PRTPO EXECUTIVE BOARD MEETING

December 19, 2025 | 10:00 – 12:00

Zoom Meeting – Login Below

	10:00 – 11:00	**PRTPO Annual Legislative Forum** *PRTPO invites legislators from across the Peninsula Region to meet with the Board and discuss regional interests and legislative matters ahead of the 2026 session. All twelve legislators from the 23rd, 24th, 26th, and 35th Districts are ex officio members of PRTPO and have been invited to participate.*	**SPECIAL SESSION**

PRTPO's regular Executive Board meeting will commence at the conclusion of the forum, but no later than 11:00.

1.	11:00 – 10:05	**Approval of Agenda** **Consent Calendar** • *Approval of Minutes from October 17, 2025 (Attachment A)* • *SFY 2026 Q1 Invoice Approval (Attachment B)*	ACTION
2.	11:05 – 11:10	**Forum Debrief, Takeaways, and Next Steps**	DISCUSSION
3.	11:10 – 11:15	**Release of Request for Proposal (RFP) for the 2026 Human Services Transportation Plan (HSTP)** *(Attachment C)* *HSTP needs to begin in 2026. The Board is being asked to approve the request for proposals for a consultant who will start in February.*	ACTION
4.	11:15 – 11:20	**Approval of 2026-2031 Regional Transportation Improvement Program (RTIP) Amendment #1** *(Attachment D)* *The Board is requested to approve Jefferson Transit's request to add 12 projects to the 2026-2031 RTIP.*	ACTION
5.	11:20 – 11:25	**RTP Consistency Findings** *(Attachment E)* *With every periodic update of local Comprehensive Plans, PRTPO must certify that the updated plans are consistent with the Regional Transportation Plan, as required by RCW 47.80. This first batch of plans has been reviewed and is coming to the Board for a first reading of the consistency determination.*	FIRST READING/ACTION Thera Black
6.	11:25 – 11:40	**Retreat Planning Group** *(Attachment F)* *The retreat is scheduled for April 17, 2026. This is a discussion of topics, speakers, and those willing to assist with retreat planning.*	DISCUSSION
7.	11:40 – 11:45	**Election of 2026-2027 PRTPO Officers** *(Attachment G)* *Elections for the Executive Board will take place at this meeting, with the newly elected officers assuming their roles in January 2026.*	ACTION
8.	11:45 – 11:50	**PRTPO Coordinator Update** *Short updates to keep members apprised about matters of potential interest.*	BRIEFING
9.	11:50 – 12:00	**Public Comment Period** *This is an opportunity for any member of the public to address the Executive Board.*	
		PRTPO Member Updates *Information sharing among members on topics of general interest to the region and its partners.*	
10.	12:00	**Adjourn**	

Other Attachments

2026 Meeting Schedule
2026 Transportation Outlook
Call For Freight Projects
Hood Canal Bridge Ecosystem Impacts Assessment

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

Next Executive Board Meeting – February 20, 2026 – 10:00 – 12:00

Annual Update with Steve Roark, WSDOT Olympic Region Administrator
Result of the RFP for the HSTP
Subcommittee Retreat Report Out
June 2026 Meeting Date Confirmation
Recommendation and Action on Freight Project Recommendations to WSDOT
Update on the Hood Canal Bridge Operations Request.
Direction on SFY 2026-27 UPWP Amendment

Join Zoom Meeting
https://kitsaptransit.zoom.us/j/88639694719?pwd=Hqe7pEF1ubDdfsU2JyKBSUld8XjqX9.1
Or by phone: 253 215 8782 US (Tacoma). Meeting ID: 886 3969 4719 Passcode: 876770

Minutes of Meeting

ATTACHMENT A

PRTPO EXECUTIVE BOARD
October 17, 2025
10:00 – 12:00
Via Zoom
Meeting video available on YouTube

CALL TO ORDER

Chair Lindsey Schromen-Wawrin called the meeting to order at 10:03.

ATTENDEES

Executive Board:

Clallam County	Mike French
Jefferson County	Ben Thomas
Kitsap County	David Forte *(alternate)*
Mason County	Randy Neatherlin
City of Bremerton	Vicki Grover
City of Port Angeles	Lindsey Schromen-Wawrin, Chair
City of Port Orchard	Rob Putaansuu
City of Port Townsend	Ben Thomas, Vice-chair
City of Poulsbo	Ed Stern
City of Sequim	Rachel Anderson
Port of Allyn	Judy Scott
Clallam Transit	Jason McNickle
Jefferson Transit	Nicole Gauthier
Mason Transit	Amy Asher
Jamestown S'Klallam Tribe	Wendy Clark-Getzin
WSDOT Olympic Region	Joe Calodich

Staff:
Amna Parson, PRTPO Coordinator
Edward Coviello, PRTPO Coordinator
Thera Black, PRTPO Coordinator

Others in Attendance:
Michael Bateman, Poulsbo

Welcome and Introductions
Chair Schromen-Wawrin welcomed attendees and conducted introductions. Members shared their opinion on an underappreciated piece of transportation infrastructure in the region.

Approval of Agenda and Consent Calendar

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

Consent Calendar

- ***Approval of Agenda***

- ***Approval of Minutes from August 15, 2025***

Approve PRTPO 2026 Transportation Outlook Legislative Folio

Ms. Parson explains that the agenda has a typo and the agenda item should state "approve PRTPO 2026 Transportation Outlook Legislative Folio" instead of "2024 transportation outlook". She explains that the transportation outlook folio is formatted as a legislative brief, helping to keep the region's twelve legislators informed about matters of particular interest to PRTPO members and any needs ahead of the upcoming session. The TAC reviewed the folio in September, with little comment.

However, when the folio was routed back to the Legislative Work Group with only one comment regarding the Hood Canal, which included support for activities of a group called Long Live the Kings, since it was not discussed by the Legislative Work Group or the Board earlier, and given the tight space constraints, we did not make changes at this point. However, the Board can consider this as a part of its discussion next year about the 2027 folio.

She asks for the Board to express any needed corrections and then approve the final folio. She elaborates on the next steps by stating upon approval by the Board, the draft folio will be finalized for distribution to legislators and other stakeholders. It will replace the 2026 Transportation Outlook on PRTPO's website and other informational outlets. Chair Schromen-Wawrin will work with staff in developing an invitation to the 12 regional legislators from the Chair, inviting them to attend the Board's December meeting. The December Board meeting will include the annual legislative forum as the first hour of the Board's regular meeting.

Chair Schromen-Wawrin notes that Ms. Clark-Getzin had some comments on the folio and welcomes her to elaborate on your concerns. Ms. Clark-Getzin explains that the Long Live the Kings planning study includes three PRTPO Board members: Christine Rolfes, Commissioner Mike French, and herself. She believes that the study should at least be acknowledge or integrate into the transportation outlook folio as it will be reviewing everything about the Hood Canal bridge and the PRTPO should make sure the message to the legislator know that a major study is occurring and the PRTPO is a part of it. She expressing that there is also too many Kitsap projects in the project list and not enough projects that are on the legislative budget. She finds her revisions to be important to the tribes and to others as there maybe other counties – like Mason – who would want to have more of their projects represented. She welcomes others to comment about her concerns and points out that some of the projects on the list maybe outdated.

Chair Schromen-Wawrin request the Board for any suggests for the edits expressing he understood a call for an amendment to a sentence in the last paragraph on page one "Yet no analysis of the operational and economic impacts of Hood Canal Bridge closures exists" and a few boarder requests.

Ms. Clark-Getzin motions to put the US 101 Safety Corridor Project on the PRTPO 2026 Transportation Outlook Legislative Folio project list and to correct the name of the Simdars project accurately reflects the legislative budget as US 101, Simdars Bypass. Mr. Coviello asks if the project is already securely funded. Ms. Clark-Getzin answers that it's not secure and will need to be re-lobbied. It will be lobbied to stay within the 27-29 biennium, about two years worth of lobbying. Mr. Coviello followed up asking if the project is in a Transportation Improvement Plan. Ms. Clark-Getzin answers it is in the RTP and its called US 101/ODT Safety Corridor.

> **ACTION: Ms. Clark-Getzin moved, and Mr. French seconded to put the US 101/ODT Safety Corridor Project on the PRTPO 2026 Transportation Outlook Legislative Folio project list and to correct the name of the Simdars project accurately reflects the legislative budget as US 101, Simdars Bypass. The motion passed by unanimous consent.**

Ms. Black explains that the last paragraph on page 1 is asking **for the legislature to appropriate funding to WSDOT. She asks if changing the sentence to state "yet no <u>WSDOT</u> analysis of the operational and economic impacts of Hood Canal Bridge closure exists" would that be a suitable edit.** She notes that the document is space-constrained document and addition elaboration about the project is not possible. Ms. Clark-Getzin agrees that the change would be sufficient.

> **<u>ACTION:</u> Vice Chair Thomas moved, and Ms. Anderson seconded to add "WSDOT" to the sentence, "yet no analysis of the operational economic impact of hood canal bridge closures exists", or that it would say, "yet no WSDOT analysis of the operational economic impacts of the Hood Canal Bridge closures which exist". The motion passed unanimously.**
>
> **<u>ACTION:</u> Mr. Stern moved, and Ms. Scott seconded to approve the draft legislative folio with the amendments just made, distribute it to our state legislators, and invite them to our December meeting. The motion passed unanimously.**

Ms. Parson asks the Board if there are any suggestions on approach for the legislature forum at the December 19 meeting which will occur in the first hour of the meeting. Chair Schromen-Wawrin has expressed that it has been a challenge to get legislators to attend the forum but, at least one usually attend. Chair Schromen-Wawrin states it is still worth it and will work with Ms. Parson on reaching out to the legislators. He encourages the Board to reach out or mention it to any state representatives or senators they may run into. In terms of presentation, he suggests staff develop something to show how valuable the PRTPO is for regional planning, and that we are a source for our state representatives to come to and get best practice and best plans for what we're doing in our region. He explains that this is a chance for the PRTPO to collectively show our network and what we do together, and build those relationships as a group.

Adopt SFY 2026-2031 PRTPO RTIP

Ms. Parson states that the SFY 2026-2031 PRTPO RTIP is finally ready for adoption. The RTP projects were submitted by members and are included in either the PRTPO's or PSRC's RTIP, or they originate from an adopted Tribal TIP, a port Scheme of Harbor Improvements/CIP, or a TDP. The TAC reviewed the RTIP and the RTP Project List in September and provided valuable input in developing this first list. The TAC recommended Board approval of the 2026 – 2031 Regional Transportation Improvement Program with its Appendix A – 2026 RTP Project List.

The Board is asked to approve Resolution 07-2025 adopting the RTIP with its Appendix A – 2026 RTP Project List. Upon adoption, the RTIP will be forwarded to WSDOT, where applicable projects from its first four years will be aggregated with those from other RTPOs across the state into the 2026-2029 STIP described above. She directs any additional specific questions to be clarified by Mr. Coviello.

Mr. Coviello states he is looking forward to the Board approval and to submitting the projects to local programs – those are projects with secured funding.

> **<u>ACTION:</u> Mr. French moved, and Ms. Asher seconded to adopt SFY 2026-2031 PRTPO Regional Transportation Improvement Plan. The motion passed unanimously.**

Ms. Clark-Getzin asks if there were any projects from Jefferson County or the City of Port Townsend this year? Mr. Coviello responses stating that there were not but, he worked with Port Townsend and they are working on other things and did not met the deadline. He states he did not hear anything from Jefferson this year.

Chair Schromen-Wawrin asked why she asked the questions. Ms. Clark-Getzin explains that she wanted to help elevate the purpose of the RTIP and making sure there every grasps the opportunity if possible. She thinks the future segments of the Olympic Discovery Trail that are in Jefferson County that work their way around

Discovery Bay should be kept a regional corridor project. She would have liked to see that project included in RTIP this year. Chair Schromen-Wawrin asks Mr. Coviello if projects can be added after this approval. Mr. Coviello states that if a member wants to add projects to the regional TIP, they can bring it before the Board or they can amend existing projects, depending on the level of amendment. The amendment can be administratively, or for major amendments, come back to the board for a request. Additionally, many of the jurisdictions that have not submitted projects for the RTIP, also, just submit projects directly to the STIP, as the RTIP is essentially voluntary in most cases. Mr. Coviello explains that he has been working with Port Townsend on some STIP amendments for this current fiscal year. It is possible there could be an amendment to the RTIP to add projects from Port Townsend.

Election of 2026-2027 PRTPO Officers – Nominations

Ms. Parson states that officers serve a two-year term beginning at the end of the meeting in which they were elected. Due to the pending vacancy on the Executive Committee as Lindsey and Ben step down, the Board has decided in August to hold the PRTPO Officer elections in 2025, with an effective start date for the elected officers in January 2026. After discussions with members of the Board, the Executive Committee has identified the following as candidates for your consideration: Chair Greg Brotherton, Jefferson County (1st two-year term), Vice-Chair Mike French, Clallam County (1st two-year term), Secretary Amy Asher, Mason Transit (1st two-year term). Additional nominations from the floor can be taken at the meeting before the vote slated for the December 19 Executive Board meeting after the forum in the first hour.

Chair Schromen-Wawrin express appreciation for those who are accepted their nominations and encourages others in the Board to come forward now or at the December meeting. If not, he thinks all nominees will accept the roles. He express appreciation for the staff with seeing the need to move the election to December.

2026 FIFA World Cup

Ms. Parson explains that this briefing came up at the last meeting and there is a lot of conversation about FIFA taking place in the region, with several meetings and working groups. There are national and regional meetings on transit, fan zone coordination, and a transfer knowledge conference in Seattle, where the 2022 host, Qatar, presented on security considerations.

She expresses that she is seeking direction from the Board before moving to the next agenda item regarding whether to engage our legislative delegation concerning Hood Canal Bridge operations via the draft letter attached to the agenda packet.

Her briefing explains that the 2026 FIFA World Cup will be held from June 11 to July 19 in the United States, Canada, and Mexico. A total of 104 games will be played during the World Cup. Seattle will host six games on June 15, 19, 24, 26, and July 1 and 6.

The fan zones will be areas where, potentially, all games will be aired on large screens throughout the entire World Cup. The fan zones will be in Olympia, Tacoma, Bremerton, Everett, and Bellingham, with a fan festival at Seattle Center – a fan festival is a festival that occurs during the entire World Cup that hosts concerts and significant events. Seattle Center intends to have the area activated the entire time. Fan zones in smaller areas, such as Bremerton and Everett, plan only to have additional activities on game days. Activities can include performances, team visits, and vendors. There will be games in Vancouver (CAN) on June 18, 21, 24, 26, and July 2 and 7.

Planning for the 2026 FIFA World Cup in the region has been incremental due to the limited information provided by FIFA. FIFA will conduct the draw on December 5, 2025, to determine who will play when, which is expected to ignite fan interest in purchasing plane and match tickets, as well as hotel reservations. One FIFA match is expected to be equivalent to four Super Bowls. The fan zones are anticipated to attract a large crowd of fans seeking a place to watch the games and commiserate with fellow fans. Additionally, there are expectations

of high volumes of traffic and transit usage throughout the Puget Sound. This could be an opportunity for activations around the peninsula, as there could be an influx of visitors to our region.

Chair Schromen-Wawrin states that there is a letter attached to the agenda packet directed to our congressional, members, so our two senators and Congressmember Emily Randall. He adds that these giant sport events spur infrastructure development, but they don't necessarily spur it in a way that lasts for the well-being of the community. There's an opportunity figure out if there's ways to make our regional transportation system better. He explains that this makes him think of transit such as the Jefferson Transit number 14, the Kingston Express, Callam Transit Straight Shot, and the Fast Ferry Network because if four Super Bowl worth of people commute via car it would be a disaster. He would like to know pedestrians would connect to transit.

Ms. Clark-Getzin asks about fan zones because she remembers John Clauson mentioning at the August meeting that there are not enough lodging in the North Olympic Peninsula and people could be beyond the Hood Canal bridge looking for places to stay. She asks do people think tourists will add on to their sports activities and explore the region and what is going to create the transportation impact? She is concerns that there is not enough infrastructure. She asks if there going be more conversation and coordination on the impact and understand the need.

Ms. Parson responses that there are conversations about visitor trip patterns for FIFA World Cup. Insights from 2022 FIFA World Cup in Qatar state that there were many fans who traveled to host cities without game tickets, simply to be part of the atmosphere. With the tournament spanning three countries—U.S., Mexico, and Canada—travel logistics are more complex, and visitors may arrive early or stay late due to visa requirements. Cities like Seattle are expected to be major hubs, but nearby areas such as Port Townsend and Port Angeles may attract tourists seeking a different experience. Some conversation allude to encouraging local communities to consider hosting events like watch parties to engage these visitors. Planning is still in progress, with key details like tickets and travel information pending release on December 5. There are regional meetings are focused on transportation. The attached letter to legislators focuses on a proposal to temporarily suspend drawbridge operations on the Hood Canal Bridge to ensure smooth travel. Overall, while much remains uncertain, there's momentum to coordinate efforts and leverage the World Cup's potential economic and cultural impact.

Ms. Clark-Getzin appreciates the elaboration. She states that there was a need for transit support to shuttle people when new pontoons were being added to the Hood Canal bridge and when there was a ferry terminal being built, transit had to bring people to the ferry terminal. She is curious id there is need for FIFA or whomever to reach out to the PRTPO jurisdictions because those other efforts were replanned.

Chair Schromen-Wawrin states he thinks it is PRTPO need to take a lead on transit literacy for visitors because there is already an influx of visitor to the region in summer and this cab stretch the capacity of our system. He expect people to make the most of the trip and visit the national parks and commute between Vanucour and the Puget Sound. He thinks there should be information out there for people to understand how to commute via transit to relieve the transportation system.

Mayor Putansuu states that he does not think it's realistic that FIFA is going to do anything for us. Port Orchard is programming about $35,000 of our lodging tax dollars into marketing but they are not planning to anything additional, only focus on creating a memorable experience. The marketing effort will be used to inform people how to get to the city and events. He thinks it is on our communities to market and promote how to get to their community and potentially it could come from the lodging tax dollars, if possible.

Chair Schromen-Wawrin states maybe just adding FIFA World Cup in the text of the regional bus routes can help with search engine optimization and could help people find buses.

Ms. Black explains that the letter came up at the Executive Committee discussion because there will be an increase in tourism on the Hood Canal bridge, and the FIFA WC is an opportunity for improvement at the Hood

Canal especially for transit. There could be an expectation for the FIFA visitors to want to use transit and any other visitors who are coming for summer or locals. This could impact operational reliability. The letter is asking our federal legislators to ask the Coast Guard to temporarily put restrictions on when the bridge will open for recreational sailboat travel. This is being seen as an opportunity to create more predictability for all travelers, because the bridge policies cannot be changed without Coast Guard approval. This is a good time for this ask because the Coast Guard would have to publish a notice of proposed rulemaking. She asks if this letter is good as is or do we need edits or a working group.

Chair Schromen-Wawrin states that the urgency around FIFA presents a good opportunity to make this an issue that isn't just a continuous backburner issue.

> **ACTION: Mr. Thomas moved, and Ms. Clark-Getzin seconded to send draft letter to Senators Murray, Cantwell, and Representative Randall. The motion passed unanimously.**

Chair Schromen-Wawrin states he appreciate Ms. Parson continuing to track what is going on with FIFA. Vice Chair Thomas requests a better formatted version of the document to give his City Council an update with. Ms. Balck will have the document signed and confirmed by Chair Schromen-Wawrin and will copy the PRTPO executive board and make sure our state legislators have a copy. This could promote interest in the forum.

PRTPO Executive Board Retreat

Ms. Parson explains that at the last meeting, the retreat was scheduled to take place next year on either April 17 or October 16. To begin scheduling the planning effort, it would be helpful to decide on a specific date. She asks the Board to vote on a date.

Chair Schromen-Wawrin states both dates were being held for the retreat by the venue and are both on Fridays. Ms. Scott states it would be better in April because the ports are busy in October. Ms. Asher express October is budget season and Mr. French mention October is also budget season for counties. Mr. Coviello mentions that the Human Services Transportation Plan will be in the planning stage in April and it could be a session at the retreat. He explains that the Board will be asked to start the proposal process for the HSTP in December.

No one speaks against the April 17th date.

> **ACTION: Ms. Scott moved, and Ms. Anderson seconded to hold the 2026 in-person board retreat in the Red Cedar Hall of the Jamestown Tribal Campus on April 17th, 2026.**

Mr. Coviello asks if those dates works. Ms. Clark-Getzin confirmed that those days works and were held after discussions with Ms. Black.

Chair Schromen-Wawrin and Vice Chair Thomas plan to hold the date on their calendars and encourage everyone to put a hold on their calendar. He expresses the goal is to have the in-person be really valuable, be a way for the Board to have that connection and camaraderie and networking that comes together in an in-person space.

Public Comments

There were no public comments.

Mr. Coviello states that on the RTIP and RTP project list, we received, no public comment.

Member Updates

Ms. Clark-Getzin clarifies that the website for Long Love the Kings is abetterbridge.org. It's a new website and there is an opportunity at the top right hand of the homepage is to take a survey. The project would like to distribute the survey everywhere. It is in the Jamestown newsletter so that employees and citizens can get it.

The goal of the survey is to grasp on all aspects of what having a major linkage across the Hood Canal is, more than just salmon. She encourage people to support their organization by taking the survey and providing public comment.

Ms. Asher notes that the agenda states the next meeting to be December 19. Chair Schromen-Wawrin clarifies that the December meeting is December 19 and will have the legislator forum in the first hour.

Adjourn
There being no other business, Chair Schromen-Wawrin adjourned the meeting at 11:17.

DRAFT

PRTPO 2026 MEETING SCHEDULES

PRTPO.org

EXECUTIVE BOARD 2026 Meeting Schedule

February 20
April 17
June 19*
August 21
October 16
December 18

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

TECHNICAL ADVISORY COMMITTEE 2026 Meeting Schedule

January 15
March 19
May 21
July 16
September 17
November 19

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

The PRTPO Executive Board and TAC meet virtually via Zoom. The public is invited to listen or watch those meetings remotely. Pursuant to the Open Public Meetings Act, Kitsap Transit's Conference Room at 60 Washington Avenue #200, Bremerton, will also be available for in-person public attendance to watch Executive Board meetings via Zoom.

Agenda packets are sent out one week before Board and TAC 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 want us to add someone to PRTPO's general information list, please send us a name and email address. They will receive the Executive Board and the TAC agenda packets without calendar appointments, as well as other periodic updates or opportunities.

**This meeting maybe reschedule to due to holiday conflict.*

Your PRTPO Coordinators:

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PRTPO Members

Clallam County

Jefferson County

Kitsap County

Mason County

Bainbridge Island

Bremerton

Forks

Port Angeles

Port Orchard

Port Townsend

Poulsbo

Sequim

Shelton

Clallam Transit

Jefferson Transit

Kitsap Transit

Mason Transit

Port of Allyn

Port of Bremerton

Port of Port Angeles

Port of Shelton

WSDOT Olympic Region

Jamestown S'Klallam Tribe

Lower Elwha Klallam Tribe

Makah Nation

Skokomish Tribe

Squaxin Island Tribe

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

Your work at the state level is shaping our work at the regional level. Your leadership is propelling the retrofit of outdated highway corridors into complete streets for all modes of travel. And your support for funding programs that sustain rural transit makes possible vital long-distance services connecting the North Olympic Peninsula and Mason County with ferries and Seattle-area destinations. Unparalleled coordination between WSDOT, tribes, and other partners is restoring fish passages across the region. The Peninsula Region, like the State, has come a long way. But we can do better. We can make travel safer, more reliable, and efficient for all – faster and cheaper – with a bit more upfront regional collaboration.

Complete streets connect communities.
Complete planning supports complete streets.

Whether it's a local street connecting neighborhoods and businesses or a state highway connecting communities, there are multiple transportation partners. Complete streets that work for all modes of travel start with complete planning for all modes of travel. It's a multimodal way of thinking about travel, from planning through implementation – and not just for Complete Street projects. For example, the practical design of fish passage projects can do more than improve salmon habitat with little or no additional cost when active transportation and transit access are upfront considerations. And addressing all modes of travel when permitting highway access requests in urban growth areas minimizes the need for costly retrofits later. A complete planning approach accounts for as-yet unfunded needs, leaving the door open for future improvements without escalating costs for unnecessary rebuilds. Tight budgets compel us to be even more strategic in making highways safer for all modes of travel. Adopting a complete street mindset throughout WSDOT and local programs can accelerate our shared multimodal aims and generate more bang for the limited bucks available.

Here are three things we need your help with to support strategic complete street efforts.

Clarify Shared Street Regulations - Washington's new Shared Streets law allows cities to designate a different kind of public street that prioritizes pedestrian access in mixed traffic environments, similar to streets in the Pike Place Market. As the first state in the nation to adopt such a law, our members need clear legal and design guidance to take advantage of this opportunity.

> *PRTPO's request: Direct WSDOT to expedite development of local agency guidelines for the implementation of new Shared Streets legislation.*

Assess Impacts of Hood Canal Bridge Lift-Operations – SR 104 and SR 3 connect the Kitsap and Olympic Peninsulas via the Hood Canal Bridge. Unpredictable bridge closures to allow passage of leisure sailboats severely impact the reliability of transit-ferry connections and impose costs on commerce and residents alike. In 2023, more than half of all bridge closures were for large yachts; that is more than for all Navy and commercial vessels, combined. Yet no WSDOT analysis of the operational and economic impacts of Hood Canal Bridge closures exists. WSDOT needs a little funding to conduct the critical analysis we need to engage the Coast Guard about simple updates to federal policies governing bridge closures for sailboats.

PRTPO's request: Provide $150,000 to WSDOT Olympic Region Multimodal Planning for an analysis of traffic, economic, and community impacts of Hood Canal Bridge lift practices for recreational vessels. Implications for World Cup congestion are significant since boating volumes will increase.

Support Regional Corridor Planning – Retrofitting outdated highway corridors will take a generation or more, with investments by multiple state and local agencies over time. Coordinated corridor-wide approaches are key to complete planning processes. They increase predictability and efficiency for all, ensuring individual actions over the next 10-15 years add up to highly functional, multimodal corridors. The SR 305 corridor study is a good example of how a coordinated multi-agency approach yields increased predictability for project sponsors, resulting in practical, cost-effective multimodal strategies for corridor mobility. We've included a short a list of regionally significant corridors where modest investments in coordinated corridor studies can accelerate the design and delivery of good projects at a lower cost to taxpayers. The potential to coordinate with analysis of Hood Canal Bridge operations makes the SR 104/SR 3/Hood Canal Bridge study our top priority.

PRTPO's request: Earmark $1 million for an SR 104/SR 3/Hood Canal Bridge corridor study engaging communities and transportation stakeholders on both sides of the Hood Canal Bridge to identify policies, operational strategies, and capital needs that increase travel-time reliability and person throughput, and reduce congestion impacts on highways and surrounding communities.

While our focus this year is on complete planning for complete streets, we value your efforts in securing and protecting funding for regionally significant improvements such as the SR 3 Freight Corridor in Belfair and SR 3 improvements in Gorst, SR 305 corridor safety and mobility improvements, East Sequim improvements along US 101, SR 112 stabilization efforts, and ferry system improvements. These are big projects with far-reaching, long-term impacts. We continue to advocate for their timely completion and monitor their progress.

Finally, we watch with interest the coordinated transit planning efforts underway for the 2026 World Cup. PRTPO supports logistical planning and collaboration among transit providers that not only meets mobility needs next summer, but which yield lasting benefits for the traveling public and our local economies long after the matches are over. PRTPO stands ready to facilitate communication and coordination among our members in support of these efforts.

Your Regional Transportation Partner
Peninsula RTPO is your partner in meeting statewide transportation goals in the Peninsula region. PRTPO is where our 27 cities, counties, tribes, transit agencies, ports, and WSDOT Olympic Region come together to forge a common direction and tackle tough problems the region faces. Our effectiveness as your regional partner in supporting this coordination is limited only by the resources available to us for this important work. We continue to urge the Legislature to shore up base funding for RTPOs to enable at least one full-time staff to support our work, especially for rural regions such as PRTPO that receive no supplemental federal planning funds. We welcome the chance to talk with you further about this.

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

Peninsula RTPO Key Contacts
www.PRTPO.org

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PRTPO Coordinator, LPA	Edward Coviello	edwardc@kitsaptransit.com	360.824.4919

PRTPO 2026 *Transportation Outlook*

REGIONAL CORRIDOR STUDY NEEDS	Transportation Stakeholders	LD#	Planning Funds
SR 104 / SR 3 Hood Canal Bridge Corridor *From SR 19 to Port Gamble on SR 104 and from SR 104 to SR 305 on SR 3* The SR 104 corridor connects the North Olympic Peninsula to the Kitsap Peninsula and SR 3 via the Hood Canal Bridge. Closures of the Hood Canal Bridge to accommodate marine traffic - Navy and commercial vessels as well as large recreational yachts - create backups that impact communities on both sides of the bridge. This corridor study will identify roadway improvements that mitigate congestion effects on adjacent neighborhoods and bridge policies that alleviate effects of recreational marine traffic on highway users. This study complements WSDOT's Hood Canal Bridge operational analysis and economic	WSDOT, Kitsap County, Jefferson County, Jefferson Transit, Clallam Transit, Kitsap Transit, Coast Guard	23rd, 24th	$1,000,000
SR 117 Truck Route *From US 101 to Marine Terminal Drive* Ramp configuration at the intersection of SR 117 (Tumwater Truck Route) and US 101 precludes freight access to or from the east, forcing heavy trucks to go through downtown Port Angeles for port terminal access. The preferred SR 117 route cuts through residential neighborhoods and past schools. This corridor study will entail freight analysis and identify complete street treatments needed to mitigate effects of that traffic on adjacent communities. It augments city efforts to enable full directional access at the SR 117/US 101 interchange, which will afford freight traffic a more direct and unencumbered route to and from the	WSDOT, Port Angeles, Port of Port Angeles, Clallam Transit, Clallam County	24th	$250,000
North Kitsap Peninsula *Including SR 104 (SR 3 to Kingston), SR 307 (SR 104 to SR 305), & SR 3 (SR 104 to SR 305)* North Kitsap Peninsula is served by three geographically constrained highway corridors that play critical roles in connecting the Kitsap and Olympic Peninsulas with the Seattle metropolitan area. Planning for SR 305 has been completed, but a coordinated approach is needed for the remaining three corridors serving this area, whose traffic volumes point to their regional significance. SR 307 in Poulsbo is carrying about 20,000 trips daily, though Poulsbo itself is only 12,300 in population. Geological constraints limit connectivity and alternate routes, underscoring the need for a coordinated strategy to improve reliable multimodal mobility.	WSDOT, Kitsap County, Poulsbo, Kitsap Transit, Jefferson Transit, Port Gamble S'Klallam Tribe	23rd	$500,000

REGIONALLY SIGNIFICANT PROJECTS WE'RE TRACKING

US 101 / Simdars Bypass [$30 million Move Ahead WA funding commitment]

This project will improve safety and mobility on US 101 and area streets by constructing the missing ramps of the Simdars interchange and adding a new frontage road with street connections and roundabouts. Planning and preliminary design is complete.

SR 3 / SR 16 Gorst Area Safety and Multimodal Mobility Improvements [$82.5 million Move Ahead WA funding commitment]

A NEPA Planning & Environmental Linkages study is engaging communities, tribes, the Navy, and other stakeholders in developing and assessing a range of alternatives which will lead to a preferred alternative for improving safety, mobility, active transportation, and system resliency. The Legislature appropriated $82.5 million which covers planning, preliminary engineering, environmental review, ROW acquisition, and some near-term improvements. It does not cover construction costs for major long-term improvements.

SR 305 Safety and Mobility Improvements [$40.3 million Connecting WA funding commitment]

A coordinated approach to corridor planning to improve safety and mobility on SR 305 between the Bainbridge Island ferry terminal and Hostmark Street in Poulsbo resulted in an agreed upon list of measures. Poulsbo's SR 305 roundabout at Johnson Parkway opened in 2024, followed by WSDOT roundabouts on SR 305 at Adas-Will, Agatewood, and West Port Madison. Design is underway for three fish passage projects, and Totten Road and Day Road improvements, but additional funding will be required to complete all these projects.

SR 3 Freight Corridor [$66.9 million Connecting WA funding commitment]

This project will construct a new freight corridor from SR 302 in Mason County to SR 3 at Lake Flora Road in Kitsap County, relieving freight and regional through-traffic in downtown Belfair and increasing travel time reliability. Preliminary engineering and design is complete, as is environmental. Right-of-way acquisition is underway. This project will also enhance system resiliency by providing an alternate route if SR 3 is disrupted. This project is fully funded through a $66.9 million *Connecting WA* funding commitment.

SR 104 Kingston Ferry Terminal Traffic Improvement [$18.4 million Move Ahead WA commitment]

This project will realign SR 104 to move inbound ferry traffic to the north couplet (NE 1st Street). The realignment will provide 2 eastbound and 1 or 2 westbound (TBD) lanes from the WSF loading area to vicinity Iowa Ave., sidewalks, intersection improvements at Iowa/1st and Iowa/Main St., stormwater, illumination, restriping and signage of Main St. to two-way traffic and bike lanes, restriping of SR 104 mainline and associated signal work as need to support rerouting of traffic and bikes, and ferry toll booth relocation and associated holding area

Olympic Discovery Trail / US 101 Safety Project [$9.6 million commitment]

This project will make US 101 safety corridor improvements from milepost 270.7 to milepost 271.4, for Connecting Tribal Communities.

BREIFING ITEM

To: PRTPO Executive Board
From: Amna Parson
Date: December 11, 2025
Subject: **National Highway Freight Program (NHFP) Regional Priority Freight Project Solicitation Advance Notice**

Overview:

WSDOT has notified the agencies of a Call for freight projects for the 2026 freight system plan, with an anticipated plan completion of Fall 2026. The National Highway Freight Program (NHFP) Regional Priority Freight Project Solicitation Advance Notice flyer is attached. It is only for cities, counties, and ports that are part of the national freight system, and the project must be on that system. Kitsap jurisdictions is a part of the PSRC process. We will need projects to prioritize by the January TAC meeting, so it can go to the Board for approval in February. We can forward the email from WSDOT to the TAC if you have not received the additional information.

Attachment:

- FIP Project Solicitation One-Pager

For More Information:

Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com

National Highway Freight Program (NHFP) Regional Priority Freight Project Solicitation Advance Notice

1. What are NHFP funds?

- The NHFP provides federal funds for projects that improve the efficient movement of freight.
- The NHFP supports a wide range of freight-related investments, including roadway improvements, intermodal facilities, freight rail enhancements, and eligible marine highway and waterway projects.

2. What does WSDOT do with NHFP funds?

- During federal fiscal years (FFY) 2021-2026, Washington received approximately $22.6 million per FFY in NHFP funding. Half of these funds were apportioned to state projects and the other half to local projects. Pending federal action, Washington assumes similar funding levels and project eligibility criteria for the FFY 2027-2032 period, including up to 30% of funding that would be eligible for intermodal projects.
- For the FFY 2027-2032 period, WSDOT will work with MPOs/RTPOs to identify regional priority freight investments that complement statewide needs. WSDOT will issue a Formal Project Solicitation notice in early November.

3. What will the Formal Project Solicitation notice include?

- The notice will provide details on an informational webinar and a public information website.
- The notice will also include the project submission form, instructions for submission, project examples, and details on project scoring criteria and process.

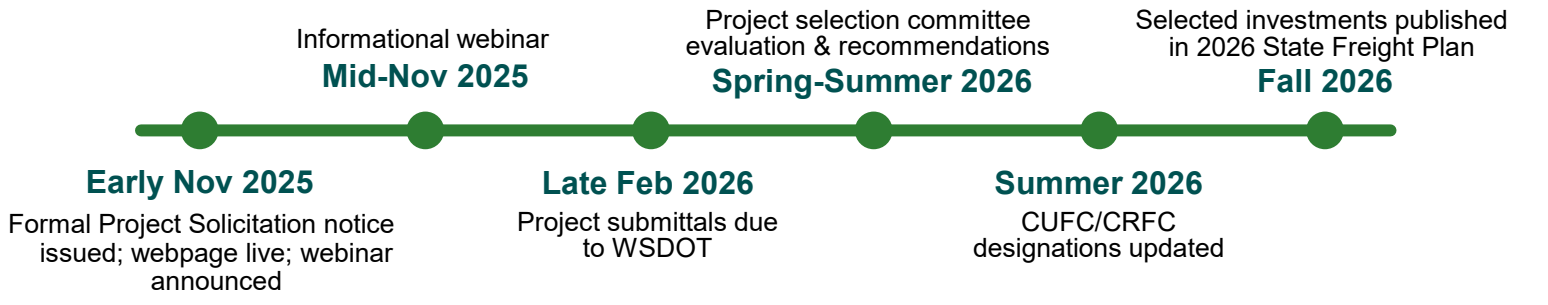
4. What are parameters for NHFP project submissions?

- Submitted projects must be eligible for NHFP funding. Current eligibility requirements are outlined in 23 U.S.C 167 (h)(5).*
- Project sponsors must ensure projects are ready for FFY 2027-2032 funding obligation and are documented in a formally adopted transportation or development plan. Per current NHFP requirements, the non-federal funding match is 13.5% for non-Interstate projects and 9.33% for Interstate projects.
- MPOs/RTPOs should submit projects as a consolidated list of regional freight investment priorities consistent with regional infrastructure priorities and planning processes, along with a completed submission form for each project.

**Submitted projects do not need to be on the existing National Highway Freight Network; for selected projects, WSDOT will update Critical Urban/ Critical Rural Freight Corridor designations as needed.*

For the formal solicitation, supporting material, other updates, and FAQs as they become available, please check WSDOT's NHFP webpage.

IMPORTANT: This notice is based on and assumes continued authorization of the *Infrastructure Investment and Jobs Act (IIJA)* and availability of NHFP funds for the FFY 2027–2032 period. IIJA expires on September 30, 2026. Future federal funding amount, eligibility, timelines, and funding levels are subject to change pending congressional reauthorization or other federal actions, including state legislative appropriation.



Contact:
Wenjuan Zhao
Freight Data
Wenjuan.Zhao@wsdot.wa.gov | 360-705-6990

BRIEFING ITEM

To: PRTPO Executive Board
From: Shaara Ainsley
Date: December 11, 2025
Subject: **Long Live the Kings Hood Canal Bridge Ecosystem Impacts Assessment**

Overview

The Hood Canal Bridge Ecosystem Impacts Assessment (Assessment) began in 2016 when researchers discovered that there was high mortality of young steelhead while passing the Bridge, a vital transportation link between the Olympic and Kitsap Peninsulas.

During Phase 1 of the Assessment, the team concluded that the floating Bridge delays the migration of young salmon and steelhead and allows seals to eat them before they can make it out to the ocean. Up until now, the Assessment has been focused on the bridge's ecosystem impacts. However, moving forward in this next phase, we will also be looking at how all different community members use the Bridge and whether there are additional benefits of alternative bridge designs. As part of the Assessment, we are meeting with groups around the region to understand their needs and concerns around the Bridge. This is an unusual project in that we are beginning the conversations about a large-scale infrastructure design well ahead of any activity by WSDOT, with the intention of creating a community-driven process. WSDOT is a partner on this project, and eventually, if/when they move forward with a bridge replacement, there will be the usual WSDOT community engagement and outreach. This document is not intended to replace that process; it is only intended to begin a proactive conversation.

For More Information:
Shaara Ainsley| 206.382.9555, ext. 27| sainsley@lltk.org

ATTACHMENT B

ACTION ITEM

To: PRTPO Executive Board
From: Amna Parson, PRTPO Coordinator
Date: December 11, 2025
Subject: **SFY 2026 1st Quarter Expense Voucher Approval**

REQUESTED ACTION:

Approve 1st quarter expenditures for the SFY 2026 Unified Planning Work Program in the amount of $32,260.

Overview

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

The budget summary report is below.

Attachment:

- *SFY 2026 1st Quarter Invoice Reimbursement Package*

Work Program Element	SFY 2026 Budget	SFY 2027 Budget	Total 26-27 Biennium	Previous Expenditures	Current Expenditures	Remaining Budget
Program Administration	$ 100,647	$ 90,000	**$ 190,647**	$ -	$ 19,553	**$ 171,094**
Transportation Planning	$ 27,000	$ 37,648	**$ 64,648**	$ -	$ 9,571	**$ 55,077**
Regional TIP	$ 9,200	$ 9,200	**$ 18,400**	$ -	$ 3,135	**$ 15,265**
Other PRTPO Activities	$ -	$ -	**$ -**	$ -	$ -	**$ -**
Totals	**$ 136,847**	**$ 136,848**	**$ 273,695**	**$ -**	**$ 32,260**	**$ 241,435**

Acronyms:

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

For More Information:
Amna Parson | 360.473.1132 | AmnaP@kitsaptransit.com

RTPO PLANNING INVOICE VOUCHER

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

Vendor # 911209091

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

SIGNATURE edward coviello — 10/23/2025

TITLE Transportation & Land Use Planner

TOTAL RTPO REIMBURSEMENT requested this invoice **$32,259.95**

Agreement # GCC 1189

Invoice Date 10/23/2025

Billing Time Period
07.01.2025 - 09.30.2025

Allocation Authorized	$273,225.00
Biennium Expenditures-to-Date	$32,259.95
Allocation Balance	$240,965.05

WORK ELEMENT	DESCRIPTION	Previous Expenditures TO-DATE	CURRENT PERIOD EXPENDITURES	Biennium Expenditures TO-DATE
Program Administration	Salaries	$0.00	$16,422.89	$16,422.89
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$0.00	$3,130.49	$3,130.49
	Total	$0.00	$19,553.38	$19,553.38
Transportation Planning	Salaries	$0.00	$9,480.00	$9,480.00
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$0.00	$91.12	$91.12
	Total	$0.00	$9,571.12	$9,571.12
Regional TIP	Salaries	$0.00	$2,080.00	$2,080.00
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$0.00	$1,055.45	$1,055.45
	Total	$0.00	$3,135.45	$3,135.45
Other PRTPO Activities	Salaries	$0.00		$0.00
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$0.00		$0.00
	Total	$0.00	$0.00	$0.00
	TOTAL RTPO Reimbursement	$0.00	$32,259.95	$32,259.95

RTPO	Peninsula RTPO /	GCC 1189
Billing Time Period	07.01.2025 - 09.30.2025	

TPO Reviewer	Date

RTPO UPWP ACTIVITY DETAIL

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

Program Administration

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

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

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

PRTPO Support. Provided transition onboarding support for the New PRTPO Coordinator**.** Responded to member requests for information. Provided letters of support as requested. Maintained PRTPO records and archives. Maintained on-going coordination and communication between lead agencies and Executive Committee and Executive Board. (on-going)

Work Program Management. Completed the SFY 2025 UPWP annual report. Monitored budget and activities. (on-going)

Accounting. Completed regular accounting and invoicing activities. Completed SFY 2025 Q4 invoicing and budget reports for PRTPO expenses. (on-going)

Consultant/Misc/Travel:

Lead Agency 10% overhead administration charge $2,915,35 and $24.00 for PRTPO website URL and backup URL renewal. Jefferson Transit at $2,799.94

Transportation Planning

Long-range Regional Planning. Worked on RTP consistency reviews**.** Developed 2026 RTP Project List. (on-going)

Regional Coordination and Collaboration. Participated in quarterly meeting of WSDOT's MPO/RTPO Coordinating Committee. Participated in the quarterly Rural RTPO Work Group. (on-going)

Tribal Collaboration. Responded to requests for information and staff support. (on-going)

Human Services Transportation Planning. Meet with WSDOT Public Transportation staff regarding the new update. (on-going)

Transportation Outlook. Met with the Legislature Work Group and developed the 2026 draft portfolio. (on-going)

Regional Grants Administration. Continued to monitor TA project obligations and closures and track progress on OA targets. (on-going)

Consultant/Misc/Travel.:

RTP Plan Update ads at $91.12

Regional TIP

Develop and Maintain Regional TIP. Developed draft RTIP for 2026-203l. (on-going). Published public notices in all 4 counties and updated the PRTPO website.

Consultant/Misc/Travel: RTIP ads at $1,055.45

Other PRTPO Activities

N/A

Consultant/Misc/Travel.:

N/A

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

SIGNATURE	TITLE	DATE
edward coviello	Transportation & Land Use Planner	10/23/2025



Kitsap Transit

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

INVOICE

Invoice Date	**10/22/2025**
Invoice ID	**8520**
Amount Due: $32,068.81	Page 1

CUSTOMER	SHIP TO

JEFFERSON TRANSIT
63 4 CORNERS RD
PORT TOWNSEND, WA 98368

Please detach and return this portion with your remittance

Customer ID	Customer PO No.	Order Date	Shipped Via	FOB
188		10/22/2025		

Terms	Due Date	If Paid By	Deduct	Sold By
	10/22/2025		$0.00	

Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
22054	PRPTO COSTS 7.1.2025-9.30.2025	1.00				$32,068.81

Subtotal	$32,068.81
Sales Tax	$0.00
Total	$32,068.81
Total Due	$32,068.81

Printed on 10/22/2025

Kitsap Transit
PRPTO
2025

	Jan 2025	Feb 2025	March 2025	1st Q 2025	April 2025	May 2025	June 2025	2nd Q 2025	July 2025	Aug 2025	Sept 2025	3rd Q 2025
Staff Salaries & Wages	$18.85	$0.00	$0.00	$18.85	$812.37	$895.68	$329.80	$2,037.85	$2,869.20	$5,383.88	$3,951.33	$12,204.41
Staff Fringe Benefit	$34.08	$0.00	$0.00	$34.08	$373.85	$329.77	$57.01	$760.63	$436.60	$1,042.53	$753.85	$2,232.98
Advertising	$0.00	$0.00	$0.00	$0.00	$0.00	$405.22	$0.00	$405.22	$0.00	$1,055.45	$0.00	$1,055.45
Professional & Tech Service	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other Contract Services	$14,759.00	$0.00	$19,320.00	$34,079.00	$10,800.00	$0.00	$29,209.50	$40,009.50	$7,545.50	$6,024.00	$0.00	$13,569.50
Operating Supplies	$300.00	$0.00	$1,528.80	$1,828.80	$0.00	$19,525.00	$301.39	$19,826.39	$0.00	$0.00	$0.00	$0.00
Third Party Recovery	$0.00	$0.00	($40,497.73)	($40,497.73)	$0.00	$0.00	($62,948.47)	($62,948.47)	$0.00	$0.00	$0.00	$0.00
Casuality Insurance	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Membership, Dues, and Subscription	$4,537.00	$0.00	$0.00	$4,537.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Merit Plan	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total	**$19,648.93**	**$0.00**	**($19,648.93)**	**$0.00**	**$11,986.22**	**$21,155.67**	**($33,050.77)**	**$91.12**	**$10,851.30**	**$13,505.86**	**$4,705.18**	**$29,062.34**

Items not Previously Billed	$91.12
Costs 7.1.2025-9.30.2025	$29,062.34
Total Reimbursement:	$29,153.46
Admin Fee 10%	$2,915.35
Total to Bill:	**$32,068.81**

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	08/01/2025	PRTPO SERVICES FOR JU				
XXX-XX-1946	172	Invoice	Paid	10-50313-4102	Other Contractual Services	$7,545.50
	09/04/2025	PRTPO SERVICES FOR AU				
	173	Invoice	Paid	10-50313-4102	Other Contractual Services	$6,000.00
					Totals for 3P TRANSPORTATION SERVICES:	*$13,545.50*
REGIONS BANK P-CARD						
REGIONS BANK P-CARD	08/26/2025	DOMAIN RENEWAL #196				
	CC-13309	Invoice	Paid	10-50313-4102	Other Contractual Services	$12.00
	08/26/2025	DOMAIN RENEWAL #196				
	CC-13310	Invoice	Paid	10-50313-4102	Other Contractual Services	$12.00
					Totals for REGIONS BANK P-CARD:	*$24.00*
SHELTON MASON COUNTY JOURNAL						
SHELTON MASON COUNTY JOURNA	08/28/2025	Legal Notice RTIP 2026 Ir				
	130652	Invoice	Paid	10-50301-4102	Legal Advertising	$320.00
					Totals for SHELTON MASON COUNTY JOURNAL:	*$320.00*
SOUND PUBLISHING INC						
SOUND PUBLISHING INC	08/27/2025	Inv SEQ1018694 Sequim				
	SEQ1018694	Invoice	Paid	10-50301-4102	Legal Advertising	$140.80
	08/29/2025	Lgl Notice 2026 RTIP Inv				
	POI1018661	Invoice	Paid	10-50301-4102	Legal Advertising	$189.80
	08/29/2025	Lgl Notice RTIP North Kit				
	NKH1018671	Invoice	Paid	10-50301-4102	Legal Advertising	$189.80
	08/29/2025	Lgl Notice RTIP BI Review				
	BIR1018670	Invoice	Paid	10-50301-4102	Legal Advertising	$215.05
					Totals for SOUND PUBLISHING INC:	*$735.45*

Kitsap Transit
Invoice Expense Allocation Report

Account Summary

Account Number	Description	Net Amount
10-50301-4102	Legal Advertising	$1,055.45
10-50313-4102	Other Contractual Services	$13,569.50
	GRAND TOTAL:	$14,624.95

3P Transportation Services

INVOICE

Date: August 1, 2025
Client: Kitsap Transit
Project ID: KT 24-894
Project Name: PRTPO Coordinator
Billing Period: July 1, 2025 – July 31, 2025
Invoice Number: 172

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

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

Professional services in delivery of the SFY 2026-27 UPWP @ $120/hour

Description	Hours	Amount
Task 1: Program Administration, including transition support	45.5	$5,460.00
Task 2: Transportation Planning, including transition support	14.5	$1,740.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	0	--
Total charge for professional services	60.0	$7,200.00
Reverse end of biennium adjustment		$345.50
Total balance due		$7,545.50

Thank you!!

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

BILLING REPORT – Invoice 172

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

Activity Breakout by UPWP Work Program Elements

Program Administration [45.5 hours]

Technical Advisory Committee Meeting – Developed and distributed agenda packet, hosted, and participated in the July 17th Technical Advisory Committee meeting, and completed the meeting recap.

Executive Committee Meeting – Developed and distributed agenda packet, hosted, and participated in the July 31st Executive Committee meeting, and completed the meeting recap.

PRTPO Support – Updated PRTPO Quick Start Guide. Met with Greg Brotherton for orientation meeting. Responded to inquiries from members and other stakeholders on a variety of topics and helped connect members with various resources.

Work Program – Prepared SFY 2025 Q4 invoice report and approval package for the Board. Finalized SFY 2025 UPWP Annual Report and Board brief for August approval. Closed out SFY 2024-2025 biennium records and set up work program tracking reports for the new biennium.

Transition Support – Provided onboarding support for new Coordinator including development of orientation materials, program support guidance, transfers of working files and distribution lists, and other resources. Participated in regular meetings and debriefs.

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

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

Transportation Planning [14.5 hours]

RTP Update – Completed image attributes for transportation system storymap. Met with GIS team to develop hand-off strategy for new Coordinator. Reviewed approach with TAC for completing the regional consistency review and documentation of local Comprehensive Plans.

Transportation Outlook – Met with Legislative Work Group to discuss message concepts for 2026 Transportation Outlook folio. Distilled working draft messages from the group's discussion and routed to members for review and feedback, ahead of the Board's discussion in August.

3P Transportation Services

INVOICE

Date: September 4, 2025
Client: Kitsap Transit
Project ID: KT 24-894
Project Name: PRTPO Coordinator
Billing Period: August 1, 2025 – August 31, 2025
Invoice Number: 173

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

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

Professional services in delivery of the SFY 2026-27 UPWP @ $120/hour

Description	Hours	Amount
Task 1: Program Administration, including transition support	25.5	$3,060.00
Task 2: Transportation Planning, including transition support	24.5	$2,940.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	0	--
Total charge for professional services	50.0	$6,000.00
Total balance due		$6,000.00

Thank you!!

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

BILLING REPORT – Invoice 173

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

Activity Breakout by UPWP Work Program Elements

Program Administration [25.5 hours]
Executive Board Meeting – Supported the August 15th Executive Board meeting including agenda packet development and distribution, coordination with Chair, and meeting hosting and support. Participated in the meeting, took notes, and debriefed. Downloaded and processed meeting video and uploaded to YouTube channel with link from PRTPO website, completed meeting recap, and conducted follow-up activities.

PRTPO Support – Updated PRTPO distribution lists. Reviewed new federal funding opportunity for rural and tribal agencies and distributed annotated materials to TAC members; met with interested staff to discuss potential opportunities. Responded to inquiries from members and other stakeholders on a variety of topics and helped connect members with various resources.

Transition Support – Met with and provided onboarding support for new Coordinator including background on upcoming meetings, context for topics, logistics for Zoom and meeting invites, online RTP tool development, TAC coordination. Provided feedback and responded to questions.

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

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

Transportation Planning [24.5 hours]
RTP Update – Developed briefing memo for the Board for 2025 update to the RTP project list. Initiated Comprehensive Plan reviews and developed model language regarding highways of statewide significance and level of service.

Regional Coordination – Attended the quarterly MPO-RTPO meeting and the MPO-RTPO-WSDOT meeting. Met with representatives of the Lewis-Mason-Thurston Area Agency on Aging regarding their Consolidated Grant award and PRTPO's interest in the project development.

Transportation Outlook – Developed and refined draft messaging for Board review, with input from work group members. Developed draft list of "complete planning corridor" needs and list of big projects PRTPO is tracking. Developed "fit test" draft and refined messaging further.

MASTERCARD PAYMENT AUTHORIZATION

REQUESTOR Sanjay Bhatt DATE 08/25/2025

AMOUNT OF MASTERCARD PURCHASE $ 24.00 +TAX ☐ +FREIGHT ☐

DATE OF PURCHASE 08/25/2025 VENDOR Squarespace.com

PURPOSE OF ITEM(S) PURCHASED OR BUSINESS MEAL & ATTENDEES

Renewal of PRTPO.COM, .ORG domain registrations
#196613099 $12.00
#196612736 $12.00

PLEASE ENSURE THAT AN ITEMIZED RECEIPT IS ATTACHED PRIOR TO SUBMITTING TO THE PURCHASING DEPARTMENT

12.00
12.00

GL ACCOUNT(S) 10-50313-4102

FUND BUS ☑ FERRY ☐

NAME ON CREDIT CARD (*other than* Kitsap Transit) : Sanjay Bhatt (Mastercard 7192)

Sanjay K Bhatt
SIGNATURE OF REQUESTOR

SIGNATURE OF APPROVER

DATE 08/25/2025 DATE 8/25/2025

ADDITIONAL NOTES

Invoice

#196612736

Charged on Monday, August 25, 2025

ISSUED TO

Kitsap Transit
60 WASHINGTON AVENUE, SUITE 200
BREMERTON, WA 98337
United States
Card Number •••• •••• •••• 4793

ISSUED BY

Squarespace, Inc.
225 Varick Street, 12th Floor
New York, NY 10014

Charges

All prices in USD.

prtpo.com Aug 25, 2025 - Aug 24, 2026 (1 year)	$12.00
Subtotal	$12.00
Discount	–
Due	$0.00
Paid	**$12.00**

Invoice

#196613099

Charged on Monday, August 25, 2025

ISSUED TO

Kitsap Transit
60 WASHINGTON AVENUE, SUITE 200
BREMERTON, WA 98337
United States
Card Number •••• •••• •••• 4793

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All prices in USD.

prtpo.org Aug 25, 2025 - Aug 24, 2026 (1 year)	$12.00
Subtotal	$12.00
Discount	–
Due	$0.00
Paid	**$12.00**

Legal Invoice

Date: 08/27/2025

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

Sequim Gazette

RECEIVED
SEP 03 2025
BY:_____

Bill To:

Kitsap Transit - LEGALS
60 Washington Avenue Ste., 200
ATTN: Stephanie Milne-Lane
Bremerton WA 98337

Customer Account #: 86031575

Legal Description: SEQ1018694

Legal Description: Legal Notices General

Desc: 2026 RTIP NOTICE

Legal #: SEQ1018694

Ad Cost: $ 140.80

Published: Sequim Gazette

Ordered By: JACKIE BIDON

Issues Ordered: 1

Start Date: 08/27/2025 **End Date:** 08/27/2025

Due: $ 140.80

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

Kitsap Transit - LEGALS
60 Washington Avenue Ste., 200
ATTN: Stephanie Milne-Lane
Bremerton WA 98337

Account #: 86031575

Invoice #: SEQ1018694

Due: $ 140.80

LocaliQ
Washington
GANNETT

ACCOUNT NAME		ACCOUNT #	INV DATE
Kitsap Transit		288826	05/31/25
INVOICE #	**INVOICE PERIOD**	**CURRENT INVOICE TOTAL**	
0007105446	May 1- May 31, 2025	$43.92	
PREPAY (Memo Info)	**UNAPPLIED (included in amt due)**	**TOTAL CASH AMT DUE***	
$0.00	$0.00	**$43.92**	

BILLING ACCOUNT NAME AND ADDRESS

Kitsap Transit
Accounts Payable
60 Washington AVE # 200
Bremerton, WA 98337-1888

PAYMENT DUE DATE: JUNE 30, 2025

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

All funds payable in US dollars.

BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@ccc.gannett.com

FEDERAL ID 47-2390983

Save A Tree! Gannett is going paperless. Enjoy the convenience of accessing your billing information anytime and pay online. To avoid missing an invoice, sign up today by going to https://gcil.my.site.com/financialservicesportal/s/.

Date	Description	Amount
5/1/25	Balance Forward	$0.00

Package Advertising:

Start-End Date	Order Number	Product	Description	PO Number	Package Cost
5/25/25	11328047	BKS Kitsap Sun	2025-20230 TDP		$23.56
5/28/25	11347640	BKS Kitsap Sun	Plan Update Available for Review	Jackie Bidon	$20.36

As an incentive for customers, we provide a discount off the total invoice cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and Save!

Total Cash Amount Due	$43.92
Service Fee 3.99%	$1.75
*Cash/Check/ACH Discount	-$1.75
*Payment Amount by Cash/Check/ACH	$43.92
Payment Amount by Credit Card	$45.67

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME		ACCOUNT NUMBER		INVOICE NUMBER		AMOUNT PAID
Kitsap Transit		288826		0007105446		
CURRENT DUE	**30 DAYS PAST DUE**	**60 DAYS PAST DUE**	**90 DAYS PAST DUE**	**120+ DAYS PAST DUE**	**UNAPPLIED PAYMENTS**	**TOTAL CASH AMT DUE***
$43.92	$0.00	$0.00	$0.00	$0.00	$0.00	**$43.92**

REMITTANCE ADDRESS (Include Account# & Invoice# on check)

Gannett Washington LocaliQ
PO Box 52173
Phoenix, AZ 85072-2173

TO PAY BY PHONE PLEASE CALL: 1-877-736-7612

TOTAL CREDIT CARD AMT DUE $45.67

To sign up for E-mailed invoices and online payments please go to https://gcil.my.site.com/financialservicesportal/s/

0000288826000000000000071054460000439212615

Legal Invoice

Date: 08/29/2025

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

Bainbridge Island Review



Bill To:

Kitsap Transit - LEGALS
60 Washington Avenue Ste., 200
ATTN: Stephanie Milne-Lane
Bremerton WA 98337

Customer Account #: 86031575

Legal Description: BIR1018670

Legal Description: Legal Notices General

Desc:

Legal #: BIR1018670

Ad Cost: $ 215.05

Ordered By: JACKIE BIDON

Published: Bainbridge Island Review

Issues Ordered: 1

Start Date: 08/29/2025 **End Date:** 08/29/2025

Due: $ 215.05

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

Kitsap Transit - LEGALS
60 Washington Avenue Ste., 200
ATTN: Stephanie Milne-Lane
Bremerton WA 98337

Account #: 86031575

Invoice #: BIR1018670

Due: $ 215.05

Legal Invoice

Date: 08/29/2025

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



North Kitsap Herald

Bill To:

Kitsap Transit - LEGALS
60 Washington Avenue Ste., 200
ATTN: Stephanie Milne-Lane
Bremerton WA 98337

Customer Account #: 86031575

Legal Description: NKH1018671

Legal Description: Legal Notices General

Desc:

Ordered By: JACKIE BIDON

Issues Ordered: 1

Legal #: NKH1018671

Ad Cost: $ 189.80

Published: North Kitsap Herald

Start Date: 08/29/2025 **End Date:** 08/29/2025

Due: $ 189.80

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

Kitsap Transit - LEGALS
60 Washington Avenue Ste., 200
ATTN: Stephanie Milne-Lane
Bremerton WA 98337

Account #: 86031575

Invoice #: NKH1018671

Due: $ 189.80

Legal Invoice

Date: 08/29/2025

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

Port Orchard Independent



Bill To:

Kitsap Transit - LEGALS
60 Washington Avenue Ste., 200
ATTN: Stephanie Milne-Lane
Bremerton WA 98337

Customer Account #: 86031575

Legal Description: POI1018661

Legal Description: Legal Notices General

Desc:

Legal #: POI1018661

Ad Cost: $ 189.80

Ordered By: JACKIE BIDON

Published: Port Orchard Independent

Issues Ordered: 1

Start Date: 08/29/2025 **End Date:** 08/29/2025

Due: $ 189.80

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

Kitsap Transit - LEGALS
60 Washington Avenue Ste., 200
ATTN: Stephanie Milne-Lane
Bremerton WA 98337

Account #: 86031575

Invoice #: POI1018661

Due: $ 189.80

Legal Invoice

Date: 05/31/2025

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

Whidbey News Times

Bill To:
Kitsap Transit - LEGALS
60 Washington Avenue Ste., 200
ATTN: Stephanie Milne-Lane
Bremerton WA 98337

Customer Account #: 86031575
Legal Description: WNT1014312

Legal Description: County Notices

Desc: 2025 Regional Transportation Plan Update Available for Review JACKIE BIDON

Ordered By: JACKIE BIDON

Issues Ordered: 1

Legal #: WNT1014312

Ad Cost: $ 70.76

Published: Whidbey News Times

Start Date: 05/31/2025 **End Date:** 05/31/2025

RECEIVED
JUL 14 2025
BY

Due: $ 70.76

PAST DUE

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

Kitsap Transit - LEGALS
60 Washington Avenue Ste., 200
ATTN: Stephanie Milne-Lane
Bremerton WA 98337

Account #: 86031575
Invoice #: WNT1014312
Due: $ 70.76

Jefferson Transit Authority
PRTPO Fiscal Agent Expenses

Jefferson Transit Authority
63 4 Corners Rd
Port Townsend WA 98368

Invoice Date: 9/30/2025
Invoice Period: July-September 2025

Staff Salaries & Wages Expenses

Description	Date	Hours	Wages	Benefits	Total
End of Quart invoicing	1-Jul	0.5	$ 26.27	$ 17.17	$ 43.44
Deposits/checks	31-Jul	0.5	$ 26.27	$ 17.17	$ 43.44
Bank Reconcile	14-Aug	0.5	$ 26.27	$ 17.17	$ 43.44
Bank Reconcile	23-Sep	0.5	$ 26.27	$ 17.17	$ 43.44
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
Total Salaries & Wages			$ 105.08	$ 68.68	$ 173.76

Other Reimbursable Expenses

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

Expense Summary for Quarter

	April	May	June	Total
	7/1/2025	8/1/2025	9/1/2025	
	7/31/2025	8/31/2025	9/30/2025	
Staff Salaries and Wages	$ 52.54	$ 26.27	$ 26.27	$ 105.08
Staff Fringe Benefit	$ 34.34	$ 17.17	$ 17.17	$ 68.68
Other Reimbursables	$ -	$ -	$ -	$ -
Subtotal	**$ 86.88**	**$ 43.44**	**$ 43.44**	**$ 173.76**
Overhead Charge 10%	$ 8.69	$ 4.34	$ 4.34	$ 17.38
TOTAL	**$ 95.57**	**$ 47.78**	**$ 47.78**	**$ 191.14**

Invoice Total: $ 191.14

ATTACHMENT C

ACTION ITEM

To: PRTPO Executive Board
From: Amna Parson, PRTPO Coordinator
Date: December 11, 2025
Subject: **Release of Request for Proposal (RFP) for the 2026 Human Services Transportation Plan (HSTP)**

REQUESTED ACTION:

Approve the release of Request for Proposals for the 2026 Coordinated Human Services Transportation Plan (HSTP), which was approved by the TAC in November.

Overview

The WSDOT Public Transportation Division (PTD) requires MPO/RTPOs to prepare a coordinated HSTP every four years. The PRTPO will develop the Plan with stakeholders, service providers, public transportation users, and the public.

The PTD has provided the PRTPO with $85,000 of state funds to complete the 2026 HSTP.

The HSTP is a mechanism to assist with the awarding of grants through the State's Consolidated Grants Program which provides operating and capital funds for rural and urban transportation providers. The PRTPO ranks applications for the CGP every two years before sending the rankings to WSDOT PTD for final award.

The Federal Transit Administration (FTA) Circular 9070.1 G Chapter V (2)(b) provides federal guidance on HSTPs, including detailed instructions for developing your plan. The circular also includes four required elements of the HSTP:

1. An assessment of available services that identifies current providers (public, private, and nonprofit).

2. An assessment of transportation needs for individuals with disabilities and seniors. This assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts, and gaps in service.

3. Strategies and/or activities to address the identified gaps and achieve efficiencies in service delivery.

4. Relative priorities for implementation based on resources, time and feasibility for implementing specific strategies/activities identified.

The Plan will identify regional priorities, which determine eligibility for funding under WSDOT's Consolidated Grant Program. The grant program includes funding from state and federal sources. Additionally, WSDOT uses HSTPs as an input for the Statewide Human Services Transportation Plan.

WSDOT PTD oversees the development of the HSTP in partnership with the PRTPO. The PTD has developed a guidebook to assist in preparing the Plan. The current Plan was last amended in December of 2024 and can be found at: https://www.prtpo.org/human-services-transportation-plan

The RFP will be posted on the PRTPO website following Executive Board approval. Every effort will be made to contact consulting firms with interest in developing the HSTP.

For More Information:
Amna Parson | 360.473.1132 | AmnaP@kitsaptransit.com

Background

In 2026 the Peninsula Regional Transportation Planning Organization (PRTPO) will adopt an updated Human Services Transportation Plan (HSTP) that establishes priority strategies to address identified gaps in human services transportation throughout the Peninsula region. The PRTPO is the Regional Transportation Planning Organization for the four-county region, which includes Clallam, Jefferson, Kitsap, and Mason Counties.

This 2026 update of the HSTP acknowledges the highly compressed schedule for completion and has tailored the scope of work accordingly. PRTPO will concentrate its efforts with this recurring update in migrating the primary plan to an online platform to better support current and future needs while increasing the efficiency of routine updates. Outreach activities will be efficient to carry out and convenient to participate in while generating useful information that supports coordinated planning now and in the future.

PRTPO needs assistance with outreach activities, development of digital engagement tools, GIS mapping products and communication pieces, and documentation. The selected Consultant will work closely with the PRTPO Coordinator in delivering this project. Standards and schedule for this update will comply with the Washington State Department of Transportation's (WSDOT) July 2025 Coordinated Public Transit-Human Services Transportation Plan Guidebook. https://wsdot.wa.gov/sites/default/files/2025-05/PT-Guide-CoordinatedHumanServicesTransportationPlanGuidebook.pdf

Kitsap Transit (KT) is administering this project on behalf of PRTPO. Kitsap Transit is requesting proposals for this consultant's assistance and will oversee project management.

Scope of Work

Consultant will work in close collaboration with the PRTPO Coordinator in developing an update to the PRTPO Human Services Transportation Plan between March 2026 and December 2026. Consultant will complete the following tasks:

1. Project Delivery Strategy & Timeline
   Work with PRTPO Coordinator to develop a project delivery strategy and timeline that ensures consistency and coordination between the tasks while meeting critical schedule milestones. This will be the primary roadmap to support coordinated project delivery.
   Deliverable:
   - Project delivery strategy and timeline

2. Mobility Needs Assessment
   Conduct and document outreach with the three target audiences to review and update baseline mobility needs. This includes the design and development of engagement tools for collecting, storing, and evaluating responses gathered in this process. Assemble relevant geospatial data to provide a land use and/or community services context for the needs assessment as appropriate. Baseline mobility needs are derived from the 2022 HSTP and will be provided to the Consultant as a starting point for this assessment.
   Deliverable:
   - Outreach tools for different target populations
   - Outreach findings and documentation
   - Relevant GIS data layers and resources

3. Inventory of Transportation Services
   Develop a baseline regional inventory of mobility services available to support human services transportation needs. It should reflect input from transportation providers and where appropriate, human services providers. The inventory will be assembled in an ArcGIS format that is user-friendly and efficient to update and maintain over time.
   Deliverable:
   - GIS data layers describing the inventory of mobility services and facilities

4. Gap Analysis
   Assess and refine as needed the baseline understanding of gaps in service and barriers to mobility, and the baseline strategies to address those gaps and barriers. Validate and refine resulting gaps and strategies with transportation providers and human services providers. Baseline gaps and strategies are derived from the 2019 HSTP and will be provided to the Consultant as a starting point for this analysis.
   Deliverable:
   - Outreach tools for different target populations
   - Outreach findings and documentation

5. Strategy Evaluation
   Work with PRTPO Coordinator to develop a draft methodology based on identified mobility needs, system gaps, and strategies, for use in evaluating and prioritizing future Consolidated Grants funding proposals. Approach will include input from PRTPO Executive Board. Intent is for the plan to provide clarity to potential applicants as to the kinds of projects that will be considered HSTP priorities as they are developing Consolidated Grant applications for WSDOT.
   Deliverable:
   - Framework for evaluating and prioritizing future grant projects
   - Communication materials

6. HSTP Development
   Develop a public facing ESRI StoryMap of the draft HSTP. The StoryMap is expected to be visually rich, reader-friendly, and highly informative. To the extent practical it will incorporate relevant and useful data resources that can be readily maintained by PRTPO over time. It should incorporate a mix of insights and anecdotes generated through engagement activities along with statistics and data points to portray the region's human services mobility needs, transportation services and resources, gaps and barriers, and strategies. Develop a companion documentation appendix that satisfies WSDOT reporting and documentation requirements and facilitates its compliance review of PRTPO's plan.
   Deliverable:
   - StoryMap version of HSTP (draft and final)
   - Documentation Appendix for WSDOT (draft and final)

7. Public Review and Comment on Draft HSTP
   Develop an information brief to support the public review process for the draft HSTP. Work to obtain comment on the draft plan from key stakeholders and document the process and

findings. Collaborate with PRTPO Coordinator on recommended changes to the draft HSTP StoryMap or appendix that may be warranted as a result of the public review. Public Outreach will be a key focus area of the 2026 HSTP.

Deliverable:

- Outreach tools for different target populations
- Outreach findings and documentation

Material Support

The PRTPO will begin work on the HSTP update prior to consultant selection. Materials that will be available to the Consultant no later than March 13th include:

- HSTP Public Participation Plan – *identifies engagement objectives with targeted HSTP population groups and Title VI populations*
- List of Providers in the Peninsula Region – *this is an initial list of known mobility providers and human services providers with potential interest in this HSTP update*
- Baseline Condition: Mobility Needs, Gap and Barrier Analysis, and Regional Strategies – *provides the starting point for review and refinement, based on the 2019 HSTP*
- PRTPO ArcGIS Online Data Portal – *data resources, engagement tools, and communication and planning products will be built on the ESRI platform and be integrated with PRTPO's emerging regional GIS portal*
- Primary Data Sets – *these represent core data from the Census, 2-1-1 Counts, and other data programs; they are indicative of the kind of GIS services data that can be easily maintained and updated over time that will be a foundation of the online HSTP; additional data may be added during the update*

Target Audiences

Unless otherwise specified, information and engagement activities will be tailored to the needs of three specific audiences:

- mobility providers [public, tribal, non-profit, for-profit, Medicaid]
- human services providers offering support or services for targeted populations, below
- individuals within targeted populations
    - seniors (fed/state requirement)
    - people with disabilities (fed/state requirement)
    - people with low income (fed/state requirement)
    - tribal communities (PRTPO priority)
    - Title VI LEP populations (PRTPO priority)

PRTPO is also interested in the overlap of veterans' concerns with these targeted groups.

PRTPO is striving for an efficient, effective engagement process appropriate for a large, predominately rural area. It should provide useful input to the update and satisfy state and federal requirements. Virtual and online engagement opportunities will be standard for this update. PRTPO has a strong preference for engagement tools developed on ESRI's ArcGIS Survey123 platform. Alternatives, if proposed, should integrate seamlessly with other ESRI ArcGIS Online products.

A primary intent of the 2026 HSTP engagement is to better understand human services mobility needs, problems or barriers, and potential strategies through three different perspectives: transportation providers, human services providers, and individuals.

Note that PRTPO does not have a standing human services coordination committee, nor does it have the capacity to establish and maintain such a committee at this time.

HSTP Implementation

The principal use of the 2026 HSTP update will be to inform the evaluation and prioritization of projects from the Peninsula Region for WSDOT's Consolidated Grants process over the next two funding cycles. It is anticipated that the online format and dynamic information introduced with this update will generate interest in future opportunities for more collaboration, analysis, and education, such as:

- Understanding differences and similarities between urban and rural communities when considering mobility needs, barriers, and potential strategies across the Peninsula region and ways that equity analysis might be applied in these different contexts
- Evaluation of the state of preparedness and capacity of the human services transportation network across the Peninsula region regarding emergency response and evacuation
- Ways that enhanced coordination and partnerships could address institutional or regulatory challenges that undermine the efficient delivery of existing services

These or other future implementation opportunities may inform the approach to this update.

HSTP Documents

The final 2026 HSTP will include two elements:

1. An ESRI StoryMap will be PRTPO's primary public-facing HSTP and the platform for future HSTP updates. It will provide a dynamic picture of human services mobility need across the Peninsula region, information on providers and services available to meet those needs, gaps in service or barriers that hinder access to services, strategies and opportunities, and data and other user resources. Graphic and information-rich content will be reader-friendly and easy to navigate. The StoryMap will present the regional context that frames human services mobility needs and opportunities in the Peninsula region and supports future planning and coordination activities.

2. A technical appendix will satisfy reporting and documentation requirements for this update and support WSDOT in its compliance review of PRTPO's plan and process.

Approach and Hard Deadlines

This update will satisfy all federal requirements, but given the available time and budget, it will not address all optional considerations put forward by WSDOT in its planning guidance. Greater priority is placed on migrating the HSTP to an effective online format and developing useful engagement and analysis tools that will support current and future coordinated planning needs.

Primary contract activities described below may enjoy logical synergies and scheduling benefits from merged or concurrent activities. PRTPO welcomes innovative approaches to project

delivery within established PRTPO meeting schedules and HSTP deadlines. While there may be some flexibility within the time frames presented in the attached schedule, the following dates are not flexible:

- PRTPO Executive Board will review the draft HSTP on August 21, 2026, and approve its release for public review
- PRTPO Executive Board will accept public comments before final review and adoption on October 16, 2026
- Final HSTP deliverables will be delivered to WSDOT no later than December 1, 2026

END OF SCOPE

ATTACHMENT D

ACTION ITEM

To: PRTPO Executive Board
From: Amna Parson, PRTPO Coordinator
Date: December 11, 2025
Subject: **Approval of 2026-2031 Regional Transportation Improvement Program (RTIP) Amendment #1**

REQUESTED ACTION:

Approve the addition of the Jefferson Transit Projects to the PRTPO 2026-2031 RTIP, which was approved by the TAC in November.

Overview:

Jefferson Transit has requested the addition of twelve projects to the 2026-2031 RTIP. The projects support the 2025 Executive Board adopted Regional Transportation Plan Goals of:

1. Intergovernmental Coordination
2. Public Involvement
8. Transportation Funding
10. Preservation, Maintenance, and Repair
15. Public Transportation

The Projects are:

1. Purchase electric vehicles for expanded Dial-A-Ride service
2. Miscellaneous Capital Expenses
3. Preservation and Expansion of Intellectual Property
4. Purchase Replacement DAR Cutaways
5. Electric Dial-A-Ride Vans
6. Equipment and Service Vehicles
7. HPTC Park and Ride Enhance & Upgrade
8. ITS Improvements
9. Design and construct new facility for bus maintenance and to house the Facilities Maintenance Department.
10. Passenger Amenities & Services
11. Purchase replacement electric vehicles (heavy & medium buses)
12. Purchase replacement Rideshare vans

Additional project details are attached.

For More Information:
Amna Parson | 360.473.1132 | AmnaP@kitsaptransit.com

Washington State Department of Transportation

Six Year Transportation Improvement Program
From 2026 to 2031

Agency: Jefferson Transit

County: Jefferson

MPO/RTPO: Peninsula RTPO Y Inside N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		Expansion DAR Electric Vehicles to Purchase electric vehicles for expanded Dial-A-Ride service	EXPDAREV					23				No

Funding

Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2026	5339	120,000		0	30,000	150,000
P	CN	2027	5339	240,000		0	60,000	300,000
			Totals	**360,000**		**0**	**90,000**	**450,000**

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
CN	150,000	300,000	0	0	0
Totals	**150,000**	**300,000**	**0**	**0**	**0**

Washington State Department of Transportation

Six Year Transportation Improvement Program
From 2026 to 2031

Agency: Jefferson Transit

County: Jefferson

MPO/RTPO: Peninsula RTPO Y Inside N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		Miscellaneous Capital Expenses to Miscellaneous Capital Expenses	MISCAPITAL					23				No

Funding

Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2026	5339	40,000		0	10,000	50,000
P	CN	2027	5339	40,000		0	10,000	50,000
P	CN	2028	5339	40,000		0	10,000	50,000
P	CN	2029	5339	40,000		0	10,000	50,000
P	CN	2030	5339	40,000		0	10,000	50,000
			Totals	**200,000**		**0**	**50,000**	**250,000**

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
CN	50,000	50,000	50,000	50,000	50,000
Totals	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**

Washington State Department of Transportation

Six Year Transportation Improvement Program
From 2026 to 2031

Agency: Jefferson Transit

County: Jefferson

MPO/RTPO: Peninsula RTPO Y Inside N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		Preservation and Expansion of Intellectual Property to Preservation of administrative intellectual property.	INTELPROP					27				No

Funding

Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2026	5339	160,000		0	40,000	200,000
P	CN	2029	5339	120,000		0	30,000	150,000
			Totals	**280,000**		**0**	**70,000**	**350,000**

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
CN	200,000	0	0	150,000	0
Totals	**200,000**	**0**	**0**	**150,000**	**0**

Washington State Department of Transportation

Six Year Transportation Improvement Program
From 2026 to 2031

Agency: Jefferson Transit

County: Jefferson

MPO/RTPO: Peninsula RTPO Y Inside N Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		Purchase Replacement DAR Cutaways to Purchase replacement Dial-A-Ride cutaways.	DARCUTAW					23				No

Funding

Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2027	5339	360,000		0	90,000	450,000
P	CN	2030	5339	360,000		0	90,000	450,000
			Totals	**720,000**		**0**	**180,000**	**900,000**

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
CN	0	450,000	0	0	450,000
Totals	**0**	**450,000**	**0**	**0**	**450,000**

	Federal Funds		State Funds	Local Funds	Total Funds
Grand Totals for Jefferson Transit	**1,560,000**		**0**	**390,000**	**1,950,000**

Washington State Department of Transportation

Six Year Transportation Improvement Program
From 2026 to 2031

Agency: Jefferson Transit

County: Jefferson

MPO/RTPO: Peninsula RTPO N Inside Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		Electric Dial-A-Ride Vans to Purchase electric ADA vans for Dial-A-Ride service.	EDARVANS					23			CE	No

Funding

Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2027	5339	156,800		0	39,200	196,000
P	CN	2028	5339	156,800		0	39,200	196,000
			Totals	**313,600**		**0**	**78,400**	**392,000**

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
CN	0	196,000	196,000	0	0
Totals	**0**	**196,000**	**196,000**	**0**	**0**

Washington State Department of Transportation

Six Year Transportation Improvement Program
From 2026 to 2031

Agency: Jefferson Transit

County: Jefferson

MPO/RTPO: Peninsula RTPO N Inside Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		Equipment and Service Vehicles N/A to N/A To maintain equipment and replace service vehicles for preservation as well as purchase equipment and service vehicles for expansion.	equiserv					23			CE	No

Funding

Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2026	STP(R)	80,000		0	20,000	100,000
P	CN	2027	STP(R)	40,000		0	10,000	50,000
P	CN	2028	5339	40,000		0	10,000	50,000
P	CN	2029	5339	40,000		0	10,000	50,000
P	CN	2030	5339	40,000		0	10,000	50,000
			Totals	**240,000**		**0**	**60,000**	**300,000**

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
CN	50,000	50,000	50,000	50,000	50,000
Totals	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**

Washington State Department of Transportation

Six Year Transportation Improvement Program
From 2026 to 2031

Agency: Jefferson Transit

County: Jefferson

MPO/RTPO: Peninsula RTPO N Inside Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		HPTC Park and Ride Enhance & Upgrade N/A to N/A Enhance and expand HPTC park and ride lot	EPR1					23			CE	No

Funding

Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2027	5339	4,000,000		0	1,000,000	5,000,000
			Totals	**4,000,000**		**0**	**1,000,000**	**5,000,000**

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
CN	0	5,000,000	0	0	0
Totals	**0**	**5,000,000**	**0**	**0**	**0**

Washington State Department of Transportation

Six Year Transportation Improvement Program
From 2026 to 2031

Agency: Jefferson Transit

County: Jefferson

MPO/RTPO: Peninsula RTPO N Inside Y Outside

Functional Class	Priority Number	A. PIN/Project No. / C. Project Title / D. Road Name or Number / E. Begin & End Termini / F. Project Description	B. STIP ID / G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		ITS Improvements N/A to N/A ITS Improvements such as new computers, new software and software updates, etc.	ITSImprov					23			CE	No

Funding

Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2026	STP(R)	40,000		0	10,000	50,000
P	CN	2027	STP(R)	40,000		0	10,000	50,000
P	CN	2028	INFRA	40,000		0	10,000	50,000
P	CN	2029	INFRA	40,000		0	10,000	50,000
P	CN	2030	INFRA	40,000		0	10,000	50,000
			Totals	**200,000**		**0**	**50,000**	**250,000**

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
CN	50,000	50,000	50,000	50,000	50,000
Totals	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**

Washington State Department of Transportation

Six Year Transportation Improvement Program
From 2026 to 2031

Agency: Jefferson Transit

County: Jefferson

MPO/RTPO: Peninsula RTPO N Inside Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		New Facility Design & Construction to Design and construct new facility for bus maintenance and to house the Facilities Maintenance Department.	NEWDESIGN					23				No

Funding

Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2027	5339	5,600,000		0	1,400,000	7,000,000
			Totals	**5,600,000**		**0**	**1,400,000**	**7,000,000**

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
CN	0	7,000,000	0	0	0
Totals	**0**	**7,000,000**	**0**	**0**	**0**

Washington State Department of Transportation

Six Year Transportation Improvement Program
From 2026 to 2031

Agency: Jefferson Transit

County: Jefferson

MPO/RTPO: Peninsula RTPO N Inside Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		Passenger Amenities & Services N/A to N/A Kiosk and/or other electronical services along with other amenities that will enhance passenger service.	PassAmen					23			CE	No

Funding

Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2026	STP(R)	472,000		0	118,000	590,000
P	CN	2027	STP(R)	72,000		0	18,000	90,000
P	CN	2028	5339	72,000		0	18,000	90,000
P	CN	2029	STP(R)	72,000		0	18,000	90,000
P	CN	2030	5339	72,000		0	18,000	90,000
			Totals	**760,000**		**0**	**190,000**	**950,000**

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
CN	90,000	90,000	90,000	90,000	90,000
Totals	**90,000**	**90,000**	**90,000**	**90,000**	**90,000**

Washington State Department of Transportation

Six Year Transportation Improvement Program
From 2026 to 2031

Agency: Jefferson Transit

County: Jefferson

MPO/RTPO: Peninsula RTPO N Inside Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		Purchase replacement electric vehicles (heavy & medium buses) N/A to N/A Purchase replacement electric heavy-duty buses.	LEVCOACH2					23			CE	No

Funding

Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2026	5339	2,080,000		0	520,000	2,600,000
			Totals	**2,080,000**		**0**	**520,000**	**2,600,000**

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
CN	2,600,000	0	0	0	0
Totals	**2,600,000**	**0**	**0**	**0**	**0**

Washington State Department of Transportation

Six Year Transportation Improvement Program
From 2026 to 2031

Agency: Jefferson Transit

County: Jefferson

MPO/RTPO: Peninsula RTPO N Inside Y Outside

Functional Class	Priority Number	A. PIN/Project No. / C. Project Title / D. Road Name or Number / E. Begin & End Termini / F. Project Description	B. STIP ID / G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		Purchase replacement Rideshare vans to Purchase replacement vans for Rideshare program.	RIDESHARE					23			CE	No

Funding

Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2027	STP(R)	80,000		0	20,000	100,000
P	CN	2028	5339	80,000		0	20,000	100,000
P	CN	2029	5339	120,000		0	30,000	150,000
			Totals	**280,000**		**0**	**70,000**	**350,000**

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
CN	0	100,000	100,000	150,000	0
Totals	**0**	**100,000**	**100,000**	**150,000**	**0**

	Federal Funds		State Funds	Local Funds	Total Funds
Grand Totals for Jefferson Transit	**13,473,600**		**0**	**3,368,400**	**16,842,000**

ATTACHMENT E

1st Reading / Action Item

To: PRTPO Executive Board
From: Thera Black, Regional Transportation Planner
Date: December 11, 2025
Subject: **Consistency Determination of Local Comp Plans**

REQUESTED ACTION:
This is a First Reading of a proposed action. If there are no outstanding questions or concerns, the Board may take action to find the Comprehensive Plans of Kitsap County, Mason County, Bremerton, Forks, Port Orchard, Port Angeles, and Poulsbo to be consistent with the Regional Transportation Plan. However, if unanswered questions or concerns remain, we will bring this back for further discussion and action in February.

At its November 20th meeting, the TAC recommended the Board find these plans to be consistent with the RTP.

Background
In June PRTPO adopted the 2025 update of the long-range Regional Transportation Plan (RTP). The RTP is an important element of the Growth Management Act, helping to ensure that local and state transportation planning activities and major investments are coordinated and consistent with each other. In accordance with RCW 47.80.023(2) and (4) PRTPO must re-certify, after periodic updates, that local Comprehensive Plans remain consistent with the RTP and with state transportation policy and plans. Failure to demonstrate consistency jeopardizes local agency access to state funding. Many state transportation grants consider regional consistency a pass/fail factor.

Maintaining consistency between local plans and the RTP helps ensure that transportation decisions and investments made by individual local agencies are compatible with each other, and between those agencies and WSDOT. As defined in WAC 468-86-030, ***consistency*** means that "local and regional plans are not incompatible," in order that "they can support integration and interoperability of transportation systems across the region."

Long-standing principles and guidelines developed in accordance with RCW 47.80.026 have shaped the RTP and locally adopted Countywide Planning Policies and related Comprehensive Plans for thirty years. They reflect a regional transportation strategy that has guided coordinated planning in the Peninsula Region since 1995. Adherence to these principles aligns local plans, through the RTP, with statewide transportation and growth management policies, supporting an enduring and consistent approach to systemwide planning across agencies and modes of travel.

PRTPO adopted the attached **"Principles and Guidelines for Regional Consistency"** in June as a part of the 2025 RTP update, to serve as a framework for conducting required consistency reviews. They were used in June to ascertain consistency between the RTP and updated Countywide Planning Policies for the four counties. They serve now as the foundation for consistency review of Comp Plans, augmented with a few additional factors specified in RTPO and local agency statutes. This includes level of service (LOS) standards, forecasts and evaluation of system impacts, projects and funding to address impacts, and ADA compliance. A brief summary of these factors are found at the end of the Principles and Guidelines. They were reviewed and discussed by the TAC in July and served as the yardstick for plan evaluations.

Local Comprehensive Plans
A total of thirteen plans are subject to periodic updates and must be recertified by PRTPO. Agencies are in various stages of meeting statutory deadlines established by law. Kitsap partners had a December 2024 deadline for completion while agencies in the other three counties face a December 2025 deadline, though extensions are commonly granted by the Department of Commerce. Transportation is but one element local agencies are considering in these periodic updates.

I reviewed eleven plans, plus what was available for a twelfth (Sequim). Bainbridge Island is the only agency without any draft plan to review. Five of those I reviewed had completed their adoption processes prior to November and another two are scheduled for adoption on December 16th. The other four I reviewed are still in the final stages of planning commission and public review. For those still in draft form, I passed along minor corrections or clarity suggestions where I came upon them. These were minor corrections with no bearing on consistency.

Where warranted, reviews included related functional plans, master plans, Complete Street plans, and sub-area plans. Every agency has its own approach to the structure of these local Comp Plans in accordance with other government functions and constituent needs. We accommodated this, reviewing different types of documents in addition to actual Comprehensive Plans. The last page of this brief lists the various documents included in each agency's review.

Consistency Review Findings

Of the eleven reviews completed, I found ten plans to be consistent with the RTP and long-standing regional policy direction reflected in the adopted Principles and Guidelines. One was not consistent with several core GMA stipulations for transportation plans.

Port Townsend is using this periodic update to reframe its overall approach to coordinated local planning citywide. An entirely new transportation element was developed in the innovative style of the rest of the revamped plan. While it is clear the spirit and intent are consistent with the RTP, some things were dropped or changed in this revamp that run afoul of local and regional requirements. I met with staff in October to go over these things and discuss ways to satisfy consistency requirements while being true to the rest of the city's Comp Plan and public input. PRTPO will review the next draft when its available to ensure concerns have been addressed before taking it back to the TAC for another review.

While ten plans were found consistent with the RTP in this review, WSDOT requested that PRTPO refrain from certifying plans until they are adopted. As remaining draft plans complete their local adoption processes, they will come to the Board for a similar determination of consistency at a later time.

Relation to PSRC Certifications

Because of their dual membership, Kitsap members undergo a rigorous consistency review from PSRC, with compliance requirements exceeding what is required in a rural RTPO such as this. My review of local plans from our Kitsap partners adhered to the same principles used to evaluate plans from the other three counties; it did not delve into metropolitan planning concerns they must address for PSRC. PRTPO's determinations of consistency are independent of PSRC's findings, and do not relieve our Kitsap partners from satisfying those regulatory requirements, nor those of agencies like Commerce and WSDOT with broader powers and responsibilities.

Next Steps

The Board is asked to consider the finding that the Comprehensive Plans of Kitsap County, Mason County, Bremerton, Forks, Port Orchard, Port Angeles, and Poulsbo are consistent with the Regional Transportation Plan. If, after discussion, members have concerns or unanswered questions to look at further, we will bring this back to the Board for further discussion and action in February. If there are no unanswered questions or concerns in December, the Board may choose to act now in determining these local Comp Plans to be consistent with the RTP. Upon final Board action, we will send letters to each member documenting this determination and update the website.

Attachments:
Principles and Guidelines for Regional Consistency
Document Versions / Status - RTP Consistency Reviews

For More Information:
Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org
Amna Parson | 360.473.1132 | AmnaP@KitsapTransit.com

CORE PRINCIPLES AND GUIDELINES FOR REGIONAL CONSISTENCY

The following principles and guidelines support coordinated transportation planning and decision-making in the Peninsula Region.[1] Compatibility between local and regional plans is the metric for consistency.

Principle 1: Encourage transportation-efficient development patterns appropriate for the intended land use

Guideline examples:

- Concentrate urban land uses in cities and urban growth areas where transit, walking, biking, and other alternatives to driving can be provided. Urban land uses include, but are not limited to, higher density residential development, economic centers, government services, and freight and industrial activities as provided for in local plans and zoning.
- Accommodate urban growth in development patterns that facilitate walking, biking, and transit access. This includes an interconnected network of streets that increases route choice and convenience for all modes of travel as well as appropriate mixes of land use activities with urban densities and design standards that generate transit, walk, and bike trips.
- Restrict development in areas outside of urban growth areas or designated LAMIRDs *[Limited Areas of More Intense Rural Development]* to rural land uses. Rural areas will remain predominately auto dependent due to the low-density pattern of rural land uses. Rural land uses include, but are not limited to, low density residential development, minor economic and service centers, government services, recreational and conservation activities, freight and industrial activities according to local plans, and agricultural and resource activities.
- Coordinate local plans and growth strategies to support effective, safe, and efficient operation of state highways.

Principle 2: Increase convenient multimodal travel options for more people for more trips

Guideline examples:

- Street standards should accommodate all modes of travel safely and conveniently, in accordance with the associated intended land use. Such "complete street" standards will vary by place type, but in general:
    - Urban places should offer a growing network of sidewalks, bike lanes, transit facilities, crosswalks, and other design elements and speed controls to accommodate ever more multimodal travel as land use patterns evolve.
    - Rural places will remain predominately auto dependent. To the extent practical, roads, highways, and bridges should provide shoulders that can accommodate transit pullouts as well as walking and biking. A wider range of complete street treatments are appropriate in select rural areas where land use

[1] The specificity of agency policies and strategies varies based on the size and authority of agency (city, county), geography (urban, rural), and the local approach to coordinated policy and implementation plans. There is no one set policy standard for adherence to these principles.

activities generate non-motorized trips, such as at trailheads, parks, schools, and in rural hamlets or LAMIRDs.

Regardless of urban or rural setting, multimodal safety and ADA accessibility should inform local street standards.

- Provide for multimodal connectivity between local and state transportation networks.
- Engage transit providers as appropriate in coordinated transportation-land use planning, design, and decision-making.
- Consider the needs of people who don't drive due to age, income, or disability when designing facilities, developing services, and siting government buildings and human services facilities.

Principle 3: Support local and state economic vitality

Guideline examples:

- Plan for the transportation needs of freight and industrial activities, including port access, as well as other economic activities that support local and state economies. Transportation facilities can and should stimulate economic activity and accommodate future growth in accordance with adopted land use plans.
- Provide for intermodal connectivity where appropriate that facilitates the movement of goods by truck, ship, and rail.

Principle 4: Make travel safer and more reliable for all

Guideline examples:

- Consider the travel needs and risks associated with all modes of travel when assessing system safety. Try to minimize all conflicts, particularly those between motorized and non-motorized forms of travel.
- Retrofit highways and streets built solely for motor vehicles to accommodate all modes of travel, especially within those areas where contemporary land use patterns are generating or intend to generate transit, walk, and bike trips.
- Incorporate safety strategies into local plans, striving for zero fatalities and serious injuries across the multimodal transportation system.
- Support modern measures as appropriate to minimize risk of serious crashes, such as roundabouts and other roadway design elements, speed reductions, access management, and active enforcement.
- Adopt WSDOT Level of Service standards for Highways of Statewide Significance and standards established in the RTP for all other state highways.

Principle 5: Reduce transportation's impact on the environment and human health

Guideline examples:

- Slow the demand for solo driving in order to reduce per capita growth in vehicle miles traveled and curb greenhouse gas emissions. A mix of travel demand management and land use strategies are applicable, depending on the need and character of each place.

- Promote active transportation options through community and infrastructure design as a means of supporting public health and quality of life.
- Support the retrofit of existing fish passage barriers and avoid creating any new ones.
- Provide for the needs of electric vehicles, the numbers of which will increase over time.
- Support expanded broadband access that reduces the need to travel at all

Principle 6: Maintain a state of good repair

Guideline examples:

- Recognize system preservation and asset management as priority investment needs. Work with the limited resources available to maintain system investments and keep life cycle costs low.

Principle 7: Cooperate with other governments in coordinated transportation planning and decision-making

Guideline examples:

- Participate in regional transportation planning activities as a member of the Peninsula RTPO.
- Maintain coordination between city and county agencies through the joint planning process.
- Engage with public transportation providers in coordinated planning.
- Cooperate with WSDOT in transportation and land use coordination affecting the state highway and ferry systems.
- Promote cooperation and coordination between tribal and non-tribal transportation planning efforts and investment decisions.

Other Review Factors for Comprehensive Plans

There are some other factors not reflected in the overarching principles and guidelines which are statutorily required and were included in the consistency review.

Level of Service Local Comprehensive Plans need to identify Level of Service standards that are compatible with regional Level of Service standards in the RTP. Regional standards apply to highways of statewide significance and are established by WSDOT, and to highways of statewide significance, as agreed upon by WSDOT and local agencies and adopted in the RTP. Those standards reflect current practice within WSDOT and are unchanged for many years. Regional standards do not dictate LOS for local streets. Agencies are working to comply with new requirements for assessing multimodal system performance at the local level and have taken a number of different approaches in addressing this in their plans. Evaluating those approaches is not part of PRTPO's review.

Forecasts and Concurrency Local Comprehensive Plans need to forecast growth in travel demand based on updated land use projections, demonstrate how that future growth can be accommodated by the transportation system and maintain concurrency in accordance with adopted LOS standards, what additional investments may be needed over the next ten years, at least, and a forecast of costs and likely revenues for meeting these future needs.

ADA Compliance Plans must address strategies for complying with Americans with Disabilities Act requirements.

Document Versions – RTP Comp Plan Consistency Review [12.9.25]

Jurisdiction	Document(s)	Version / Status	Notes
Clallam County	Countywide Comprehensive Plan, Sequim-Dungeness Regional Plan, Port Angeles Regional Plan, Straits Regional Plan, Western Regional Plan	Nov 2025 / draft Dec - final stages of public review	Initial review of Summer 2025 draft. Check of Nov draft re minor corrections.
Jefferson County	Comprehensive Plan and Technical Appendix	April 2025 / draft	Minor corrections suggested
Kitsap County	Comprehensive Plan	Dec 2024 / Final	No comments
Mason County	2025 Comprehensive Plan Update, Mason County Transportation Plan	Draft Trans – June 2025 Draft Comp - Sept 2025	Minor corrections suggested and made in final draft. **Adoption slated for 12.16.25.**
Bainbridge Island	N/A		Draft is unavailable
Bremerton	Comprehensive Plan, Transportation Appendix	June 2025 / Final	No comments
Forks	2025-2045 Comprehensive Plan - Ch 8 - Transportation	Sept 2025 / Final	No comments
Port Angeles	2025 Comprehensive Plan Vol. I and Vol. II Appendices	Vol I – Oct 2025 Vol II - Sept 2025 Both draft, pending approval	No comments. Previously reviewed May 2025 draft of Transportation chapter. **Adoption slated for 12.16.25.**
Port Orchard	Comprehensive Plan – Ch 8 - Transportation	Dec 2024 / Final	No comments
Port Townsend	Comprehensive Plan, Active Transportation Plan	Oct 2025 / draft	Consistency issues: LOS policies conflict with regional and WSDOT policies, and w/County in UGA; no forecast of future growth & effects on travel demand and system capacity; no estimate of system investment or project need; no funding plan; 2009 Functional Plan data is outdated as a 2025 forecast reference. Met w/ city staff 10.21 to discuss remedies for final draft to achieve RTP consistency.
Poulsbo	Comprehensive Plan Chapter 4 – Transportation, Transportation Functional Plan Update	Comp Plan – June 2025 / Final Functional Plan – Jan 2025 / Final	No comments
Sequim	2025 Draft Comprehensive Plan – Chapter 5 - Transportation	July 2025 / Planning Commission review draft of Transport chapter of Comp Plan	Incomplete. Transportation Master Plan still under development – source of forecasts, analysis, lists, and funding. Will complete review when info is available.
Shelton	Transportation Element of the Comprehensive Plan	October 2025 / draft	No comments

ATTACHMENT F

DISCUSSION ITEM

To: PRTPO Executive Board
From: Amna Parson, PRTPO Coordinator
Date: December 11, 2025
Subject: **PRTPO Retreat Planning Group**

Requested Action

The Board is asked to discuss and approve a proposal for an extended, in-person meeting on June 21st.

Overview

The in-person PRTPO Retreat is scheduled for April 17, 2026, as decided by the Executive Board at the October meeting. This retreat offers members the opportunity to be in the same room, making new connections and renewing friendships. The previous retreat was split into a morning and an afternoon, with an optional post-event field trip. The retreat can cover topics like the 2026 Human Services Transportation Plan (HSTP), which should be in development, the 2026 FIFA and the Hood Canal Bridge, regional coordination, and more.

To develop this agenda, a planning group is being asked to be established to brainstorm the approach of the retreat. The group would only be asked to meet for an hour to develop the agenda before the February meeting, to be approved by the Board in the following meeting.

Next Steps

The volunteers will be selected, and a meeting will be set for January.

For More Information:
Amna Parson | 360.473.1132 | AmnaP@kitsaptransit.com

ATTACHMENT G

ACTION ITEM

To: PRTPO Executive Board
From: Amna Parson, PRTPO Coordinator
Date: December 11, 2025
Subject: **Election of 2026-2027 PRTPO Officers**

Overview

The PRTPO Executive Board elects a Chair, Vice-Chair, and Secretary to serve as the Executive Committee, providing oversight for the work program in coordination with the Lead Planning Agency and the Fiscal Agent. Per PRTPO bylaws, officers serve a two-year term beginning at the end of the meeting in which they were elected. They may serve no more than two consecutive terms in the same position.

Due to the pending vacancy on the Executive Committee as Lindsey and Ben step down, the Board has decided to hold the PRTPO Officer elections in 2025, with an effective start date for the elected officers in January 2026.

After discussions with members of the Board, the Executive Committee has identified the following as candidates for your consideration:

Chair Greg Brotherton, Jefferson County (1st two-year term)
Vice-Chair Mike French, Clallam County (1st two-year term)
Secretary Amy Asher, Mason Transit (1st two-year term)

Additional nominations from the floor can be taken at the meeting.

For More Information:
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