PRTPO EXECUTIVE BOARD MEETING

February 21, 2025 | 10:00 – 12:00

Zoom Meeting – Login Below

1.	10:00 – 10:10	**Welcome and Introductions**	
2.	10:10 – 10:15	**Approval of Agenda and Consent Calendar** **Consent Calendar** • *Minutes from December 20, 2024 (Attachment A)* • *SFY 2025 Q2 Invoice Approval (Attachment B)*	ACTION
3.	10:15 – 10:20	**SFY 2025 UPWP Amendment** *(Attachment C)* *The Board is asked to adopt Resolution 01-2025 amending the SFY 2024-2025 Unified Planning Work Program (UPWP) to add $21,500 in supplemental RTPO funding from the WSDOT Multimodal Planning Office. The Board authorized this supplemental funding request in December. The request was successful.*	ACTION
4.	10:20 – 11:05	**Annual Check-in with WSDOT Olympic Region Administrator** *This is PRTPO's annual check-in with WSDOT Olympic Region Administrator Steve Roark. Olympic Region managed massive back-to-back project workloads in 2023 and 2024. 2025 is shaping up to be its own consequential year but with more questions about state funding and uncertainties at the federal level. This is a great opportunity to get insights as to what is on the horizon for Olympic Region, ask questions, and discuss opportunities to improve coordination and communication around upcoming projects and needs.*	BRIEFING and DISCUSSION *Steve Roark, Olympic Region*
5.	11:05 – 11:10	**Contract with Port Angeles for Legal Services** *(Attachment D)* *Bill Bloor, City Attorney for Port Angeles, has offered to fill the legal services role for PRTPO that Lisa Nickel at Kitsap County provided for the last six years. A draft contract for services is attached.*	1st Reading / ACTION (?)
6.	11:10 – 11:15	**Update on Statewide RTPO Funding Issue** *This is a status update on statewide efforts to increase the base level of funding to support RTPO work programs.*	BRIEFING
6.	11:15 – 11:25	**Scoping the SFY 2026-2027 UPWP** *(Attachment E)* *In April the Board will consider a first draft of the new two-year UPWP that will go into effect on July 1. This discussion will consider revenue PRTPO will have to complete its work and opportunities to advance some Board priorities. Continuing the trend of the last few biennia, PRTPO's revenue next biennium is unchanged from what it was going into this current biennium.*	DISCUSSION
7.	11:25 – 11:40	**RTP Update: Scoping a Strategic Regional Agenda and Action Plan** *(Attach F)* *As a part of this RTP update, PRTPO is developing a Strategic Regional Agenda and Action Plan to highlight priority regional concerns and practical next steps that PRTPO, members, or other transportation partners can pursue to move the needle on seemingly intractable issues. A draft Regional Agenda and Action Plan will come to the Board for consideration in April.*	BRIEFING

8. 11:40 – 11:45 **Update on Federal Transportation Funding** DISCUSSION

A number of measures concerning federal transportation funding are in the news. This update will share the latest insights on the measures being discussed. ***As of February 11th, WSDOT Local Programs is strongly advising agencies to obligate and proceed with their federally funded projects as soon as possible. Get reimbursements requests in. Do not let projects fall into Inactive Status – FHWA is looking at that list now with an eye towards redirecting those funds. The STBG OA targets are in effect in 2025; rural counties should plan on an increase over last year's OA targets of 3% - 3.5%.***

9. 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:

- PRTPO Letters of Support

Lindsey Schromen-Wawrin, Chair

Ben Thomas, Vice-Chair *Gary Anderson, Secretary*

Next Executive Board Meeting – April 18, 2025

SFY 2026-2027 UPWP Draft (1st Reading)
RTP Update: Draft Review Plan
Appoint Biennial By-laws Review Committee

Join Zoom Meeting
https://us02web.zoom.us/j/3608780353?pwd=MFQvOHpjdENsMjdCQ3BEdFBKSHcxUT09&omn=89862324806

Meeting ID: 360 878 0353
Passcode: 4780
One tap mobile
+12532158782,,3608780353# 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
December 20, 2024
10:00 – 11:30
Via Zoom
Meeting video available on YouTube

PRTPO Annual Legislative Forum
The first part of the morning was devoted to a forum with members of the region's legislative delegation. Mr. Zach Ellis, Legislative Aide for Representative Simmons, attended on her behalf. He conveyed Representative Simmons regret that she was unable to attend.

The forum included a brief regional overview, summary of the 2025 *Transportation Outlook* concerns, and discussion of the need to increase RTPO base funding to a more reasonable level so that RTPOs can comply with their state requirements. Vice-Chair Thomas concluded the forum at 10:30 and initiated the Executive Board meeting at that time. Mr. Ellis attended the entire meeting and shared relevant resources with members.

CALL TO ORDER

Vice-Chair Ben Thomas called the Executive Board meeting to order at 10:35 on behalf of Chair Lindsey Schromen-Wawrin, who was participating with an unstable international internet connection.

ATTENDEES

Executive Board:

Clallam County	Mike French
Kitsap County	Christine Rolfes
Mason County	Randy Neatherlin
City of Bainbridge Island	Brenda Fantroy-Johnson
City of Bremerton	Vicki Grover
City of Port Angeles	Lindsey Schromen-Wawrin, Chair
City of Port Orchard	Rob Putaansuu
City of Port Townsend	Ben Thomas, Vice-Chair
City of Sequim	Rachel Anderson
City of Shelton	George Blush
Port of Bremerton	Arne Bakker *(alternate)*
Port of Port Angeles	Katharine Frazier *(alternate)*
Port of Shelton	Dick Taylor
Clallam Transit	Jim Fetzer *(alternate)*
Jefferson Transit	Miranda Nash *(alternate)*
Kitsap Transit	John Clauson
Mason Transit	Amy Asher
Jamestown S'Klallam Tribe	Wendy Clark-Getzin
Skokomish Tribe	Marty Allen
WSDOT Olympic Region	George Mazur

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

Others:
Paul Bucich, City of Sequim
Zach Ellis, Aide to Representative Tara Simmons
David Forte, Kitsap County
Loretta Swanson, Mason County
John Worthington, Resident

Welcome and Introductions
Vice-Chair Thomas conducted introductions.

Approval of Agenda

ACTION: Mr. Taylor moved, and Ms. Rolfes seconded to approve the agenda. The motion passed unanimously.

Approval of Consent Calendar

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

Consent Calendar

- ***Minutes from October 16, 2024***
- ***SFY 2025 Q1 Invoice Approval***
- ***SFY 2025 Supplemental RTPO Funding Request***

Forum Debrief, Takeaways, and Next Steps
Members expressed disappointment in the low turnout and discussed potential measures to increase participation in the future. Several spoke to the value of members traveling to Olympia to meet with legislators, though perhaps in trying to arrange a meeting of many members with the House and Senate Transportation Chairs, a virtual meeting would be more efficient. For general meetings with the twelve members of the region's legislative delegation, a box lunch meeting in Olympia could be a good option. Mr. Clauson and Ms. Rolfes both mentioned that their lobbyists may be available to help make arrangements for this meeting in 2025. Mr. Taylor added that success will depend on Board members reaching out personally to their legislators to ask for some time with them.

2024 Consolidated Grant Review and Ranking Recommendation
Ms. Black reviewed the Board's role in WSDOT's Consolidated Grant process. This is a statewide grant process conducted by WSDOT. The Board is responsible for reviewing and prioritizing those projects WSDOT received from sponsors in the Peninsula Region. PRTPO's recommendation is one input into WSDOT's overall decision-making process.

PRTPO received twelve applications to review and rank. The TAC conducted a detailed review of the proposals with project sponsors in November and submitted its recommended priority array for Board consideration. TAC members were unanimous that all twelve projects support the Human Services Transportation Plan and are worthy of funding.

ACTION: Mr. Taylor moved, and Ms. Fantroy-Johnson seconded to approve the rank assignment of Consolidated Grant applications recommended by the Technical Advisory Committee for submittal to WSDOT. The motion passed unanimously.

Amend Projects into PRTPO Human Services Transportation Plan
As part of PRTPO's Consolidated Grants review and recommendation process, projects ranked and submitted to WSDOT are formally deemed consistent with the Human Services Transportation Plan by amending them into

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the HSTP. Ms. Black explained that Appendix D will be updated, replacing the 2022 Consolidated Grant projects with these 2024 projects, thereby establishing a formal link between the HSTP and the projects that WSDOT will select for funding. The public was invited to comment on the proposed amendment of these projects into the HSTP; no comments were received.

> **ACTION: Mr. Taylor moved, and Ms. Fantroy-Johnson seconded to approve Resolution 05-2024 amending the Human Services Transportation Plan to include twelve Consolidated Grant projects as recommended to WSDOT. The motion passed unanimously.**

2025 Legal Services Agreement

In October the Kitsap County Prosecutor's Office notified PRTPO that it will no longer be able to offer contracted service to outside entities. The Prosecutor's Office has provided legal services to PRTPO since 2019. Ms. Black reported that Port Angeles City Prosecutor Bill Bloor has offered to assume this responsibility for PRTPO. The Board will likely see a draft contract for review in February. Members commended Port Angeles for its leadership in helping out with this service for PRTPO.

RTP: RTPO Base Funding – Status Update

Ms. Black briefed the Board. Since the Board last met, several PRTPO policymakers met with policymakers and staff from other regions to discuss strategies for getting this topic in front of legislators. One request of the group was a one-page fact sheet with basic talking points that can be used in individual meetings with legislators. A copy of that sheet is attached, for member review and comment. Ms. Black reported that she has been working with a member of IRTPO to sleuth out the specific budget language that will be needed.

Ms. Rolfes noted that during the first week of the session there will be a public hearing on the Governor's proposed budget. This is an opportunity for PRTPO members and those from other RTPOs to testify and point out that this RTPO funding increase is not included in that budget, but it should be. She suggested reconvening the work group that investigated this matter during the spring and developing a very short statement that can serve as the core of a formal testimony by PRTPO and others.

Mr. Clauson explained that he is working to set up meetings with the House and Senate Transportation Chairs to discuss this. Ms. Black will work to get elected officials from the other RTPOs to attend, since the message will carry more weight from elected officials than from staff. Ms. Rolfes noted that if the two chairs are not interested in pursuing this matter, they will let people know. At that point RTPOs will have a clearer understanding as to whether or not this will get traction during the upcoming session and can plan accordingly.

Public Comments

Mr. John Worthington addressed the Executive Board about his concerns with the design of the roundabout on SR 104 and its lack of a passing lane. Traffic is delayed behind trucks gearing up slowly after exiting the roundabout. He expressed concerns about Complete Streets treatments on freight corridors such as SR 104, adding that he is not opposed to them on other kinds of facilities. He spoke in favor of the grade separated intersection in Port Angeles as being a more suitable design for freight corridors.

Member Updates

Ms. Rolfes responded to Mr. Worthington's comment, noting that Complete Streets treatments do make sense on SR 3, on the Kitsap side of the Hood Canal Bridge, though perhaps in more rural areas west of the bridge they are not as important.

Mr. Allen shared his experience with managing a Safe Routes to School contract and lessons from the post-construction phase of work.

Mr. French responded to Mr. Worthington's comment with insights from a Clallam County preservation project that triggered a Complete Streets screening. That resulted in an additional study into roundabout strategies and other multimodal investments. He questioned some of the thinking about multimodal investments in a highly rural setting.

Members asked Mr. Mazur to speak to WSDOT's policy regarding Complete Streets and help them understand how that process works.

Mr. Mazur described the legislative Complete Streets policy and explained the WSDOT screening process that is triggered when any project exceeds $500,000, in accordance with that policy. Projects outside of Census-designated urban areas are automatically excluded from the screening process. Those located in urban areas entail a closer evaluation. He noted that US 101 is a particular challenge since it includes both urban and rural sections. The project in Clallam County represents a lot of work with the community to come up with a strategy that most can live with, though few are excited. Mr. Mazur discussed with Ms. Fantroy-Johnson how WSDOT considers their various projects. He explained that Complete Streets projects don't always look at roundabouts but that projects resulting from safety issues will likely include roundabouts. He stressed that WSDOT will never compromise on safety and is concerned with all system users, including pedestrians and cyclists.

Adjourn

There being no other business, Vice-Chair Thomas wished members a happy holiday season and adjourned the meeting at 11:30.

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ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: February 14, 2025
Subject: **SFY 2025 2nd Quarter Expense Voucher Approval**

REQUESTED ACTION:

Approve 2nd quarter expenditures for the SFY 2025 Unified Planning Work Program in the amount of $35,926.93.

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 2nd Quarter Invoice Reimbursement Package*

Peninsula Regional Transportation Planning Organization
2024-25 UPWP Budget Report - SFY 2025 Quarter 2
October 1, 2024 - December 31, 2024

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**	$ 119,017	$ 17,193	**$ 47,715**
Transportation Planning	$ 44,110	$ 34,280	**$ 78,390**	$ 58,575	$ 16,873	**$ 2,942**
Regional TIP	$ 5,380	$ 6,000	**$ 11,380**	$ 8,944	$ 1,861	**$ 575**
Other PRTPO Activities	$ -	$ -	**$ -**	$ -	$ -	**$ -**
Totals	**$ 153,415**	**$ 120,280**	**$ 273,695**	**$ 186,536**	**$ 35,927**	**$ 51,232**

Acronyms:

RTPO	Regional Transportation Planning Organization
SFY	State Fiscal Year (July 1 - June 30)
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program

RTPO PLANNING REIMBURSEMENT PROCEDURES

Attached in this file is an invoice and activity report for RTPO reimbursement.

You may submit a reimbursement request as often as once a month, but you must submit at least once each quarter. The following information on these forms is completed for you: name and address, agreement number, vendor number, UPWP work elements, allocations, total formulas, and the MPO match formula. You need to complete the shaded areas of the forms.

The INVOICE VOUCHER.

- Enter the Billing Time Period.
- Enter the Invoice Date - the date the invoice is submitted to WSDOT.
- Next to the UPWP Work Element, enter the description of the expenditure and the amount. The total expenditures and match amounts are formulas and will be updated as you enter expenditures.

In the certification section, enter the title of the authorizing signer and the date signed.

The ACTIVITY DETAIL.

- FHWA and FTA activity can be combined.
- Include the status of the UPWP element in your activity - i.e. model is 50% complete, or ongoing admin support, etc.

Enter any other information that is pertinent to this billing and activity or any additional information to explain delays or deviations from original UPWP task descriptions in the OTHER COMMENTS box.

When the forms are complete, please print and sign them. Email a pdf file of the forms to "TPOfiscal@wsdot.wa.gov". There is no need to send the originals. Please be sure to keep the original and any backup information for your audit records.

RTPO PLANNING INVOICE VOUCHER

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

Vendor # 911209091

Agreement # GCB 3861

Invoice Date 1/9/2025

Billing Time Period
10.1.2024 - 12.31.2024

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 edward coviello — 1/9/2025

TITLE Transportation & Land Use Planner

TOTAL RTPO REIMBURSEMENT requested this invoice **$35,926.93**

Allocation Authorized	$273,695.00
Biennium Expenditures-to-Date	$222,462.86
Allocation Balance	$51,232.14

WORK ELEMENT	DESCRIPTION	Previous Expenditures TO-DATE	CURRENT PERIOD EXPENDITURES	Biennium Expenditures TO-DATE
Program Administration	Salaries	$75,973.26	$13,926.85	$89,900.11
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$43,043.58	$3,266.08	$46,309.66
	Total	$119,016.84	$17,192.93	$136,209.77
Transportation Planning	Salaries	$58,575.00	$16,873.00	$75,448.00
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$0.00		$0.00
	Total	$58,575.00	$16,873.00	$75,448.00
Regional TIP	Salaries	$7,225.53	$1,861.00	$9,086.53
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$1,718.56		$1,718.56
	Total	$8,944.09	$1,861.00	$10,805.09
Other PRTPO Activities	Salaries	$0.00		$0.00
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$0.00		$0.00
	Total	$0.00	$0.00	$0.00
	TOTAL RTPO Reimbursement	$186,535.93	$35,926.93	$222,462.86

RTPO	Peninsula RTPO /	GCB 3861
Billing Time Period		10.01.2024 - 12.31.2024

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. Evaluated options for addressing WSDOT's Title VI direction. Began developing a scope of work with which to obtain the funding needed for PRTPO to comply with FTA Title VI requirements. Continued to monitor for Title VI complaints; none were received. (on-going)

PRTPO Support. Supported PRTPO Board in its efforts to obtain new legal counsel representation. Compiled year-end 2024 Resource Manual and archived a copy for PRTPO records. 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. Maintained awareness of and participated in meetings concerning the status of future RTPO funding levels and relayed information to PRTPO Board. Began discussions with Board about practical implications of current RTPO funding levels on the next UPWP and future staffing considerations. Reviewed and discussed draft UPWP guidance for SFY 2026-27. Monitored budget and activities. (on-going)

Accounting. Completed State Auditor annual report. Completed regular accounting and invoicing activities. Completed SFY 2025 Q1 invoicing and budget reports for PRTPO expenses. (on-going)

Consultant/Misc/Travel:

Lead Agency 10% overhead administration charge and Fiscal agent charge of $100.12 with $9.10 in misc. and $91.01 in salaries

Transportation Planning

Long-range Regional Planning. Adopted 2025 RTP Project List and formalized new mechanism for demonstrating consistency between local and regional plans. Hosted an in-person retreat for PRTPO Board and TAC members, engaging them in various RTP development exercises focused on value of regional planning, PRTPO's vision of its role in carrying out the RTP, and identification of rural "hot spots" where land use and transportation are not in sync and where some kind of *Complete Streets* treatment might be warranted by WSDOT or some other entity. Developed briefing papers and information pieces to support the Board in its efforts to shore up RTPO base funding, a Deep Dive issue in the RTP update. (on-going)

Regional Coordination and Collaboration. Distributed query for freight data to cities and ports in response to a request for support from the WSDOT Freight Mobility office. Developed Survey Monkey polling tool and used it to collect information from local agencies in response to a request for information from the WSDOT Active Transportation Office. 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. Established new contact with Quinault Indian Nation and scheduled meet-and-greet. Responded to requests for information and staff support. (on-going)

Human Services Transportation Planning. Engaged Olympic Community of Health director and supported development of her presentation for PRTPO in-person retreat introducing them to OCH and the new *Olympic Connect* program they recently launched; facilitated follow-up discussion with policymakers about their role in supporting programs like this through the HSTP. Established new service provider contacts during the Consolidated Grant process and participated in follow-up meetings with Lewis-Mason-Thurston Area Agency on Aging staff team and with the Bainbridge Island Senior / Community Center director. Completed an amendment of the HSTP to add all the Consolidated Grant projects PRTPO reviewed and recommended to WSDOT into Appendix D with an update to the document and website updates. (on-going)

Transportation Outlook. Finalized *Transportation Outlook 2025* with the Executive Board and distributed to the region's legislative delegation. Supported Board members in their annual Legislative Forum preparations and followed up as directed. (on-going)

Regional Grants Administration. Completed 2024 Consolidated Grant review and recommendation process, including development of review process and tools, webpage development and site updates, logistics and communications with the twelve applicants and with WSDOT PTD, coordination and facilitation of the review and recommendation process with the TAC and applicants, and completing the Executive Board review and approval of direction. (on-going)

Consultant/Misc/Travel.:

N/A

Regional TIP

Develop and Maintain Regional TIP. Completed review and adoption of the 2025-2030 Regional Transportation Improvement Program and its new 2025 RTP Project List. Responded to WSDOT STIP updates as requested. (on-going)

Monitor Obligation Authority. Monitored OA targets and project obligations and correspondence from Local Programs. (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
edward coviello	Transportation & Land Use Planner	1/9/2025

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

INVOICE

Invoice Date	1/8/2025
Invoice ID	7968
Printed on 1/8/2025	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		1/8/2025		

Terms	Due Date	If Paid By	Deduct	Sold By
	1/8/2025		$ 0.00	

Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
20267	PRPTO October to December (Note: $6,157.80 should be paid from Jefferson Transit and not PRPTO)	1.00				$35,826.81

Subtotal	$35,826.81
Sales Tax	$0.00
Total	$35,826.81
Total Due	$35,826.81

Kitsap Transit
PRPTO
2024

	Jan 2024	Feb 2024	March 2024	1st Q 2024	April 2024	May 2024	June 2024	2nd Q 2024	July 2024	Aug 2024	Sept 2024	3rd Q 2024	Oct 2024	Nov 2024	Dec 2021	4th Q 2022
Staff Salaries & Wages	$240	$635	$375	$1,250	$625	$562	$375	$1,562	$312	$750	$750	$1,812	$562	$1,000	$250	$1,812
Staff Fringe Benefit	$44	$286	$66	$397	$337	$269	$151	$758	$82	$214	$384	$680	$238	$541	$70	$850
Advertising	$0	$0	$0	$0	$189	$0	$0	$189	$0	$0	$0	$0	$0	$0	$0	$0
Professional & Tech Service	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Other Contract Services	$8,140	$7,700	$9,075	$24,915	$9,570	$0	$18,040	$27,610	$9,185	$9,138	$9,148	$27,472	$8,800	$8,800	$12,308	$29,908
Operating Supplies	$1,201	$0	$0	$1,201	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Third Party Recovery	$0	$0	($50,938)	($50,938)	$0	$0	($30,394)	($30,394)	$0	$0	($29,964)	($29,964)	$0	$0	$0	$0
Casuality Insurance	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Membership, Dues, and Subscription	$4,580	$18,595	$0	$23,175	$0	$0	$275	$275	$0	$0	$0	$0	$0	$0	$0	$0
Merit Plan	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total	**$14,204.87**	**$27,216.57**	**($41,421.44)**	**$0.00**	**$10,720.52**	**$831.79**	**($11,552.31)**	**$0.00**	**$9,579.76**	**$10,102.04**	**($19,681.80)**	**$0.00**	**$9,600.77**	**$10,340.68**	**$12,628.38**	**$32,569.83**

Total Expenses:	$32,569.83
10% Admin Charge:	$3,256.98
Total Invoice to Jefferson	$35,826.81

3P Transportation Services

INVOICE

Date: November 1, 2024
Client: Kitsap Transit
Project ID: KT 24-894
Project Name: PRTPO Coordinator
Billing Period: October 1, 2024 – October 31, 2024
Invoice Number: 163

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 @ $110/hour

Description	Hours	Amount
Task 1: Program Administration	53.5	$5,885.00
Task 2: Transportation Planning	26.5	$2,915.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	0	--
Total charge for professional services	80.0	$8,800.00
Total balance due		$8,800.00

Thank you!!

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

BILLING REPORT – Invoice 163

Client:	Kitsap Transit
Project ID:	KT 24-894
Project Name:	PRTPO Coordinator
Billing Period:	October 1, 2024 – October 31, 2024

Activity Breakout by UPWP Work Program Elements

Program Administration [53.5 hours]

Executive Committee Meeting – Prepared for, hosted, and participated in the October 3rd Executive Committee meeting with Lead Planning Agency and Fiscal Agent and completed follow-up activities.

Executive Board Retreat – Supported the October 18th Executive Board in-person retreat including agenda packet development and distribution, coordination with Chair and LPA staff, on-site facility coordination, guest speaker coordination, and event prep. Participated in the retreat, took notes, and debriefed. Completed meeting recap and conducted follow-up activities.

PRTPO Support – Developed Board resolutions for RTIP::RTP Project List and for RTPO Funding Support. Coordinated with LPA and members regarding PRTPO legal counsel recruitment. Reviewed draft audit report and provided input to FA. Developed letters of support for member projects. Responded to inquiries from members and other stakeholders on a variety of topics and helped connect members with various resources.

Title VI – Reviewed approved plans from other rural regions. Reviewed FTA guidelines alongside PTD comments. Consulted with LPA staff. Began preparing materials for LPA consideration.

Work Program – Prepared briefing memo for Board on UPWP Annual Report. Completed SFY Q1 invoice for LPA. 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 [26.5 hours]

RTP Update – Developed retreat exercises to capture insights from members on Deep Dive topics including long-term role of PRTPO in carrying out the RTP and in identifying rural places for further evaluation of Complete Streets needs. Facilitated exercises for Board retreat and reviewed input. Developed RTIP::RTP Project List for Board approval with briefing memo. Developed briefing memo and cover letter regarding RTPO funding for Board approval.

Regional Coordination and Collaboration –

- Statewide:
    - Coordinated with Chair on approach and facilitated meeting of PRTPO and other RTPO board members regarding statewide RTPO funding and followed up with attendees.
- Regional:
    - Maintained communications with WSDOT regarding upcoming Passenger Only Ferry Study follow-up analyses, Gorst PEL Process, and the Active Transportation "Cycle Highways Action Plan."

Transportation Outlook – Made final revisions to the draft 2025 folio and developed Board briefing memo. Finalized the folio with input from the Board, in coordination with the Chair.

Human Services Transportation Plan – Met with Lewis-Mason-Thurston Area Agency on Aging staff working to establish travel training programs in Mason County and attended open house. Coordinated with Olympic Community of Health on PRTPO retreat activities, relationship to HSTP, and distributed relevant information with speaker slide deck to all Board and TAC members after the retreat.

3P Transportation Services

INVOICE

Date: January 2, 2025
Client: Kitsap Transit
Project ID: KT 24-894
Project Name: PRTPO Coordinator
Billing Period: December 1, 2024 – December 31, 2024
Invoice Number: 165

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 @ $110/hour & Olympic Region Supplement

Description	Hours	Amount
Task 1: Program Administration	36.0	$3,960.00
Task 2: Transportation Planning	25.0	$2,750.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	0	--
Total charge for WSDOT RTPO professional services	61.0	$6,710.00
Work funded through WSDOT Olympic Region GCB 4039 Supplement for PRTPO: 33% work completion on Task 2	n/a	$5,598.00
Total balance due		$12,308.00

Thank you!!

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

BILLING REPORT – Invoice 165

Client:	Kitsap Transit
Project ID:	KT 24-894
Project Name:	PRTPO Coordinator
Billing Period:	December 1, 2024 – December 31, 2024

Activity Breakout by UPWP Work Program Elements

Program Administration [36 hours]

Executive Committee Meeting – Prepared for, hosted and participated in the December 5th Executive Committee meeting. Completed and distributed meeting recap.

Executive Board Meeting and Legislative Forum – Supported the December 20th Executive Board meeting and legislative forum including agenda packet development and distribution, development of talking points and briefing slides for speakers, website updates, coordination with Chair and LPA staff, communications with legislators and aides, 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 – Compiled year-end archives and set up website for new year. Imported remaining updates and developed final archival 2024 Resource Manual for PRTPO records and posted online. Met with LPA staff to discuss PRTPO Coordinator transition considerations, logistics, and timelines, for Board briefing and UPWP development. Corresponded with members and scheduled 2025 meetings for the Executive Board, TAC, and Executive Committee. Corresponded with Port Angeles City Attorney and briefed the Executive Committee and Board regarding PRTPO legal support in 2025. Responded to inquiries from members and other stakeholders on a variety of topics and helped connect members with various resources.

Title VI – Corresponded with LPA staff and Kitsap Transit Title VI consultant regarding context and scope of work to complete Title VI Plan update for WSDOT.

Work Program – Updated SFY 2025 Program Tracking workbook and compiled SFY 2025 Q1 budget report for the Board. Submitted RTPO supplemental funding request approved by the Board to WSDOT and responded to WSDOT staff follow-up questions. 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.

3P Transportation Services

INVOICE

Date: December 2, 2024
Client: Kitsap Transit
Project ID: KT 24-894
Project Name: PRTPO Coordinator
Billing Period: November 1, 2024 – November 30, 2024
Invoice Number: 164

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 @ $110/hour

Description	Hours	Amount
Task 1: Program Administration	29.0	$3,190.00
Task 2: Transportation Planning	51.0	$5,610.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	0	--
Total charge for professional services	80.0	$8,800.00
Total balance due		$8,800.00

Thank you!!

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

BILLING REPORT – Invoice 164

Client:	Kitsap Transit
Project ID:	KT 24-894
Project Name:	PRTPO Coordinator
Billing Period:	November 1, 2024 – November 30, 2024

Activity Breakout by UPWP Work Program Elements

Program Administration [29 hours]

Technical Advisory Committee Meeting – Developed and distributed agenda packet for the November 21st TAC meeting. Coordinated with Chair and LPA. Prepared for, hosted, and participated in TAC meeting, and completed follow-up activities.

Executive Committee Meeting – Developed and distributed agenda packet for December 5th Executive Committee meeting.

Executive Board Meeting – Prepared draft agenda for December meeting with legislative forum. Prepared draft agenda and briefing materials for legislative forum, for review by Executive Committee. Extended meeting invites to twelve legislators and their legislative aides, with legislative priority materials attached.

PRTPO Support – Compiled current version of PRTPO Resource Manual and posted online for auditor reference. Updated PRTPO legislative roster and contacts. Responded to inquiries from members and other stakeholders on a variety of topics and helped connect members with various resources.

Title VI – Corresponded with LPA and WSDOT liaison regarding draft Title VI plan.

Work Program – Coordinated with LPA and Chair on future staffing transition considerations. Prepared SFY 2025 RTPO supplemental funding request in response to WSDOT solicitation, for Executive Committee approval. 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 [51 hours]

RTP Update – Began working with ideas and content developed during the Executive Board retreat, compiling notes to aid in the TAC's Complete Streets follow-up exercise in January, and outline support needed from GIS services.

Regional Coordination and Collaboration –

- Statewide:
    - Participated in quarterly MPO-RTPO and MPO-RTPO-WSDOT meetings.
- Regional:
    - Developed Survey Monkey poll of Active Transportation plans at the local level and distributed to city, county, and tribal members, to support a request for information from the WSDOT Active Transportation office.

Transportation Outlook – Updated website to post 2025 *Transportation Outlook* and RTPO funding letter.

Consolidated Grants – Coordinated with WSDOT liaison to resolve questions about project and applicant eligibilities, overlaps with Tribal Transportation Mobility Grant program, availability of final WSDOT determinations. Worked with individual applicants to obtain final and corrected application forms. Developed PRTPO application review form template and exported relevant content from original applications into review forms for twelve applications. Created a 2024 Consolidated Grants webpage and posted review packets. Prepared TAC briefing memo for work session and review packet guidance. Coordinated with applicants in preparation for the meeting and responded to questions. Developed preliminary review poll in Survey Monkey for TAC engagement, as input to the TAC's evaluation and ranking work session; processed results and incorporated into briefing materials for the TAC meeting. Compiled tabular summary of results and followed up with individual applicants with questions after the meeting.

Jefferson Transit Authority
PRTPO Fiscal Agent Expenses

Jefferson Transit Authority
63 4 Corners Rd
Port Townsend WA 98368

Invoice Date: 1/9/2025
Invoice Period: October-December 2024

Staff Salaries & Wages Expenses

Description	Date	Hours	Wages	Benefits	Total
Bank Reconciliation	10/14/2024	0.50	$ 23.68	$ 12.72	$ 36.41
Bank Reconciliation	11/14/2024	0.25	$ 11.84	$ 6.36	$ 18.20
Bank Reconciliation/ Deposit/ Check	12/12/2024	0.50	$ 23.68	$ 12.72	$ 36.41
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
Total Salaries & Wages			$ 59.21	$ 31.81	$ 91.01

Other Reimbursable Expenses

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

Expense Summary for Quarter

	April	May	June	Total
	10/1/2024 10/31/2024	**11/1/2024 11/30/2024**	**12/1/2024 12/31/2024**	
Staff Salaries and Wages	$ 23.68	$ 11.84	$ 23.68	$ 59.21
Staff Fringe Benefit	$ 12.72	$ 6.36	$ 12.72	$ 31.81
Other Reimbursables	$ -	$ -	$ -	$ -
Subtotal	**$ 36.41**	**$ 18.20**	**$ 36.41**	**$ 91.01**
Overhead Charge 10%	$ 3.64	$ 1.82	$ 3.64	$ 9.10
TOTAL	**$ 40.05**	**$ 20.02**	**$ 40.05**	**$ 100.12**

Invoice Total: $ 100.12

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: February 14, 2025
Subject: **SFY 2025 UPWP Amendment to Add Supplemental Funding**

REQUESTED ACTION:

Adopt Resolution 01-2025 approving Amendment #2 to the SFY 2024-2025 UPWP to increase program funding by $21,500 for regional planning activities.

Overview

In December the Board approved PRTPO's pursuit of supplemental end-of-biennium RTPO planning funds from WSDOT. PRTPO requested an additional $21,500 to backfill a funding shortfall needed to complete its RTP-Online update this fiscal year. PRTPO was successful in its funding request. It must now amend these additional funds and related activities into the currently adopted Unified Planning Work Program.

The effect of this UPWP amendment is to increase the overall two-year budget from $273,695 to $295,195. Funds will be programmed into Task 2 – Transportation Planning. The table below shows the resulting two-year budget including these new funds that will be reflected in the UPWP. Once approved, new numbers will be reflected in the 3rd Quarter Invoice and budget report.

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	$80,000	$183,925
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**	**$141,780**	**$295,195**

Next Steps

Upon Board approval staff will submit the amended SFY 2024-2025 UPWP to WSDOT.

Attachment:
Resolution 01-2025 – Approving Amendment #2 to the SFY 2024-2025 UPWP for the Peninsula Region
SFY 2024-2025 UPWP with Amendment #2

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

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 01-2025

Approving Amendment #2 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, the PRTPO Executive Board approved in February December a supplemental funding request of $21,500 to augment planning funds needed to complete an update to the Regional Transportation Plan; and

WHEREAS, PRTPO was successful in its pursuit and was awarded the requested funds by WSDOT; 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 #2 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 21st day of February 2025.

ATTEST:

_____

Lindsey Schromen-Wawrin, Chair

ATTEST:

_____

Ben Thomas, Vice-Chair

DRAFT

PENINSULA RTPO UNIFIED PLANNING WORK PROGRAM

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

AMENDMENT 2

FOR APPROVAL BY THE PRTPO EXECUTIVE BOARD
February 21, 2025

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PRTPO 2024 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 2

Funding Source: WSDOT RTPO Funding
Funding Amount: $295,195 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	$80,000	$183,925
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**	**$141,780**	**$295,195**

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:	$183,925
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)*

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**	**$ 80,000**	**$183,925**
1.1 Organizational Support	*$ 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*	*$ 26,500*	*$ 73,000*
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:	$99,890
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.

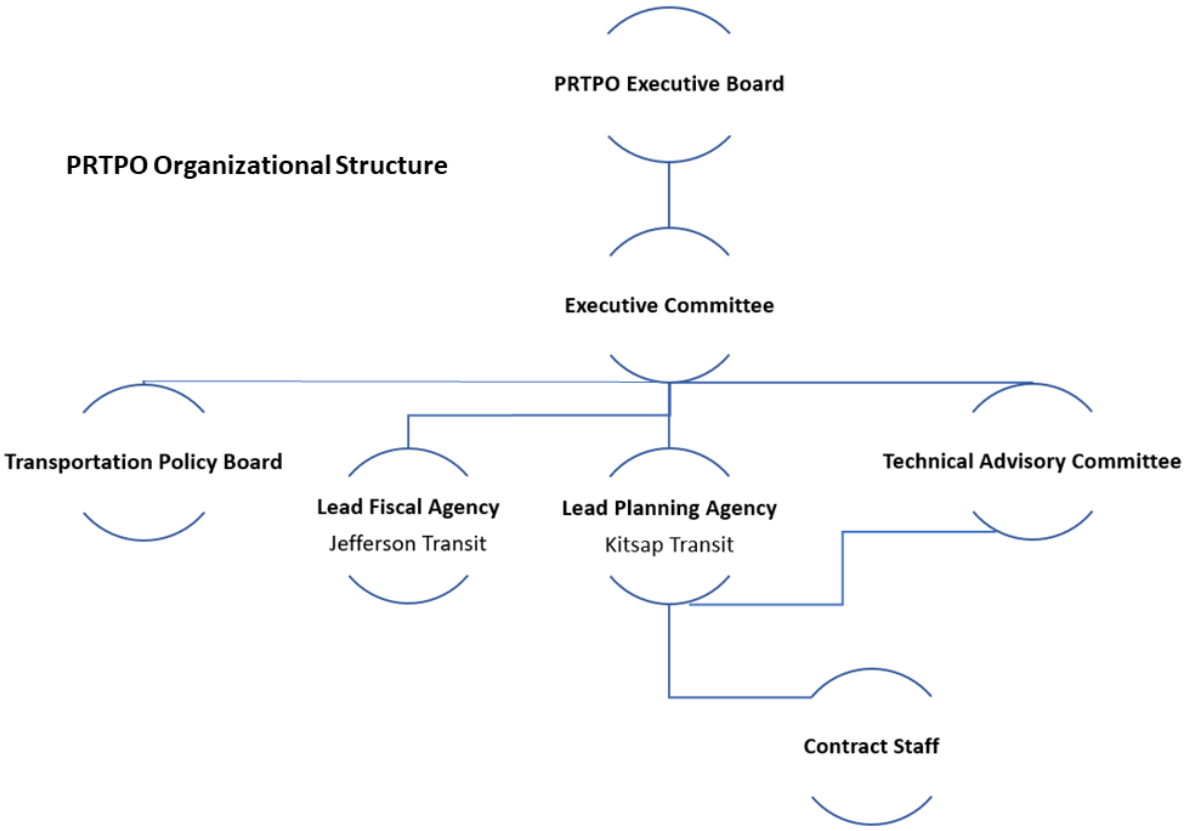
Estimated cost = $15,000 - $25,000

Appendix B: PRTPO Members



PRTPO Members

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



1st Read / ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: February 14, 2025
Subject: **Legal Services Agreement with Port Angeles City Attorney**

REQUESTED ACTION:

Authorize the Chair to execute an agreement with Port Angeles for PRTPO legal services.

Overview

In October 2024, PRTPO learned that the Kitsap County Prosecutor's Office would no longer be able to provide PRTPO with contracted legal services effective January 2025. Lisa Nickel had provided legal support to PRPTO since 2019. Members were asked to inquire internally whether they had the capacity to extend contracted legal services to PRTPO. In December the Board learned that Bill Bloor, city attorney for Port Angeles, had stepped forward to fill that role.

Attached to this brief is a draft contract and scope of work for your consideration. The contract language and scope are modeled on the prior agreement that PRTPO had in place with Kitsap County for six years. The Executive Committee reviewed the draft language on February 6th and identified no concerns.

The Board would typically receive this draft for a first reading and then take action on it at the following meeting. Because this draft language is so similar to the pre-existing agreement and because PRTPO has no legal counsel in place until the contract is signed, the Board is asked to consider whether it can take action on this item in February. If any member would like additional time for a more thorough review and discussion at a later meeting, action will be deferred until April.

Attachment:

Legal Services Agreement between PRTPO and Port Angeles

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

AGREEMENT FOR LEGAL SERVICES

The Peninsula Regional Transportation Planning Organization (PRTPO or Client) and the Office of the Port Angeles City Attorney (the "City Attorney"), enter into this Agreement for Legal Services (this "Agreement"). In consideration of the mutual covenants contained herein, the PRTPO and the City Attorney agree as follows:

1. RECITALS

Whereas, the PRTPO is a separate legal entity formed through an Interlocal Agreement pursuant to chapters 39.34 and 47.80 RCW; and

Whereas, the PRTPO requires legal services and desires to obtain them from the City Attorney; and

Whereas, under RCW 39.34.080, the City Attorney may contract with the PRTPO to represent and provide legal advice to the PRTPO on civil legal matters.

Now, therefore, in consideration of the terms and conditions contained herein, the PRTPO and the City Attorney agree as follows:

2. INCORPORATION OF RECITALS

The recitals set forth in Section 1, above, are hereby incorporated as substantive terms of this Agreement.

3. SCOPE OF WORK

The City of Port Angeles (the "City"), through the City Attorney, will provide legal services to the Client as set forth in Attachment A: Scope of Services, except as follows:

A. When legal services are available to the Client through its insurance pool, the Client agrees that it is its responsibility to promptly notify its insurance pool of claims and/or litigation filed against the Client as required by the pool.

B. As provided in Section 13 of this Agreement, when a conflict of interest exists between the Client and the City which, in accordance with the Rules of Professional Conduct governing city attorneys in Washington State, either has not been waived by both the Client and the City following full disclosure or cannot be waived despite full disclosure.

C. When both the City and the Client agree that a legal matter should be sent to outside counsel due to the need for specialized expertise or otherwise.

4. COMPENSATION

The Client will compensate the City Attorney for the services performed by the City Attorney and Assistant City Attorney under this Agreement at the hourly rate of $172, and $99 per hour for paralegal services. The City Attorney shall be the initial point of contact for requests for legal services and may assign such requests to other City Attorney's office staff as the nature of the matter requires. The hourly rates include overhead support.

The Client shall be responsible for the all incidental costs associated with its representation, including, but not limited to, mileage and travel costs, court costs, copy fees, courier fees, fees for title reports, et cetera.

5. BILLING AND PAYMENT

The City Attorney shall submit quarterly invoices to the Client to the attention of:

Steffani Lillie
Peninsula RTPO c/o Kitsap Transit
60 Washington Ave. Ste 200
Bremerton, WA 98337

Invoices will describe the services performed by each attorney, detail the number of hours worked, and list the fees and costs incurred during that month. The Client shall pay the City at the hourly rates set forth in Section 4. The Client will make payment withing thirty (30) days following receipt of billing. Upon request, the Client is entitled to review the time sheets of attorneys anytime during the term of this Agreement and within one year after its expiration or termination.

6. DURATION

This Agreement shall have a term of one year and shall expire one year after the date of execution, unless renewed in writing.

7. REPRESENTATIVES

The coordinating contact representative for the City Attorney will be the City Attorney. The coordinating contact for the Client will be the Lead Planning Agency representative. Any notices required will be in writing and addressed as follows:

The PRTPO	City Attorney
Steffani Lillie Peninsula RTPO c/o Kitsap Transit 60 Washington Ave. Ste 200 Bremerton, WA 98337	William Bloor Port Angeles City Attorney 321 E 5th St Port Angeles, WA 98362

8. INDEPENDENT CONTRACTOR

The City Attorney's services shall be furnished as an independent consultant and nothing in or arising from this Agreement shall be construed to create a relationship of employer-employee or master-servant.

9. INDEMNIFICATION

The City shall indemnify the Client and its agents, officers, officials, and employees for all losses, claims, and damages caused by the negligence or willful acts of City and/or its agents, officers, and employees, arising directly or indirectly out of or in consequence of the

performance of this Agreement. The Client shall indemnify the City and its agents, officers, officials, and employees for all losses, claims, and damages caused by the negligence or willful acts of the Client and/or its agents, officers, officials, and employees, arising directly or indirectly out of in in consequence of the performance of this Agreement. This section shall survive the expiration or termination of this Agreement.

10. TERMINATION

Either party may terminate this Agreement upon thirty (30) days written notice to the other. Upon receipt of the notice of termination, no further fees or expenses may be incurred except as authorized by the Client. If this Agreement is terminated in accordance with this paragraph, the City Attorney will be entitled to payment for all work actually performed. An equitable adjustment in the City Attorney's compensation for partially completed items of work will be made.

11. NON-EXCLUSIVE AGREEMENT

The Client may obtain legal services from persons or entities in addition to the City Attorney. The City Attorney may provide legal services to the City and other entities as allowed under state law.

12. CONFLICTS OF INTEREST

As more fully explained in Attachment B: Conflict Letter, the City Attorney shall observe the Rules of Professional Conduct as applicable City Attorney's Office staff and inform the Client if actual or potential conflicts of interest arise. The Client recognizes that the City Attorney may from time to time represent the City in matters that may also involve the Client. In such cases, if a conflict arises, the Client understands and agrees that the City Attorney must represent the City even though the City may be adverse to the Client. If a conflict of interest arises during the term of this Agreement which, in accordance with the Rules of Professional Conduct, either has not been waived by both the Client and the City following full disclosure, or cannot be waived despite full disclosure, the City Attorney will work with the Client to secure appropriate representation and provide for a smooth transition to alternative counsel. The Client expressly waives any and all objections it might otherwise have to the City Attorney's representation of the City. This section shall survive the expiration or termination of this Agreement.

13. NON-WAIVER

The failure of either party to exercise any rights or remedies under this Agreement for any breach shall not constitute a continuing waiver of any obligation and shall not prevent either party from pursuing any such rights or remedies for any succeeding breach.

14. INTEGRATION

This Agreement contains the entire agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein. This Agreement will supersede all previous communications, representations, or agreements, either verbal or written, between the parties.

15. BINDING EFFECT

The provisions of this Agreement are binding upon the parties and their successors, assigns, and legal representatives.

16. MODIFICATION

This Agreement may be amended only upon written agreement of the parties executed with the same formalities required for the execution of this Agreement.

17. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of this Agreement and the remaining rights and obligations of the parties will be construed and enforced as if this Agreement did not contain the invalid part, provided that the fundamental purposes of this Agreement can still be carried out.

18. GOVERNING LAW; VENUE

This Agreement shall be governed by the laws of the State of Washington, both as to interpretation and performance, and any action at law, suit in equity, or other proceeding for the enforcement of this Agreement or any provision thereof shall be instituted only in the courts of the State of Washington, County of Clallam.

Executed this____day of _____, 2025

CITY OF PORT ANGELES

By: _____
Nathan A. West, City Manager

Date:_____

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

Executed this 21st day of February, 2025

PENINSULA REGIONAL TRANSPORTATION ORGANIZATION

By:_____

Printed Name: Lindsey Schromen-Wawrin

Title: Chair

Date: February 21, 2025

EXHIBIT A

SCOPE OF SERVICES

The City Attorney will provide the PRTPO with a full range of legal services, with the exceptions set forth in the body of this Agreement, including but not limited to the following:

1. Provide legal consultation services, including telephone and office consultation and written opinion memos on PRTPO questions;

2. Review and redraft administrative policies and procedures;

3. Review and redraft contracts;

4. Review and redraft resolutions; and

5. Represent the PRTPO in litigation before administrative tribunals and state and federal courts, other than litigation that the PRTPO may, in accordance with its insurance policies, tender to other counsel.

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: February 14, 2025
Subject: **Scoping the SFY 2026-2027 UPWP**

REQUESTED ACTION:

No action is requested. Executive Board discussion will shape a draft two-year Unified Planning Work Program for review and refinement in April, and adoption in June.

Background

In April the Board will review a draft two-year work program to guide PRTPO's regional planning activities from July 1, 2025 through June 30, 2027. That draft Unified Planning Work Program, or UPWP, will describe the work PRTPO will do to fulfill its responsibilities as a Regional Transportation Planning Organization (RTPO) and the budget to accomplish it. The Legislature appropriates money for this purpose, which WSDOT allocates. PRTPO's allocated revenue is unchanged from the current biennium, which was a little lower than the previous one. PRTPO will have $273,695 to support its work and administrative overhead expenses for the next biennium.

State law sets the ground rules for what PRTPO must accomplish within its work program, but it doesn't dictate how to do it. To the extent possible, the UPWP creates opportunities for the Board and TAC to meet RTPO requirements while engaging in activities that provide value to PRTPO members. Following are broad categories of work that Board and TAC members have identified as valuable:

- provide an on-going forum for the exchange of information and ideas between members and foster opportunities for regional coordination and cooperation
- articulate concerns and advocate for regional priorities through PRTPO's annual *Transportation Outlook* legislative folio and forum, the RTP Project List, the Human Services Transportation Plan, and other mechanisms
- convene regional stakeholders in both formal and informal settings to promote better coordination and communication across agencies and sectors and open up new opportunities for collaboration
- maintain online resources to support regional and local information needs
- support member efforts to obtain and use funding for projects and programmatic needs
- participate in relevant statewide planning activities to relay information between state and local agencies on topics of regional interest and represent regional interests in statewide plans
- facilitate education and information-sharing to address gaps in knowledge or expertise around regional issues identified by members

Planning the Work Plan for SFY 2026-2027

The PRTPO budget is small but sufficient to undertake appropriately scaled work program activities. This biennium, PRTPO is updating the RTP; in the next biennium, PRTPO can continue with RTP implementation activities. First though, resources need to be set aside for the mandatory administrative and fixed overhead expenses PRTPO will likely incur.

One thing PRTPO will do in the first part of the new biennium is bring a new PRTPO Coordinator on board. Kitsap Transit will facilitate that process with member engagement and support the transition effort. This must be reflected in the budget. Rough preliminary estimates from Kitsap Transit suggest an earmark of $10,000 in the budget for this purpose.

Another thing that is on PRTPO's "must do" list this next biennium is refresh the Human Services Transportation Plan (HSTP), in accordance with WSDOT's schedule for compliance. An updated HSTP is due to WSDOT by December 1, 2026. Historically, WSDOT has offered funding to conduct that update but as of yet, there has been no offer of additional revenue for this mandatory work. It would also need to be state revenue, not federal, to be workable for PRTPO. The Board made a formal request of WSDOT last August about this funding constraint.

Until such a funding offer has been confirmed, the new UPWP budget will assume the HSTP update must occur within the existing budget. The last HSTP update, completed in late 2022, was structured in such a way that it could be refreshed on a shoestring budget if necessary. This refresh needs to happen, whether PRTPO receives money from WSDOT or not, so that agencies remain eligible for important Consolidated Grant funding opportunities. A stripped-down bare-bones update of the HSTP within the existing budget could probably be completed for $15,000. Such a process would be unsatisfying in many regards, but it would meet minimum compliance requirements.

Next Steps

In April the Board will review a working draft of a SFY 2026-27 UPWP for discussion and refinement. It will include a small number of work program activities the Board could undertake. These activities will reflect a new RTP Action Plan and will advance priority regional concerns the Board and TAC have been looking at this past year. Board direction at that time will help determine which of those activities belong in the UPWP. This will provide important guidance to the new PRTPO Coordinator and help ensure forward momentum on key regional issues through this upcoming transition.

Please let me know if any member is interested in receiving a copy of the full UPWP Guidance for the next biennium that PRTPO received from WSDOT Headquarters.

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

DISCUSSION ITEM

To:	PRTPO Executive Board
From:	Thera Black, PRTPO Coordinator
Date:	February 14, 2025
Subject:	**RTP Update: Scoping a Strategic Regional Agenda and Action Plan**

REQUESTED ACTION:
No action is requested but Board discussion will inform draft materials the TAC will review in March.

Overview
The Executive Board and Technical Advisory Committee looked back over the past year at the array of issues PRTPO identified in *Transportation Outlook* legislative folios since 2019. A list of Tough Topics emerged from those annual lists of priority issues. They speak to some of the gnarliest, toughest issues this region has been dealing with for years now and some troubling new ones emerging on the near horizon. They are matters bigger than any one agency, region, or even state. These are issues with no easy answers, if they have answers at all. That's why they belong in PRTPO's long-range Regional Transportation Plan (RTP).

Strategic Regional Agenda

If there is a recurring theme in this RTP update, it is that we're planning for an uncertain future. These tough topics are the foundation for a new Strategic Regional Agenda, a framework for presenting gnarly issues the Board identifies and keeping track of them over time. These are major issues members have highlighted in recent years. They are included because they impact or are likely to impact the ability of the region's partners to build and operate the transportation system at the core of every RTP since 1995.

Almost every local, tribal, state, federal, and regional plan – transportation, land use, economic development, program development, emergency response, and more - assumes a functional, safe, efficient, and reliable multimodal transportation system to support it. That's a big assumption, given what PRTPO has looked at recently and the real-world experience members bring to this table. The Regional Agenda recognizes some of the top concerns PRTPO has identified that threaten the viability of that transportation system and the ability of agencies to meet the region's mobility needs over the long-term and calls them out in a document with standing at the state level.

PRTPO Action Plan

The Strategic Regional Agenda is the basis for PRTPO's Action Plan. This is another new element of this RTP update. Recognizing that major accomplishments begin with small steps, the Action Plan identifies meaningful next steps that PRTPO or others can lean into as resources allow that will help advance awareness, understanding, and initiatives to address these issues.

Following are broad categories of work that Board and TAC members have identified as valuable and appropriate for PRPTO to engage in:

- provide an on-going forum for the exchange of information and ideas between members and foster opportunities for regional coordination and cooperation

- articulate concerns and advocate for regional priorities through PRTPO's annual *Transportation Outlook* legislative folio and forum, the RTP Project List, the Human Services Transportation Plan, and other mechanisms
- convene regional stakeholders in both formal and informal settings to promote better coordination and communication across agencies and sectors and open up new opportunities for collaboration
- maintain online resources to support regional and local information needs
- support member efforts to obtain and use funding for projects and programmatic needs
- participate in relevant statewide planning activities to relay information between state and local agencies on topics of regional interest and represent regional interests in statewide plans
- facilitate education and information-sharing to address gaps in knowledge or expertise around regional issues identified by members

The Action Plan will feature measures that align with these kinds of activities, which are not terribly expensive to conduct. Some will be achievable within PRTPO's regular Unified Planning Work Program over time, others will be good candidates for the "Appendix A" list in the UPWP of small unfunded planning needs, and some will require considerable outside grant funding and consultant support to pull off. Many will be suitable for a member or other partner to initiate and lead if the opportunity arises. Inclusion in the RTP enhances their competitiveness for planning funds.

This is an organic, living part of the RTP. Like the RTP Project List, it will be revisited frequently to ensure it reflects current priorities of the Executive Board. It is intended to help PRTPO be nimble and responsive to changing conditions while maintaining clear direction on priority regional concerns. Action items may seem like insignificant baby steps in the face of such big issues, but that is how major initiatives begin. Completion of any one of these action items is likely to lead to subsequent next steps with more refined insights and specificity. Often, PRTPO's role is to get the ball moving so it can be carried forward by others more readily.

In this way PRTPO can be a catalyst for making meaningful progress on issues that might seem too big to address, no matter how much money is spent. PRTPO can take advantage of its regional table to spark big initiatives with a small work program through its Strategic Regional Agenda and Action Plan and keep forward momentum going over time as will be required to effect change.

Attached are the preliminary topics for this first iteration of a Strategic Regional Agenda based on the tough topics the Board has discussed this past year. Also attached are some preliminary Action Plan elements and a couple of examples of the information provided for each. Note that most of the Action Items on this initial list will pertain to the Deep Dive topics the Board and TAC have been looking at.

Next Steps

In March the TAC will help refine a draft Strategic Regional Agenda and PRTPO Action Plan. The resulting draft will be packaged for review and refinement by the Board in April before it is released for public review and comment in May. Insights, questions, and suggestions from the Board in February will inform draft materials presented to the TAC next month.

Attachment

Preliminary Strategic Regional Agenda items
Preliminary PRTPO Action Plan items and examples

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

Strategic Regional Agenda – Preliminary Topics

Most items in the Action Plan will relate to these topics

Improve Hood Canal Bridge operations
Hood Canal Bridge closures to allow passage of yachts that are too big to pass under the fixed span on the east end of the bridge should be more carefully regulated to ensure accommodation of recreational sailboats is commensurate with the impacts this causes on communities between Bremerton and Port Angeles.

Expand long-distance intercity bus service
Rural and long-distance intercity bus services provide vital connections between far-flung communities and connect highly rural places to urban services. Innovative measures can expand access to these services and strengthen the overall regional multimodal system in ways that are tailored to the Peninsula Region.

Address issues and opportunities regarding ferry service and operation of the region's marine highways
With well over half of all ferry trips in Washington State beginning or ending in the Peninsula Region, the operational reliability and structural integrity of those services are a central concern of the regional transportation system. Interests in marine cargo and additional passenger-only ferry services increase the importance of marine highways.

Increase regional resilience and preparedness for natural disasters and climate impacts
Transportation is key to the ability of communities to respond and recover after disasters. Coordination and communication between county emergency management teams, land management agencies, and other stakeholders can increase the capacity of the regional transportation system to support those efforts.

Promote safer travel for all
Main Street is a state highway for many PRTPO members. Old infrastructure design often overlooks the needs of walkers, cyclists, and transit. This is more pronounced in some areas than in others, where land use activities are generating more multimodal travel demand in accordance with adopted Comprehensive Plans.

Be an effective RTPO partner to members and other transportation interests
PRTPO provides an unparalleled forum for regional cooperation and collaboration across agencies and sectors. Thoughtful alignment between its work program and near-term and long-term concerns facing the region affords PRTPO the opportunity to accomplish much within its small budget and be a catalyst for future initiatives.

Promote the efficient use of federal transportation funds
Using state funds to defederalize small local agency projects makes efficient use of limited resources and increases value for the traveling public from existing revenues by concentrating Washington's federal funds onto fewer, larger projects and using state funds which are easier and more cost-effective to administer for smaller local projects.

Enhance the region's ability to support transportation electrification and zero-emission vehicles
Transportation electrification is a complex matter involving non-traditional stakeholders and sectors, new project delivery considerations, and abundant funding opportunities, all of which are more complicated in rural settings, and which must be addressed to improve the region's EV-readiness for zero-emission vehicles.

Recognize the role of broadband access in supporting access needs of rural residents and businesses
Expanded broadband access is a rural travel demand management measure in that it connects small, far-flung communities and outlying residents to 21st century opportunities while reducing or even eliminating the need for personal travel.

Advocate for the adequate funding needed for capital projects and on-going programmatic investments
Agencies need funding that is sustainable and reliable if they are to build, maintain, retrofit, and operate a 21st century transportation system that gets people and goods where they need to be, when they need to be there, safely and efficiently.

Back efforts to ensure timely completion of project funding commitments
Prior funding commitments for *Connecting WA* and *Move Ahead WA projects* need to be honored and projects expedited. Maintaining regional awareness of project status and coordination efforts can help ensure these projects continue to make progress over the long course of project funding and development they entail.

Encourage partnerships that enhance the safe and convenient mobility of those who cannot drive
Increased coordination between mobility service providers – public and tribal transit, non-profit, NEMT, intercity bus - can improve provision of human services transportation options and make travel easier and more efficient for those whose mobility depends on those services.

Emphasize the need for reliable funding for preservation and asset management needs
Pavement preservation is chronically underfunded, resulting in accelerated pavement deterioration and increased safety risks. If there is not enough money to take care of existing infrastructure, there is not enough money to replace it. Adequate preservation funding is a least-cost approach to keeping life cycle costs down.

Support partnerships working to develop comprehensive regional trail systems
Regional trails connect communities and support the region's economy, expanding opportunities for active, healthy travel and recreation for all across the Peninsula Region.

Promote collaboration and cooperation in addressing transportation impacts on salmon habitat
Retrofitting salmon habitat barriers and opening up new habitat involves many partners, not just WSDOT.

Reiterate local agency concerns about transportation requirements that outstrip their staff capacity
The workforce capacity of agencies and their local labor markets limit their ability to attract and retain staff, obtain and administer grants, and meet increasing state and federal transportation requirements.

Monitor emerging transportation technologies and implications for regional partners
How can rural communities prepare for the deployment of advanced technology and connected/highly autonomous vehicles in a region such as this?

Monitor development of a Road User Charge and keep members informed of key milestones
What are the implications for residents and businesses across the region of replacing the state gas tax with a per-mile fee, and what will this mean for transportation revenue?

Advocate for opportunities and funding to streamline and coordinate data collection where practical
Data collection needs are expanding faster than local agencies can meet them. Regional approaches can alleviate local pressures and often achieve economies of scale that are cost-effective compared to individual efforts.

Maintain awareness of and support for regionally significant projects being carried out by members

Set this up a Big Project watch list. This is a list of regionally significant projects that will take many years to complete and which won't always show up on an RTP project list, but PRTPO will keep them in its sights and support hem wherever possible. Maintaining a public-facing list of these and an interactive map is a good first step since inclusion in the RTP enhances their stature in legislative and funding processes.

Gorst / Simdars / ODT / PS2P / SR 3 Freight Corridor / SR 117 Truck Route / SR 20 – Mill Road Gateway Project / Duckabush US 101 Elevation project / SR 112 Rehabilitation and Retrofit

PRTPO Action Plan Concept – Preliminary

The Action Plan is envisioned as a living document that reflects the Board's on-going discussions and priority concerns as they evolve over time. Following are a couple of examples of the kind of information the Action Plan will include. It is followed by a preliminary list of items that will be fleshed out for consideration in the initial draft plan.

RTP Action Plan Example 1: Improve Hood Canal Bridge Operations

Issue: When the Hood Canal Bridge swings open to allow large sailboats to pass through, traffic on both sides is stopped, without warning, for an hour or more before traffic slowly begins moving again. Impacts are felt from Bremerton to Port Angeles and affect commercial and freight vehicles, emergency responders, transit, commuters, and regular people traveling to or from the North Olympic Peninsula. Resulting traffic backups on the east end block residential streets and driveways and create congestion that overwhelms existing intersection controls when the bridge reopens to vehicular traffic. The recurring unscheduled occurrences make it impossible for Highway 104 travelers to plan their trips to avoid these closures. WSDOT operates the bridge but has no authority to restrict closures to select windows. Coast Guard policies govern bridge closures for recreational vessels too tall to pass under the fixed 50' span on the east end. In 2012 the Coast Guard restricted closures from 15:00 – 18:00 on Fridays, Saturdays, and Sundays from June through September (? Need to verify), but any other time sailboats can request passage. Hood Canal is a popular yachting destination and there is a year-round marina at Fair Harbor which offers a convenient base from which to visit the San Juan Islands by sailboat. These requests can occur multiple times in one day.

How can this be addressed? Establishing predictable windows in the morning and afternoon when sailors can expect accommodation if their yachts are too tall would reduce or eliminate the need to open the bridge for recreational vessels outside of those set windows. This would enable travelers to plan their trips with some certainty that if they travel over Hood Canal Bridge outside of those windows, they will be unlikely to encounter a closure for sailboats. This would only affect those yachts that are too big to pass under the fixed span on the east end. That span will accommodate a 50' tall sailing vessel at high tide and a 59' tall vessel at low tide with room to maneuver in a navigable channel. Any changes to the policy governing bridge closures to accommodate tall sailboats must be made by the U.S. Coast Guard. Improving intersection controls on the east end would alleviate the impacts of state highway traffic on adjacent neighborhoods that contend with queuing traffic and the slow, inefficient dispersal of traffic when the bridge reopens to vehicular traffic.

RTP Action Plan

- **Catalyze updates to Coast Guard policies governing Hood Canal Bridge closures for large yacht passage.** Host a regional forum for state and federal legislators to learn about the issue and impacts, explore options, and identify one or more champions to carry this forward to the Coast Guard for serious consideration. This could be accommodated within one or more meetings of the Executive Board, or it could be a stand-alone event. Provide adequate community and regional support to that process as it moves forward.

  Magnitude of effort: $

- **Request legislative funding for WSDOT Olympic Region to evaluate east end infrastructure needs and identify a preferred solution to alleviate state highway impacts on local residents while increasing operational efficiency of the state highway system.** This can be done through coordinated efforts between PRTPO and local agencies as a part of the legislative budget process, utilizing PRTPO's *Transportation Outlook* I concert with local agency lobbying efforts to demonstrate this is a truly regional priority need with broad support. Operational analysis and alternatives evaluation are necessary before any capital funding can be secured.

  Magnitude of effort: $ [specific to requesting funding and coordinating with state and local partners]

PRTPO Action Plan Example 2: Expand Long-Distance Intercity Bus Service

Issue: Long-distance intercity bus service provides vital connections between outlying rural communities and larger urban areas where services are concentrated and where connections to other travel options are available. Today this kind of service is available only on the North Olympic Peninsula, where the Dungeness Line, Strait Shot, and Kingston Express offer residents the ability to connect with ferries and other services over the water. It is possible to use local transit services elsewhere along the US 101 loop to leapfrog between service areas thanks to coordinated connections, but these are complicated trips for all but the most intrepid transit riders to make. WSDOT funds the Dungeness Line operations but is unable to support a more complete intercity bus route that connects all the tribes and rural communities on the US 101 corridor and affords them connections to ferries and Seattle-area services.

How can this be addressed? Four transit agencies – Clallam Transit, Jefferson Transit, Mason Transit, and Grays Harbor Transit – have intersecting service areas around the Olympic Peninsula. It is possible that minor revisions to their route plans could enable coordinated connections that function as a service corridor around the Olympic Mountains. There may also be the possibility of some kind of dedicated intercity service provided by one of those agencies but jointly supported by all four through some of WSDOT's transit funding programs. Innovative rural service options may be able to provide "first mile/last mile" connections enabling more rural residents to access existing intercity services as well as any future services that may develop.

RTP Action Plan

- **Convene an exploratory work session with transit providers to assess the feasibility of an "OlyPen" service route around the Olympic Peninsula.** This sketch planning work session would take a high-level look at the issues and opportunities associated with such a service to determine whether a more detailed and professional analysis is warranted. If it is, a detailed work plan will be scoped and funding sought to contract for systems planning to determine feasibility, options, implications for other routes these agencies operate, and next steps.

  Magnitude of effort: $ initially, then $$ - $$$ for detailed analysis, if warranted

- **Support improved coordination between Dungeness Line operators and local transit agencies.** The Dungeness Line is operated by Greyhound, which was recently acquired by Flix, an international transit company. Since that acquisition, communication between Dungeness Line and local transit agencies has grown harder and service coordination has deteriorated, reducing access to this valuable service from outlying areas. The Dungeness Line is funded by WSDOT. Coordinated efforts between PRTPO and the region's local and tribal transit partners can bring this to WSDOT's attention to get support in restoring good lines of communication and improved coordination with Dungeness Line operators.

  Magnitude of effort: $

Magnitude of Approximate Effort

$ < $25,000

$$ $25,000 - $50,000

$$$ $50,000 - $100,000

$$$$ > $100,000

Improve Hood Canal Bridge operations

- Catalyze updates to Coast Guard policies governing Hood Canal Bridge closures for large yacht passage
- Request legislative funding for WSDOT Olympic Region to evaluate east end infrastructure needs and identify a preferred solution to alleviate state highway impacts on local residents while increasing operational efficiency of the state highway system

Expand long-distance intercity bus service

- Convene an exploratory work session with transit providers to assess the feasibility of an "OlyPen" service route around the Olympic Peninsula Address issues and opportunities regarding ferry service and operation of the region's marine highways
- Support improved coordination between Dungeness Line operators and local transit agencies

Increase regional resilience and preparedness for natural disasters and climate impacts

- Convene regional emergency management planning awareness forum with local, state, tribal, federal partners to assess coordination opportunities and potential value of "primitive roads strategy for route redundancy"
- Conduct poll of relevant partners to assess status of requisite MOUs for mutual assistance in case of disaster to determine if additional follow-up is warranted
- Conduct an exploratory scenario planning work session to assess preparedness for future uncertainties
- Ensure adequacy of HSTP strategies concerning emergency evacuation of vulnerable populations

Promote safer travel for all

- Facilitate information sharing between members and WSDOT concerning priority complete streets candidates
- Host webinars with subject matter experts on relevant multimodal topics identified by member agencies

Be an effective RTPO partner to members and other transportation interests

- Use regional communication platforms and planning processes to identify, promote priority pursuits or concerns of member agencies (RTP, HSTP, Transportation Outlook, etc)
- Maintain a data portal and resources on PRTPO's website that support the information needs of members

Promote the efficient use of federal transportation funds

- Continue to monitor progress on the federal funding swap program and advocate for the program or proposed improvements with the region's legislators

Enhance the region's ability to support transportation electrification and zero-emission vehicles

- Continue to maintain the EV Resources page on PRTPO's website and periodically convene the EV Infrastructure Exchange group as warranted in response to emerging issues or opportunities

Recognize the role of broadband access in supporting access needs of rural residents and businesses

- Continue to advocate for expanded broadband access as an important transportation concern

Advocate for the adequate funding needed for capital projects and on-going programmatic investments

- Continue to promote the need for funding through various regional mechanisms

Back efforts to ensure timely completion of project funding commitments

- Continue to advocate for Connecting WA and Move Ahead WA funding commitments

Encourage partnerships that enhance the safe and convenient mobility of those who cannot drive

- Continue to support collaboration and communication between service providers through periodic updates of the Human Services Transportation Plan

Emphasize the need for reliable funding for preservation and asset management needs

- Continue to promote maintenance and preservation of the existing system as a priority regional need that is grossly underfunded

Support partnerships working to develop comprehensive regional trail systems

- Continue to support regional partnerships through various regional mechanisms and provide letters of support for implementation efforts

Promote collaboration and cooperation in addressing transportation impacts on salmon habitat

- Continue to advocate for completion of fish passage retrofit projects and support other measures to improve salmon habitat

Reiterate local agency concerns about transportation requirements that outstrip their staff capacity

- Support local agencies in their efforts to streamline transportation reporting requirements and be mindful of the impact of PRTPO's own data and information requests on over-burdened staff

Monitor emerging transportation technologies and implications for regional partners

- Forward information to partners about new programs, opportunities, or resources available from state or federal agencies

Monitor development of a Road User Charge and keep members informed of key milestones

- Continue to monitor progress and invite periodic briefings from WA State Transportation Commission staff leading the statewide effort

Advocate for opportunities and funding to streamline and coordinate data collection where practical

- Promote the difficulty of local agencies in collecting specialized data needed for WSDOT reports and where possible, advocate for funding to collect that data in a coordinated way

Maintain awareness of and support for regionally significant projects being carried out by members

Complete and flesh out this list.

Gorst / Simdars / ODT / PS2P / SR 3 Freight Corridor / SR 117 Truck Route / SR 20 – Mill Road Gateway Project / Duckabush US 101 Elevation project / SR 112 Rehabilitation and Retrofit

INFORMATION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: February 14, 2025
Subject: **PRTPO Letters of Support Tendered Since Last Board Meeting**

PRTPO regularly provides letters of support to members applying for state or federal grants in accordance with its Letter of Support policy.

Copies of all letters administratively issued since the Board's last meeting are attached.

Please contact me with any questions about how or why to request a letter of support from PRTPO for a member project.

Attached Letters:

- *Port Angeles – US 101 Truck Route, RAISE Grant Support*
- *PRTPO – Testimony and correspondence offered on House and Senate transportation bills re: RTPO funding*

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

January 10, 2025

Secretary of Transportation
U.S. Department of Transportation
1200 New Jersey Avenue SE
Washington, DC 20590

Re: FY 2025 RAISE Grant for the City of Port Angeles' Port Angeles Mobility Planning: Safe and Effective Movement for Freight and People Project

Dear Honorable Secretary,

The Peninsula Regional Transportation Planning Organization (PRTPO) urges your support of the City of Port Angeles' project being considered for a RAISE grant. This project addresses safety and efficiency issues for freight traveling between US 101 and the Port of Port Angeles while removing heavy trucks from downtown Port Angeles. This supports the city's revitalization efforts.

The project will reconfigure the existing interchange to enable trucks departing the Port of Port Angeles marine terminals and industrial properties to go east on US 101. Currently there is no way to go east from the SR 117/Tumwater Truck Route, so eastbound trucks must travel through the heart of downtown Port Angeles to get back to US 101. Corridor retrofits include five local intersections on Marine Drive and two terminal trestles at the Port to ensure safe and efficient mobility for all.

Your support of this project will enable:

- More efficient truck access to and from the Port of Port Angeles' seaport terminal and industrial properties, eliminating conflicts with incompatible uses. Integration of advanced technologies in the interchange design will preserve these efficiencies for decades to come. This will ensure the long-term economic competitiveness of the seaport and related family-wage industrial development.
- A safer and more inviting downtown environment for people to live, work, shop, and play. This is key to stimulating investment in housing and commercial services downtown, where alternatives to driving are most plentiful, which in turn grows demand for area businesses and activities.
- Greenhouse gas reduction and other air quality benefits by eliminating trucks idling through a historic downtown street grid that must do double-duty as a highway route for US 101 eastbound freight.
- Reduced wear and tear on local roads by keeping heavy freight on facilities built for that kind of traffic.
- A more attractive downtown and local business environment to support the region's essential tourism economy. Downtown Port Angeles is the gateway to Victoria, British Columbia via international ferry service and the entryway for Canadians visiting Olympic National Park and other destinations here and beyond.

This project will serve an international marine terminal and Coast Guard Station and support workforce development in this area of Persistent Poverty. A RAISE grant at this time will enable critical pre-construction work and interagency coordination the city must complete for this important regional project to move forward. PRTPO stands ready to expedite approval of this project into the Statewide Transportation Improvement Program upon notice of a funding award.

On behalf of the 27 members of the Peninsula RTPO, I urge your support of this regionally significant project with a RAISE grant that will complete preconstruction planning and design activities for the Tumwater Truck Route Interchange project as well as five local intersections and two Port trestles.

Thank you for your consideration.

Sincerely,

Lindsey Schromen-Wawrin, Chair
Peninsula Regional Transportation Planning Organization

Committee Sign In - Remote Written Testimony Registration

Thank you for submitting your written comments on HB 1227 Transportation budget. Your comments will be made available to legislative committee members and staff of the committee, and will be included in the legislative record for bill and meeting archival purposes, but will not be used as part of testimony summary materials on the bill report.

The text of your submission is below:

REQUESTED ACTION:
Increase base funding for Regional Transportation Planning Organization (RTPO) activities to $11.7 million per biennium, an increase of $6.8 million, sufficient for every RTPO to fund at least one staff position to maintain the basic legislated responsibilities for coordinated long-range regional transportation planning established in RCW 47.80.

What is the problem? The Legislature is appropriating nearly the same for RTPOs today as in 2004. The $4.9 million currently appropriated for regional planning supports anywhere from 0.2 to 0.4 FTEs in RTPOs across the state except one. But it takes at least an FTE to maintain basic responsibilities of any RTPO in accordance with legislative intent. RTPO policymakers in any region need staff to:

- Convene all transportation agencies – cities, counties, tribes, transit agencies, ports, WSDOT, others - to develop and maintain coordinated long-range plans, policies, and programs
- Participate in WSDOT and local planning processes and ensure regionally coordinated perspectives are in alignment with state and local transportation and Comprehensive Plans
- Provide input to WSDOT, FMSIB, and others who regularly request RTPO data and policymaker perspectives on transportation funding priorities and policy matters
- Facilitate the distribution of information to and collection of input from RTPO members regarding various WSDOT processes and those of a growing number of transportation stakeholders
- Support Executive Board and Technical Advisory Committee meetings and handle administrative, public notice, reporting, communications, and compliance requirements of the RTPO

Rural regions like Peninsula RTPO are particularly impacted by the RTPO funding deficit since they don't get federal planning funds like urban regions do and rely on miniscule budgets to carry out their respective work programs. Regional collaboration is important to members of rural RTPOs. Though the issues they come together around are often quite different than in metropolitan regions, they are no less important for the state's transportation system.

What is the effect of inadequate base funding? RTPOs can't afford to be at the table when statewide plans are developed or participate with members in local planning processes. RTPO members don't get regional support with data or information requests, and there is less interagency exchange of information and ideas. Community engagement is fading to perfunctory requirements. Monthly meetings in many regions have given way to bi-monthly or even quarterly meetings, limiting valuable opportunities for interagency collaboration and timely input to state agency requests. Reducing opportunities for interagency cooperation and collaboration undermines regional resilience, when 21st century challenges demand greater resilience.

What is needed? Base RTPO funding should be increased to at least $11.7 million per biennium and adjusted periodically for inflation so that RTPOs in every corner of the state can afford to do core activities, not just urban regions. This level of funding will ensure all 17 RTPOs receive at least $400,000 per biennium to support basic RTPO planning activities and overhead costs, with some receiving much more due to their size or complexity.

How can this be addressed? Appropriate $6,800,000 to the Motor Vehicle Account-State solely for Regional Transportation Planning Organizations. The Department shall allocate the funds to seventeen RTPOs equally, ensuring each receives $400,000 per biennium from this appropriation; this is in addition to weighted distributions received from the original T6-RTPO Funding totaling $4,900,000. This increase will bring total statewide RTPO funding per biennium to $11,700,000 for seventeen regional organizations. Climate Commitment Act funds are a defensible alternate revenue source, given the composition and work of RTPOs. Rural RTPOs in particular should only receive state funds, to avoid unnecessary administrative burdens that strain limited resources.

The PRTPO Executive Board researched this funding issue before deciding to join with other RTPOs across the state in asking for a more reasonable level of base funding. RTPOs offer a forum for interagency collaboration and cooperation like no other in the state. As communities across Washington plan for an increasingly uncertain future, the need for adequate, stable RTPO funding has never been more important.

Thank you for your consideration of this modest ask. I am happy to respond to questions or draw on my long working experience with three highly rural RTPOs (OCOG, IRTPO, and PRTPO) and one urban RTPO (TRPC) to provide more detail on the issue or opportunities.

October 18, 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 transportation partners and allies,

We write to let you know that Peninsula RTPO joins Regional Transportation Planning Organizations across the state in requesting the Legislature to increase base funding appropriated for regional transportation planning activities laid out in RCW 47.80 to a more reasonable level. Base funding is inadequate for the work we do on behalf of the hundreds of cities, counties, tribes, transit agencies, ports, WSDOT regions, and other stakeholders working together around our 17 RTPO tables in support of coordinated transportation decision-making and investments.

PRTPO supports statewide efforts to increase base RTPO funding to $11.7 million per biennium, adjusted periodically for inflation. This level of funding will ensure every RTPO receives a minimum of $400,000 per biennium, some receiving much more due to their complexity and size. This will enable all 17 of the state's RTPOs to fulfill our core duties and support important regional transportation opportunities for cooperation and collaboration across Washington.

All RTPOs are severely underfunded, but rural regions like PRTPO do not receive federal metropolitan planning funds to backfill our RTPO work programs like large urban regions do. This leaves rural regions and our local and tribal members particularly disadvantaged when it comes to regional collaboration and participation in statewide activities.

That means PRTPO's input is absent from many relevant transportation planning processes led by WSDOT and local agencies. We are limited in our ability to provide coordinated regional input state agencies request for policy guidance, statewide planning recommendations, and funding priorities. More of our limited resources go to compliance requirements and inflation every year, leaving little of our $136,500 annual budget for actual planning and regional collaboration. PRTPO receives more RTPO funding than most regions, too. Other voices are missing from the processes.

This modest programmatic increase in state funds that RTPOs request will benefit nearly every community in the state that owns or operates some part of Washington's transportation system. RTPOs facilitate agency coordination with WSDOT. We have forged strong regional alliances reflecting the unique character of each region. Regional alliances support resilient regions. And it will take resilient regions in every corner of the state to meet demands of the 21st century.

On behalf of the 27 members of PRTPO's Executive Board, I ask you to lend your support for this RTPO funding ask as you can within your organization. With reasonable base funding, PRTPO can be a more effective transportation partner for you and better advocate on behalf of concerns for the Peninsula Region in local, tribal, and statewide planning processes.

I welcome the chance to discuss this RTPO funding effort with you and explore opportunities for closer collaboration and cooperation with PRTPO going forward. Thank you in advance for your support.

Respectfully,



Lindsey Schromen-Wawrin, Chair
Peninsula Regional Transportation Planning Organization

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 03-2024

Supporting an Increase in Statewide Funding for Regional Transportation Planning Organizations

Recitals

WHEREAS, the Peninsula Regional Transportation Planning Organization (PRTPO) is the state-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 receives state funds appropriated by the Legislature from the Motor Vehicle Account and distributed by WSDOT to carry out state-mandated activities described in RCW 47.80, and is unable to accept or use federal funds if offered; and

WHEREAS, the $4.9 million currently appropriated by the Legislature for RTPO funding statewide is little changed since 2004 and is inadequate for carrying out the basic activities of RCW 47.80; and

WHEREAS, RTPOs cannot fulfill their state responsibilities with what is appropriated for this purpose, much less prepare for the emerging challenges and uncertainties we face in the 21st century, hence eroding the capacity for regional collaboration when it is needed most; and

WHEREAS, core RTPO responsibilities entail at least the equivalent of one full-time staff for basic functions, or a minimum of $400,000 per biennium for staffing and necessary operational expenses; and

WHEREAS, rural RTPOs like PRTPO do not receive additional planning funds from FHWA and FTA like large urban regions do, which helps backfill deficits in planning funds in urban regions but not in rural regions, exacerbating the impact of RTPO funding deficits for rural regions; and

WHEREAS, RTPOs are a valuable forum for the hundreds of cities, counties, tribes, transit agencies, ports, WSDOT regions, and other stakeholders that work together around regional tables in every corner of the state to coordinate transportation planning in an on-going and cooperative way as envisioned by the Legislature, thus meriting an adequate level of base funding support.

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

THAT state funds appropriated by the Legislature for regional transportation planning should be increased to $11.7 million per biennium and adjusted periodically for inflation, to support core RTPO work program requirements as laid out in RCW 47.80.

APPROVED, this 18th day of October 2024.

ATTEST:

Lindsey Schromen-Wawrin, Chair

ATTEST:

Ben Thomas, Vice-Chair