100,880.11
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$46,309.66	$9,178.59	$55,488.25
	Total	$136,209.77	$20,158.59	$156,368.36
Transportation Planning	Salaries	$75,448.00	$8,340.00	$83,788.00
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$0.00		$0.00
	Total	$75,448.00	$8,340.00	$83,788.00
Regional TIP	Salaries	$9,086.53	$52.93	$9,139.46
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$1,718.56		$1,718.56
	Total	$10,805.09	$52.93	$10,858.02
Other PRTPO Activities	Salaries	$0.00	($6,157.80)	($6,157.80)
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$0.00		$0.00
	Total	$0.00	($6,157.80)	($6,157.80)
	TOTAL RTPO Reimbursement	$222,462.86	$22,393.72	$244,856.58

Note: Adjustment in Q3 under Other PRTPO Activities reflects a correction to the Q2 invoice and the WSDOT Olympic Region supplement.

RTPO	Peninsula RTPO /	GCB 3861
Billing Time Period	01.01.2025 - 03.31.2025	

TPO Reviewer	Date

RTPO UPWP ACTIVITY DETAIL

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

Program Administration

Meeting Support. Provided staff support for Executive Committee, Executive Board, and Technical Advisory Committee meetings. Support included agenda setting and coordination, development of staff reports and meeting materials, remote meeting hosting and logistics, participation in meetings, recaps, website updates, meeting videos posted online, correspondence and follow-up as needed. (on-going)

Public Information and Communications. Maintained PRTPO website, posting updated materials and meeting information. Maintained PRTPO's YouTube channel, posting content associated with work program activities. Developed letters of support for member grant applications. Updated and maintained distribution lists. Responded to inquiries and requests for information. (on-going)

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

PRTPO Support. Supported Board in completing its procurement of contracted PRTPO legal services. Completed biennial outreach to non-member tribes and provided documentation to WSDOT. Developed strategy and approach with the Board for recruitment of a new Coordinator. Responded to member requests for information. Provided letters of support as requested. Maintained PRTPO records and archives. Maintained on-going coordination and communication between lead agencies and Executive Committee and Executive Board. (on-going)

Work Program Management. Completed Amendment 2 to the SFY 2025 UPWP. Began developing draft work program and budget for SFY 2026-2027 UPWP. Monitored budget and activities. (on-going)

Accounting. Completed regular accounting and invoicing activities. Completed SFY 2025 Q2 invoicing and budget reports for PRTPO expenses. (on-going)

Consultant/Misc/Travel:

Lead Agency 10% overhead administration charge, AWC Insurance and membership, GIS renewal fee and Fiscal Agent charges
Pre-paid amount of $6157.80 is from prior quarter shown as a deduction under other activites

Transportation Planning

Long-range Regional Planning. Developed online mapping tool to support coordination between WSDOT Olympic Region and local agencies in assessing candidates for "complete street" treatments. Populated draft with information generated at the October Board retreat. Launched TAC review and update process. Completed framework development of online RTP and populated the draft Policy Framework with its elements.Developed draft outline and content for a Strategic Regional Agenda and a PRTPO Action Plan for discussion with the Board and TAC. Expanded content and improved organizational structure of the online data portal. Compiled regional forecast data and uploaded it to new gallery. Drafted statement of regional consistency for discussion and refinement with the TAC. Coordinated with WSDOT on an update to the State Facilities Action Plan. Began building a storymap for the Planning Framework. (on-going)

Regional Coordination and Collaboration. Participated in report out briefing concerning the statewide Intercity Bus Program Plan update. Facilitated communication and coordination between PRTPO Board members and other RTPO officials in their efforts to increase awareness of and support for adequate RTPO base funding. Participated in quarterly meeting of WSDOT's MPO/RTPO Coordinating Committee. Participated in the quarterly Rural RTPO Work Group. (on-going)

Tribal Collaboration. Met with new tribal staff and provided PRTPO orientation and introductions with important liaisons. Responded to requests for information and staff support. (on-going)

Human Services Transportation Planning. Engaged with new Kitsap County coordinator of WA Cares regarding human services transportation planning and collaboration opportunities. Scoped options for completing a required update of the human services transportation plan under different funding scenarios. (on-going)

Transportation Outlook. Met with Representative Nance to explore measures to support state ferries and arranged briefing with the Board. (on-going)

Regional Grants Administration. Completed 2024 Consolidated Grant recommendation submittal package for WSDOT. Continued to monitor TA project obligations and closures and track progress on OA targets. (on-going)

Consultant/Misc/Travel.:

N/A

Regional TIP

Develop and Maintain Regional TIP. Responded to WSDOT STIP updates as requested. (on-going)

Consultant/Misc/Travel:
Other PRTPO Activities
N/A
Consultant/Misc/Travel.:
N/A

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

SIGNATURE	TITLE	DATE
	Transportation & Land Use Planner	4/28/2025

Kitsap Transit
60 Washington Avenue Suite 200
Bremerton, WA 98337
Phone: (360) 478-6234

INVOICE

Invoice Date	**04/16/2025**
Invoice ID	**8165**
Amount Due: $28,312.60	Page 1

CUSTOMER

JEFFERSON TRANSIT
63 4 CORNERS RD
PORT TOWNSEND, WA 98368

SHIP TO

Please detach and return this portion with your remittance

Customer ID	Customer PO No.	Order Date	Shipped Via	FOB
188		04/16/2025		

Terms	Due Date	If Paid By	Deduct	Sold By
	05/16/2025		$0.00	

Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
20894	Third Party Recovery	1.00				$28,312.60

Subtotal	$28,312.60
Sales Tax	$0.00
Total	$28,312.60
Total Due	$28,312.60

PRPTO

Printed on 04/16/2025

Kitsap Transit
60 Washington Avenue Suite 200
Bremerton, WA 98337
Phone: (360) 478-6234

INVOICE

Invoice Date	**04/16/2025**
Invoice ID	**8166**
Amount Due: $16,794.70	Page 1

CUSTOMER

JEFFERSON TRANSIT
63 4 CORNERS RD
PORT TOWNSEND, WA 98368

SHIP TO

Please detach and return this portion with your remittance

Customer ID	Customer PO No.	Order Date	Shipped Via	FOB
188		04/16/2025		

Terms	Due Date	If Paid By	Deduct	Sold By
	05/16/2025		$0.00	

Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
20895	Third Party Recovery	1.00				$16,794.70

Subtotal	$16,794.70
Sales Tax	$0.00
Total	$16,794.70
Total Due	$16,794.70

Printed on 04/16/2025

Kitsap Transit
PRPTO
2025

	Jan 2025	Feb 2025	March 2025	1st Q 2025
Staff Salaries & Wages	$18.85	$0.00	$0.00	$18.85
Staff Fringe Benefit	$34.08	$0.00	$0.00	$34.08
Advertising	$0.00	$0.00	$0.00	$0.00
Professional & Tech Service	$0.00	$0.00	$0.00	$0.00
Other Contract Services	$14,759.00	$0.00	$19,320.00	$34,079.00
Operating Supplies	$300.00	$0.00	$1,528.80	$1,828.80
Third Party Recovery	$0.00	$0.00	$0.00	$0.00
Casuality Insurance	$0.00	$0.00	$0.00	$0.00
Membership, Dues, and Subscription	$4,537.00	$0.00	$0.00	$4,537.00
Merit Plan	$0.00	$0.00	$0.00	$0.00
Total	**$19,648.93**	**$0.00**	**$20,848.80**	**$40,497.73**

Summary:	RPTO	GCB 4039
Salaries and Wages:	$52.93	
Invoices:	$ 25,685.80	$ 14,759.00
Total:	$ 25,738.73	$ 14,759.00
10% Admin Fee	$ 2,573.87	$ 1,475.90
Prior Admin Fee:	$ -	$ 559.80
Total Invoiced:	$ 28,312.60	$ 16,794.70

Kitsap Transit
Invoice Expense Allocation Report

Vendor Name / Tax Identification Number	Transaction Date / Transaction Number	Description / Transaction Type	Status	Account Number	Account Description	Amount
3P TRANSPORTATION SERVICES						
3P TRANSPORTATION SERVICES	03/03/2025	PRTPO SERVICES FOR FEI				
XXX-XX-1946	167	Invoice	Paid	10-50313-4102	Other Contractual Services	$10,200.00
	02/03/2025	PRTPO SERVICES FOR JAI				
	166	Invoice	Paid	10-50313-4102	Other Contractual Services	$14,759.00
	04/01/2025	PRTPO SERVICES FOR MA				
	168	Invoice	Approved	10-50313-4102	Other Contractual Services	$9,120.00
					Totals for 3P TRANSPORTATION SERVICES:	*$34,079.00*
AWC						
AWC	01/01/2025	2025 AWC RISK MANAGI				
	156744	Invoice	Paid	10-50901-4102	Membership Dues & Subs.	$4,537.00
	01/01/2025	AWC Associate Members				
	156869	Invoice	Paid	10-50404-4102	Operating Supplies	$300.00
					Totals for AWC:	*$4,837.00*
REGIONS BANK P-CARD						
REGIONS BANK P-CARD	03/31/2025	ARCGIS ANNUAL SUBSCI				
	CC-11262	Invoice	Paid	10-50404-4102	Operating Supplies	$1,528.80
					Totals for REGIONS BANK P-CARD:	*$1,528.80*

Kitsap Transit
Invoice Expense Allocation Report

Criteria

Report name: Title
Include all Invoices
Include all Credit Memos
Include all Invoice dates
Include these Invoice post dates: 1/1/2025 to 3/31/2025
Include all Accounts
Include all Funds
Include all Classes
Include all Projects
Include all Vendors
Include all Invoice Attributes
Include all Credit Memo Attributes
Include all Account Attributes
Include all Project Attributes
Include all Vendor Attributes
Include all Funding Source(s)
Include these Department(s): 4102

3P Transportation Services

INVOICE

Date: February 3, 2025
Client: Kitsap Transit
Project ID: KT 24-894
Project Name: PRTPO Coordinator
Billing Period: January 1, 2025 – January 31, 2025
Invoice Number: 166

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

Remit To:
3P Transportation Services
Attention: Thera Black
1905 Conger Avenue NW
Olympia, WA 98502

Professional services in delivery of the SFY 2024-25 UPWP – **billable to Olympic Region GCB 4039**

Description	Hours	Amount
Task 1: Program Administration [carry-forward to February]	26.5	--
Task 2: Transportation Planning [carry-forward to February]	7.5	--
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	0	--
Total charge for WSDOT RTPO professional services	34.0	--
RTP online work funded through WSDOT Olympic Region GCB 4039 Supplement for PRTPO: Contract completion		$14,759.00
Total balance due		$14,759.00

Thank you!!

360.878.0353
thera@3ptransport.com
1905 Conger Ave NW
Olympia, WA 98502

BILLING REPORT – Invoice 166

Client:	Kitsap Transit
Project ID:	KT 24-894
Project Name:	PRTPO Coordinator
Billing Period:	January 1, 2025 – January 31, 2025

Activity Breakout by UPWP Work Program Elements

Program Administration [26.5 hours, expenses deferred to February]

Technical Advisory Committee Meeting – Prepared for, hosted and participated in the January 16th Technical Advisory Committee meeting. Completed meeting recap and followed up as needed in response to member inquiries.

PRTPO Support – Prepared SFY 2025 Q2 invoice for LPA processing. Coordinated with LPA regarding staffing changes at Kitsap Transit. Drafted letter of support for RAISE grant. Updated member appointments and distribution lists, calendar invites. Updated PRTPO Quick Start guide for new members. Responded to inquiries from members and other stakeholders on a variety of topics and helped connect members with various resources.

Work Program – Corresponded with WSDOT Headquarters and Olympic Region regarding budget supplements. Updated planning budget and workflow for SFY 2025 Q3 and Q4. Monitored budget and work program.

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

- Completed invoicing.
- Completed regular website updates.
- Conducted regular, on-going communication and coordination activities with Lead Planning Agency and Fiscal Agent, PRTPO Chair, members, and others.

Transportation Planning [7.5 hours, expenses deferred to February]

RTP Update – Developed approach for TAC work session on complete streets candidates, in follow-up to October Board retreat. Coordinated with other RTPOs in messaging and options for proposed increase in statewide RTPO funding.

Regional Coordination and Collaboration –

- Regional:
    - Distributed information to cities and counties concerning WA State Transportation Commission work session in late February concerning route jurisdiction transfer process and responded to questions.

Consultation – Met with Emily Wheaton of the Quinault Indian Nation for an overview of PRTPO activities, QIN activities, and PRTPO membership potential.

Regional Grant Administration – Completed documentation of 2024 Consolidated Grant review and prioritization process for website record and finalized recommendation submittal form for WSDOT. Completed 2024 Transportation Alternatives funding report for WSDOT Local Programs.

Work funded by WSDOT Olympic Region supplement GCB 4039, for RTP online development

Task 1: Developed web apps, storymap framework, and hub framework to host the Peninsula Regional Transportation Plan online. Worked with GIS consultant in developing an online tool for sharing and collecting information from PRTPO members and the public, for completion and deployment in February with the TAC.

Task 2: Developed content structure, materials, and graphic images for the RTP storymap and website. Compiled data for new online elements. Tested various site formats for ease in navigating and accessing information by a variety of users, as well as ease in developing and maintaining content over time. Launched Transportation Atlas data portal and demographic profile on PRTPO website.

January work fully expends GCB 4039 in accordance with direction from WSDOT.

3P Transportation Services

INVOICE

Date: March 3, 2025
Client: Kitsap Transit
Project ID: KT 24-894
Project Name: PRTPO Coordinator
Billing Period: February 1, 2025 – February 28, 2025
Invoice Number: 167

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

Remit To:
3P Transportation Services
Attention: Thera Black
1905 Conger Avenue NW
Olympia, WA 98502

Professional services in delivery of the SFY 2024-25 UPWP @ $120/hour

Description	Hours	Amount
Task 1: Program Administration	56.0	$6,720.00
Task 2: Transportation Planning	29.0	$3,480.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	0	--
Total charge for professional services		$10,200.00
Outstanding balance for Invoice 166		14,759.00
Total balance due		$24,959.00

Thank you!!

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

BILLING REPORT – Invoice 167

Client:	Kitsap Transit
Project ID:	KT 24-894
Project Name:	PRTPO Coordinator
Billing Period:	February 1, 2025 – February 28, 2025

Activity Breakout by UPWP Work Program Elements

Program Administration [26.5 hours, carried over from January]

Technical Advisory Committee Meeting – Prepared for, hosted and participated in the January 16th Technical Advisory Committee meeting. Completed meeting recap and followed up as needed in response to member inquiries.

PRTPO Support – Prepared SFY 2025 Q2 invoice for LPA processing. Coordinated with LPA regarding staffing changes at Kitsap Transit. Drafted letter of support for RAISE grant. Updated member appointments and distribution lists, calendar invites. Updated PRTPO Quick Start guide for new members. Responded to inquiries from members and other stakeholders on a variety of topics and helped connect members with various resources.

Work Program – Corresponded with WSDOT Headquarters and Olympic Region regarding budget supplements. Updated planning budget and workflow for SFY 2025 Q3 and Q4. Monitored budget and work program.

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

- Completed invoicing.
- Completed regular website updates.
- Conducted regular, on-going communication and coordination activities with Lead Planning Agency and Fiscal Agent, PRTPO Chair, members, and others.

Program Administration [29.5 hours for February]

Executive Committee Meeting – Prepared for, hosted and participated in the February 6th Executive Committee meeting. Completed and distributed meeting recap.

Executive Board Meeting – Supported the February 21st Executive Board meeting including agenda packet development and distribution, coordination with Chair and LPA staff, and meeting hosting and support. Participated in the meeting, took notes, and debriefed. Downloaded and processed meeting video and uploaded to YouTube channel with link from PRTPO website, completed meeting recap, and conducted follow-up activities.

PRTPO Support – Coordinated with Port Angeles city attorney's office and developed briefing materials and draft legal services contract package for Board consideration. Followed up with Port Angeles in

executing the service agreement. Developed letters and outreach packets for non-member tribes and distributed to five tribes with copies to WSDOT as required. Responded to inquiries from members and other stakeholders on a variety of topics and helped connect members with various resources.

Work Program – Prepared Q2 report and brief for the Board. Developed Amendment 2 briefing materials and resolution, updated the UPWP, and submitted supporting materials to WSDOT. Updated estimated end-of-biennium budget with Q2 actual expenditures. Prepared briefing materials for Board discussion of SFY 2026-2027 UPWP development. Monitored budget and work program.

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

- Completed invoicing.
- Completed regular website updates.
- Conducted regular, on-going communication and coordination activities with Lead Planning Agency and Fiscal Agent, PRTPO Chair, members, and others.

Transportation Planning [7.5 hours, carried over from January]

RTP Update – Developed approach and briefing materials for TAC work session on complete streets candidates. Coordinated with other RTPOs in messaging and options for proposed increase in statewide RTPO funding.

Regional Coordination and Collaboration –

- Regional:
    - Distributed information to cities and counties concerning WA State Transportation Commission work session in late February concerning route jurisdiction transfer process and responded to questions.

Consultation – Met with Emily Wheaton of the Quinault Indian Nation for an overview of PRTPO activities, QIN activities, and PRTPO membership potential.

Regional Grant Administration – Completed documentation of 2024 Consolidated Grant review and prioritization process for website records and finalized recommendation submittal form for WSDOT. Completed 2024 Transportation Alternatives funding report for WSDOT Local Programs.

Transportation Planning [21.5 hours for February]

RTP Update – Continued with development of online plan, compiling and formatting content for the Policy Framework and establishing an outline for the Planning Framework. Sketched out elements of a Strategic Regional Agenda and PRTPO Action Plan. Prepared briefing materials for the Board discussion of these elements. Began developing an online tool to support TAC review and RTP presentation of potential complete streets candidates.

Regional Coordination and Collaboration –

- Statewide:
    - Participated in quarterly MPO-RTPO and MPO-RTPO-WSDOT meetings.
    - Participated in the quarterly Rural RTPO Working Group meeting.

3P Transportation Services

INVOICE

Date:	April 1, 2025
Client:	Kitsap Transit
Project ID:	KT 24-894
Project Name:	PRTPO Coordinator
Billing Period:	March 1, 2025 – March 31, 2025
Invoice Number:	168

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

Remit To:
3P Transportation Services
Attention: Thera Black
1905 Conger Avenue NW
Olympia, WA 98502

Professional services in delivery of the SFY 2024-25 UPWP @ $120/hour

Description	Hours	Amount
Task 1: Program Administration	35.5	$4,260.00
Task 2: Transportation Planning	40.5	$4,860.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	0	--
Total charge for professional services		$9,120.00
Total balance due		$9,120.00

Thank you!!

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

BILLING REPORT – Invoice 168

Client:	Kitsap Transit
Project ID:	KT 24-894
Project Name:	PRTPO Coordinator
Billing Period:	March 1, 2025 – March 31, 2025

Activity Breakout by UPWP Work Program Elements

Program Administration [35.5 hours]

Technical Advisory Committee Meeting – Developed and distributed agenda packet, hosted, and participated in the March 19th Technical Advisory Committee meeting. Completed meeting recap and followed up as needed in response to member inquiries.

Executive Committee Meeting – Prepared and distributed agenda packet for April 3rd meeting.

Executive Board Meeting – Prepared draft agenda for April 18th meeting.

PRTPO Support – Reviewed current bylaws and notes from previous process and prepared options for completing the 2025 process, for consideration by the EC. Developed overview of Coordinator responsibilities and skill sets for LPA recruitment process. Drafted perpetual PRTPO planning calendar aligned with standard work program milestones, to guide future EB and TAC agendas, WSDOT reporting, and other typical biennial deadlines. Updated member appointments and distribution lists, calendar invites. Responded to inquiries from members and other stakeholders on a variety of topics and helped connect members with various resources.

Work Program – Began developing the draft SFY 2026-2027 UPWP with updated budget assumptions. Reviewed assumptions for Q4 2025 budget and adjusted work plan for remainder of biennium. Met with WSDOT HQ staff regarding potential federal funding management. Monitored budget and work program.

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

- Completed invoicing.
- Completed regular website updates.
- Conducted regular, on-going communication and coordination activities with Lead Planning Agency and Fiscal Agent, PRTPO Chair, members, and others.

Transportation Planning [40.5 hours]

RTP Update – Developed Complete Street Candidates online database and mapping tool for 39 sites identified in October at the Board retreat and populated it, for review and evaluation by the TAC. Developed online RTP page and Policy Framework. Developed Policy Framework content and uploaded, to share with working team of TAC and Board. Expanded data and mapping portal, adding

LEP layers as requested by the TAC, and began building a static map and data library. Prepared tables and charts for 2050 population forecasts. Began fleshing out the Strategic Agenda and Action Plan, for on-going review by TAC and Board members. Continued work on draft storymap content for Planning Framework. Met with WSDOT Olympic Region regarding State Facilities Action Plan and integration with RTP. Developed draft perpetual statement of Regional Consistency Certification and checklist, for review by TAC. Met with Representative Nance to discuss measures the Board might consider to support ferry reliability, and scheduled briefing with the Board for June.

Regional Coordination and Collaboration –

- Statewide:
    - Attended report-out briefing of the statewide Intercity Bus Program Plan update and recommendations.

Human Services Transportation Planning –

- Engaged with new WA Cares coordinator for Kitsap County, providing overview of HSTP and Consolidated Grants, and role of PRTPO, with corresponding updates to distribution lists.

Association of Washington Cities

1076 Franklin St SE
Olympia, WA 98501-1346

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

Invoice

Order number: 156869
Date: 1/1/2025
Payment terms: Due upon receipt

Bill to :

Peninsula Regional Transportation Planning Organization
Thera Black
60 Washington Ave Suite 200
Bremerton, WA 98312

Quantity	Item description	Unit price	Discount	Extended
1.00	2025 AWC Associate Member - Public agency/Nonprofit small	$300.00	$0.00	$300.00

Payment instructions

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

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

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

Subtotal:	$300.00
Sales tax:	$0.00
Shipping/Handling:	$0.00
Grand total:	**$300.00**
Payment total:	$0.00
Amount due:	$300.00

Risk Management Service Agency

1076 Franklin St SE
Olympia, WA 98501-1346

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

Invoice

Order number: 156744
Date: 1/1/2025
Payment terms: Due upon receipt

Bill to :

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

Order Number	Quantity	Item Description	Unit Price	Discount	Extended
156744	1.00	2025 AWC Risk Management Service Agency assessment	$4,537.00	$0.00	$4,537.00

Payment instructions

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

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

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

Subtotal:	$4,537.00
Sales tax:	$0.00
Shipping/Handling:	$0.00
Grand total:	**$4,537.00**
Payment total:	$0.00
Amount due:	$4,537.00

esri

Thank You!

Your order has been submitted and will be forwarded to Customer Service for processing.
Please contact Customer Service if you have any questions regarding your order.

Next Steps

Your renewal is processing

Our customer service team will contact you if any additional information is needed to complete your renewal.

Check your inbox for your order confirmation, which will include activation and installation instructions.

Your renewal will be processed and completed within 1-2 business days.

Continue to the Esri Store

Thank you for your order. Discover more products by visiting the Esri Store.

Esri Store

Quote Summary

ArcGIS Online Creator User Type Annual Subscription
Qty: 2 $1,400.00

Subtotal	$1,400.00
Sales Tax	$128.80

Privacy - Terms

Order Total **$1,528.80**

Quote Information

Quote number: 26259414

Quote email: edwardc@kitsaptransit.com

Order Submitted By

Edward Coviello

edwardc@kitsaptransit.com

Payment Information

VISA 5371 EXP 12/2026

Share your feedback

Please consider taking this short survey to share feedback about your ordering experience.

Jefferson Transit Authority
PRTPO Fiscal Agent Expenses

Jefferson Transit Authority
63 4 Corners Rd
Port Townsend WA 98368

Invoice Date: 4/4/2025
Invoice Period: January-March 2025

Staff Salaries & Wages Expenses

Description	Date	Hours	Wages	Benefits	Total
GCB 4039 Invoicing	1/8/2025	0.25	$ 13.14	$ 8.59	$ 21.72
GCB 3861 Invoicing	1/9/2025	0.50	$ 26.27	$ 17.17	$ 43.44
invoicing correction/ Deposit/ Check Processing	1/27/2025	1.00	$ 52.54	$ 34.34	$ 86.88
Check Deposits	2/20/2025	0.50	$ 26.27	$ 17.17	$ 43.44
Ban Reconcilation	2/25/2025	0.25	$ 13.14	$ 8.59	$ 21.72
			$ -	$ -	$ -
			$ -	$ -	$ -
Total Salaries & Wages			$ 131.35	$ 85.85	$ 217.20

Other Reimbursable Expenses

Description	Date	QTY	Rate	Total
				$ -
				$ -
				$ -
				$ -
Total Reimbursables				$ -

Expense Summary for Quarter

	Jan	Feb	Mar	Total
	1/1/2025 1/31/2025	2/1/2025 2/28/2025	3/1/2025 3/31/2025	
Staff Salaries and Wages	$ 91.95	$ 39.41	$ -	$ 131.35
Staff Fringe Benefit	$ 60.10	$ 25.76	$ -	$ 85.85
Other Reimbursables	$ -	$ -	$ -	$ -
Subtotal	**$ 152.04**	**$ 65.16**	**$ -**	**$ 217.20**
Overhead Charge 10%	$ 15.20	$ 6.52	$ -	$ 21.72
TOTAL	**$ 167.24**	**$ 71.68**	**$ -**	**$ 238.92**

Invoice Total: $ 238.92

ATTACHMENT C

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: June 13, 2025
Subject: **SFY 2024-2025 UPWP Amendment 3 Adding 2nd Funding Supplement**

REQUESTED ACTION:

Adopt Resolution 02-2025 approving Amendment #3 to the SFY 2024-2025 UPWP, increasing program funding by $21,400 to extend PRTPO GIS support services one year.

Overview

As the end of the biennium approaches, WSDOT sometimes has unspent RTPO dollars to allocate. State RTPO funds do not carry over and must be spent by June 30th. In mid-May WSDOT informed us that it was awarding PRTPO an additional $21,400 to extend the GIS services contract an additional year. This is the second RTPO funding supplement PRTPO has received since February.

PRTPO identified the need, in the SFY 2024-2025 UPWP Appendix A – Unfunded Needs, for supplemental funding to extend its GIS services support from the Association of Washington Cities GIS Consortium. WSDOT recognized this need in the UPWP and granted PRTPO $21,400 in additional funds for this purpose. This level of funding enables PRTPO to retain the same level of support we have enjoyed for the last four years.

Though the SFY 2024-2025 UPWP expires on June 30, these additional funds must be amended into the UPWP to account for the increase in revenue. That is why we must now amend these additional funds and related activities into the currently adopted Unified Planning Work Program just before it expires.

The effect of this UPWP amendment is to increase the SFY 2024-2025 RTPO budget from $295,195 to $316,595. PRTPO began the biennium with a budget of $273,695. Funds will be programmed into Task 1 – Program Administration. Sub-task 1.6 includes administrative expenses like licenses, fees, and services. The table below shows the resulting two-year budget that will be finalized in Amendment 3 to the current UPWP. Once approved, new numbers will be reflected in the final 4th Quarter Invoice and budget report and the subsequent SFY 2025 UPWP Annual Report.

SFY 2024-2025 UPWP Financial Summary – Amendment 3

SFY 2024-2025 UPWP Budget and Funding by Work Element

PRTPO Work Element	STATE 2024 RTPO Funds	STATE 2025 RTPO Funds	TOTAL 2024-2025 UPWP BUDGET
1. Program Administration	$103,925	$101,400	$205,325
2. Transportation Planning	$44,110	$55,780	$99,890
3. Regional TIP	$5,380	$6,000	$11,380
4. Other PRTPO Activities	$0	$0	$0
TOTAL	**$153,415**	**$163,180**	**$316,595**

Other End-of-Biennium Budget Measures

This second funding supplement greatly exceeded our initial ask of $10,000. Combined with Kitsap Transit's efficient recruitment process, this leaves PRTPO with the rare experience of a flush budget going into the last month of the biennium. We expect there will be a little funding remaining that needs to be spent by June 30th.

To ensure PRTPO gets maximum benefit from the funds it has been awarded, we intend to use any remaining funds at the end of June to obtain some additional GIS service hours, on top of the base contract this second supplement enables. We won't know until closer to the end of the month how much that will be, but it is likely to be in the range of 10-25 hours of additional GIS support.

These hours – both the primary service agreement allotment of 100 hours and any end-of-biennium additional hours – are good to January 2027. In that time PRTPO will update its Human Services Transportation Plan and complete a couple of small updates to the RTP project list. This reserve of hours will be helpful to the new PRTPO Coordinator as she completes that work and gets familiar with the region, the partners, and PRTPO's information and communications needs.

Next Steps

Upon Board approval staff will submit the SFY 2024-2025 UPWP Amendment #3 to WSDOT.

Attachment:

Resolution 02-2025 – Approving Amendment #3 to the SFY 2024-2025 UPWP for the Peninsula Region
SFY 2024-2025 UPWP with Amendment #3

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

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 02-2025

Approving Amendment #3 to the SFY 2024-25 UPWP for the Peninsula Region

Recitals

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

WHEREAS, PRTPO received supplemental end-of-biennium funding of $21,400 for an Unfunded Planning Need to extend the GIS services contract with the Association of Washington Cities GIS Consortium for another year; and

WHEREAS, the Unified Planning Work Program (UPWP) is PRTPO's official budget and work plan describing the work to be done in the biennium and the revenues to support that work; and

WHEREAS, PRTPO's UPWP Development Policy requires Executive Board approval of any increase in budget and authorized work program activities for the current fiscal year through a formal amendment to the UPWP.

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

THAT the budget and work program identified in Amendment #3 to the Unified Planning Work Program for SFY 2024-25 be approved as per the attached document; and

THAT the Lead Planning Agency and Lead Fiscal Agency are authorized to file the necessary revisions with the WSDOT and continue to administer the work program on behalf of PRTPO.

APPROVED, this 20th day of June 2025.

ATTEST:

_____

Lindsey Schromen-Wawrin, Chair

ATTEST:

_____

Ben Thomas, Vice-Chair

PENINSULA RTPO UNIFIED PLANNING WORK PROGRAM

STATE FISCAL YEAR 2024-2025
(July 1, 2023 – June 30, 2025)

AMENDMENT 3

APPROVED BY THE PRTPO EXECUTIVE BOARD
June 20, 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

www.PRTPO.org

BACKGROUND

The Unified Planning Work Program (UPWP) describes how state funds will be used for regional transportation planning purposes. As the Regional Transportation Planning Organization (RTPO), Peninsula RTPO receives state funds to support a continuous, cooperative, and comprehensive regional transportation planning process across the four-county Peninsula region. This section describes state laws that govern the activities of RTPOs and provides a brief overview of the region. The next section describes the work PRTPO intends to accomplish in SFY 2024 and 2025.

Regional Transportation Planning Organization Responsibilities

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

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

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

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

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

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

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

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

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

- Ensure coordination and consultation with Indian tribes.

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

State Emphasis Areas

In addition to statutory requirements, PRTPO's work program also includes annual emphasis areas identified by WSDOT. These include opportunities to participate in statewide planning activities WSDOT will undertake over the next biennium that may be of interest to PRTPO and with potential benefit to the region and its members. PRTPO is limited as to the additional requested activities it can take on within its existing work program while meeting its other responsibilities.

SFY 2025 planning activities that WSDOT is requesting RTPOs to participate in include:

- ☑ WSDOT *Travel Washington Intercity Bus Program* Bus Plan Update
- ☐ WSDOT's Washington Transportation Plan, Phase II update to include performance-based project evaluation model, and addressing recent legislation regarding VMT reduction, multimodal Level of Service, and other areas related to transportation and land use
- ☐ Coordination with WSDOT in implementation of the Sandy Williams Connecting Communities program and assistance to local agencies that receive bike or pedestrian program funding
- ☐ State Transportation Demand Management Plan
- ☐ State Commute Trip Reduction Coordination Plan
- ☐ Consideration of local and regional truck parking needs
- ☐ State Freight Plan Update
- ☐ State Rail Plan Update
- ☑ State Freight and Goods Transportation System Update
- ☑ Updates to the Federal Functional Classification system
- ☐ Data collection for WSDOT's Transportation Asset Management Plan Report for FHWA

PRTPO will participate in requested activities as appropriate given the relevance of those activities to PRTPO's work program and the organization's budget and staffing capacity when they arise. Most activities are irrelevant to PRTPO or are well beyond PRTPO's means to participate. Those activities accounted for in the SFY 2025 work plan are indicated by a checked box. The Executive Board will determine participation in other planning activities as they 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 2024-2025 UPWP – Amendment 1 development:

Task or Milestone	Date
Executive Board Kick-off of SFY 2024-2025 UPWP – Amendment 1	February 16, 2024
Executive Committee Review of Draft UPWP	April 4, 2024
Executive Board Review of Draft UPWP	April 19, 2024
WSDOT Review of Draft UPWP	April 23, 2024
Executive Board Adoption of SFY 2024-2025 UPWP	June 21, 2024

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

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

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

Description of the Region

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

Figure 1: Map of the Peninsula Region



The Peninsula region had a 2023 population of 461,700 people. About 33 percent of the region's population lives in incorporated jurisdictions, with the other 67 percent living in unincorporated rural areas. The region's largest city is Bremerton (pop. 44,640); the smallest is Forks (pop. 3,395).

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

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

Kitsap County is the only county in Washington formally located within two different RTPOs: the highly rural Peninsula RTPO and the highly urban Puget Sound Regional Council. This reflects the

important gateway role of Kitsap County in linking the Olympic and Kitsap Peninsulas with the Seattle metropolitan area and I-5 corridor. Kitsap County connects rural communities and businesses to metropolitan opportunities and connects people in those highly urban areas to rural recreational, cultural, tourism, and environmental opportunities throughout the region.

Regional Transportation Planning Organization Structure

PRTPO is governed by a 27-member intergovernmental body comprised of four counties, nine cities, four transit agencies, four port districts, and five Indian Tribes plus WSDOT Olympic Region. PRTPO was reconstituted as an independent Board-directed 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 2024-2025 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 2024-2025 UPWP is organized into four Work Elements:

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

Each Work Element includes one or more activities 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 2024-2025 UPWP Financial Summary – Amendment 3

Funding Source: WSDOT RTPO Funding
Funding Amount: $316,595 SFY 2024-2025 RTPO Funds
Work Performed by: PRTPO Lead Planning Agency with contracted staff support and Fiscal Agent, as directed by the PTPO Executive Board

SFY 2024-2025 UPWP Budget and Funding by Work Element

PRTPO Work Element	STATE 2024 RTPO Funds	STATE 2025 RTPO Funds	TOTAL 2024-2025 UPWP BUDGET
1. Program Administration	$103,925	$101,400	$205,325
2. Transportation Planning	$44,110	$55,780	$99,890
3. Regional TIP	$5,380	$6,000	$11,380
4. Other PRTPO Activities	$0	$0	$0
TOTAL	**$153,415**	**$163,180**	**$316,595**

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:	$205,325
Funding Source:	SFY 2024-2025 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)
- PRTPO Letters of Support and Certifications
- Other products or resources derived from PRTPO support *(TBD)*

1.2 Meeting Support

- All administrative, logistical, technological, 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)*

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 *(As needed)*
- UPWP Annual Report of performance and expenditure *(September)*
- Work Program coordination *(on-going)*

Deliverables:
- UPWP amendments (as needed)
- SFY 2023 and SFY 2024 UPWP Annual Report of Performance and Expenditure
- SFY 2026-2027 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, licenses, membership fees, web platform, cost recovery, audits *(annual on-going)*
- Annual GIS services support through the Association of Washington Cities GIS Consortium *(Q4, when funding is available)*

Deliverables:
- Varies by expense item

1.7 Title VI Compliance
- Title VI Plan Update *(Q1-Q2, SFY 2025)*
- Title VI monitoring and compliance *(on-going)*

Deliverable:
- Updated Title VI Plan *(Dec 2024)*
- Response to Title VI Complaints *(as needed)*

Affordable Level of Effort:

	SFY 2024	SFY 2025	2-Yr Total
1. Program Administration	**$ 103,925**	**$ 101,400**	**$205,325**
1.1 Organizational Support	*$ 30,794*	*$ 28,200*	*$ 58,990*
1.2 Meeting Support	*$ 14,695*	*$ 15,000*	*$ 29,695*
1.3 Public Information & Communications	*$ 2,500*	*$ 1,500*	*$ 4,000*
1.4 Work Program Management	*$ 4,000*	*$ 4,000*	*$ 8,000*
1.5 Accounting	*$ 1,500*	*$ 1,500*	*$ 3,000*

1.6 Administrative Expenses	*$ 46,500*	*$ 47,900*	*$ 94,400*
1.7 Title VI	*$ 3,940*	*$ 3,300*	*$ 7,240*

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 objective for the 2024-2025 biennium, a refresh of the long-range Regional 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:	$101,095
Funding Source:	SFY 2024-2025 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

- Develop an update to the Regional Transportation Plan *(SFY 2024-2025)*
    - Work with TAC to review and refine measures for demonstrating consistency between local and regional plans and strategies, *(on-going, with fresh perspectives in SFY 2024-2025 update)*
- Maintain RTP Supporting Activities
    - Complete RTP Biennial Currency Review *(Q2 SFY 2024)*

Deliverables:

- Meeting materials, communication pieces, interactive maps, data sets
- Record of public engagement
- Updated Regional Transportation Plan content including interactive online format, project list, and action strategy
- Executive Board and TAC meeting materials

2.2 Coordination and Collaboration

- RTPO and Regional
    - MPO/RTPO Coordinating Committee meetings *(quarterly)*
    - Rural RTPO Coordination meetings *(quarterly)*
    - Collaboration and coordination with other RTPOS *(as warranted)*

- State Agency: WSDOT
  Participate in WSDOT planning activities as appropriate and feasible within the budget
    - Participate in WSDOT TRIP Office activities relevant to rural RTPOs *(as warranted)*
    - Participate on Advisory Group for WSDOT Public Transportation Division *Travel Washington Intercity Bus Program* update *(SFY 2025 Q1, Q2)*
    - Participate on WSDOT Olympic Region corridor and planning study teams *(as needed and as budget allows)*
    - Facilitate a regional update of the statewide Freight and Goods Transportation System, as resources allow *(SFY 2025)*
    - Facilitate a regional update of Federal Functional Classification, as resources allow *(SFY 2025)*

  Other State Agencies and Organizations
    - Collaborate with WA State Transportation Commission in its update of the Washington Transportation Plan and other activities
    - Provide regional coordination to support FMSIB and other entities working through the RTPO process to identify local projects for funding
- Local and Intra-regional Collaboration
    - 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)*
    - Coordinate with transit providers as warranted during update of *Travel WA Intercity Bus Program,* and incorporate relevant insights into RTP update *(SFY 2025 Q1, Q2)*

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

2.3 Tribal Collaboration

- Monitor process and outcomes of the grant-funded Transportation Electrification Plans being developed by the Squaxin Island Tribe, Skokomish Tribe, and Jamestown S'Klallam Tribe and communicate relevant templates and insights to the other seven tribes *(SFY 2025)*
- Work with tribal partners to support coordination between tribal and regional plans and strategies (*on-going)*
- Monitor state and federal policies affecting tribal coordination, planning, and funding considerations *(on-going)*
- Work with tribal members to ensure available data on tribes is reliable and/or appropriately used in regional materials and planning processes *(on-going)*
- Support on-going communications and build relationships with all tribal partners and their allies across the region, and identify areas of potential collaboration and partnership for further follow-up *(on-going)*
- Submit formal membership invitations to tribes every two years and provide required documentation of outreach to WSDOT *(biennial, SFY 2025 Q3)*

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

2.4 Human Services Transportation Planning

- Monitor funding and policy programs and coordinate as appropriate with public transit, tribal transit, and human services transportation providers and their partners *(on-going)*
- Update data and regional equity profile *(SFY 2025)*

Deliverables:

- Data sets and mapping products

2.5 PRTPO Transportation Outlook 2024 and 2025

- Facilitate development of a coordinated list of priority regional concerns *(1st quarter)*
- Produce an annual briefing paper of PRTPO transportation priorities *(2nd quarter)*
- Host an annual legislative forum to share regional priorities and identify areas for collaboration *(2nd quarter)*
- 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 2024 and 2025 materials
- Executive Board, TAC, and Subcommittee meeting materials

2.6 Regional Grants Administration

- Conduct Transportation Alternatives program call for projects *(SFY 2024)*
- Conduct Consolidated Grants prioritization process *(SFY 2025)*
- Complete annual Transportation Alternatives program status report for WSDOT *(December)*

Deliverables:

- Transportation Alternatives Program grant process and awards
- Prioritized list of candidates for the Consolidated Grants process
- Transportation Alternatives status reports
- Executive Board, TAC, and Review Committee meeting materials

Affordable Level of Effort:

	SFY 2024	SFY 2025	2-YrTotal
2. Transportation Planning	**$ 44,110**	**$ 56,985**	**$101,095**
2.1 Long-range Planning	*$ 18,040*	*$ 34,700*	*$ 52,740*
2.2 Regional Coordination and Collaboration	*$ 11,110*	*$ 7,885*	*$ 18,995*
2.3 Tribal Collaboration	*$ 2,420*	*$ 2,500*	*$ 4,920*
2.4 Human Services Transportation Planning	*$ 300*	*$ 300*	*$ 600*
2.5 PRTPO Transportation Outlook	*$ 5,090*	*$ 5,000*	*$ 10,090*
2.6 Regional Grants Administration	*$ 7,150*	*$ 6,600*	*$ 13,750*

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:	$11,380
Funding Source:	SFY 2024-2025 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)*
- Update the interactive RTIP map to support project review *(1st quarter)*
- Develop amendment materials for the TAC, Executive Board, and WSDOT *(as needed)*

Deliverables:

- Draft and Final 2024-2029 and 2025-2030 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

Affordable Level of Effort:

	SFY 2024	SFY 2025	2-Yr Total
3. Regional TIP	**$5,380**	**$6,000**	**$11,380**
3.1 Develop and Maintain Regional TIP	$5,380	$5,900	$11,280
3.2. Monitor OA for Federally Funded Projects	$ -	$ 100	$ 100

Work Element 4 – Other PRTPO Activities in SFY 2024-2025

In addition to the core work program activities described in Work Elements 1-3, PRTPO will undertake additional activities in SFY 2024-2025 as funds and staffing allow, to address specific outstanding needs for the region. These are one-time or occasional activities, separate from the on-going core functions. Specific activities will be identified by the Executive Board and amended into the UPWP as funds are identified. It is also possible that no additional work will be conducted beyond what has already been identified.

Other PRTPO Activities in SFY 2024-2025 Summary:

Estimated Cost:	N/A
Funding Source:	SFY 2024-2025 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff Others TBD

Other PRTPO Activities in SFY 2024-2025:

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. 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 Other PRTPO Activities will be established at the time work is approved by the Executive Board.

	SFY 2024	SFY 2025	2-Yr Total
4. Other PRTPO Activities in SFY 2024-2025	**$ 0**	**$0**	**$0**
4.1 TBD			

Other Planning Activities within the Peninsula Region

WSDOT Olympic Region Planning

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

WSDOT is involved in three 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 2024-2025 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 were available.

Following are unfunded planning needs with a cost range where work is scalable based on funding. The order presented here does not imply priority. The PRTPO Executive Board will determine priorities based on specific funding opportunities. Inclusion here does not necessarily mean that work must be conducted by PRTPO. A PRTPO member or other transportation stakeholder may pursue funding and carry out this work if the opportunity presents itself. Note that PRTPO itself can only accept state funds for additional work.

A. Extend PRTPO's Annual Services Agreement with the AWC GIS Consortium
As a member of the Association of Washington Cities, PRTPO is eligible to obtain GIS services through an annual service agreement with the GIS Consortium. This is a flat fee for a certain number of hours of work directed by PRTPO. Early products obtained by PRTPO through this contract include an interactive RTIP mapping tool and technical support, and some early regional demographic information and interactive infographic resources. The existing service contract in place will extend through much of SFY 2024 and will be used to develop some of the tools and communications platform PRTPO plans to use for its new RTP. These GIS services are vital to PRTPO's ability to build baseline information and analysis tools needed to support this and other on-going work program efforts.

This is a high value investment for PRTPO that extends the organization's capacity for analysis and effective communications. A Tier 3 service agreement provides 100 hours of GIS service directed by PRTPO and any unused hours roll over to the following year.

Estimated cost – $21,000 per year (includes cost recovery fee)

B. Freight Data Collection for Local Agencies
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 none of the region's local partners have the resources to collect or maintain such data. This then impacts their ability to compete for freight funding.

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 they need to compete more effectively for project funding. This data collection effort may be of potential interest to WSDOT Freight Office, FMSIB, or others, enhancing coordination and data collection opportunities.

Estimated cost - $50,000 - $75,000

C. Evaluation of Lighting Standards and Compendium of Best Practices in Local Implementation
Local agencies work with an array of lighting and illumination standards for various aspects of the local transportation system. This includes various standards associated with lighting for streets, crosswalks, intersections, transit stops, trails and pathways, and other features of the transportation system. Each standard addresses a specific system need but the standards often conflict with each other.

PRTPO's Technical Advisory Committee identified the value potential in taking a coordinated approach to assessing the array of lighting standards they are working with at the local level, learning from each other's experiences, and compiling some best practices as to how local agencies are reconciling competing standards and policies.

There will be opportunity within the PRTPO core work program for the TAC to more clearly define what work products or processes would best meet their shared needs. This item is listed as a placeholder for the follow-up activities defined in that work session.

Estimated cost = TBD

D. Supplemental Funding for Regional Transportation Plan Development
PRTPO will undertake an update of its RTP in SFY 2024 and 2025. That update is scaled to the budget and resources available to PRTPO, which are minimal. Additional funding would enable a more comprehensive process for policy makers, support development of a perpetual online RTP integrated with the rest of PRTPO's work program, and expand opportunities for outreach and engagement during the update and beyond.

Estimated cost = $80,000

E. Increase Regional Transportation Resilience
Transportation resilience is challenging in a region so heavily constrained by geography and land ownership. Mountains and water limit traditional opportunities for redundant connections and access. Federal land management agencies and state resource agencies own and maintain significant land holdings across the region. These challenges make most communities in the region highly vulnerable to isolation when primary lifeline routes are severed unexpectedly or when a bridge, highway, or ferry terminal needs to be closed for major construction activities. This is true for all modes of travel in the Peninsula Region.

Innovative strategies are needed to increase route redundancy and system resilience. Coordination and communication can leverage existing countywide emergency management efforts to ensure regional connectivity is adequately addressed in those vital plans and coordination activities. Collaboration among diverse stakeholders – local, state, federal, tribal, and private – can assess unique backroads opportunities for alternate emergency routes and explore ways the many small ports and boat launches could increase access in times of disaster. New strategies for increasing energy resilience and maintaining critical operations can help communities cope longer with less hardship until system connections are restored. The intent is to identify ways to grow the region's capacity to respond, recover, and adapt to major disruptions in the regional transportation system due to earthquakes, severe weather, climate change, or other factors that take down the traditional transportation system.

Estimated cost = $10,000 - $50,000+

F. Coordinated Assessment of ADA Transition Plans and Follow-up Strategies

Every public agency is required to have and periodically update an ADA Transition Plan to identify accessibility barriers and guide remediation efforts. While this requirement has been in place for a long time it has recently come into sharper focus as a compliance factor in funding eligibility. Agencies are beginning to revisit their plans to ensure they meet current needs.

This work would take a collective approach to assessing the transportation infrastructure elements of ADA Transition Plans and evaluating consistency of those local elements with WSDOT's own statewide ADA Transition Plan. The goal would be to ensure compatibility across government sectors in terms of priority barriers to address and expand on the shared insights and expertise individual members bring to the table in order to support accessibility across the region.

Estimated cost = $5,000 - $15,000

G. Local Guide to State and Federal Green Energy and Zero-Emission Vehicle Grants

An array of new funding programs and finance opportunities have emerged recently from state and federal sources that are intended to catalyze the EV-readiness of the nation's transportation system. These programs are unlike many of the traditional funding programs that cities, counties, transit agencies, and tribes have relied on for years. They have new requirements, entail new partnerships, and open many new doors to funding opportunities. The challenge is how small agencies with limited resources can get familiar with them and quickly determine whether an opportunity has potential, and what key parameters each opportunity is concerned with.

This proposal would establish a grant guidebook for local agencies to orient them to the rapidly growing array of options and help them navigate the opportunities to identify those best suited to their needs. The intent is to provide a single-page synthesis of each program outlining key considerations so that they do not need to work through a 60 – 90 page funding announcement to determine if it is a good fit for their project need. An at-a-glance resource would help reduce some of the barriers that tribal and other small communities face when trying to access the funding resources available to them. It can be expanded as needed and updated as programs evolve over time.

Estimated cost = $10,000

H. Coordinated Traffic Data Collection via Streetlight

PRTPO members have shared needs for big-picture county-to-county travel flows, trip origin and destination data, and seasonal variations in travel patterns. Instead of each agency pursuing data collection individually, there can be economies of scale using automated data collecting services such as StreetLight to collect and report data for multiple agencies across the region. This proposal would seek funding for an add-on to a WSDOT or other contract license to collect travel data via StreetLight for local agencies across the region and some limited regional planning purposes.

Estimated cost = $15,000 - $25,000

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

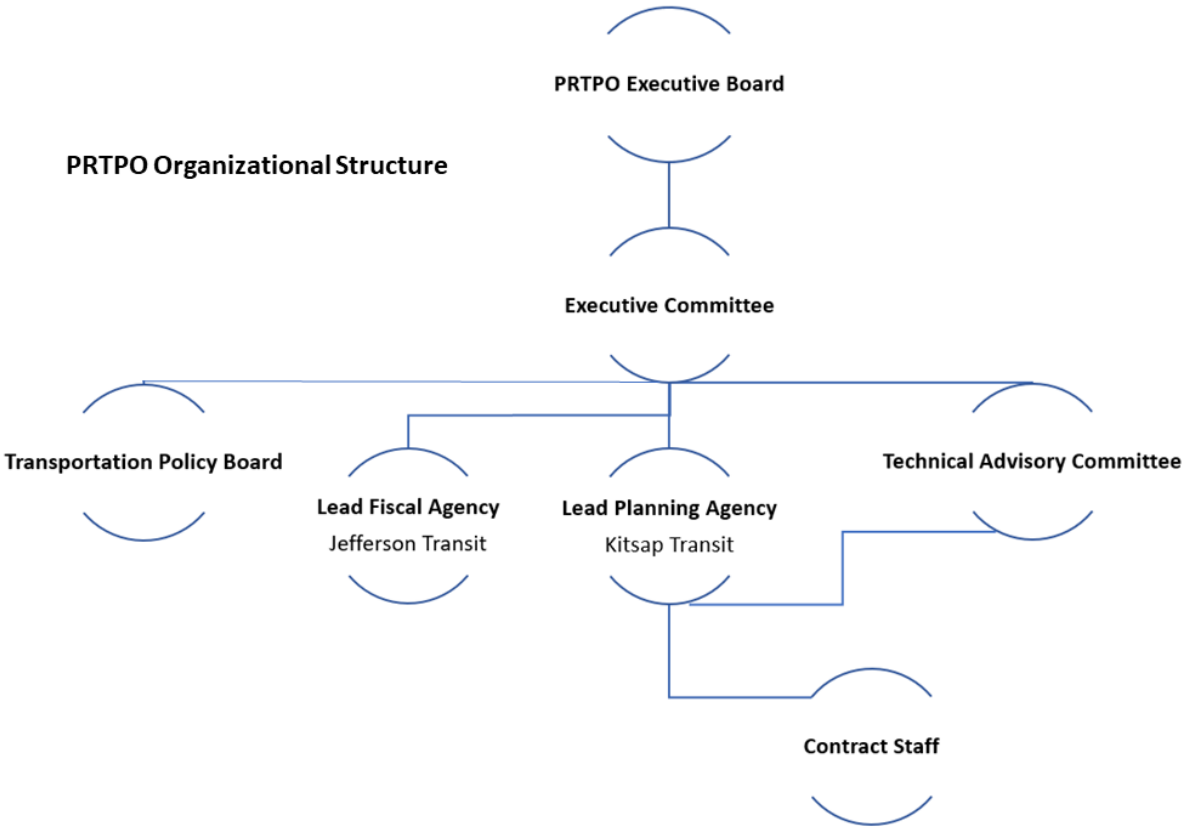
Port of Allyn
Port of Bremerton
Port of Port Angeles
Port of Shelton

Clallam Transit
Jefferson Transit
Kitsap Transit
Mason Transit

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

WSDOT Olympic Region

PRTPO Organizational Structure



ATTACHMENT D

ACTION

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinators
Date: June 13, 2025
Subject: **Approve SFY 2026-2027 Unified Planning Work Program**

REQUESTED ACTION:
The Board is asked to approve Resolution 03-2025 adopting the State Fiscal Year 2026-2027 Unified Planning Work Program.

Overview
In April the Board reviewed the draft SFY 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 UPWP 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, to recalibrate the budget and work plan. 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.

Changes to the April Draft
In April the Board reviewed a work plan constrained by a budget of $273,695. Since that time PRTPO was allocated $85,000 in state funds with which to complete its mandatory update to the Human Services Transportation Plan. The $30,000 or so that had been earmarked for this activity in the draft UPWP has been reallocated to provide a more reasonable budget for other activities and better support the transition for a new PRTPO Coordinator. The table shows the allocation of the final budget of $353,695 between the various work elements.

SFY 2026-2027 UPWP Budget and Funding by Work Element

PRTPO Work Element	STATE 2026 RTPO Funds	STATE 2027 RTPO Funds	STATE HSTP Planning Funds	TOTAL 2026-2027 UPWP BUDGET
1. Program Administration	$100,647	$90,000		$190,647
2. Transportation Planning	$27,000	$37,648	$85,000	$149,648
3. Regional TIP	$9,200	$9,200		$18,400
4. Board-Directed Activities	$0	$0		$0
TOTAL	**$136,847**	**$136,848**	**$85,000**	**$358,695**

Also, at WSDOT Olympic Region's request we added a new Unfunded Need to Appendix A. WSDOT seeks funding for a comprehensive analysis of the effects of Hood Canal Bridge closures for sailboat passage on SR 104 traffic, the economy, and adjacent communities. This will support PRTPO's efforts to affect a change in Coast Guard policy regarding recreational pleasure craft. Inclusion in PRTPO's UPWP bolsters WSDOT's funding request.

As a reminder, 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 legislative earmark, or perhaps reallocation of some current resources for other purposes. If that is possible, it will happen later in the biennium.

Next Steps
Upon approval by the Board the final UPWP will be submitted to WSDOT.

Attachment:
Resolution 03-2025 approving the new UPWP
SFY 2026-2027 UPWP for the Peninsula Region
WSDOT RTPO Funding Agreement No: GCC 1189

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

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 03-2025

Approving the SFY 2026-2027 Unified Planning Work Program for the Peninsula Region

Recitals

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

WHEREAS, WSDOT requires a Unified Planning Work Program (UPWP) that describes what work will be accomplished with designated state RTPO planning funds prior to use of those funds for regional planning purposes; and

WHEREAS, the PRTPO is responsible for developing and approving a UPWP for the Peninsula region; and

WHEREAS, the SFY 2026-2027 UPWP for the Peninsula Region addresses state compliance requirements for PRTPO and other planning activities with the associated budget to support those activities.

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

THAT the scope and budget of the Unified Planning Work Program for SFY 2026-2027 be approved as per the attached document with the understanding that minor changes in work activity or budget may be made with Board approval as long as it does not increase the work program budget;

THAT the Chair is authorized to sign the SFY 2026-2027 WSDOT GCC 1189 agreement authorizing state funding for the UPWP; and

THAT the Lead Planning Agency and Lead Fiscal Agency are authorized to file the necessary agreements, execute contracts with the WSDOT, and administer the work program on behalf of PRTPO.

APPROVED, this 20th day of June 2025.

ATTEST:

_____

Lindsey Schromen-Wawrin, Chair

ATTEST:

_____

Ben Thomas, Vice-Chair

DRAFT

PENINSULA RTPO UNIFIED PLANNING WORK PROGRAM

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

FOR EXECUTIVE BOARD APPROVAL
June 20, 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

www.PRTPO.org

BACKGROUND

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

State Emphasis Areas

In addition to statutory requirements, PRTPO's work program 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 *(complete and on-going)*
- ☐ 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 and staffing 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
$85,000 SFY 2026-2027 WSDOT Funds for HSTP
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

PRTPO Work Element	STATE 2026 RTPO Funds	STATE 2027 RTPO Funds	STATE HSTP Planning Funds	TOTAL 2026-2027 UPWP BUDGET
1. Program Administration	$100,647	$90,000		$190,647
2. Transportation Planning	$27,000	$37,648	$85,000	$149,648
3. Regional TIP	$9,200	$9,200		$18,400
4. Board-Directed Activities	$0	$0		$0
TOTAL	**$136,847**	**$136,848**	**$85,000**	**$358,695**

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:	$190,647
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, technical services, 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	**$ 100,647**	**$ 90,000**	**$190,647**
1.1 Organizational Support	*$ 38,000*	*$ 30,000*	*$ 68,000*
1.2 Meeting Support	*$ 28,647*	*$ 25,000*	*$ 53,647*
1.3 Public Information & Communications	*$ 2,000*	*$ 2,000*	*$ 4,000*
1.4 Work Program Management	*$ 5,000*	*$ 6,000*	*$ 11,000*
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:	$149,648
Funding Source:	SFY 2026-2027 RTPO Funds and PTD Planning 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 2027)*
- Support Multimodal Level of Service Coordination with WSDOT and Local Partners *(as warranted)*
- Maintain Data Portal and Mapping Tools *(ongoing, based on need and available resources)*

Deliverables:

- Updated RTP Project List and Online Map
- 2027 RTP Biennial Review Documentation and potential RTP amendment
- 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:
  - Peninsula Region Joint Operations Group Coordination Meetings *(TBD)*
  - Public Transportation Division activities including update of statewide Public

Transportation Plan *(SFY 2026-2027)*
  - Active Transportation Planning Division activities *(as warranted)*
  - Rail, Freight, and Ports Division planning activities *(as warranted)*
  - Olympic Region Transportation Asset Management reporting *(SFY 2026)*
  - Update of Federal Functional Classification *(as warranted)*
- 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)*
- Maintain relations with the five non-member tribes and seek opportunities for collaboration *(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 *(Q2 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	**$ 72,000**	**$ 77,648**	**$ 149,648**
2.1 Long-range Planning	*$ 8,500*	*$ 11,148*	*$ 19,648*
2.2 Regional Coordination and Collaboration	*$ 10,000*	*$ 10,000*	*$ 20,000*
2.3 Tribal Collaboration	*$ 2,500*	*$ 2,500*	*$ 5,000*
2.4 Human Services Transportation Planning	*$ 45,000*	*$ 40,000*	*$ 85,000*
2.5 PRTPO Transportation Outlook	*$ 5,000*	*$ 5,000*	*$ 10,000*
2.6 Regional Grants Administration	*$ 1,000*	*$ 9,000*	*$ 10,000*

Work Element 3 – Regional TIP

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

Regional TIP Summary:

Estimated Cost:	$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 and 2nd quarters)*
- 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. Appendix A identifies priority unfunded planning needs PRTPO would like to pursue. These activities are separate from the on-going core functions described in Work Elements 1-3 and are dependent on funding. Several activities support the *Strategic Agenda & Action Plan* in the Regional Transportation Plan. 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. *[Deadlines were extended by Dept. of Commerce]*

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 or its partners would pursue with additional resources. They are derived from the PRTPO *Strategic Agenda & Action Plan* in the adopted RTP along with 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. 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 50' tall at high tide and 59' tall at low tide, but requests are regularly made for passage by yachts taller than that entering or leaving Hood Canal. Requests are random, but they accounted for more than half of all bridge-lifts in 2023. Travelers are unable to plan their trips to avoid these closures. It takes about an hour for WSDOT to stop traffic, open the bridge, wait for the yacht 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 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

C. Analysis of Traffic, Economic, and Community Impacts of Hood Canal Bridge-Lift Practices

The SR 104 Hood Canal Bridge is a vital freight and passenger link between Central Puget Sound and communities and tribal lands throughout the Olympic Peninsula. Despite this, WSDOT has very little data regarding the effects of Hood Canal Bridge operations on travelers and the economy. Without reliable data and analysis of the impacts on traffic and the economy, it is difficult to have effective discussions with the Coast Guard and recreational boating community about bridge management operations. This is an unfunded WSDOT need with direct implications for PRTPO's ability to initiate meaningful dialogue with its state and federal partners. It is included here to indicate PRTPO support for this important but unfunded WSDOT planning effort.

Estimated cost: $150,000

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

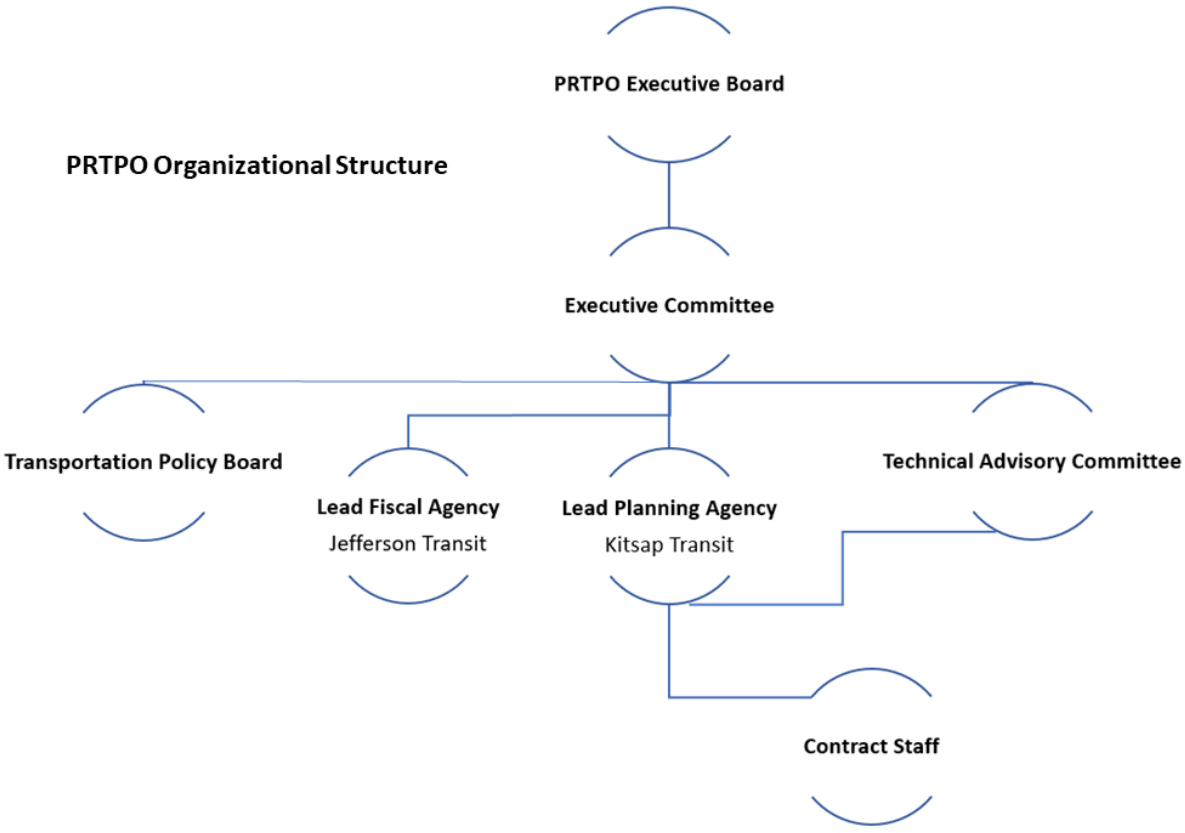
Jamestown S'Klallam Tribe
Lower Elwha Klallam Tribe
Makah Tribe
Skokomish Tribe
Squaxin Island Tribe

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



Washington State Department of Transportation

Regional Transportation Planning Organization Agreement	Term of Agreement	
	Start Date	End Date
Agreement No.	7/1/2025	6/30/2027
GCC 1189	Regional Transportation Planning Organization	
Lead Planning Agency Kitsap Transit 60 Washington Ave., Suite 200 Bremerton, WA 98337 Lead Fiscal Agent Jefferson Transit Authority 634 Corners Road Port Townsend, WA 98368	Peninsula Regional Transportation Planning Organization	
	County(ies) included in the RTPO Clallam, Jefferson, Kitsap, Mason	

This Agreement, is entered into on the Start Date under Term of Agreement above, regardless of the date of signature execution, between the Washington State Department of Transportation "WSDOT", acting by and through its Director, Multimodal Planning and Data Division and the Tribal and Regional Integrated Planning office, hereinafter called the "STATE," and the above named Regional Transportation Planning Organization, hereinafter called the "RTPO," collectively referred to as "Parties" and individually as "Party" and "RTPO."

Recitals

1. The above named county(ies) has (have) created a RTPO in accordance with the requirements set forth in RCW 47.80.020;
2. The STATE has available funds, which have been allocated to it: (a) State RTPO funds; and/ or (b) possibly other state funds which can be used to facilitate regional transportation planning.

NOW THEREFORE, pursuant to RCW 39.34 and RCW 47.80, the above recitals that are incorporated herein as fully set forth below, and in consideration of the terms, conditions, and promises contained herein, and/or attached hereto as Exhibits, and by this reference made a part of this Agreement, it is mutually agreed as follows:

1 Work Scope and Budget

1.1 The work scope and budget for the RTPO planning activities funded by this Agreement shall be documented annually (or biennially with an annual review) in a Unified Planning Work Program hereinafter called "UPWP". The UPWPs are kept on file in WSDOT Headquarters, Tribal and Regional Integrated Planning office.

1.2 The UPWP Guidance developed jointly by the State, FHWA, FTA, and the MPOs/RTPOs by December 31 each year will serve as a resource for developing the UPWPs. The UPWP Guidance includes key emphasis areas for work tasks to accomplish UPWP purposes.

1.3 The STATE will inform the RTPO of expected allocations of STATE RTPO funds and any other STATE-administered funds that are available to RTPOs by December 31 each year for the following State fiscal year, which is defined as July 1 to June 30 for all RTPOs. The STATE will inform the RTPO of expected allocations of State RTPO funds that are available to RTPOs by December 31 of even-numbered years for the following biennium. The RTPO will then prepare a draft UPWP and submit the draft to the STATE by the specific dates listed in the UPWP Guidance for RTPOs (UPWP Guidance).

The final UPWP shall be adopted by the RTPO and submitted to the STATE for approval prior to June 15, preceding the start of each subject state fiscal year (or biennium). The STATE shall notify the RTPO, in writing, of its approval of the UPWP for the subject fiscal year by June 30 of each year, unless otherwise noted in the UPWP Guidance. However, the RTPO may prepare a two-year UPWP if it desires. Written amendments to the UPWP may be required in order to authorize expenditures of all federal and state funding. Changes to the federal surface transportation act may also necessitate amendments to UPWPs approved by the RTPO Policy Board and the STATE.

1.4 The UPWP shall document all transportation and related planning activities for the ensuing state fiscal year, July 1 to June 30, unless otherwise noted in the UPWP Guidance. Each RTPO, in cooperation with the STATE and public transportation operator(s), shall develop a UPWP that includes a discussion of the planning priorities facing the RTPO. The UPWP shall identify work proposed for the next one- or two-year period by major activity and task, in sufficient detail to indicate whether the RTPO, STATE, public transportation operator(s), local government, consultant(s), or other identified Party, will perform the work, the schedule for completing the work, the resulting products, the proposed funding by activity/task, and a summary of the total amounts and sources of funds. The RTPO shall perform the approved work tasks within the approved budget during the subject state fiscal year.

1.5 Should the Parties decide it is mutually beneficial for the STATE to perform specific work tasks identified in the UPWP, the Parties agree that the STATE may retain actual costs as documented in writing and approved by the RTPO.

2 Planning Standards and Guidelines

2.1 The RTPO shall comply with the most current Planning Standards and Guidelines developed by the STATE for the RTPO, RCW 47.80, and any amendments made thereto.

3 Payment

3.1 The STATE agrees to reimburse the RTPO’s actual direct and related indirect costs of work approved as part of the UPWP. The maximum amount that the STATE shall reimburse the RTPO shall not exceed the total amount identified in funding authorization letters provided by the STATE, less any amounts retained by the STATE to cover costs for all agreed upon work performed by the STATE.

3.2 All indirect costs will be based on a cost allocation plan or indirect cost rate proposal that is approved by the RTPO Policy Board annually and maintained on file by the RTPO for audit purposes. If indirect costs are based on an approved cost allocation plan, the RTPO will provide a copy to TRIP annually, or when updated.

3.3 The RTPO may submit requests to the STATE for reimbursement of funds as they are expended on UPWP activities at any time, but not more frequently than one (1) such request every month.

Such requests for reimbursement shall document the amount of funds that have been expended during the UPWP period, as well as for the current billing period. The request for reimbursement shall contain sufficient detail to inform the STATE and any other entities providing funding for the work as to the progress on each work element contained in the UPWP. Requests for reimbursement should be submitted to TRIPFiscal@wsdot.wa.gov. The STATE shall review and approve each request for payment and shall reimburse the RTPOs no later than fifteen (15) business days after the date of receipt by the STATE.

4 Reports

4.1 The RTPO shall communicate with the STATE from time to time, or as often as required by the STATE, during the term of this Agreement to keep the STATE up to date about the progress of the work being performed as described in the UPWP. The STATE reserves the right to request interim written progress reports during the fiscal year, if the RTPO's monthly billing report is deemed insufficient in detail, the RTPO undergoes major structural changes, or there are changes to the RTPO's core organizational functions/activities. The interim reports are due to the STATE within twenty-one (21) calendar days of being notified in writing by the STATE. The interim reports shall include a summary of work progress during the course of the fiscal year, costs incurred in accordance with the approved UPWP and budget, and progress to date, including any problems or work delays. The STATE may delay reimbursement of billings if the requested interim reports are not submitted as specified.

4.2 On or before September 30 of every calendar year, unless otherwise noted in the UPWP Guidance, after the conclusion of each state fiscal year, the RTPO shall prepare and submit to the STATE a performance and expenditure report for the prior state fiscal year. This final report shall summarize work accomplished under the UPWP, costs incurred by work element, and identify any carryover of funds. Each annual performance and expenditure report must contain at a minimum:

a. Comparison of actual performance with established goals;
b. Progress in meeting schedules;
c. Status of expenditures in a format compatible with the work program, including a comparison of budgeted (approved) amounts and actual costs incurred;
d. Cost overruns or underruns;
e. Approved work program revisions; and
f. Other pertinent supporting data.

4.3 Reports as described in this section and other documentation or correspondence related to this Agreement should be sent via email to WSDOT's Tribal and Regional Integrated Planning Office.

5 Assignment of Work Items

5.1 The work items may be accomplished by joint effort between the staff of the RTPO, the STATE, public transportation operator(s), and/or local government agencies. Such assignments will be clearly listed in the UPWP.

6 Project Records

6.1 The RTPO shall establish and maintain books, records, documents, and other evidence and accounting procedures and practice, sufficient to reflect properly all direct and indirect costs of whatever nature incurred and anticipated to be incurred for the performance of this Agreement.

To facilitate the administration of the RTPO, separate accounts shall be established and maintained within the RTPO's existing accounting system or an independent accounting system may be set up for all eligible costs. Costs in excess of the latest approved budget, or attributable to actions which have not received the written approval of the STATE, shall not be eligible for reimbursement. All costs charged to the RTPO, including any approved services contributed by the RTPO or others, shall be supported by executed payrolls, time records, invoices, contracts, or vouchers evidencing in proper detail the nature and propriety of the charges as the STATE deems appropriate.

7 Audits, Inspection, and Retention of Records

7.1 The STATE, the State Auditor, and/or any of their representatives, shall have full access to and the right to examine, during normal business hours and as often as they deem necessary, all RTPO records, paper and electronic, with respect to all matters covered by this Agreement. Such entities and their representatives shall be permitted to audit, examine, and make excerpts or transcripts from such records and to make copies of all contracts, invoices, materials, payrolls, and other matters covered by this Agreement. All documents, papers, accounting records, and other material pertaining to costs incurred in connection with this Agreement shall be retained by the RTPO for six (6) years from the date of final payment to facilitate any audits or inspections.

7.2 Furthermore, if any litigation, claim, or audit arising out of, in connection with, or related to this Agreement is initiated before the expiration of the six-year period, the cost records and accounts shall be retained until such litigation, claim, or audit is completed.

7.3 All RTPOs are subject to audits by the State Auditor's Office.

8 Modifications

8.1 Either Party may request changes to the provisions of this Agreement and to the UPWP that will be developed. Changes to the work scope and budget changes shall be made by written amendment to the UPWP by the RTPO and approved in writing by the STATE. Other changes to this Agreement which are mutually agreed upon shall be incorporated as written amendments to this Agreement. No variation or alteration of the terms of this Agreement shall be valid unless made in writing and signed by authorized representatives of the Parties hereto.

9 Termination

9.1 This Agreement expires on the End Date under Term of Agreement above. If it is determined to be in the best interests of the STATE, the STATE may terminate this Agreement upon giving thirty (30) calendar days' notice in writing to the RTPO. The STATE may terminate this Agreement for convenience for reasons including, but not limited to, the requisite funding becoming unavailable through the failure of appropriation or otherwise. If this Agreement is terminated prior to fulfillment of the terms stated herein, the RTPO shall be reimbursed only for actual expenses and non-cancelable obligations, both direct and indirect, incurred to the date of termination as determined by the STATE. The STATE will work with the RTPO to determine what obligations are non-cancelable.

10 Travel

10.1 Current state travel rates shall apply to all in-state and out-of-state travel for which reimbursement is claimed during the term of this Agreement. Reimbursement of travel expenses is limited to travel necessary for the completion of the UPWP tasks. All travel by RTPOs using state funds is

subject to state travel rules as outlined in the State Administrative & Accounting Manual (SAAM). In addition, all travel by the RTPO must be in compliance with its own internal policies, those of the fiscal agent, or the State's policies, whichever is more restrictive.

11 Subcontracting and Equipment

11.1 The RTPO shall not assign, sublet, or transfer any of the work provided for under this Agreement without prior written approval from the STATE. The Tribal and Regional Integrated Planning Office in WSDOT's Multimodal Planning and Data Division shall have fourteen (14) calendar days to review and approve any RTPO consultant agreements prior to execution. The basis of review for proposed consultant agreements will be to ensure that the necessary terms and requirements have been incorporated into the agreement. The RTPO shall comply with all current state laws and regulations governing the selection and employment of consultants. Subcontracts for consultant services must contain all the required provisions of this Agreement to the extent applicable.

11.2 If any equipment is purchased under this Agreement, it shall be listed in the UPWP. All equipment must be purchased, managed, and disposed of in accordance with all current federal and state laws and regulations, and the nondiscrimination provisions of Section 15 of this Agreement. The procurement of all equipment must be used for the sole purpose of regional transportation planning activities. Requests related to this provision shall be emailed to WSDOT's Tribal and Regional Integrated Planning Office.

12 Purchases

12.1 The RTPO shall make purchases of any equipment, material, incidental goods, or supplies, pursuant to this Agreement through procurement procedures approved in advance by the STATE. Any subcontractors hired by the RTPO shall follow the same procurement practices.

13 Personal Liability of Public Officers

13.1 No officer or employee of the STATE shall be personally liable for any acts or failure to act in connection with this Agreement, it being understood that in such matters they are acting solely as agents of the STATE.

14 Ethics

14.1 Code of Ethics. The RTPO agrees to maintain a written code or standard of conduct that shall govern the performance of its officers, employees, board members, or agents engaged in the award and administration of contracts supported by state assistance. The code or standard shall provide that RTPO officers, employees, board members, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential contractors or subrecipients. The MPO/ RTPO may set de minimis rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. The code or standard shall prohibit RTPO officers, employees, board members, or agents from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain. As permitted by state or local laws or regulations, such codes or standards shall include penalties, sanctions, or other disciplinary actions for violations by RTPO officers, employees, board members, agents, or by subcontractors, subrecipients, or their agents.

14.2 Personal Conflict of Interest. RTPO codes or standards shall prohibit RTPO employees, officers, board members, or agents from participating in the selection, award, or administration of a

contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when any of the parties set forth below has a financial or other interest in the firm or entity selected for award:

a. The employee, officer, board member, or agent of the RTPO;

b. Any member of the immediate family, including any partner, of RTPO employees, officers, board members, or agents; and

c. An organization that employs, or is about to employ, any of the above.

14.3 Organizational Conflict of Interest. The RTPO code or standard of conduct must include procedures for identifying and preventing real and apparent organizational conflicts of interests. An organizational conflict of interest exists when the nature of the work to be performed under a proposed third-party contract may, without some restrictions on future activities, result in an unfair competitive advantage to the third-party contractor or impair its objectivity in performing the contract work.

14.4 Bonus or Commission. The RTPO affirms that it has not paid, and agrees not to pay, any bonus or commission to obtain approval of its application for financial assistance.

14.5 Relationship with Employees and Officers of the STATE. The RTPO shall not extend any loan, gratuity, or gift of money in any form whatsoever to any employee or officer of the STATE, nor shall the RTPO rent or purchase any equipment and materials from any employee or officer of the STATE.

14.6 Restrictions on Lobbying. The RTPO agrees to refrain from using state assistance funds to support lobbying.

14.7 Employee Political Activity. To the extent applicable, the RTPO agrees to comply with the provisions of the Hatch Act of 1939, 5 U.S.C. §§ 1501 through 1508, 7324-7326, and Office of Personnel Management regulations, “Political Activity of State or Local Officers or Employees,” 5 C.F.R. pt. 151. The Hatch Act of 1939 limits the political activities of state and local agencies and their officers and employees, whose principal employment activities are financed in whole or in part with federal funds including a loan, grant, or cooperative agreement.

14.8 False or Fraudulent Statements or Claims. The RTPO acknowledges and agrees that the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 et seq., and USDOT regulations, Program Fraud Civil Remedies, 49 C.F.R. pt. 31, apply to its activities. Accordingly, by executing this Agreement the RTPO certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, or it may make in connection with the administration of the RTPO covered by this Agreement. In addition to other penalties that WSDOT reserves the right to impose on the RTPO, the RTPO also acknowledges that if it makes a false, fictitious, or fraudulent claim, statement, submission, or certification to WSDOT or the Federal Government, WSDOT and the Federal Government, each, reserves the right to impose the penalties of the Fraud Civil Remedies Act of 1986, as amended, on the RTPO to the extent either deems appropriate.

15 Compliance with Laws and Regulations

15.1 The RTPO agrees to abide by all applicable state and federal laws and regulations including but not limited to, those concerning employment, equal opportunity employment, nondiscrimination assurances, project record keeping necessary to evidence compliance with such federal and state laws and regulations, and retention of all such records. The RTPO will adhere to all

applicable nondiscrimination provisions in chapter 49.60 RCW. Except when a federal statute or regulation preempts state or local law, no provision of the AGREEMENT shall require the RTPO to observe or enforce compliance with any provision, perform any other act, or do any other thing in contravention of state or local law. If any provision or compliance with any provision of this AGREEMENT violate state or local law, or would require the RTPO to violate state or local law, the RTPO agrees to notify WSDOT immediately in writing. Should this occur, WSDOT and the RTPO agree to make appropriate arrangements to proceed with or, if necessary, expeditiously terminate the AGREEMENT.

16 Venue and Process

16.1 In the event that either PARTY deems it necessary to institute legal action or proceedings to enforce any right or obligation under this AGREEMENT, the PARTIES hereto agree that any such action shall be initiated in the Superior Court of the State of Washington situated in Thurston County. The PARTIES agree that the laws of the State of Washington shall apply.

17 Legal Relations

17.1 Each Party to this Agreement will protect, defend, indemnify, and save harmless the other Party, its officers, officials, employees, and agents, while acting within the scope of their employment as such, from any and all costs, claims, judgments, and/or awards of damages (both to persons and property), arising out of, or in any way resulting from, each Party's negligent acts or omissions with respect to the provisions of this Agreement. Neither Party will be required to indemnify, defend, or save harmless the other Party if the claim, suit, or action for injuries, death, or damages (both to persons and property) is caused by the sole negligence of the other Party. Where such claims, suits, or actions result from the concurrent negligence of the Parties, their agents, officials or employees, and/or involve those actions covered by RCW 4.24.115, the indemnity provisions provided herein will be valid and enforceable only to the extent of the negligence of the indemnifying Party, its agents, officials or employees.

17.2 Further, the RTPO specifically assumes potential liability for actions brought by RTPO’s own employees or agents against the STATE and, solely for the purpose of this indemnification and defense, the RTPO specifically waives any immunity under State industrial insurance laws, Title 51 RCW. The provisions of this Section shall survive the termination of this Agreement.

18 Independent Contractor

18.1 The RTPO shall be deemed an independent contractor for all purposes and the employees of the RTPO or any of its contractors, subcontractors and the employees thereof, shall not in any manner be deemed to be employees of the STATE.

19 Liability

19.1 No liability shall attach to the STATE by reasons of entering this Agreement except as expressly provided herein.

20 Severability

20.1 If any covenant or provision in this Agreement shall be adjudged void, such adjudication shall not affect the validity, obligation, or performance of any other covenant or provision which in itself is valid, if such remainder would then continue to conform to the terms and requirements of applicable law and this Agreement.

21 Disclosure of Agency Records

21.1 The RTPO understands and agrees that the Public Records Act, RCW 42.56 applies to the information and documents, both paper and electronic, submitted to the STATE. The RTPO should therefore be aware that all applications and materials submitted will become agency records and are subject to public release through individual public disclosure requests.

22 Authority to Sign

22.1 The undersigned acknowledges that they are authorized to execute this Agreement and bind their respective agencies to the obligations set forth herein.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date signed last by the Parties below.

REGIONAL TRANSPORTATION PLANNING ORGANIZATION	**WASHINGTON STATE DEPARTMENT OF TRANSPORTATION**
Signed:	Signed:
Printed Name:	Printed Name: Karena Houser
Title:	Title: Director, Multimodal Planning and Data Division
Date:	Date:

APPROVED AS TO FORM:
Signed: on file
Printed Name: Lauren Jaech
Title: Assistant Attorney General
Date: 6/3/25

ATTACHMENT E

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: June 13, 2025
Subject: Agreement with Kitsap Transit for Lead Planning Agency Services, SFY 2026-2027

REQUESTED ACTION:

Adopt Resolution 03-2025 approving the agreement with Kitsap Transit for Lead Planning Agency services for state fiscal years 2026 and 2027.

Background:

PRTPO obtains Lead Planning Agency services from Kitsap Transit via an Interlocal Agreement. In this capacity Kitsap Transit has provided planning and administrative support services for PRTPO since July 1, 2019, when PRTPO became independent from WSDOT Olympic Region.

The current contract for services is tied to the SFY 2024-2025 Unified Planning Work Program (UPWP) and expires June 30th when the UPWP expires. Kitsap Transit has expressed willingness to continue serving PRTPO in the capacity as Lead Planning Agency for another two-year term of service through June 30, 2027. This aligns with the time frame of the SFY 2026-2027 UPWP before the Board for approval.

The UPWP is the work program and budget adopted by the Executive Board. This Agreement with Kitsap Transit supports the Board's delivery of that work program and fulfillment of its responsibilities to WSDOT.

A copy of the Agreement and adopting resolution is attached.

The Board is asked to renew its Agreement with Kitsap Transit by approving Resolution xx-2025.

Attachments:

- *Resolution 03-2025*
- *Agreement with Kitsap Transit for Lead Planning Agency Services*

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 04-2025

Approving the SFY 2026-2027 Lead Planning Agency Agreement with Kitsap Transit

Recitals

WHEREAS, the Peninsula Regional Transportation Planning Organization (PRTPO) is the state-designated Regional Transportation Planning Organization (RTPO) for the Peninsula region, established through an Interlocal Agreement and Bylaws in 1990 that were updated and reaffirmed by its members in 2019 when the PRTPO became independent from the Washington State Department of Transportation; and

WHEREAS, the PRTPO desires to appoint a Lead Planning Agency with certain administrative and financial duties as provided for in the PRTPO's Interlocal Agreement and Bylaws; and

WHEREAS, Kitsap Transit possesses the necessary qualifications to serve as the Lead Planning Agency and is willing to serve in this capacity to the PRTPO; and

WHEREAS, an Agreement for Lead Planning Agency services for State Fiscal Years 2026-27 has been reviewed by both parties and found to be acceptable.

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

THAT the Lead Planning Agency Agreement with Kitsap Transit be approved as per the attached document to provide authorized planning and support services to the PRTPO in delivering its State Fiscal Year 2026-2027 Unified Planning Work Program; and

THAT the Lead Planning Agency is authorized to submit necessary invoices and reports to the WSDOT and administer financial activities on behalf of PRTPO.

APPROVED, this 20th day of June, 2025.

ATTEST:

_____

Lindsey Schromen-Wawrin, Chair

ATTEST:

_____

Ben Thomas, Vice-Chair

SFY 2026-2027 AGREEMENT FOR LEAD PLANNING AGENCY SERVICES

between

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

and

KITSAP TRANSIT

THIS AGREEMENT is made between the Peninsula Regional Transportation Planning Organization and Kitsap Transit for the provision of Lead Planning Agency services.

Recitals

WHEREAS, the Peninsula Regional Transportation Planning Organization (PRTPO) is a voluntary regional transportation planning organization made up of various transportation-oriented public agencies in the counties of Clallam, Jefferson, Kitsap, and Mason. The PRTPO is authorized by chapter 47.80 RCW and formed as a separate legal entity under an Interlocal Agreement (ILA) pursuant to chapter 30.34 RCW;

WHEREAS, Kitsap Transit is a public transportation benefit area formed pursuant to chapter 36.57A RCW and is a member of the PRTPO;

WHEREAS, RCW 47.80.023 authorizes and requires the PRTPO to designate a Lead Planning Agency to assist the PRTPO in carrying out its duties identified in RCW 47.80;

WHEREAS, the PRTPO ILA identifies other duties required of the Lead Planning Agency;

WHEREAS, Kitsap Transit possesses the necessary qualifications and is willing to serve as the Lead Planning Agency of the PRTPO.

Agreement

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

1. Lead Planning Agency Designation

The parties agree that Kitsap Transit shall be the Lead Planning Agency (LPA) for the Peninsula Regional Transportation Planning Organization. The LPA shall act on behalf of the PRTPO Executive Board and only as directed by the Executive Board.

2. Responsibilities of Kitsap Transit

Kitsap Transit shall be responsible for carrying out the following duties in accordance with the ILA, Bylaws, and any applicable policies or procedures of the PRTPO, as well as applicable federal, state, and local law.

A. Provide staff support and coordination for the PRTPO Executive Board, the Transportation Policy Board, and the Technical Advisory Committee.

B. Hire, supervise, and administer personnel, contractors and consultants as directed by the Executive Board.

C. Provide information, data, inventories, and services as may be necessary to carry out the purposes of the PRTPO.

D. Coordinate with the PRTPO to develop and implement the Unified Planning Work Program (UPWP) in conformance with the UPWP Guidance from the Washington State Department of Transportation (WSDOT) and any policies and procedures of the PRTPO.

E. Coordinate with the PRTPO to prepare a budget for the PRTPO in accordance with the mission of the PRTPO, as expressed in the UPWP, and based on WSDOT allocations and other revenues.

F. Provide regular budget reports to the Executive Board.

G. Coordinate with the PRTPO to develop and implement the Regional Transportation Plan, the Regional Transportation Improvement Program, and the Human Services Transportation Plan in conformance with any WSDOT guidance and any policies and procedures of the PRTPO.

H. On behalf of the PRTPO and at its request, Kitsap Transit and Jefferson Transit, as the Fiscal Agent, may seek grant funding to assist the PRTPO in carrying out its work program. If awarded, Kitsap Transit and Jefferson Transit will coordinate grant management responsibilities.

I. Coordinate the purchase of goods and procurement of services on behalf of PRTPO consistent with applicable laws and any policies and procedures of the PRTPO.

J. Serve as the public records officer of the PRTPO in accordance with chapter 42.56 RCW and policies of the PRTPO. Kitsap Transit shall identify by name the individual to whom all public records requests shall be directed and shall ensure such information is clearly on the website of the PRTPO.

K. Accept and manage any claim for damages made under chapter 4.96 RCW. Upon receipt of a claim for damages, or any other claim, a copy of the claim will be provided to the PRTPO Executive Committee. Kitsap Transit shall identify by name the individual to whom claims shall be directed and shall ensure such information is clearly on the website of the PRTPO.

L. Perform such other duties as may be assigned by the PRTPO.

3. Responsibilities of the Peninsula Regional Transportation Planning Organization

The PRTPO agrees that it shall cooperate and assist Kitsap Transit in carrying out its responsibilities identified above.

4. Compensation

A. Amount

Kitsap Transit will be compensated for its actual direct and related indirect costs for performing the duties and responsibilities under this Agreement. The rate and total compensation under this Agreement shall not exceed the budgeted amounts approved in the adopted UPWP. All costs must be consistent with the cost principals contained in 2 CFR 200 when federal funds are used.

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

Any equipment purchased under the Agreement must be purchased, managed, and disposed of in accordance with 2 CFR 200 when federal funds are used.

B. Invoices

Kitsap Transit shall prepare an invoice for all service performed for the PRTPO not more frequently than once a month and at least once a quarter. The invoice shall be submitted to the PRTPO Fiscal Agent on the RTPO Planning Invoice Voucher form along with the accompanying RTPO UPWP Activity Detail form. Kitsap Transit will maintain back up documentation for the invoiced amounts. The Fiscal Agent will finalize the RTPO Planning Invoice Voucher and submit it to the PRTPO Executive Committee for approval prior to submission to WSDOT. The PRTPO shall review and approve each invoice in an expeditious manner.

C. Payment

Payment to Kitsap Transit will be made promptly upon receipt of payment from WSDOT.

5. Records

A. Maintenance

Kitsap Transit shall maintain all records in support of all costs incurred and actual expenditures made under this Agreement in accordance with procedures prescribed by the Division of Municipal Corporations of the State Auditor's Office, the U.S. Department of Transportation (USDOT), and WSDOT. All such records shall be retained as required by state or federal law or grant agreements. The Copies of records shall be furnished to the PRTPO or WSDOT if requested.

B. Access

All files and other documents maintained by Kitsap Transit under this Agreement shall be files of the PRTPO and both the PRTPO and WSDOT, and any of their agents or representatives, shall have full access to and the right to examine, during normal business hours and as often as they deem necessary, all records with respect to all matters covered by the Agreement. Both the PRTPO and WSDOT, and any of their agents or representatives, shall be permitted to audit, examine, and make excerpts or transcripts from such records and to make audits of all contracts, invoices, materials, payrolls, and other matters covered by this Agreement.

C. Audits

Kitsap Transit shall cooperate with and respond to any independent audit conducted.

6. Indemnification and Liability

Each party to this Agreement shall be responsible for damage to persons or property resulting from the negligence on the part of itself, its employees, its agents, or its officers. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.

Solely for the purposes of this provision, each party waives its immunity under Title 51 (Industrial Insurance) of the Revised Code of Washington and acknowledges that this waiver was mutually negotiated by the parties.

No liability shall attach to either party or to WSDOT by reason of entering into this Agreement except as expressly provided herein.

7. Insurance

Prior to and during the performance of this Agreement, Kitsap Transit shall provide the PRTPO with evidence that it has obtained and maintains in full force and effect during the term of this Agreement a policy of liability insurance, an or errors and omissions insurance, providing coverage of at least $1,000,000 for liability or errors and omissions in connection with the work to be performed by Kitsap Transit under this Agreement. Kitsap Transit shall furnish the PRTPO with a certificate of insurance and endorsement for review by the PRTPO. The PRTPO shall also be provided 30 days' written notice of any cancellation of such liability insurance.

8. Dispute Resolution

If any dispute arises under this Agreement, the parties shall first engage in an informal attempt to find a mutual resolution to the dispute. If no informal resolution is accomplished, the parties may engage a mediator or a dispute resolution process that is mutually agreeable.

9. Termination

Either party may terminate this agreement with or without cause upon six (6) months written notice to the other party. Termination shall not affect any of the rights or obligations of any party to the other accruing prior to the termination date.

10. Amendment

This Agreement may be amended only in writing and only by agreement by both parties.

11. Notice

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

PRTPO	Kitsap Transit
PRTPO Chair	Kitsap Transit Executive Director

12. Miscellaneous

A. Compliance

Kitsap Transit shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Agreement, including but not limited to the following:

1. Equal Employment Opportunity. Kitsap Transit agrees to abide by all State and Federal regulations with respect to employment. This includes, but is not limited to, equal opportunity employment, nondiscrimination assurances, project record keeping, audits, inspection, and retention of records.

2. Title 6, Civil Rights Act of 1964. Kitsap Transit will comply with 49 CFR Part 21, which are regulations of the US Department of Transportation relative to nondiscrimination in federally assisted programs. As provided therein:

   i. Kitsap Transit shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment.
   ii. Kitsap Transit shall not participate either directly or indirectly in prohibited discrimination, including employment practices when the contract covers a program set forth in Appendix A-11 of 49 CFR Part 21.
   iii. In all solicitations, either by competitive bidding or negotiation and including for procurements of materials or equipment, Kitsap Transit shall notify each potential subcontractor or supplier of the obligations under this Agreement and 49 CFR Part 21 relative to nondiscrimination on the grounds of race, color, or national origin.
   iv. Kitsap Transit shall provide all information and reports required by 49 CFR Part 21 or any orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined necessary by WSDOT or USDOT or the Federal Highway Administration (FHWA) to ascertain compliance with such regulations, orders, and instructions. Where any information required of Kitsap Transit is in the exclusive possession of another who fails or refuses to furnish this information, Kitsap Transit shall so certify to WSDOT, or FHWA as appropriate, and shall set forth what efforts it has made to obtain the information.

v. Any noncompliance with the nondiscrimination provisions of this contract, WSDOT shall impose such contract sanctions as it or the FHWA may determine to be appropriate.

vi. Kitsap Transit shall include the above provision in every subcontract unless otherwise except by 49 CFR Part 21 or any orders or instructions issued pursuant thereto. Kitsap Transit shall also take such action as directed by WSDOT or the FHWA to enforce these provisions against any subcontractor, including sanctions for noncompliance. Provided, however, that in the event Kitsap Transit becomes involved in, or is threatened with litigation with a subcontractor or supplier as a result of such direction, Kitsap Transit may request the state to enter into such litigation to protect the interest of the United States.

B. Assignment

Kitsap Transit shall not assign, sublet, or transfer any of the work provided for under this Agreement without prior written approval from the PRTPO, and the PRTPO shall review and approve any consultant agreement prior to execution. Kitsap Transit shall comply with all federal and state laws and regulations governing the selection and employment of consultants. The PRTPO reservices the right to appoint a representative to serve on the Consultant Selection Committee. Subcontracts greater than $10,000 must contain all the required provisions of this contract.

C. Independent Contractor

Kitsap Transit shall be deemed an independent contractor for all purposes and the employees of Kitsap Transit or any of its contractors, subcontractors, and the employees thereof, shall not in any manner be deemed to be employees of the PRTPO.

D. Severability

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

13. Effective Date and Duration

This Agreement shall be effective July 1, 2025. This agreement shall remain in effect for two (2) years unless terminated earlier in accordance with Section 9 or extended by written agreement as set forth in Section 10.

14. Authorization

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

KITSAP TRANSIT	**PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION**
_____	_____
John Clauson, Executive Director	Lindsey Schromen-Wawrin, Chair

ATTEST

_____

Jackie Bidon
Clerk of the Board/Public Records Officer

ATTACHMENT F

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: June 13, 2025
Subject: Agreement with Jefferson Transit for Fiscal Agent Services, SFY 2026-2027

REQUESTED ACTION:

Adopt Resolution 04-2025 approving the agreement with Jefferson Transit Authority for Fiscal Agent services for state fiscal years 2026 and 2027.

Background:

PRTPO obtains Fiscal Agent services from Jefferson Transit via an Interlocal Agreement. In this capacity Jefferson Transit has provided financial and accounting services for PRTPO since July 1, 2019, when PRTPO became independent from WSDOT Olympic Region.

The current contract for services is tied to the SFY 2024-2025 Unified Planning Work Program (UPWP) and expires June 30th when the UPWP expires. Jefferson Transit has expressed willingness to continue serving PRTPO in the capacity as Fiscal Agent for another two-year term of service through June 30, 2027. This aligns with the time frame of the SFY 2026-2027 UPWP before the Board for approval.

The UPWP is the work program and budget adopted by the Executive Board. This Agreement with Jefferson Transit supports the Board's delivery of that work program and fulfillment of its responsibilities to WSDOT.

A copy of the Agreement and adopting resolution is attached.

The Board is asked to renew its Agreement with Jefferson Transit by approving Resolution 04-2025.

Attachments:

- *Resolution 04-2025*
- *Agreement with Jefferson Transit Authority for Lead Planning Agency Services*

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

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 05-2025

Approving the SFY 2026-2027 Fiscal Agent Agreement with Jefferson Transit

Recitals

WHEREAS, the Peninsula Regional Transportation Planning Organization (PRTPO) is the state-designated Regional Transportation Planning Organization (RTPO) for the Peninsula region, established through an Interlocal Agreement and Bylaws in 1990 that were updated and reaffirmed by its members in 2019 when the PRTPO became independent from the Washington State Department of Transportation; and

WHEREAS, the PRTPO desires to appoint a Fiscal Agent with certain administrative and financial duties as provided for in the PRTPO's Interlocal Agreement and Bylaws; and

WHEREAS, Jefferson Transit Authority possesses the necessary qualifications to serve as the Fiscal Agent and is willing to serve in this capacity to the PRTPO; and

WHEREAS, an Agreement for Fiscal Agent services for State Fiscal Years 2026-27 has been reviewed by both parties and found to be acceptable.

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

THAT the Fiscal Agent Agreement with Jefferson Transit be approved as per the attached document to provide authorized administrative and financial services to the PRTPO in delivering its State Fiscal Year 2026-2027 Unified Planning Work Program; and

THAT the Fiscal Agent is authorized to submit necessary invoices and reports to the WSDOT and administer financial activities on behalf of PRTPO.

APPROVED, this 20th day of June 2025.

ATTEST:

_____

Lindsey Schromen-Wawrin, Chair

ATTEST:

_____

Ben Thomas, Vice-Chair

SFY 2026-2027 AGREEMENT FOR FISCAL AGENT SERVICES

between

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION
and
JEFFERSON TRANSIT AUTHORITY

THIS AGREEMENT is made between the Peninsula Regional Transportation Planning Organization and Jefferson Transit Authority for the provision of fiscal agent services.

Recitals

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

WHEREAS, Jefferson Transit Authority (JTA) is a public transportation benefit area formed pursuant to RCW 36.57A and is a member of the PRTPO;

WHEREAS, the ILA authorizes the PRTPO to designate a fiscal agent to perform certain administrative and financial duties as identified in the ILA and Bylaws of the PRTPO; and

WHEREAS, Jefferson Transit Authority possesses the necessary qualifications to serve and is willing to serve as the fiscal agent of the PRTPO.

Agreement

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

1. Fiscal Agent designation

The parties agree that Jefferson Transit Authority shall be the Fiscal Agent for the Peninsula Regional Transportation Planning Organization. The Fiscal Agent shall act on behalf of the PRTPO Executive Board and only as directed by the Executive Board.

2. Responsibilities of Jefferson Transit Authority

JTA shall be responsible for carrying out the following duties in accordance with the ILA, the PRTPO Bylaws, and any applicable policies or procedures of the PRTPO, as well as applicable federal, state and local law.

A. Maintain a fund known as the PRTPO Fund for the deposit and withdrawal of PRTPO moneys in accordance with RCW 43.09.210.

B. Collect money and make deposits into such fund as provided and directed by the PRTPO and in coordination with the Lead Planning Agency.

C. Issue warrants, electronic payments, cash transmittals or other disbursements on behalf of PRTPO and upon PRTPO's instruction for such payments in accordance with the approved Unified Planning Work Program and Budget (UPWP).

D. Prepare monthly invoices for expenses incurred for the review and approval of the PRTPO before submission to WSDOT.

E. On behalf of the PRTPO and at its request, Jefferson Transit and Kitsap Transit, as the Lead Planning Agency, may seek grant funding to assist the PRTPO in carrying out its work program. If awarded, Jefferson Transit and Kitsap Transit will coordinate grant management responsibilities.

F. Ensure that the PRTPO Fund is maintained in accordance with the Budgeting Accounting & Reporting System (BARS) and RCW 43.09.200.

G. Maintain software adequate to track PRTPO finances.

H. Make regular reports to the PRTPO regarding PRTPO finances at least yearly or monthly as requested by the PRTPO. The reports shall include a summary of work performed during the course of the year and costs incurred.

I. Maintain correct and complete financial books and records related to the PRTPO Fund.

J. Cooperate with and respond to any independent audit conducted on the PRTPO Fund in coordination with PRTPO.

K. Provide all information, data, and services as may be necessary to carry out the financial obligations of the PRTPO and forward annual financial records and audit reports to the Lead Planning Agency for archival purposes.

L. Perform such other financial duties as may be assigned by the PRTPO.

All invoices for services and other PRTPO-related deposits and withdrawal direction from the PRTPO should be addressed to Jefferson Transit Authority for processing at the following address:

Jefferson Transit Authority
Nicole Gauthier, General Manager
63 Four Corners Road
Port Townsend, WA 98368

3. Responsibilities of the Peninsula Regional Transportation Planning Organization

The PRTPO agrees that it shall be responsible for:

A. Submitting proper documentation for deposits and withdrawals of PRTPO moneys into and from the PRTPO Fund as approved by the PRTPO.

B. Complying with any and all laws, regulations, ordinances and grant funding requirements, including but not limited to RCW 43.09.210, fiscal reporting, monitoring and record retention.

C. Cooperating with and responding to any independent audit conducted on the PRTPO fund in coordination with JTA.

4. Compensation

A. Amount

JTA will be compensated for its actual direct and related indirect costs for performing the duties and responsibilities under this Agreement. The rate and total compensation under this Agreement shall not exceed the budgeted amounts approved in the adopted UPWP. All costs must be consistent with cost principles contained in 2 CFR 200 when federal funds are used.

All out-of-state travel must have prior written approval of the PRTPO to be eligible for reimbursement. Current Washington State Department of Transportation (WSDOT) travel regulations and rates shall apply to all in-state and out-of-state travel for which reimbursement is claimed during the term of this Agreement.

Any equipment purchased under this Agreement must be purchased, managed, and disposed of in accordance with 2 CFR 200 when federal funds are used.

B. Invoices

At least once a quarter and not more than once a month, JTA will receive a RTPO Planning Invoice Voucher and RTPO Unified Planning Work Program (UPWP) Activity Detail form from the Lead Planning Agency (LPA) detailing LPA work and request for payment. JTA shall amend the Invoice Voucher and Activity Detail to include any charges incurred by JTA for services they performed on behalf of the PRTPO. JTA shall maintain back up documentation for any charges included on the Invoice Voucher.

JTA shall then submit the consolidated RTPO Planning Invoice Voucher and Activity Detail to the Executive Committee for approval prior to submission to WSDOT. The PRTPO shall review and approve each invoice in an expeditious manner. Promptly following PRTPO approval, JTA shall submit the invoice for payment to TRCOfiscal@wsdot.wa.gov.

C. Payment

JTA shall maintain appropriate accounting records for the amounts invoiced by the LPA and the FA. Upon receipt of payment from WSDOT, JTA shall promptly disburse funds in accordance with the approved invoice.

5. Records

A. Maintenance

JTA shall maintain all records in support of all costs incurred and actual expenditures in accordance with procedures prescribed by the Division of Municipal Corporations of the State Auditor's Office, the U.S. Department of Transportation (USDOT), and WSDOT. All such records shall be retained by JTA as required under state or federal law or grant agreements. Copies thereof shall be furnished to the PRTPO or WSDOT if requested. Year-end financial records shall be provided to the Lead Planning Agency to be included in PRTPO's archival documentation.

B. Access

All files and other documents maintained by JTA under this Agreement shall be files of the PRTPO and both the PRTPO and WSDOT, and any of their agents or representatives, shall have full access to and the right to examine, during normal business hours and as often as they deem necessary, all records with respect to all matters covered by this Agreement. Both the PRTPO and WSDOT, and any of their agents or representatives, shall be permitted to audit, examine, and make excerpts or transcripts from such records and to make audits of all contracts, invoices, materials, payrolls, and other matters covered by this Agreement.

C. Audits

If the applicability of 2 CFR 200 is triggered, JTA shall arrange for audit of funds expended under this Agreement consistent therewith.

6. Indemnification and liability

Each party to this Agreement shall be responsible for damage to persons or property resulting from the negligence on the part of itself, its employees, its agents, or its officers. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.

Solely for the purposes of this provision, each party waives its immunity under Title 51 (Industrial Insurance) of the Revised Code of Washington and acknowledges that this waiver was mutually negotiated by the parties.

No liability shall attach to either party or to WSDOT by reason of entering into this Agreement except as expressly provided herein.

7. Insurance

Prior to and during the performance of this Agreement, JTA shall provide the PRTPO with evidence that it has obtained and maintains in full force and effect during the term of this Agreement a policy of liability insurance, and or errors and omissions insurance, providing coverage of at least $1,000,000 for liability or errors and omissions in connection with the work to be performed by JTA under this Agreement. JTA shall furnish the PRTPO with a certificate of insurance and endorsement for review by the PRTPO. The PRTPO shall also be provided 30 days'written notice of any cancellation of such liability insurance.

8. Dispute Resolution

If any dispute arises under this Agreement, the parties shall first engage in an informal attempt to find a mutual resolution to the dispute. If no informal resolution is accomplished, the parties may engage a mediator or a dispute resolution process that is mutually agreeable.

9. Termination

Either party may terminate this agreement with or without cause upon six (6) months written notice to the other party. Termination shall not affect any of the rights or obligations of any party to the other accruing prior to the termination date.

10. Amendment

This Agreement may be amended only in writing and only by agreement by both parties.

11. Notice

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

PRTPO Peninsula RTPO Chair c/o Kitsap Transit 60 Washington Street Bremerton, WA 98337	JTA Jefferson Transit Authority Nicole Gauthier, General 63 Four Corners Road Port Townsend, WA 98368

12. Miscellaneous

A. Compliance

JTA shall comply with all federal, state and local laws and ordinances applicable to the work to be done under this Agreement, including but not limited to the following:

1. Equal Employment Opportunity. JTA agrees to abide by all State and Federal regulations with respect to employment. This includes, but is not limited to, equal opportunity employment, nondiscrimination assurances, project record keeping, audits, inspection, and retention of records.

2. Title 6, Civil Rights Act of 1964. JTA will comply with 49 CFR Part 21, which are regulations of the US Department of Transportation relative to nondiscrimination in federally assisted programs. As provided therein:
    i. JTA shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment.
    ii. JTA shall not participate either directly or indirectly in prohibited discrimination, including employment practices when the contract covers a program set forth in Appendix A-11 of 49 CFR Part 21.
    iii. In all solicitations, either by competitive bidding or negotiation and including for procurements of materials or equipment, JTA shall notify each potential subcontractor or supplier of the obligations under this Agreement and 49 CFR Part 21 relative to nondiscrimination on the grounds of race, color, or national origin.
    iv. JTA shall provide all information and reports required by 49 CFR Part 21 or any orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined necessary by WSDOT or USDOT or the Federal Highway Administration (FHA) to ascertain compliance with such regulations, orders, and instructions. Where any information required of JTA is in the exclusive possession of another who fails or refuses to furnish this information, JTA shall so certify to WSDOT, or FHA as appropriate, and shall set forth what efforts it has made to obtain the information.
    v. Any noncompliance with the nondiscrimination provisions of this contract, WSDOT shall impose such contract sanctions as it or the FHA may determine to be appropriate.
    vi. JTA shall include the above provision in every subcontract unless otherwise exempt by 49 CFR Part 21 or any orders or instructions issued pursuant thereto. JTA shall also take such action as directed by WSDOT or the FHA to enforce these provisions against any subcontractor, including sanctions for noncompliance. Provided, however, that in the event JTA becomes involved in, or is threatened with litigation with a subcontractor or supplier as a result of such direction, JTA may request the state to enter into such litigation to protect the interest of the United States.

B. Assignment

JTA shall not assign, sublet, or transfer any of the work provided for under this Agreement without prior written approval from the PRTPO, and the PRTPO shall review and approve any consultant agreement prior to execution. JTA shall comply with all federal and state laws and regulations governing the selection and employment of consultants. The PRTPO reserves the right to appoint a representative to serve on any consultant selection committee. Subcontracts greater than $10,000 must contain all the required provisions of this contract.

C. Independent Contractor

JTA shall be deemed an independent contractor for all purposes and the employees of JTA or any of its contractors, subcontractors, and the employees thereof, shall not in any manner be deemed to be employees of the PRTPO.

D. Integration

This Agreement constitutes the entire agreement between the parties. No other understandingor representations, oral or written, regarding the subject matter of this Agreement, unless expressly referenced herein, will be deemed to exist or bind the parties.

E. Severability

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

13. Effective date and duration

This Agreement shall be effective on July 1, 2025. This agreement shall remain in effect for 2 years unless terminated earlier in accordance with Section 9 or extended by written agreement as set forth in Section 10.

14. Authorization

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

JEFFERSON TRANSIT AUTHORITY	**PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION**
_____	_____
Nicole Gauthier **General Manager**	**Lindsey Schromen-Wawrin** **Chair**

ATTACHMENT G

ACTION

To: PRTPO Executive Board

From: Thera Black, PRTPO Coordinator

Date: June 13, 2025

Subject: **Approval of the 2025 Update to the Regional Transportation Plan**

REQUESTED ACTION:
The Executive Board is asked to approve Resolution 06-2025, approving the 2025 update to the Peninsula Regional Transportation Plan.

Overview
In April, the Board walked through core elements of the RTP update and its draft content. The primary aim of this update was to convert the RTP to a dynamic format that is more closely aligned with the rest of PRTPO's work program, provides useful direction for regional planning and implementation efforts in the Peninsula Region, and can be kept current in an efficient and logical manner within the regular work program. There was an overarching desire to enhance the usefulness of the RTP for PRTPO and its members beyond the RTP's basic legislated compliance requirements.

The vast majority of the changes completed in this update are associated with the transition to an online format, not with the mandatory regulatory requirements. The update completed in 2019 was effectively deconstructed into its individual components. Relevant content was then reorganized into two online frameworks accessible from PRTPO's website.

- The new **Policy Framework** is composed primarily of static content like policies and certifications that satisfy requirements of RCW 47.80, as well as simplified printable versions of key content in the other framework. The vision, goals, and policies of earlier updates stayed intact, with better formatting and minor updates to accommodate new policy direction since 2019. New information presented in the Policy Framework includes certification statements of consistency between the RTP and countywide planning policies [RCW 47.80.023(2) and (4)], an explanation of how the Peninsula RTP-Online will be maintained over time, and PRTPO's RTP Biennial Review certification statements, including for June 2025 [RCW 47.80.030(2)]. Future RTP updates will now be aligned with that mandatory biennial review process, reducing duplicative activities.
- The new **Planning Framework** is composed of dynamic content presented in an interactive "storymap" format. It offers a visually rich and informative overview of the region, PRTPO's role in coordinated regional planning efforts, and key objectives of the Regional Transportation Plan that has been the foundation for coordinated planning in the Peninsula Region since 1995. Of particular note is a new feature developed specifically for PRTPO's needs, separate from RTP statutory requirements. The new *Strategic Agenda & Action Plan* reflects direction from the Board and TAC this past year in assessing tough topics identified in the *Transportation Outlook* legislative folios PRTPO develops every year. This includes activities that are feasible for PRTPO or others to undertake that can begin moving the needle on some of these issues. The Executive Board will determine which activities to move forward in future Unified Planning Work Programs and can update this element as needed to support ongoing interests. In addition, the Planning Framework replaces the traditional static content concerning transportation system characteristics and future forecasts with updated information accessible through a new Data Portal. A new Demographic Profile now affords a view of regional characteristics alongside data by city and county, too.

Review of Draft RTP

The TAC walked through the draft previewed by the Board in April and offered suggestions that improved both content and navigation of the materials. The Executive Committee reviewed the final draft prior to its release for public review and comment on May 22nd. Notice was distributed to all members, the PRTPO information distribution list, and posted online. Notice was also posted in the newspapers of record. The official comment period closed June 12th, though we will continue to welcome feedback at any time.

We received comments from seven people, ranging from corrections to suggestions a some bigger ideas than this update can address. Most comments were easy to accommodate with minor language updates. The new format was favorably received.

We are using this opportunity to open a new public communication portal in addition to the Contact Us page of the PRTPO website. The Planning Framework concludes with an invitation to weigh in any time with comments, suggestions, or questions about the RTP. Maintaining an "open door policy" in this way creates a new avenue for people to connect and engage with regional transportation planning and grows the network of individuals tracking the work of PRTPO.

Consistency Determinations

Policymakers should look at the consistency determinations found in the Policy Framework. Per RCW 47.80.023(2) and (4), PRTPO is required to certify that the RTP is consistent with the countywide planning policies of Clallam, Jefferson, Kitsap, and Mason Counties, as well as certify that those same countywide planning policies are consistent with the RTP. Approval of this update is an approval of those certification findings that these are all consistent. Upon completion of the RTP, we will conduct reviews and certify the Comprehensive Plans of each city and county are consistent with the RTP as those Comp Plan updates are completed. To facilitate these certifications, this update clarifies the key principles and guidelines used to assess the compatibility of local and regional plans. Though it is a somewhat outdated requirement 30 years after adoption of the Peninsula RTP in 1995, this is one that WSDOT is particularly interested in. If there are any concerns among PRTPO Board members with this approach for RTP consistency determination, this is a good time to address them as these determinations will be in place for several years.

Future Updates

The new format enables PRTPO to make efficient administrative updates to keep content fresh and aligned with other work program needs, as well as more substantive updates that entail formal amendment procedures. An overview of the RTP-Online update process is found in the Policy Framework. This process includes updates to the RTP Project List[1] that is updated annually in conjunction with adoption of the new six-year Regional Transportation Improvement Program. It is hoped that this approach will give this RTP-Online a long shelf life, minimizing the time spent "planning to plan" and increasing capacity for Board-determined activities. It may be some time before a major update like this is needed again.

Next Steps

Upon approval of the 2025 update we will revise materials to reflect the approval date and submit to WSDOT notice of the update along with the 2025 RTP Biennial Review Certification statement found in the Policy Framework.

Attachment

Resolution 06-2025 Approving the 2025 Update to the Regional Transportation Plan

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

[1] The RTP Project List will be improved in October 2025 with a more fully developed online map in addition to the traditional print format.

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 06-2025

Approving the 2025 Update to the Regional Transportation Plan

Recitals

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

WHEREAS, PRTPO is responsible for maintaining and periodically updating a Regional Transportation Plan (RTP) that satisfies statutory requirements in RCW 47.80; and

WHEREAS, PRPTO completed an update with direction from the Executive Board and the Technical Advisory Committee, with input from other stakeholders, in an online format that can be kept current and aligned with other PRTPO responsibilities, and which addresses minimum requirements of RCW 47.80; and

WHEREAS, the updated RTP retains consistency between it and locally adopted Countywide Planning Policies of Clallam, Jefferson, Kitsap, and Mason Counties; and

WHEREAS, PRTPO invited review and comment on the draft RTP by the public, other stakeholders, and members.

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

THAT the 2025 update to the Regional Transportation Plan be approved with the understanding that it will be updated and amended as needed to maintain compliance with state requirements and ensure its ongoing usefulness as a planning and decision-support tool for PRTPO.

APPROVED, this 20th day of June 2025.

ATTEST:

_____

Lindsey Schromen-Wawrin, Chair

ATTEST:

_____

Ben Thomas, Vice-Chair

ATTACHMENT H

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: June 13, 2025
Subject: **Legislative Work Group Appointments**

REQUESTED ACTION:

The Board is asked to appoint a Legislative Work Group to develop draft messages and content for Board consideration in the 2026 *Transportation Outlook* folio.

Overview

Since 2019 PRTPO has convened a Legislative Work Group, a small working group of members who meet twice during the summer to develop the theme and key messages for the annual *Transportation Outlook*, for refinement by the Executive Board in August. This has become PRTPO's primary way to communicate a select few regional priorities for legislators and other stakeholders for consideration ahead of the upcoming legislative session.

A copy of the 2025 *Transportation Outlook* is attached.

This annual outreach effort includes a legislative forum as a part of the Board's December meeting.

Members of the Executive Board are needed to serve on this year's Legislative Work Group.

Next Steps

Staff will coordinate an initial meeting of the Work Group, likely to be in mid-July.

Attachment:
2025 Transportation Outlook

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

PRTPO *Transportation Outlook 2025* - Dec 2024

PRTPO Members

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

www.PRTPO.org

To our legislators in the 23rd, 24th, 26th, and 35th Districts,

We appreciate the opportunity to share our annual update from the Peninsula Region. Our 27 members are counties, cities, tribes, transit agencies, ports, and WSDOT Olympic Region. We build, operate, maintain, and manage most of the transportation system that keeps this region moving. We count you, our legislators, among our partners in this endeavor. It is why we are calling your attention this year to regional planning and the forum that Regional Transportation Planning Organizations like PRTPO provide for on-going interagency coordination.

Relationship building. Knowledge sharing. Peer-to-peer interactions. Increased awareness. Better communications between local agencies and WSDOT.

These are a few of the benefits members identify as value-adds for participating in PRTPO's regional transportation planning activities. Regional collaboration has far-reaching benefits for staff and policy makers. That in turn benefits the rural, tribal, small city, and gateway communities we serve.

That's why PRTPO is joining with RTPOs across the state in asking the Legislature to **increase base RTPO funding to $11.7 million in state funds per biennium.** This will ensure every RTPO in the state has the minimum resources needed to adequately support their core regional work programs.

The Legislature recognized the value of regional collaboration and cooperation when it created RTPOs in 1990. But over the decades, funding for regional planning stayed flat. In that same time, inflation eroded the value of the dollar. RTPO responsibilities increased. And today, revenue appropriated by the Legislature for regional planning supports 17 RTPOs, not 15 as it did in 1991. We feel it.



PRTPO's own RTPO funding goes down every biennium while our fixed costs increase, leaving ever less for planning that supports the region. PRTPO operates on less than half an FTE to carry out all our work and respond to growing WSDOT needs *plus* represent our regional concerns in statewide planning processes. We need a full FTE for this.

PRTPO joins with RTPOs statewide in asking the Legislature to increase the RTPO allocation of state funds to $11.7 million per biennium, adjusted periodically for inflation. This increase will ensure every RTPO has a minimum of $400,000 per biennium to support the on-going policy maker engagement, facilitation, and coordination at the core of regional work programs in every corner of the state.

Despite funding challenges, PRTPO continues to be an important forum for regional collaboration and cooperation on key issues. Here are some of the tough topics we are leaning into over this next year.

Fix our Ferries!

The marine highway system is an essential part of this region's transportation network, and it is underperforming. PRTPO supports legislative efforts to ***boost ferry maintenance and accelerate the recruitment efforts needed to restore reliable state ferry service***. The cancellation in 2023 of 3,500 trips is unacceptable. Every one of the state ferry routes serving the region is down a vessel. This impacts residents and businesses across the whole region. Kitsap Transit's Fast Ferry is helping to pick up the slack, with support from the Legislature. Let's keep it up! Terminal improvements near Coleman Dock will enable Kitsap's Fast Ferry to play a bigger role in supporting vital cross-Sound service while WSF works to restore its system.

Allocate Toll Credits to the Dungeness Line to Secure Future Service

We are concerned about the Dungeness Line losing its federal funding match. This important intercity service runs twice daily roundtrips between Port Angeles and SeaTac airport via Seattle-area medical centers and VA services. The Dungeness Line needs to be increased to three daily roundtrips, but first we need to secure a new funding match. Use of toll credits to sustain and grow the Dungeness Line supports legislative transportation investment policy objectives. We encourage the Legislature to ***direct WSDOT to use toll credits to offset federal match requirements for the Dungeness Line*** and enable 100% federal funding for this important rural intercity bus service.

Revisit Coast Guard Policies Governing Hood Canal Bridge Openings for Big Sailboats

Communities from Bremerton to Port Angeles feel every opening of the Hood Canal Bridge. There are costs for commerce, transit, emergency responders, freight, and everyday people trying to catch a ferry or keep an appointment when traffic stops so a large yacht can pass. PRTPO is laying the groundwork for a Hood Canal Bridge work group to revisit with the Coast Guard its policies about bridge openings for extra-tall sailboats. We are grateful for the operational analysis WSDOT Olympic Region is conducting, in response to PRTPO Board concerns. It is important context for this effort. ***We may need legislative support in this effort, too.*** We invite you to join us as we work to establish more sensible Coast Guard policies that better balance the economic and mobility impacts on communities across the Kitsap and Olympic Peninsulas with those of sailors whose yachts are too tall to pass under the fixed bridge span. Working together, we can make things better for everyone with smarter Coast Guard policies governing bridge openings for big sailboats. This buys us a little time while we work towards improving holding facilities and traffic management at the east end. We look forward to closer engagement with WSDOT in scoping those improvements and other bridge concerns.

We appreciate your interest and support for priority regional concerns and look forward to working with you to support mobility across the Peninsula Region and beyond.

Peninsula RTPO Key Contacts
www.PRTPO.org

Chair	Lindsey Schromen-Wawrin	lswawrin@cityofpa.us	360.406.4321
Vice-Chair	Ben Thomas	bthomas@cityofpt.us	360.379.5083
Secretary	Gary Anderson	garya@portofbremerton.org	360.674.2381
Lead Planning Agency	John Clauson	johnc@kitsaptransit.com	360.478.6223
PRTPO Coordinator	Thera Black	therab@peninsulartpo.org	360.878.0353
PRTPO Coordinator, LPA	Edward Coviello	edwardc@kitsaptransit.com	360.824.4919

PRTPO 2025 *Transportation Outlook*

Transportation Investment Needs in the Peninsula Region

Project	Agency	LD#	Total Cost	Already Secured
ODT - Dungeness River Bridge Truss Rehabilitation Rehabilitate the Dungeness River Railroad Bridge along the Olympic Discovery Trail in Clallam County. Repair the National Historic Register of Historic Places structure to support continued tourism and local use while protecting salmon habitat.	Jamestown S'Klallam Tribe	24	$1.95 M	$0.25 M
SR 117 Truck Route at US 101 Interchange Improvement Provide full directionality at US 101/SR 117 interchange, reconfiguring ramps to enable access to/from the west. This will increase efficient freight mobility and port access, minimize conflicts with other uses while improving overall safety, and support economic vitality for the City and Port of Port Angeles.	Port Angeles	24	$ 7.8 M	$0.26 M
Noll Road Corridor Improvements Three phases of projects along the Noll Road corridor, from SR 305 to Lincoln Road, will improve multimodal mobility, increase system safety, and improve traffic flow on SR 305.	Poulsbo	23	$39 M	$33.7 M
US 101 / Simdars Bypass This project will complete WB on ramps from W Washington St to SR 101 and EB off ramps from SR 101 to Simdars Rd. A frontage road will connect local streets and remove at-grade US 101 intersections. This is a *Move Ahead WA* funding priority.	Sequim / WSDOT	24	$33 M	$33 M
Wallace -Kneeland Boulevard Corridor, Phase 1 (Capacity and Safety) Construct a roundabout at the intersection of Wallace-Kneeland Blvd. and Shelton Springs Road and make traffic operations improvements at adjacent intersections to support economic opportunity along the corridor.	Shelton	35	$ 4.7 M	$ 2.2 M
Cross Town Trails, Phase 1 (Active Transportation) Convert 2.3 miles of abandoned Simpson Railway along Goldsborough Creek to a 12 foot gravel based trail between SR101 and SR 3. The City owns the right-of-way and is offsetting costs with salvaged rail iron.	Shelton	35	$ 0.65 M *Update pending*	$ 0.45 M
SR 108/Old Olympic Highway Safety Project Install (2) compact roundabouts at US 101/SR 108 ramp terminals and construct non-motorized pathway with pedestrian lighting through interchange, as called for in the Tribe's Safety Plan.	Squaxin Island Tribe / WSDOT	35	$ 3.3 M	$0
Pavement Preservation, Asset Management, and State of Good Repair *PRTPO stands with its local, state, and tribal partners in reiterating the need for adequate, predictable funding to preserve and maintain the existing transportation system - streets and highways, bridges, ferry terminals and vessels, transit vehicles and infrastructure, trails and pathways, sidewalks, airport runways, port terminals, and technology. Existing revenues are insufficient and unreliable for maintaining a State of Good Repair across the region.*				