# PRTPO EXECUTIVE BOARD MEETING

## February 19, 2021 | 10:00 – 12:00

## Zoom Meeting – Login Below

| | | | |
|---|---|---|---|
| 1. | 10:00 – 10:10 | **Welcome and Introductions** | *Chair Bek Ashby* |
| 2. | 10:10 – 10:15 | **Approval of Agenda** | ACTION |
| | | **Approval of Minutes from December 18, 2020** *(Attachment A)* | ACTION |
| | | **Consent Calendar**<br>• *Approval of SFY 2021 2nd Quarter Invoice (Oct-Dec 2020) (Attachment B)* | ACTION |
| 3. | 10:15– 10:30 | **2021 Consolidated Grants Recommendations** *(Attachment C)*<br>*PRTPO is responsible for recommending to WSDOT how to rank regional proposals for statewide Consolidated Grants funding. PRTPO is asked to take action on a ranking recommendation and an amendment to include these projects in the 2019 Human Services Transportation Plan.* | ACTION |
| 4. | 10:30 – 10:35 | **Contract Authorization for GIS Services** *(Attachment D)*<br>*In December PRTPO approved $14,300 for contracted GIS support services. Completion of adopted procurement procedures determined that the AWC Consortium offers the best value proposition for PRTPO at this time. The Board is asked to approve Resolution 01-2021 authorizing PRTPO to execute a service agreement to obtain GIS technical services.* | ACTION |
| 5. | 10:35 – 10:45 | **PRTPO Request for End of Year Services** *(Attachment E)*<br>*In assessing budget status as PRTPO approaches the end of the biennium, there is $4,500 available to obtain one-time contracted support services. The Board is asked to authorize the PRTPO Coordinators to solicit services for a quick response micro-service contract to support PRTPO's Regional Transportation Plan follow-up activities in SFY 2022.* | ACTION |
| 6. | 10:45 – 11:15 | **Update from WSDOT Olympic Region**<br>*This is a check-in with the Regional Administrator of the WSDOT Olympic Region, John Wynands. John will talk with the Board about policy and investment considerations WSDOT is making near-term, and long-term through the Strategic Investment Work Group – and what it means for the Peninsula region. He will share insights on the state of transportation, identify upcoming opportunities for inter-governmental coordination, and field questions from Board members. This will be an interactive discussion.* | BRIEFING<br>*John Wynands, Regional Administrator WSDOT Olympic Region* |
| 7. | 11:15 – 11:25 | **Kick-off – SFY 2022-2023 Unified Planning Work Program** *(Attachment F)*<br>*It is time for PRTPO to begin developing its next Unified Planning Work Program, or UPWP. This is the work plan and budget that guides PRTPO's work with its members. This discussion will inform development of a draft UPWP for the Board and WSDOT to review in April. PRTPO will adopt it in June and it will go into effect on July 1, 2021.* | DISCUSSION |
| 8. | 11:25 – 11:35 | **SFY21 Year-end Activities - Foundational Plan Updates** *(Attachment G)*<br>*Over the next six months two core administrative documents will be updated. PRTPO's Title VI Plan and its Public Participation Plan will be* | BRIEFING |

*updated to reflect the transition from WSDOT in 2019 and incorporate more current demographic characteristics. This briefing provides an overview of those plans and update processes.*

9. 11:35 – 11:45 **Legislative Updates** DISCUSSION
*This is a member discussion of early legislative considerations that may have bearing on PRTPO or member transportation interests.*

10. 11:45 – 11:50 **PRTPO Coordinators Report** *(Attachment H)* INFORMATION
*These are short updates to keep the Executive Board apprised of PRTPO activities not addressed elsewhere on the agenda and opportunities of possible interest to members. The report includes links to additional resources where available.*

11. 11:50 **Public Comment Period**
*This is an opportunity for anyone from the public to address the Board.*

12. 12:00 **PRTPO Member Updates and Adjourn**

*Additional Attachment:* ***PRTPO Quick Start Guide*** *is a short orientation roadmap for those new to PRTPO. Welcome!*

*Bek Ashby, Chair*

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

**Next Executive Board Meeting – April 16, 2021, 10:00-12:00**

Draft SFY 2022-2023 UPWP
Draft PRTPO Public Participation Plan
Biennial By-Laws Review

***Click here to download the 2021 PRTPO Resource Manual***

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Join this Zoom Meeting
https://us02web.zoom.us/j/969108680?pwd=dy93VHBMU3hlc1ZBdWVZTDZxY09HZz09
Meeting ID: 969 108 680 | Password: 4780

Dial in by phone:
+1 253 215 8782 US
Meeting ID: 969 108 680

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**PRTPO.org**

PENINSULA RTPO

**ATTACHMENT A**

**Minutes of Meeting**
**PRTPO EXECUTIVE BOARD**
**December 18, 2020**
**10:00 – 12:00**
**Via Zoom**

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

**ATTENDEES**

Executive Board:

| | |
|---|---|
| Clallam County | Steve Gray *(alternate)* |
| Jefferson County | David Sullivan |
| Kitsap County | David Forte *(alternate)* |
| Mason County | Randy Neatherlin |
| City of Port Angeles | Lindsey Schromen-Wawrin |
| City of Port Orchard | Bek Ashby |
| City of Poulsbo | Michael Bateman *(alternate)* |
| City of Sequim | David Garlington *(alternate)* |
| City of Shelton | Deidre Peterson |
| Port of Shelton | Dick Taylor |
| Clallam Transit | Brendan Meyer |
| Jefferson Transit | Tammi Rubert |
| Kitsap Transit | John Clauson |
| Mason Transit | Danette Brannin |
| WSDOT Olympic Region | Dennis Engel *(alternate)* |
| Jamestown S'Klallam Tribe | Annette Nesse |
| Skokomish Tribe | Marty Allen |

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

Others:
Wendy Clark-Getzin, TAC Chair, Jefferson County
Sara Crouch, Jefferson Transit – Lead Fiscal Agency
Reema Griffith, WA State Transportation Commission
Tamara Jones, WA State Transportation Commission

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

She recognized two members for their outstanding service to PRTPO over the years, both of whom are retiring.

- David Sullivan, County Commissioner for Jefferson County
- David Garlington, Public Works Director for City of Sequim

She acknowledged both men for their contributions to PRTPO and their communities.

**Approval of Agenda**

**ACTION: Mr. Neatherlin moved, and Mr. Clauson seconded to approve the agenda. There were no objections to the agenda as presented.**

**Approval of Minutes from October 16, 2020**

**ACTION: Mr. Clauson moved, and Mr. Forte seconded to approve the minutes from the October 16, 2020 meeting. There were no objections to the minutes as presented.**

**SFY 2021 UPWP Amendment #1**

Ms. Black presented the two elements of the amendment. One element of the amendment would increase the budget by $11,873 by rolling over unexpended SFY 2020 funds into the work plan. Those funds would be directed to GIS support services and to follow-up on federal funding flexibility strategies. The second element of the amendment would shift $4,800 from Task 3 to Task 4 since Task 3 was over-resourced for the work to be done. This would be combined with the new SFY 2020 funds to increase the SFY 2021 budget for contracted GIS support services. Members were asked to approve Resolution 03-2020 amending the SFY 2021 UPWP as described.

Members discussed the share of the funds proposed for contracted GIS support services and the value this would provide for members. Ms. Clark-Getzin recapped the TAC's support for the proposed amendment and confirmed that establishing some PRTPO GIS capacity would have local and regional benefit. Mr. Forte confirmed that the expenditure of that much funding could be completed within the required time frame. Ms. Crouch affirmed that the budget assumptions made by staff were supported by PRTPO's financial position. Mr. Meyer reiterated the value to the region of establishing GIS capacity as proposed.

**ACTION: Mr. Meyer moved, and Mr. Taylor seconded to approved Resolution 03-2020 amending the SFY 2021 UPWP. There were no objections to the Resolution as presented.**

**PRTPO Legislative Forum Debrief and Next Steps**

Board members discussed takeaways from the three legislative forums and the need to be able to provide responses to legislative requests on short notice during the session. Mr. Wawrin-Shromen explained the kind of information needed sometimes is data but it is often a quest for on-the-ground local stories. Mr. Garlington observed that the upcoming session will be unlike previous sessions. It will be harder for legislators to get their questions answered in the traditional way. They may need more help this year getting access to information.

Members discussed how to best meet these needs. The staff report proposed a list of regional topics with subject matter experts identified for each, and with data questions fielded by PRTPO coordinators. The goal would be to create a resource for legislative aides that enables them to quickly access the information they need. The capacity for nimble, quick responses is key.

Mr. Neatherlin proposed a more streamlined approach that leverages the existing structure and process. He suggested that PRTPO authorize the Chair to be the primary point person in responding to requests. She would get support on information and logistics from the PRTPO Coordinator. The Chair may also delegate response or communications from someone else when appropriate or put legislators in touch with individual members. The Chair would also recognize if the nature of a question or topic warrants raising it with the Executive Committee or even the full Board in an expedited process. Such an arrangement could be established for one year and then evaluated next year.

This is the first time PRTPO has designated someone with this responsibility. Mr. Neatherlin noted this approach fits within the existing structure and line of communication that is already in place, and could help the region provide legislative support in a nimble and effective way.

Members discussed this approach. They concurred that Chair Ashby presents regional issues in a balanced way and is a good spokesperson for PRTPO. She advised that she would rely on the members for their expertise and support. Chair Ashby clarified that her role would be to educate and inform legislators, not lobby for projects or policies. Members affirmed that is their understanding, too, and decided to memorialize this decision with an action.

> **ACTION: Mr. Neatherlin moved, and Mr. Taylor seconded the motion that Chair Ashby or her designee be appointed as the PRTPO spokesperson for one year to communicate with legislators on behalf of PRTPO and provide them with information about regional transportation issues. Ms. Black will provide information and support to Chair Ashby. There were no objections to the motion as presented.**

**2040 Regional Transportation Plan Follow-up Strategies**

Ms. Black reviewed the work of the last few months to determine what course of action to take in response to big topics that surfaced during review of the draft plan in late 2019. She explained that while all the topics are important, most are either beyond the ability of PRTPO to do anything meaningful or are incorporated in work being done already.

She identified two areas where PRTPO could provide some value through its regional work program. One of these areas is related to climate change response and the other is related to system resiliency. She explained the stand-alone topic of a regional Electric Vehicle strategy was integrated into the climate change response. Ms. Black advised that if these are the right two areas to begin addressing then details will be fleshed out during the UPWP development process that gets underway in February. She asked the Board to provide feedback on whether PRTPO should pursue follow-up work in these areas.

Members discussed the value of building on work already done at the local level when possible. Both topics are relevant to work being done at the local level and can intersect with those efforts where appropriate. Members discussed opportunities for regional coordination and consistency while also ensuring PRTPO stays focused on its authorized roles and responsibilities.

Ms. Black reported that she will bring more details back to the Board when PRTPO develops its work program for the 2022-2023 UPWP.

**WSDOT Statewide Investment Strategy Group Report**

Ms. Black reported she had been tasked by the Board to represent PRTPO on the Investment Strategy Work Group convened by Secretary of Transportation Millar. He convened this group to explore ways to improve how transportation projects are identified for funding by the Legislature.

Ms. Black advised the next meeting will conclude Phase 1 and at that time PRTPO will assume a monitoring role with the group instead of a participatory role. Benefits to the region of further participation are unclear at this time. PRTPO's limited resources are better directed to other activities given the undefined nature of the group's future work. She advised she will keep the Board apprised if anything of potential interest emerges.

**Presentation on the Washington State Road Usage Charge**
Ms. Reema Griffith, Executive Director of the Washington State Transportation Commission, briefed the Board on Washington's Road Usage Charge, or RUC. The RUC is a mileage-based user charge being considered as a statewide transportation funding mechanism that in time could replace the state gas tax. The Transportation Commission completed a statewide pilot study in 2019 to assess its potential application in real-world cases.

Ms. Griffith provided an overview of the gas tax and the imperative to identify an alternative, research since 2012 into viable alternatives to the gas tax, questions and concerns the Commission needed to answer in this research, and a review of the study itself. She explained the demographic and regional contexts the Commission evaluated, implications for various trade sectors and population groups, and mechanisms for collecting and reporting data. She presented the Commission's findings and recommendations to the Legislature in 2020, and described the kinds of issues the Legislature will face in determining how to proceed.

She answered questions and discussed a variety of topics with Board members.

- A wide array of logistics will have to be worked out, ranging from data collection and reporting to reconciling mileage-fees against gas taxes paid. These are especially challenging during the few decades when society is shifting from gas-powered vehicles to electric or other alternate fuel vehicles.
- The RUC is being considered as an eventual replacement to the gas tax, bound by the same 18th amendment highway-purpose restrictions. A new multimodal revenue source is needed that can support a multimodal transportation system. Ms. Griffith highlighted a value-based mechanism the Commission is recommending that could replace the lost MVET with a more equitable valuation schedule. Such a mechanism could generate about $500 million a year for multimodal needs.
- Tribes collect gas tax directly from their fueling stations, and cities and counties receive direct distributions from the gas tax. A challenging issue the Legislature will have to tackle is how these collections and distributions would be affected by a shift in transportation revenue sources. Ms. Griffith noted that this is a question with or without RUC as the vehicle fleet increasingly shifts to electric power.

Ms. Griffith invited members to follow work on the RUC at WARoadUsageCharge.org and offered to return in the future with updated information.

**Update on PRTPO Consolidated Grants Ranking Process**
The Consolidated Grants Ranking Committee will meet on January 7th to review and rank the nine proposals received. The TAC will consider its recommendation in January and the Board will receive the recommendation and take action in February.

**PRTPO 2021 Schedule and Appointments**
The 2021 schedule is out for the Executive Board and TAC. At this time the schedule assumes remote meetings. Staff will reach out after the first of the year to initiate 2021 members appointments to the Board and TAC. Ms. Black encouraged members to appoint a regular and an alternate to each.

**PRTPO Coordinator Report**
Ms. Black noted one additional update to the report: beginning in 2021, PRTPO will record the Executive Board meetings and post them online.

**Public Comments**
There were no public comments.

**Member Updates / Adjourn**
Chair Ashby adjourned the meeting at 12:00.



Return to Agenda

**Peninsula Regional Transportation Planning Organization**
**SFY 2021 UPWP Budget Report - Quarter 2**
**October 1, 2020 - December 31, 2020**

**Budget Amendment Approved 12.18.20**

| Work Program Element | SFY 2020 Actual | SFY 2021 Budget | Total 20-21 Biennium | Previous Expenditures | Current Expenditures | State RTPO Revenues* | Remaining Budget |
|---|---|---|---|---|---|---|---|
| Program Administration | $ 96,540 | $ 79,012 | **$ 175,552** | $ 118,525 | $ 20,262 | $ 138,787 | **$ 36,765** |
| Transportation Planning | $ 15,957 | $ 48,573 | **$ 64,530** | $ 21,697 | $ 16,684 | $ 38,381 | **$ 26,149** |
| Regional TIP | $ 7,501 | $ 7,960 | **$ 15,461** | $ 10,174 | $ 2,516 | $ 12,689 | **$ 2,772** |
| Other RTPO Planning Duties | $ - | $ 48,600 | **$ 48,600** | $ 10,112 | $ 1,350 | $ 11,462 | **$ 37,138** |
| Totals | $ 119,998 | $ 184,145 | $ 304,143 | $ 160,507 | $ 40,812 | $ 201,319 | $ 102,824 |

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

Acronyms:

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

ATTACHMENT B

# **RTPO** PLANNING INVOICE VOUCHER

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

Agreement # GCB 3096

**Invoice Date** 1/21/2021

**Billing Time Period**
October 1, 2020 - December 31, 2020

**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 Digitally signed by Edward Coviello DN: cn=Edward Coviello, o=Kitsap Transit, ou=Planner, email=edwardc@kitsaptransit.com, c=US Date: 2021.01.21 13:44:51 -08'00' DATE 1/21/2021

TITLE Peninsula RTPO / Kitsap Transit

**TOTAL RTPO REIMBURSEMENT** requested this invoice **$40,812.27**

| | |
|---|---|
| Allocation Authorized | $304,143.00 |
| Biennium-to-Date | $201,319.33 |
| Allocation Balance | $102,823.67 |

| WORK ELEMENT | DESCRIPTION | Prior Biennium-TO-DATE Expenditures | CURRENT PERIOD EXPENDITURES | Biennium TO-DATE Expenditures |
|---|---|---|---|---|
| Program Administration | Salaries | $18,487.74 | $5,707.45 | $24,195.19 |
| | Travel | $5,114.72 | $0.00 | $5,114.72 |
| | Consultants | $73,586.20 | $11,000.00 | $84,586.20 |
| | Miscellaneous | $21,336.28 | $3,554.98 | $24,891.26 |
| | Total | $118,524.94 | $20,262.43 | $138,787.37 |
| Transportation Planning | Salaries | $6,047.00 | $684.04 | $6,731.04 |
| | Travel | $0.00 | $0.00 | $0.00 |
| | Consultants | $15,650.00 | $16,000.00 | $31,650.00 |
| | Miscellaneous | $0.00 | $0.00 | $0.00 |
| | Total | $21,697.00 | $16,684.04 | $38,381.04 |
| Data Collection and Analysis | Salaries | $0.00 | $0.00 | $0.00 |
| | Travel | $0.00 | $0.00 | $0.00 |
| | Consultants | $0.00 | $0.00 | $0.00 |
| | Miscellaneous | $0.00 | $0.00 | $0.00 |
| | Total | $0.00 | $0.00 | $0.00 |
| Transportation Improvement Program | Salaries | $7,745.56 | $2,000.00 | $9,745.56 |
| | Travel | $0.00 | $0.00 | $0.00 |
| | Consultants | $2,000.00 | $0.00 | $2,000.00 |
| | Miscellaneous | $428.00 | $515.80 | $943.80 |
| | Total | $10,173.56 | $2,515.80 | $12,689.36 |
| RTPO Planning Duties | Salaries | $961.56 | $0.00 | $961.56 |
| | Travel | $0.00 | $0.00 | $0.00 |
| | Consultants | $9,150.00 | $1,350.00 | $10,500.00 |
| | Miscellaneous | $0.00 | $0.00 | $0.00 |
| | Total | $10,111.56 | $1,350.00 | $11,461.56 |
| | TOTAL RTPO Reimbursement | $160,507.06 | $40,812.27 | $201,319.33 |

| RTPO | Peninsula RTPO / Jefferson Transit |
|---|---|
| Billing Time Period | October 1, 2020 - December 31, 2020 |

| TPO Reviewer | Date |
|---|---|
| Edward Coviello | 1/21/2021 |

# RTPO UPWP ACTIVITY DETAIL

ELEMENT From Page 1

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

**Program Administration**

**1. Meeting Support.** Provided staff support for October Executive Board meeting, November TAC meeting, and December Executive Committee and Executive Board meetings. Support included agenda setting and coordination, development of staff reports and meeting materials, remote meeting hosting and logistics, participation in meetings, recaps, correspondence and follow-up as needed. (on-going)

**2. Communication and Information.** Provided input to WA State Transportation Commission write-up on PRTPO for Commission's Annual Report.Arranged briefing from Commission staff on Road Usage Charge for Executive Board and posted video of briefing online. Maintained PRTPO website, posting updated materials and meeting information. (on-going)

**3. Title VI** Compliance. Completed and submitted Title VI Assurances. Continued on-going monitoring for Title VI complaints; none were received. (on-going)

**4. PRTPO Support.** Completed amendment to PRTPO Invoice Reimbursement Policy. Updated PRTPO Resource Manual and posted Version 1.2 online. Developed regular PRTPO Coordinator updates to keep members apprised of relevant transportation planning activities outside the PRTPO work program. Updated technology platform to support evolving PRTPO meeting needs. Supported member requests for PRTPO letters of support and consistency for statewide competitive grants. (on-going)

**5. UPWP Management.** Monitored UPWP budget expenditures and completed first amendment to the SFY 2021 UPWP to increase the amount of carryover funds from SFY 2020 and rebalance the budget between Tasks 3 and 4. Reviewed guidance for SFY 2022-23 UPWP and began sketching budget outlines for a two-year UPWP. (complete and on-going)

**6. Accounting.** Completed regular, on-going accounting and invoicing activities. Submitted SFY 2021 1st quarter invoice for PRTPO expenses. Completed audit report and participated in state audit. (on-going)

**7. Lead Agency Communication and Coordination.** Conducted routine phone calls, emails, and video meetings as needed to ensure overall program coordination. Continued to monitor public health responses to Covid-19 and expanded PRTPO's meeting hosting capacity. (on-going)

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

**Transportation Planning**

**1. Long-Range Planning.** Worked with TAC and Executive Board to identify priority areas of follow-up identified during the 2040 RTP outreach efforts, preparing briefing papers and conducted preliminary assessment of opportunities related to climate change response and to resiliency planning. Work plan details to be developed during SFY 2022-23 UPWP. (on-going)

**2. Regional Coordination and Collaboration.** Participated in two meetings of the WSDOT Statewide Strategic Investment Work Group and follow-up with WSDOT staff. Maintained coordination and awareness of activities with PRTPO leadership and Executive Board. Worked with TAC and Executive Board to identify viable measures PRTPO will pursue to improve the use of federal funds by local agencies engaged in rural STBG funding programs; prepared white paper outlining needs and strategies. Participated in the November 16-17 meetings of the RTPOs, and the statewide MPO/RTPO Coordinating Committee with WSDOT. Participated in the final inter-regional coordination activities around PSRC's Passenger-only Ferry Study and forwarded information to PRTPO members about final webinars. Provided input to WSDOT on community engagement activities for the Highway System Plan update. Promoted open house and public comment opportunities for the Statewide Human Services Transportation Plan with members and online. Met virtually with local staff from Sequim and from Clallam County to review local and regional efforts underway for consistency and coordination. (on-going)

**3. Tribal Consultation.** Met virtually with new Public Works Director for the Lower Elwha Klallam Tribe to learn about transportation and land use efforts underway, share information about PRTPO, and explore areas for further coordination and collaboration. Helped make introductions between the new director and Clallam Transit staff. Also helped make introductions between new human services provider in Mason County with Squaxin Island Transit management. (on-going)

**4. Human Services Transportation Planning.** Met virtually with the new service provider in Mason County, Coastal Community Action Program, to learn more about the *Driven to Opportunities* program they offer, the needs of their clientele, and opportunities to make connections. Provided introduction to Squaxin Island Transit and Mason Transit Authority management teams. Met virtually with a Board member from ECHHO to learn about the long-standing Jefferson County program and client needs. (on-going)

**5. Transportation Outlook 2021.** Hosted three forums for the region's legislators (24th, 35th, and 23rd/26th districts). Provided logistics and coordination support, prepared presentation and other meeting materials, and followed up on inquiries. Provided support to regional policy makers. Developed website presence and identified follow-up activities to support information and response needs. (on-going)

**6. Regional Grants Administration.** Developed materials and process for evaluating and ranking Consolidated Grants applications submitted to WSDOT by applicants in the Peninsula region. Prepared process materials and coordinated with applicants on obtaining materials. Worked to address COVID-related issues, arranging for recorded video presentations from each project applicant to support the review process. Presentations were posted online for access by reviewers. Recruited a six-person review panel and prepared review materials to support an evaluation and ranking work session on January 7th. Maintained abundant correspondence and coordination with reviewers and applicants. (underway)

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

**Transportation Improvement Program**

**1. Develop and Maintain Regional TIP.** Concluded public review of draft RTIP and prepared final document and report for Executive Board review and action in October. Transmitted RTIP to WSDOT Local Programs. Responded to questions from and provided support to local agency staff. (on-going)

**2. Monitor Obligation Authority for Federally Funded Projects.** Monitored obligation status reports from WSDOT Local Programs and responded to agency inquiries about the OA policy. (on-going)

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

**Other PRTPO Activities in SFY 2021**

**1. PRTPO Legislative Agenda.** Convened the Legislative Work Group for a final meeting upon conclusion of the forums to discuss major take-aways and potential next steps for Board consideration in December. Worked with the Executive Committee and Executive Board to identify appropriate information response and educational opportunities for the region's legislators. (complete)

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

**3. Title VI Plan Update.** Reviewed plans and processes from rural regions for good examples of effective engagement and products, as input to the update of PRTPO's plan in the second half of the fiscal year. (on-going)

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

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

| SIGNATURE | TITLE | DATE |
|---|---|---|
| Edward Coviello Digitally signed by Edward Coviello DN: cn=Edward Coviello, o=Kitsap Transit, ou=Planner, email=edwardc@kitsaptransit.com, c=US Date: 2021.01.21 13:45:20 -08'00' | Transportation and Land Use Planner | 01/21/2021 |

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

# INVOICE

| | |
|---|---|
| Invoice Date | 12/31/2020 |
| Invoice ID | 5373 |
| Printed on 1/19/2021 | Page 1 |

**CUSTOMER**

JEFFERSON TRANSIT
63 4 CORNERS RD
PORT TOWNSEND, WA 98368

**SHIP TO**

Please detach and return this portion with your remittance.

| Customer ID | Customer PO No. | Order Date | Shipped Via | FOB |
|---|---|---|---|---|
| 188 | | 12/31/2020 | | |

| Terms | Due Date | If Paid By | Deduct | Sold By |
|---|---|---|---|---|
| | 12/31/2020 | | $ 0.00 | |

| Item No. | Description | Qty | Unit | Unit Price | Discount | Extended Price |
|---|---|---|---|---|---|---|
| 12261 | Third Party Recovery and 10% Admin Charge | 1.00 | | | | $39,104.82 |

4th Quarter Billing

| | |
|---|---|
| Subtotal | $39,104.82 |
| Sales Tax | $0.00 |
| Total | $39,104.82 |
| Total Due | $39,104.82 |

# Kitsap Transit

## PRPTO

### January 1st - December 31, 2020

| | Jan 2020 | Feb 2020 | March 2020 | 1st Q 2020 | April 2020 | May 2020 | June 2020 | 2nd Q 2020 | July 2020 | Augt 2020 | Sept 2020 | 3rd Q 2020 | Oct 2020 | Nov 2020 | Dec 2020 | 4th Q 2020 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Staff Salaries & Wages | 560.91 | 1,175.24 | 917.59 | 2,653.74 | 1,616.30 | 2,026.19 | 777.67 | 4,420.16 | 2,498.69 | 2,384.68 | 1,156.39 | 6,039.76 | 1,753.80 | 1,318.03 | 1,709.44 | 4,781.27 |
| Staff Fringe Benefit | 298.17 | 467.71 | 365.19 | 1,131.07 | 643.24 | 806.35 | 309.47 | 1,759.06 | 994.39 | 949.03 | 460.19 | 2,403.61 | 697.95 | 524.53 | 680.29 | 1,902.77 |
| Advertising | - | - | - | - | - | - | 246.60 | 246.60 | - | 543.80 | 200.00 | 743.80 | - | - | - | - |
| Professional & Tech Service | - | - | - | - | - | - | 54.80 | 54.80 | 2,812.20 | - | - | 2,812.20 | - | - | - | - |
| Other Contract Services | 6,059.04 | 7,997.32 | 7,300.00 | 21,356.36 | 4,600.00 | 6,100.00 | 5,850.00 | 16,550.00 | 6,250.00 | - | 18,400.00 | 24,650.00 | 9,850.00 | 9,100.00 | 9,400.00 | 28,350.00 |
| Operating Supplies | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Third Party Recovery | - | - | (25,441.17) | (25,441.17) | - | - | (22,975.82) | (22,975.82) | - | - | (36,376.72) | (36,376.72) | - | - | - | - |
| Casualty Insurance | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Membership, Dues, and Subscription | 300.00 | - | - | 300.00 | - | - | 188.35 | 188.35 | - | - | - | - | - | - | - | - |
| Total | $7,218.12 | $9,640.27 | ($16,858.39) | $0.00 | $6,859.54 | $8,932.54 | ($15,548.93) | $243.15 | $12,555.28 | $3,877.51 | ($16,160.14) | $272.65 | $12,301.75 | $10,942.56 | $11,789.73 | $35,034.04 |

| | |
|---|---|
| Total Expense Reimbursement Current Quarter: | 35,034.04 |
| Prior Month Expenses Not Reimbursed: | 515.80 |
| Total Expense Reimbursement: | 35,549.84 |
| Total Admin Charge 10%: | 3,554.98 |
| Total Billing: | $ 39,104.82 |

# Kitsap Transit
## Invoice Expense Allocation Report



| Vendor Name / Tax Identification Number | Transaction Date / Transaction Number | Description / Transaction Type | Status | Account Number | Account Description | Amount |
|---|---|---|---|---|---|---|
| **3P TRANSPORTATION SERVICES** | | | | | | |
| 3P TRANSPORTATION SERVICES | 9/30/2020 | RPTO COORDINATOR | | 10-50313-4102 | Other Contractual Services | $9,850.00 |
| XXX-XX-1946 | 115 | Invoice | Paid | | | |
| | 11/30/2020 | PRTPO NOVEMBER | | 10-50313-4102 | Other Contractual Services | $9,100.00 |
| XXX-XX-1946 | 116 | Invoice | Paid | | | |
| | 12/31/2020 | DEC SERVICES | | 10-50313-4102 | Other Contractual Services | $9,400.00 |
| XXX-XX-1946 | 117 | Invoice | Approved | | | |
| | | | | | *Totals for 3P TRANSPORTATION SERVICES:* | *$28,350.00* |

**3P Transportation Services**

# INVOICE

Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: September 1, 2020 – September 30, 2020
Invoice Number: 115

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

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

| Description | Amount |
|---|---|
| PRTPO Coordination Services: 98.5 hours @ $100/hour<br>*Professional Services in Delivery of the SFY 2021 UPWP* | $9,850.00 |
| Total Due | $9,850.00 |

**APPROVED** 11/3/20

*Thank you!!*

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

# 3P Transportation Services

## INVOICE

Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: November 1, 2020 – November 30, 2020
Invoice Number: 116

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

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

| Description | Amount |
|---|---|
| PRTPO Coordination Services: 91 hours @ $100/hour<br>*Professional Services in Delivery of the SFY 2021 UPWP* | $9,100.00 |
| Total Due | $9,100.00 |

*Thank you!!*

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

# 3P Transportation Services

## INVOICE

| | |
|---|---|
| Client: | Kitsap Transit |
| Project ID: | KT 19-649 |
| Project Name: | PRTPO Coordinator |
| Billing Period: | December 1, 2020 – December 31, 2020 |
| Invoice Number: | 117 |

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

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

| Description | Amount |
|---|---|
| PRTPO Coordination Services: 94 hours @ $100/hour<br>*Professional Services in Delivery of the SFY 2021 UPWP* | $9,400.00 |
| Total Due | $9,400.00 |

APPROVED 1/4/21

*Thank you!!*

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

| Account Number | Account: | Date: | Amount | Type | Hours | 32% |
|---|---|---|---|---|---|---|
| 10-50214-4102 | Fringe Benefit | 10/9/2020 | 1066.88 | Debit | 17 | 341.40 |
| 10-50214-1102 | Fringe Benefit | 10/9/2020 | 532.68 | Credit | 11.5 | 170.46 |
| 10-50214-4100 | Fringe Benefit | 10/9/2020 | 534.20 | Credit | 10 | 170.94 |
| | | | | | | |
| 10-50214-4102 | Fringe Benefit | 10/23/2020 | 686.92 | Debit | 19 | 219.81 |
| 10-50214-1102 | Fringe Benefit | 10/23/2020 | 99.30 | Credit | 2.5 | 31.78 |
| 10-50214-4100 | Fringe Benefit | 10/23/2020 | 587.62 | Credit | 11 | 188.04 |
| | | | | | | |
| 10-50214-4102 | Fringe Benefit | 11/6/2020 | 676.99 | Debit | 13.25 | 216.64 |
| 10-50214-1102 | Fringe Benefit | 11/6/2020 | 89.37 | Credit | 2.25 | 28.60 |
| 10-50214-4100 | Fringe Benefit | 11/6/2020 | 587.62 | Credit | 11 | 188.04 |
| | | | | | | |
| 10-50214-4102 | Fringe Benefit | 11/20/2020 | 641.04 | Debit | 12 | 205.13 |
| 10-50214-4100 | Fringe Benefit | 11/20/2020 | 641.04 | Credit | 12 | 205.13 |
| | | | | | | |
| 10-50214-4102 | Fringe Benefit | 12/4/2020 | 373.94 | Debit | 7 | 119.66 |
| 10-50214-4100 | Fringe Benefit | 12/4/2020 | 373.94 | Credit | 7 | 119.66 |
| | | | | | | |
| 10-50214-4102 | Fringe Benefit | 12/18/2020 | 747.88 | Debit | 14 | 239.32 |
| 10-50214-4100 | Fringe Benefit | 12/18/2020 | 747.88 | Credit | 14 | 239.32 |
| | | | | | | |
| 10-50214-4102 | Fringe Benefit | 12/31/2020 | 587.62 | Debit | 11 | 188.04 |
| 10-50214-4100 | Fringe Benefit | 12/31/2020 | 587.62 | Credit | 11 | 188.04 |

The Leader

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

RECEIVED
SEP 08 2020
FINANCE
KITSAP TRANSIT

# Invoice

**Invoice # 105057**
**Invoice Date: 8/31/20**
Terms: Prepay
Rep: JH

Bill to: Bill to ID: 27134

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

Sold to: Account ID: 27134

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

**Ad Insertions included in this Invoice** — Advertising

| Date | Ad ID | Ad Information | PO # | Price | Disc | Applied | Total |
|---|---|---|---|---|---|---|---|
| 8/26/20 | 191688 | Legal - OTHER | | $200.00 | | | $200.00 |
| | | 12.5" | LEGALS: Peninsula Regional Transportation Planni... | | | | |

Items: 1

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

| | |
|---|---|
| **Total Charges** | **$200.00** |
| **Discount** | |
| **Payments Applied** | |
| **Total Balance Due on Receipt** | **$200.00** |

# Legal Invoice

**Date: 08/26/2020**

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

**Peninsula Daily News**

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

**Customer Account #:** 51452044
**Legal Description:** PDN905777

PO 8045

---

**Legal Description:** Legal Notices General

**Desc:** 2021 RTIP NOTICE

**Ordered By:** JILL BOLTZ

**Issues Ordered:** 1

**Legal #:** PDN905777
**Ad Cost:** $ 187.55
**Published:** Peninsula Daily News
**Start Date:** 08/26/2020 **End Date:** 08/26/2020

RECEIVED
AUG 31 2020
FINANCE
KITSAP TRANSIT

PRTPO
10 FUND
100 PROJECT
50301-4102

**Due:** $ 187.55

**Please return this with payment. Questions? Call 1-800-485-4920**

Kitsap Transit
60 Washington Ave #200
Bremerton WA 98337

**Account #:** 51452044
**Invoice #:** PDN905777
**Due:** $ 187.55

# Legal Invoice

**Date: 08/26/2020**

**Sequim Gazette**

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

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

**Customer Account #:** 51452044
**Legal Description:** SEQ905779

PO 8065

---

**Legal Description:** Legal Notices General

**Desc:** 2021 RTIP NOTICE

**Ordered By:** JILL BOLTZ

**Issues Ordered:** 1

**Legal #:** SEQ905779
**Ad Cost:** $ 128.25
**Published:** Sequim Gazette
**Start Date:** 08/26/2020 **End Date:** 08/26/2020

RECEIVED
AUG 31 2020
FINANCE
KITSAP TRANSIT

PRTPO
10 FUND
100 PROJECT
50301 4102

**Due:** $ 128.25

**Please return this with payment. Questions? Call 1-800-485-4920**

Kitsap Transit
60 Washington Ave #200
Bremerton WA 98337

**Account #:** 51452044
**Invoice #:** SEQ905779
**Due:** $ 128.25

**PRTPO Fiscal Agent Expenses**
**Jefferson Transit Authority**
**October 1 - December 31, 2020**

| | Oct | Nov | Dec | Total | Notes |
|---|---|---|---|---|---|
| Staff Salaries and Wages | $ 842.16 | $ 172.26 | $ 9.57 | $ 1,023.99 | |
| Staff Fringe Benefit/OH Rate | $ 562.10 | $ 114.98 | $ 6.39 | $ 683.46 | |
| **Other Reimbursables** | $ - | $ - | $ - | $ - | |
| | $ 1,404.26 | $ 287.24 | $ 15.96 | **$ 1,707.45** | |

| Salary Break out data: | | Wages | Benefits/OH | Total |
|---|---|---|---|---|
| Crouch - Audit Report | 10/4/2020 | $ 229.68 | $ 153.30 | $ 382.98 |
| Crouch - Audit Report | 10/5/2020 | $ 229.68 | $ 153.30 | $ 382.98 |
| Crouch - Audit Report | 10/6/2020 | $ 38.28 | $ 25.55 | $ 63.83 |
| Crouch - Reconciliation/Billing | 10/19/2020 | $ 210.54 | $ 140.53 | $ 351.07 |
| Crouch - Audit Report | 10/22/2020 | $ 133.98 | $ 89.43 | $ 223.41 |
| Crouch - Audit Report | 11/4/2020 | $ 162.69 | $ 108.59 | $ 271.28 |
| Crouch - Reconcilation | 11/9/2020 | $ 9.57 | $ 6.39 | $ 15.96 |
| Crouch - Reconcilation | 12/7/2020 | $ 9.57 | $ 6.39 | $ 15.96 |
| | | $ 1,023.99 | $ 683.46 | $ 1,707.45 |

Return to Agenda

**ATTACHMENT C**

**ACTION ITEM**

**To:** PRTPO Executive Board
**From:** Edward Coviello and Thera Black, PRTPO Coordinators
**Date:** February 12, 2021
**Subject:** Consolidated Grants Ranking and HSTP Amendment

Requested Action:

The Executive Board is asked to act upon two items:

1. Approve the rank assignment of Consolidated Grants applications for submittal to WSDOT
2. Amend the 2019 Human Services Transportation Plan to include by reference these 2021 Consolidated Grants projects

Recommendations Before the Board:

1. The Technical Advisory Committee concurred with the Ranking Committee recommendation concerning application rankings. The TAC recommends the Executive Board approve that ranking, as presented below.

**PRTPO CY 2021 Consolidated Grants Ranking Recommendation**
*PRTPO Ranking Panel Recommendation, January 7, 2021*
*Endorsed by Technical Advisory Committee, January 21, 2021*

| PROJECTS | PRTPO Ranking | PRTPO Assign |
|---|---|---|
| ECHHO - ECHHO Service | 1 | A |
| CoastalCAP - Operations | 2 | A |
| CoastalCAP - Capital Project | 3 | B |
| Clallam Transit - Rt 16 Rural/Tribal | 4 | B |
| Clallam Transit - *Strait Shot* | 5 | B |
| Mason Transit - Vehicle Replacement | 6 | B |
| Clallam Transit - Coach Replacement | 7 | C |
| Jefferson Transit - Cutaway Replacement | 8 | C |
| Kitsap Transit - Battery-Electric Bus | 9 | C |

2. The TAC further recommends that the Executive Board amend the ranked projects by reference into the 2019 Human Services Transportation Plan.

Board members are encouraged to familiarize themselves with the projects before the meeting. There will not be individual project presentations. Videos of each project can be found on PRTPO's You Tube channel and applications can be viewed on the Documents page of the PRTPO website.

The rest of this brief summarizes the evaluation process that produced these recommendations.

Overview:

Every two years WSDOT identifies priority transit and special needs projects to receive funding in a statewide Consolidated Grants process. In its capacity as a Regional Transportation Planning Organization, PRTPO plays a role in that process, ranking the proposals WSDOT receives from applicants within the Peninsula region. Ranked projects are awarded points that contribute to their total scores in the statewide competitive process. *Note that PRTPO has no funding to award in this process and has no say in the final funding decisions beyond this ranking assignment.*

Nine projects from within the region were received by WSDOT for evaluation. Proposals included four operating projects and five capital (vehicle) projects. Applicants included four transit agencies and two non-profit service providers.

PRTPO convened a Ranking Committee to conduct the review and evaluation process:

- Melissa Mohr, Kitsap County
- Annette Nesse, Jamestown S'Klallam Tribe
- Dick Taylor, Port of Shelton
- Dina Geizler, OlyCAP
- Eric Phillips, Intercity Transit (Thurston)
- Dennis Engel, WSDOT Olympic Region

The Ranking Committee was tasked with forwarding a recommendation to the TAC and Executive Board on rank assignments. Those projects assigned an "A" ranking will receive 50 additional points to their overall statewide competitive application score, projects assigned a "B" ranking will receive an additional 25 points, and those assigned a "C" ranking will receive an additional 12 points to their score.

Committee members received copies of the statewide applications to review as well as pre-recorded presentations from each applicant about the proposals. They met on January 7th to review and evaluate the proposals, and to develop their ranking recommendation. Applicants were on hand to answer questions from committee members.

Committee members compared operations and capital projects against each other, submitted from agencies as diverse as volunteer-based non-profit service providers and Kitsap Transit. Using the Pairwise evaluation tool PRTPO employed for the Transportation Alternatives Program ranking in May 2020, they compared every proposal to every other proposal and weighed considerations regarding vulnerable populations, service area, highly rural access, other funding resources, and more. Members found every project to be a priority that serves important mobility needs that support coordinated human services transportation needs and worthy of funding.

The Committee's results are summarized in the table on page 1. Documentation of the Pairwise one-on-one evaluation results is attached.

On January 21st the TAC considered recommendations put forward by the Ranking Committee. TAC members discussed the projects and heard from some of the Ranking Committee members about the review process.

**The TAC concurred with the Committee's ranking recommendation and endorsed the Executive Board's approval of the ranking recommendation as presented.**

Amendment of the 2019 Human Services Transportation Plan

The Human Services Transportation Plan adopted by PRTPO in 2019 identifies vulnerable population groups and their mobility needs, and the array of service providers helping to meet this need. It describes mobility strategies and lists projects that support those needs. The HSTP is updated every four years.

Projects considered for funding for Consolidated Grants must support the HSTP and are typically derived from the plan. All the projects identified in the 2019 HSTP were fully funded in the 2019 Consolidated Grants call for projects.

The 2021 Consolidated Grants process currently underway generated applications for additional projects that support HSTP strategies. Each application was checked for consistency with the HSTP and its goals and strategies. Every application is consistent with and supportive of the plan.

That is why staff are recommending these projects be amended by reference into the existing plan. This will help maintain continuity between PRTPO's responsibility to maintain the HSTP and PRTPO's role in ranking statewide applications that support the HSTP.

The TAC considered this during its review. **The TAC recommended these projects be amended into the 2019 HSTP by reference.**

Staff posted legal notices on January 31 that the Human Services Transportation Plan would be amended to include the 2021 Consolidated Grants projects by reference and requested any public comments. As of February 12, no comments have been received.

Attachment:

- *Results of Pairwise One-to-One Evaluation*

**For More Information:**

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

Edward Coviello | 360. 360.824.4919 | EdwardC@KitsapTransit.com

## PRTPO CY 2021 Consolidated Grants Application Ranking

**Project Proposals** [*Review order (A-I) were randomly assigned at start of evaluation]*

| | |
|---|---|
| **G** | Clallam Transit: **Route 16 Rural and Tribal Access** |
| **H** | Clallam Transit: ***Strait Shot*** **Operating Assistance** |
| **F** | Clallam Transit: **Heavy Duty Replacement Coaches** |
| **I** | Coastal Community Action Program: ***Driven to Opportunity*** **Operations** |
| **D** | Coastal Community Action Program: ***Driven to Opportunity*** **Capital** |
| **C** | Ecumenican Christian Helping Hands Organization: **ECHHO** |
| **A** | Jefferson Transit: **Replace One Medium-Duty Cutaway for West Jefferson Service** |
| **E** | Kitsap Transit: **Battery-Electric Buses** |
| **B** | Mason Transit: **Vehicle Replacement** |

**PAIRWISE EVALUATION MATRIX**

| | PROJECTS | A | B | C | D | E | F | G | H | I | Pts | Prelim Rank | PRTPO Assign |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **A** | Jeff Transit - Cutaway Replacement | A | B | C | D | A | F | G | H | I | 2 | **8** | **C** |
| **B** | Mason Transit - Vehicle Replacement | B | B | C | D | B | B | G | H | I | 4 | **6** | **B** |
| **C** | ECHHO - ECHHO Service | C | C | C | C | C | C | C | C | C | 9 | **1** | **A** |
| **D** | CoastalCAP - Capital Project | D | D | C | D | D | D | D | D/H | I | 6.5 | **3** | **B** |
| **E** | Kitsap Transit - Battery-Electric Bus | A | B | C | D | E | F | G | H | I | 1 | **9** | **C** |
| **F** | Clallam Transit - Coach Replacement | F | B | C | D | F | F | G | H | I | 3 | **7** | **C** |
| **G** | Clallam Transit - Rt 16 Rural/Tribal | G | G | C | D | G | G | G | G | I | 6 | **4** | **B** |
| **H** | Clallam Transit - *Strait Shot* | H | H | C | D/H | H | H | G | H | I | 5.5 | **5** | **B** |
| **I** | CoastalCAP - Operations | I | I | C | I | I | I | I | I | I | 8 | **2** | **A** |

**PRTPO will assign (2) 'A' slots, (4) 'B' slots, and (3) 'C' slots to Consolidated Grants applications**

**Return to Agenda**

**ATTACHMENT D**

**ACTION ITEM**

**To:** PRTPO Executive Board
**From:** Edward Coviello and Thera Black, PRTPO Coordinators
**Date:** February 12, 2021
**Subject:** **Contract Authorization for GIS Services**

**REQUESTED ACTION:**

Approve Resolution 21-01 authorizing PRTPO to execute a one-year service agreement with the Association of Washington Cities GIS Consortium in the amount of $14,300 as per the attached Participation Agreement and Enrollment Application.

**Overview**

In December PRTPO approved a budget amendment to the Unified Planning Work Program authorizing funding for contracted GIS services to support regional analysis, mapping, and communications. With that funding approval, we implemented PRTPO's approved procurement process to obtain services using the terms of Small Service Purchases.

In addition to the established services offered by the Association of Washington Cities (AWC) GIS Consortium on a contract basis to public agencies, we sought bids and terms for the same work from other firms. Purchase Request Form 21-01, attached, provides the supporting documentation outlined in PRTPO's Procurement Policy.

AWC's GIS Consortium has unparalleled expertise and an established track record of providing the desired services to public agencies across the state. The suitability of its terms and cost make it the recommended contractor for the GIS services sought by PRTPO.

Based on staff findings from the referenced bid process, a contract for services with the AWC GIS Consortium was drawn up for Board consideration. The primary contract for services is AWC's well-established contract for GIS services used by local agencies across the state. The Addendum addresses WSDOT requirements in the use of state RTPO funds on which PRTPO relies for this work.

AWC's standard agreement terms are one-year with recurring participation unless cancelled. At this time, it is assumed this will be a one-year service agreement. PRTPO will consider the question of whether to cancel after one year or continue future services in 2022 at a lower service level during its UPWP budget discussions in one year.

Per the regional Procurement Policy, approval by a majority of the Executive Board is required before PRTPO can execute a contract for services with the AWC GIS Consortium. The Board is asked to approve Resolution 21-01 authorizing contract execution with the AWC GIS Consortium, with the understanding that minor modifications to the contract language may be needed to obtain approval from all parties.

Next Steps

Upon Board approval, PRTPO will initiate execution of a one-year service agreement with the AWC GIS Consortium. It is anticipated that PRTPO will be under contract in March.

Attachment:
*Resolution 21-01: Approval of GIS Consortium Service Agreement*
*Service Agreement – AWC GIS Consortium*
*PRTPO Purchase Request Form 21-01*

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

**PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION**

# RESOLUTION 01-2021

## *Authorizing One-Year AWC GIS Consortium Services Agreement*

### Recitals

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

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

**WHEREAS,** PRTPO desires temporary technical assistance in starting up a Geographic Information System (GIS) to support the region's information and communication needs; and

**WHEREAS,** in December 2020 the PRTPO Executive Board amended the SFY 2021 UPWP and approved a budget of $14,300 for the purpose of obtaining GIS technical support services; and

**WHEREAS,** PRTPO completed its bid review process in compliance with its Procurement Policy and determined that the Association of Washington Cities (AWC) GIS Consortium Program provides the best value to PRTPO for the desired services.

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

THAT the Chair be authorized to execute the attached services agreement between PRTPO and the AWC GIS Consortium Program for $14,300 with the understanding that minor changes in final language may be made; and

THAT the Executive Board will make a determination during its budget discussions in February 2022 whether to continue the GIS service contract for another year or cancel the agreement.

.

**APPROVED**, this 19th day of February, 2021.

ATTEST:

_____

Bek Ashby, Chair

ATTEST:

_____

John Clauson, Lead Planning Agency

**Association of Washington Cities**
**Geographic Information Systems (GIS) Consortium Program**

# Non-city entity
# Participation Agreement and Enrollment Application

As a member in good standing with the Association of Washington Cities

Peninsula Regional Transportation Planning Organization

---

## Member name

Enrolls by this agreement as a non-city entity member in the Association of Washington Cities (AWC) Geographic Information Systems (GIS) Consortium Program to provide opportunities to access GIS services through the consortium.

The program offers AWC member jurisdictions the ability to have professional GIS services provided at the applicable member rate through the GIS Consortium Program.

**1. Administration & Management of the Program**

AWC is responsible for the day-to-day operation of the GIS Consortium Program, which includes:

A. Assisting program participants in assessing GIS needs and providing GIS database access and views;
B. Assisting program participants in using basic GIS data services and views;
C. Providing access to tiered levels of membership services to members at negotiated rates though a GIS consultant partner as determined by AWC, including, but not limited to:
   - GIS needs assessments;
   - development, aggregation, or maintenance of GIS data;
   - access to online GIS views and data; and
   - a specified number of hours of GIS consulting services.
D. Providing program information.

**2. Governance of AWC GIS Consortium**

A. AWC's Chief Executive Officer (CEO) directs the operations of the AWC GIS Consortium Program.
B. The Technical Users committee, a committee composed of representatives of no more than five (5) member cities/towns, appointed by the CEO, advises AWC on operational issues including contract terms, allocation of resources to consortium members, program enhancements, conditions for continued participation and other issues. This committee meets at least once per year.

**3. Member agrees to:**

A. Remain a member of the AWC GIS Consortium Program through the annual term of this agreement.
B. Maintain membership in the Association of Washington Cities through the year for each year of participation.
C. Non-city entity members agree to pay an annual administrative service fee to be a member of AWC GIS Consortium Program at non-city entity rates, as determined by AWC and provided on the current non-city entity rate schedule. Non-city entities are not eligible to join at the Tier 1 level.
D. Pay a program service fee for each year of participation as determined by AWC for the Tier level the member selects, as provided on the non-city entity rate schedule.
E. Pay additional fees, under the terms provided by the program, for additional consulting services requested for work that exceeds the applicable tier level consulting hours originally selected. Additional consulting services shall be requested in a work order approved by both AWC and the GIS consultant partner, and the hourly rate and administrative fee will be as listed on the current rate schedule. The Member is responsible for tracking consulting hours.
F. Provide notification no less than 30 days before the end of the annual term if the member wishes to terminate the automatic renewal of the agreement.

(Form revised 04-16-18)

DRAFT

G. Termination from the program for non-payment of annual administrative service fee and program service fees.
H. Work with the GIS consultant partner on development of the work order and review by the GIS consultant partner and AWC prior to work beginning.
I. Commence work only after a need assessment is complete, unless agreed to in writing by the GIS consultant partner. Be responsible for completion of the work order with the GIS consultant partner and managing use of GIS consultant partner hours. The work order may reflect work beyond the current program year if agreed by the GIS consultant partner and the work is initiated in the current program year. A maximum of 40 consulting hours may rollover to the following program year if all work is not completed within the term of this agreement. Any member with lapsed membership will have a maximum of six (6) months to utilize any remaining consulting hours.
J. Unless otherwise agreed by the GIS consultant partner, Tier 2, 3, and 4 members agree to be responsible for maintaining or updating their online viewer and portal, as applicable, after initial development by the GIS consultant partner.

**4. Indemnification/Liability**

Each party shall indemnify and hold harmless the other and its directors, officers, employees, agents, parents, subsidiaries, successors and assigns from and against any and all liabilities, claims, suits, actions, demands, settlements, losses, judgments, costs, damages, and expenses (including reasonable attorney's fees) arising out of or resulting from, in whole or part, the acts or omissions of the indemnifying party, its employees, agents or contractors and the indemnifying party's affiliated companies and their employees, agents or contractors.

**6. Assignment**

This agreement shall not be assignable by either party without prior written consent of the other party.

**7. Term of Agreement**

The term of this agreement is effective on February xx, 2021, for a one-year term, renewing automatically each subsequent year upon payment of the annual administrative service fee and appropriate GIS program service fees, unless the AWC GIS Consortium Program is notified in writing no less than thirty days prior to the start of the annual renewal date for the membership year that the program member is terminating the agreement.

**8. Selection of Tier**

Member agrees to join the GIS Consortium Program at the Tier selected below:

☐ Tier 2 ☒ Tier 3 ☐ Tier 4

**Authorized by Program Member:**

| | |
|---|---|
| Bek Ashby | Chair, Peninsula RTPO |
| *(Printed Name)* | *(Title)* |
| | 60 Washington Avenue, Ste 200, Bremerton WA 98337 |
| *(Signature)* | *(Address/Street)* |
| Peninsula RTPO | |
| *(Non-city entity Applicant)* | *(Date)* |

**Authorized by AWC GIS Consortium Program:**

| | |
|---|---|
| *Peter King* | *CEO* |
| *(Signature)* | *(Date)* |

(Form revised 04-16-18)

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## Addendum – AWC GIS Consortium Program

Peninsula Regional Transportation Planning Organization (PRTPO) must comply with mandatory terms when using state funds to purchase goods and services. This agreement between PRTPO and the Association of Washington Cities (AWC) for services through the GIS Consortium Program is paid with state funds for Regional Transportation Planning Organizations (RTPO) passed through from the Washington State Department of Transportation (WSDOT). The following terms apply to the AWC GIS Consortium Program [GIS Consortium] as the Contractor for these services.

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

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

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

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

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

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

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

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

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

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

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

11. Competency. The GIS Consortium agrees that the services will be carried out only by competent individuals who possess the necessary and appropriate skills, training, experience, qualifications and licenses necessary to carry out the services assigned to them under the Agreement. The GIS Consortium further agrees that all services will be performed with due care, diligence, and skill consistent with the Agreement and best industry standards.

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# PRTPO Purchase Request Form #21-01

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

## Complete ALL Non-Shaded Sections (type or print legibly)

| Simple Purchase Request Title: | Person Requesting Authorization: |
|---|---|
| AWC GIS Consortium Services Agreement | Edward Coviello |

Detailed Purchase Description:

Purchase a Tier II service contract for 100 hours of GIS support. Services include GIS assessment and work plan, set-up online portal, assemble and tailor identified public databases and other geospatial tools, develop regional analysis templates, data dashboards, and infographics, develop regional templates and mapping tools.

| Is this item or service included in the current year UPWP? *(select one)* | Yes | Submittal Date: | 2.12.21 |
|---|---|---|---|

| UPWP Task Area *(select one)* | Subtask | Unit Cost | Total Cost |
|---|---|---|---|
| 4 - Other PRTPO Activities | GIS Support | 100 hours svc | 14,300.00 |
| | | | |
| | | | |
| | **Total Final Cost:** | | $14,300.00 |

## Review and Approval

**1. Micro Purchase Approval:**

_____ _____

Authorizing Signature Date

(Print) _____

Name Title Agency

**2. Approval of all other procurements requires a majority of the Executive Board.**

_____

PRTPO Chair

Date Approved: _____

**Purchase Date:** _____ **Invoice Reimbursement Submittal Date:** _____

**Select procurement method and complete vendor selection as appropriate:**

☐ Micro Purchase (less than $7,500) Competition is not required. Describe basis for price:

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

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

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

Vendor 1 _____

Vendor 2 _____

Vendor 3 _____

Reason for final selection:

_____

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

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

Vendor 1 Association of Washington Cities

Vendor 2 Parametrix

Vendor 3 ESRI

Reason for final selection:

Expertise, suitability for purpose, cost

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

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

Reason for final selection:

_____

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

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

- ▫ The granting agency authorizes noncompetitive negotiations.
- ▫ After solicitation of at least two (2) sources, competition is determined to be infeasible.

Notes: _____

▫ Government Cooperative Contract

Name of Government or Purchasing Cooperative _____

▫ Intergovernmental Purchase

Name of other Government _____

Summary Notes:

- We reached out directly to AWC, ESRI, and Parametrix to inquire about GIS support services as described in the attach bid request.

- AWC offers GIS support services through a local government program established in 2016 to fill a gap in affordable technical services for public agencies. To date, the GIS Consortium has contracted with over three dozen communities and special purpose districts across Washington to provide a wide array of GIS start-up and advanced support services. See the GIS Consortium webpage at https://wacities.org/services/gis-consortium for more details and a listing of every agency that has participated.

- During a bid meeting requested by ESRI, Heather Glock and Shane Clarke discussed the products and services ESRI offers. Once it was clear that PRTPO has very limited needs and budget, both spoke highly of the services offered by AWC, noting that this is the only such program in Washington. They informed us that their cost for comparable services is much higher but offered to submit a bid for our records. They are very familiar with the AWC GIS Consortium and affirmed that local agencies using the Consortium are satisfied with the services provided. It makes ESRI tools and data more accessible to more people. They also provided an overview of the various features included in the ArcGIS Online platform that the GIS Consortium can configure and other services that can be contracted with ESRI's in-house analysts.

- Parametrix presented a formal proposal for services, offering an alternative to what was described as "pre-packaged technical services" such as those provided by the GIS Consortium. Parametrix proposed a more tailored GIS approach that can grow to support planning studies in the future. PRTPO is not expected to need or create a robust GIS program. Despite coming in slightly lower than AWC for the bid request, Parametrix experience is oriented around the GIS and information needs of specific projects or studies more so than the broad, general applications PRTPO needs at this time. Additionally, the majority of their relevant examples are much larger than PRTPO whereas the majority of service contracts supported by the GIS Consortium are comparable to PRTPO's budget for this work. These are some of the reasons why Parametrix was not the recommended service provider.

- **Findings: AWC GIS Consortium offers the best value proposition to PRTPO for the services needed. Bid details and correspondence are available on request.**

**Return to Agenda**

**ATTACHMENT E**

**ACTION ITEM**

**To:** PRTPO Executive Board
**From:** Edward Coviello and Thera Black, PRTPO Coordinators
**Date:** February 12, 2021
**Subject:** **Authorization to Procure End-of-Year Support Services**

**REQUESTED ACTION:**

Authorize PRTPO to obtain a $4,500 micro-purchase for planning services to support Regional Transportation Plan follow-up activities in SFY 2022 and beyond. The requested services will collect, inventory, and assess available plans, data, regulatory policies, legislative initiatives, funding resources, and other existing background on electric vehicle infrastructure, usage, and policy throughout the Peninsula Region.

**Overview**

As the end of the biennium approaches, Lead Planning Agency, Lead Fiscal Agency, and PRTPO Coordinator staff are working to ensure all the funds budgeted in the SFY 2021 Unified Planning Work Program (UPWP) will be completely expended by June 30. This close scrutiny of actual expenses from the first half of SFY 2021 and the projected completion of remaining work in the second half indicates that there is $4,500 budgeted for work that will not be needed for the remaining tasks at hand.

WSDOT requested a response by February 8 as to whether PRTPO had any funds to turn back for reprogramming elsewhere in the state. The Executive Committee considered a range of options when they met on February 4 including a turnback of funds. They determined the region has a use for this $4,500 that supports the work program and declined to turn back the funds.

This brief is about the proposed activity to accomplish with the $4,500. It entails a micro-purchase for planning services that support PRTPO program activities. Per PRTPO's Procurement Policy, the Executive Board must authorize and approve the purchase request since it supports the work program.

Following is a description of the proposed services this $4,500 micro-purchase contract would provide.

**Regional EV Inventory**

***What would the services entail?*** Proposed services will collect and assemble, inventory, and assess available information about electric vehicle infrastructure across the region. PRTPO is interested in gathering all available information into a single regional repository to support future planning and coordination activities. Collection, assessment, and summary includes previously completed plans, infrastructure data and usage forecasts, GIS layers, previous and current investments, and current activities underway by members, utilities, or others throughout the four-county region. Services would also obtain and summarize relevant regulatory policies and legislative initiatives and provide an overview of various public and private funding opportunities.

***How would this benefit PRTPO?*** Enhancing the region's readiness for electric vehicles emerged as a priority follow-up activity to support the Regional Transportation Plan (RTP). This is a unique opportunity to hire a subject matter expert familiar with EV infrastructure policy, planning, and economics to help jump-start this work. Instead of starting from scratch in SFY 2022 with PRTPO Coordinators trying to find and assess this information, this micro-purchase will establish a solid foundation of information to support PRTPO start-up efforts regarding system electrification. This will enable PRTPO and its partners to build upon work that has already been done and more quickly identify low-hanging opportunities for the region and its partners. Some of this will leverage the regional GIS work underway over the next few months, enabling a preliminary composite regional picture of EV readiness early in this process.

***Is there benefit to PRTPO's partners?*** We think this would generate value for PRTPO members interested in ways to leverage their efforts at system electrification with those of others. A regional repository can help identify opportunities for coordination and partnership. For many it will provide direct access to the widest array of information on electric vehicle infrastructure in the region. It may introduce members or other stakeholders to funding opportunities or regulatory considerations they would not have time to track down otherwise. It may also point to corresponding economic opportunities and related land use and utility considerations as new business models take shape around refueling stations of the future. From experts we have talked with it appears that evidence of regional coordination will be an increasingly important factor in competitive funding opportunities, including those from the private sector. This one-time service will establish a place from which that regional coordination and collaboration can begin.

***Does this require an amendment to the UPWP?*** This request does not change the budget of the UPWP and the work itself fully supports the RTP follow-up activities described in Task 2 and approved by the Board in December. For these reasons PRTPO does not need to amend the SFY 2021 UPWP to accommodate this work.

***Will this work be completed by the end of June?*** We believe this is a fairly straightforward service request for an individual or firm that actively works in this specialty area. June 30th completion will be a stipulation in the contract. The bigger factor affecting June completion is driven by PRTPO's Executive Board schedule. PRTPO policy requires Board approval of the purchase order and contract for services for a micro-purchase when it supports the regional work program. These services do support the work program and so the work will not begin until the late April.

**Next Steps**

If authorized by the Board, PRTPO Coordinators will conduct a vendor recruitment process in accordance with the Procurement Policy and complete a Purchase Request Form documenting recommendation of the preferred provider.

Based on results of vendor selection process a contract for services will be drawn up with the preferred vendor and reviewed for legal sufficiency with PRTPO's legal counsel and with WSDOT, as required of RTPOs when obtaining services.

This draft service contract will be presented to the Board for review and approval in April along with the Purchase Request Form documenting vendor selection. Assuming Board approval on April 16, the contract will be executed as soon as possible after the meeting and work will commence. Work must be completed by June 30 and invoiced by the first week of July.

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

Edward Coviello | 360. 360.824.4919 | EdwardC@KitsapTransit.com

**ATTACHMENT F**

**DISCUSSION ITEM**

**To:** PRTPO Executive Board
**From:** Thera Black, PRTPO Coordinator
**Date:** February 12, 2021
**Subject:** **SFY 2022-2023 UPWP Development**

**REQUESTED ACTION:**

No action is requested. The Board will be asked to review a draft SFY 2022-2023 Unified Planning Work Program in April before it is submitted to WSDOT for review. The Board will adopt the new UPWP in June.

**Overview**

The Unified Planning Work Program (UPWP) is PRTPO's budget and work plan. It identifies how PRTPO will use the state funds it receives to accomplish its requirements as a Regional Transportation Planning Organization (RTPO) in accordance with RCW 47.80. PRTPO is funded solely through state RTPO funds. It receives a two-year allocation each biennium. The 2022-2023 biennium funding amount is $274,702 or $137,350 per year.

The UPWP is organized into four primary work elements:

**Work Element 1 – Program Administration** includes all activities needed to support PRTPO's organizational needs such as meeting support, member services, accounting and legal services, general communications, Title VI compliance, and developing and maintaining the UPWP. It also includes fixed costs such as insurance, software licenses, membership fees, public notices, and other recurring expenses.

**Work Element 2 – Transportation Planning** includes most of the on-going planning functions of PRTPO such as development and support for the Regional Transportation Plan and Human Services Transportation Plan, and grant administration for Transportation Alternatives and Consolidated Grants. It includes regional coordination efforts with WSDOT and other RTPOs, collaboration and GMA coordination with local partners, and tribal consultation. It includes PRTPO's annual Transportation Outlook with legislators.

**Work Element 3 – Regional TIP** includes development, amendment, and maintenance of the Regional TIP throughout the year as well as monitoring compliance with state Obligation Authority targets.

**Work Element 4 – Other PRTPO Activities** identifies those activities above and beyond the core program that PRTPO will accomplish with its existing resources. In 2021 there was funding capacity for PRTPO to tackle several things that will have lasting value: a new PRTPO website; GIS technical services; an overhaul of the Public Participation and Title VI Plans; a foundational legislative agenda building process; and regional support for local use of federal funds.

Structured in this way, Work Elements 1-3 address all the mandatory activities PRTPO must undertake to meet its requirements under RCW 47.80 while Work Element 4 identifies those "above and beyond" activities that support PRTPO needs and objectives as funding is available. This structure was developed for the SFY 2021 UPWP. It has worked well and will be used for the new UPWP.

The UPWP is delivered by a small team that represents almost 2/3 of an FTE.

- Kitsap Transit is the Lead Planning Agency and provides PRTPO Coordinator support. Edward Coviello provides about ¼ of that Coordinator support and I provide about ¾ of it, under contract to Kitsap Transit. Kitsap Transit also provides support for records, accounting, web services, administration, and more.

- Jefferson Transit is PRTPO's Lead Fiscal Agency. Sara Crouch provides PRTPO's financial services and works with the state auditor.

There is regular and on-going coordination between the PRTPO Coordinators, Lead Agencies, and the Executive Committee throughout the year in monitoring and managing the UPWP.

The SFY 2022-2023 Work Plan

The 2022-2023 biennium will see a reduction in funding for PRTPO from the current biennium. PRTPO's annual funding will be about $15,000 less than it has been, a reduction of 10 percent. This was known over a year ago and the Executive Board acted since the transition with this budget constraint in mind. Care has been taken to use any excess funding capacity in the current budget to build tools and templates that enable PRTPO to get more done with its existing resources going forward instead of expanding the program. Work was also completed on foundational policies that will serve the region long into the future.

The following table shows current year budget comparisons to preliminary annual budget estimates for the next UPWP. Note the 2021 budget includes $31,873 in carryover funds from SFY 2020 and funds Work Element 4. There is no carryover in 2022.

| Work Element | Annual Budget SFY 2021 | Annual Budget SFY 2022* | Notes |
|---|---|---|---|
| 1. Program Administration | $79,012 | $74,900 | Big audit will be completed in 2021 and future audits will be much less expensive. Recurring fixed costs increased. We now have a good handle on those recurring fixed costs. |
| 2. Transportation Planning | $48,573 | $53,000 | Additional resources to support RTP follow-up and to initiate an update to the Human Services Transportation Plan (finalize in 2023). Expected costs to administer grant programs is lower in future based on recent experiences. |
| 3. Regional TIP | $7,960 | $9,000 | Boosted funds to incorporate GIS mapping for the RTIP in 2022 using new GIS tools and resources. |
| 4. Other PRTPO Activities | $48,600 | $ - - | |

* SFY 2022 figures are preliminary estimates and subject to change. At this time they reflect the SFY 2023 budget, too.

The most notable difference in the two budgets is Work Element 4 – Other PRTPO Activities. Going into the new fiscal year PRTPO does not have financial capacity for additional Board-identified activities. If we achieve new efficiencies in delivering the core work program, then we may have resources next year to re-program but at this time we anticipate available resources will be needed to deliver the core program.

"Core program" is not limited to rote, routine, or administrative activities though. Among other things, the Executive Board will be active in developing and carrying out the Transportation Alternatives grant program next year, scoping and participating in specific activities related to EV readiness and regional resiliency, and launching a new round of engagement with the wide array of organizations that provide coordinated human services transportation to the region's most vulnerable residents. Throughout all of this PRTPO will be deploying new GIS resources to support the various planning and programming efforts and collaborating with members to identify additional products and services of value to the region's partners.

**Next Steps**

PRTPO Coordinators, Lead Agencies, and Executive Committee members will refine the budget and develop a draft SFY 2022-2023 Unified Planning Work Program for the Board to review and refine in April. A final draft plan will be submitted to WSDOT for review in late April. It will be presented to the Board for adoption in June and go into effect on July 1, 2021.

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

**ATTACHMENT G**

**DISCUSSION ITEM**

**To:** PRTPO Executive Board
**From:** Thera Black, PRTPO Coordinator
**Date:** February 12, 2021
**Subject:** **SFY2 2021 Year-end Activities – Foundational Plan Updates**

**REQUESTED ACTION:**

No action is requested. The Board will provide input during development and review of these plans prior to adoption.

**Overview**

Over the next few months two foundational plans will be updated. One is PRTPO's Public Participation Plan, adopted in 2014, and the other is the Title VI Plan, adopted in 2015. While these kinds of plans are not updated frequently, these were written a number of years ago and merit a refresh to account for the transition from WSDOT and bring them up to date. Both plans provide policy guidance that informs how PRTPO conducts its work and engages with the community. Importantly, both plans communicate PRTPO's values about civic engagement and access.

The Board will review a draft of the Public Participation Plan in April for approval in June. For an organization like PRTPO this is not a state or federal requirement, but it is good policy. It helps clarify for the public how they can participate in, access information about, and provide input to the regional planning process. A good Participation Plan creates transparency for people unfamiliar with the organization and helps demonstrate PRTPO's commitment to an open and inclusive process.

PRTPO's Title VI Plan is a federally required document. "*Title VI of the Civil Rights Act of 1964 prohibits discrimination based upon race, color, and national origin in any program or activity that receives Federal funds or other Federal financial assistance".* While PRTPO does not receive federal funds, WSDOT does; as a recipient of state funds from WSDOT, PRTPO must comply with Title VI rules.

The Title VI Plan provides a benchmark against which to evaluate PRTPO's plans and programs to determine if there is any discrimination so it can be addressed. The goal is to ensure public funds do not encourage, subsidize, or result in discrimination. The Title VI Plan also describes PRTPO's grievance procedures. Unlike the Public Participation Plan which will be readable and formatted for the general public, a Title VI Plan is written to satisfy specific state and federal requirements and so will not be as readable in comparison.

Update of the Title VI Plan entails a significant amount of data collection for the four-county region. The new GIS tools PRTPO is obtaining will allow analysis of the latest census data to identify protected populations and assess Limited English Proficiency throughout the region. Regional assessment and considerations for Title VI will be somewhat different now that PRTPO is independent from WSDOT.

The Board is expected to receive the draft Title VI Plan in June for adoption in August.

This briefing is an opportunity to ask questions and share insights applicable to the updates. The current versions of both plans can be found on the Documents page of the PRTPO website under "Other Documents".

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

**Return to Agenda**

**ATTACHMENT H**

**INFORMATION ITEM**

**To:** PRTPO Executive Board
**From:** Thera Black, PRTPO Coordinator
**Date:** February 12, 2021
**Subject:** **PRTPO Coordinator Report**

This update is for your information. Links to additional resources are provided where appropriate. Information in this report may have value to others in your organization and is intended to be shared. My contact information is at the end if anyone has follow-up questions.

**Since the Board's December 18 Meeting:**

- **2021 Consolidated Grants ranking workshop.** As discussed elsewhere in the agenda, PRTPO hosted a workshop with the Ranking Committee to evaluate and rank Consolidated Grants applications for consideration by the Board.
- **Technical Advisory Committee meeting on January 19.** The TAC provided input on and contributed to materials on the Board's February agenda.
- **Executive Committee Meeting on February 4.** The Executive Committee met remotely with the Lead Planning Agency and Lead Fiscal Agency to discuss issues coming before the Board and provide direction on work program activities.
- **Other Staff Activities of Interest to Members:**
    - Outreach to all ten Indian Tribes with lands in the Peninsula region was conducted. Invitations to sign the updated Interlocal Agreement and become active members were extended by Chair Ashby to the Hoh Tribe, the Port Gamble S'Klallam Tribe, the Quileute Nation, and the Suquamish Tribe. An invitation to join and participate with PRTPO was extended to the Quinault Indian Nation and there has been some initial follow-up. Updated appointments have been received from the region's five active members including the Lower Elwha Tribe, which had not made an appointment in 2020.
    - Introduction meeting with Karen Affeld, Executive Director of the North Olympic Development Council to discuss upcoming NODC efforts related to climate resiliency in a meeting organized by Lindsey Schromen-Wawrin. We also talked about PRTPO and its regional planning efforts including upcoming activities to address EV readiness and regional resiliency in support of the Regional Transportation Plan. There is interest in further information sharing in the future and possible coordination.
    - Meeting with John Wynands, Regional Administrator for the WSDOT Olympic Region, to talk about the Statewide Investment Strategy Work Group, alignment with PRTPO's near-term needs and capacities, and long-term opportunities for greater collaboration between PRTPO and WSDOT. John will attend PRTPO's February meeting to talk with Board members about this and other topics.
    - Meeting and follow-up discussion with Bryan Dias, Brian Moorehead, and Bob Berg of WSDOT Local Programs – Olympic Region to work through needs and opportunities for local agency training on managing federally funded transportation projects. PRTPO is planning for a training session in March.

- Discussion with Nancy Huntley, WSDOT Local Programs – HQ about flexibilities in programming federal funds in the STIP, differences for obligation, and what options are currently available to local agencies. This is input to issues regarding local use of federal funds and follow-up work directed by the Board.
- Coordinators consulted with a subject matter expert to discuss various needs PRTPO and its partners face in terms of electric vehicle (EV) readiness, the state of the practice for planning and implementation, and strategic first steps that PRTPO might take to best support the region and its partners. Further work was conducted to follow-up on some of the leads and suggestions as input to a procurement request.

**Other Information of Interest:**

- **STIP Training in March.** WSDOT Local Programs is conducting its STIP training program with virtual sessions in March. This training is for City, County, Tribal, Transit, Port, RTPO, and WSDOT staff who work with the six-year Transportation Improvement Program, the Regional TIP, and/or the STIP. This is highly encouraged training.
- **Secretary's 2021 State of Transportation Update.** WSDOT Secretary Millar made his annual presentation on the state of transportation in Washington to legislators at the start of this year's session. This year's presentation is entitled Return on Investment – Ideas for our transportation future and making that vision a reality. From the link to WSDOT's website you can see the pdf slides or watch a video of his presentation to the legislators.
- **Special Study of COVID-19 Impacts on Ferry Ridership.** The Washington State Transportation Commission completed a study in late 2020 of the impacts of the pandemic on ferry ridership by route with comparisons to pre-pandemic ridership. The 2020 Special Fall Study Report is part of the long-running Ferry Riders' Opinion Group and offers insights about near- and long-term impacts and a return to normal based on consumer input.
- **PSRC Passenger-Only Ferry Study.** PSRC completed its feasibility study of passenger-only ferry service. Although new regional routes were not deemed feasible in the next 5-10 years, analysis generated by this study and insights from the successful routes can provide useful input to strategies for increasing passenger-only ferry options in the Peninsula region. We are happy to help in obtaining the data collected and generated by PSRC's consultants for use by PRTPO members.
- **PRTPO Grant Support.** Your PRTPO Coordinators can help you or your staff explore project funding opportunities, review and comment on draft grant application materials, and provide basic maps to support your grant. Importantly, PRTPO is pleased to provide a letter of support for any members applying for grants from statewide processes. A letter from PRTPO demonstrates regional coordination and consistency, an increasingly important factor in competitive funding processes.
- **2021 PRTPO Resource Manual.** The 2021 PRTPO Resource Manual is available for reference. A quick download enables it to be a handy desktop reference with convenient hyperlinks that take you to the must current information about and from PRTPO. It is updated throughout the year as needed. You can always find the current version on the Documents page of the new PRTPO website.
- **New PRTPO Website.** Do check out the new website and let Ed and me know what you think. Find it at www.PRTPO.org. You should be able to easily find PRTPO's legislative folio and Transportation Outlook 2021 presentation, regional plans, and more. We will grow it slowly to meet the information and communication needs of PRTPO. Your insights and experience as you use the site can help us make it better as we go.

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

# PRTPO Quick Start Guide

Here are links to some information that will help you quickly get up to speed on PRTPO – the organization – as well as the work we do and the products we produce.

**Website: PRTPO.org**

- ***Meetings*** tab has agenda packets and access to meeting archives
- ***Documents*** tab is the place to go for PRTPO products
- ***Resources*** tab provides links to relevant regional resources outside PRTPO

**PRTPO Resource Manual** provides one-stop access to a wide range of information on PRTPO – the organization and membership, bylaws and operating procedures, documents, regulatory policy, and more. It is hyperlinked for ease of use and is updated throughout the year. It can be downloaded from the PRTPO website as a desktop reference tool. The 2021 Resource Manual will be available in February.

**Transportation Outlook 2021** describes primary issues and opportunities facing the region. Developed as an educational resource for legislators and their aides, this snapshot is also useful for explaining PRTPO priorities to peers and colleagues. **A brief presentation** provides a visual summary of the region and its priority issues.

**SFY 2021 Unified Planning Work Program (UPWP)** is PRTPO's work plan. It is based on the state fiscal year. We are about to start developing the SFY 2022-2023 UPWP, our first two-year work plan. We'll kick that process off in February with the Executive Board.

## On Deck

**Consolidated Grants** recommendations will come to the Board in February from the TAC. This is a statewide funding process that supports coordinated human services transportation needs. PRTPO's role in that process is to rank proposals WSDOT received from applicants within the region. Those proposals are online. **Recorded presentations** provide a useful overview of each proposal to go with cumbersome WSDOT application forms.

## PRTPO's Big Framework Plans

**2040 Regional Transportation Plan** is the long-range plan for the region. It explains the region's transportation vision and includes an extensive inventory of facilities, lists of projects, and over 125 policies. Follow-up work over the next few years will focus on climate change and system resilience, two new areas for PRTPO.

**2019 Coordinated Human Services Transportation Plan** is associated with the Consolidated Grants process. Updated every four years, this document identifies vulnerable population groups and their mobility needs, and the array of service providers helping to meet this need. It describes mobility strategies and then lists projects that could be supported through the Consolidated Grants process. All the projects identified in the 2019 plan were funded in 2019. The next plan update will be in 2022 for adoption in early 2023.

PENINSULA RTPO

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***PRTPO Coordinator Contact***

Thera Black | TheraB@PeninsulaRTPO.org | 360.878.0353

Edward Coviello | EdwardC@KitsapTransit.com | 360.824.4919

# PRTPO 2021 MEETING SCHEDULE

PRTPO.org

## EXECUTIVE BOARD 2021 Meeting Schedule

February 19
April 16
June 18
August 20
October 15
December 17

The Executive Board meets on the 3rd Friday of alternating months from 10:00 – 12:00, beginning in February

## TECHNICAL ADVISORY COMMITTEE 2021 Meeting Schedule

January 21
March 18
May 20
July 15
September 16
November 18

The TAC meets on the 3rd Thursday of alternating months from 10:00 – 12:00, beginning in January

Note: At this time we are planning these as online meetings. We will monitor conditions as they evolve and adapt to in-person meetings when deemed safe. PRTPO will continue to offer remote meeting access even after we return to meeting in purpose, to minimize impacts that time and distance have on regional participation.

Agenda packets are sent out one week before meetings, at which time they are also available for download from the Meetings page of the PRTPO website.

***Broadening our communication outreach.***
*Do you know someone who would benefit from occasional updates on PRTPO activities? Let us know. Several members have identified staff and other colleagues to receive updates when we send out information. If you know someone we should add to our general information list, please send us a name and email address.*

**Your PRTPO Coordinators:**

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