PRTPO EXECUTIVE BOARD MEETING

June 12, 2026 | 10:00 – 12:00

Zoom Meeting – Login Below

1.	10:00 – 10:05	**Approval of Agenda** **Consent Calendar** • *Approval of Agenda* • *Approval of Minutes from April 17, 2026 (Attachment A)* • *SFY 2026 Q3 Invoice Approval (Attachment B)*	ACTION
2.	10:05 – 10:20	**SFY 2025-2026 Unified Planning Work Program Adoption** *(Attachment C)* *The UPWP was updated to include a project to review the PRTPO's ADA compliance, the only new item added to the unfunded needs list. The Board is asked to adopt the UPWP.*	ACTION
3.	10:20 – 10:45	**Human Services Transportation (HSTP) Update** *The HSTP has been underway a presentation about the process and timeline was provided at the previous TAC and Board meeting. The consultant will present the current findings.*	DISCUSSION
4.	10:45 – 11:00	**Transportation Alternative** *(Attachment D)* *The TAC reviewed the funding increase requests for projects for the Jamestown S'Klallam Tribe and Jefferson County and recommended that the Board approve the funding increases.*	ACTION
7.	11:00 – 11:20	**Long Live the King Presentation** *The Long Live Kings has reached out to present on the Hood Canal Bridge Ecosystem Impacts Assessment. The presentation will provide more information on their project and its phases.*	BRIEFING
8.	11:20 – 11:35	**PRTPO Coordinator Update** *Short updates to keep members apprised about matters of potential interest.*	BRIEFING
9.	11:35 – 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**	

Greg Brotherton, Chair

Mike French, Vice-Chair *Amy Asher, Secretary*

Next Executive Board Meeting – August 21, 2026 – 10:00 – 12:00

Human Services Transportation (HSTP) Update

2027 Legislative Agenda – Draft Messages

Join Zoom Meeting
https://kitsaptransit.zoom.us/j/82002583309?pwd=10MS9aJIb1nKSiCvdF5acbuWztTgi3.1
Or by phone: 253 215 8782 US (Tacoma). Meeting ID: 820 0258 3309 Passcode: 583717

Minutes of Meeting

ATTACHMENT A

PRTPO EXECUTIVE BOARD
April 17, 2026
10:00 – 11:15
Via Zoom; Jamestown S'Klallam Tribe's Red Cedar Hall.
Meeting video available on YouTube

CALL TO ORDER

Chair Greg Brotherton called the meeting to order at 10:00.

ATTENDEES

Executive Board:

Clallam County	Mike French
Kitsap County	David Forte
Jefferson County	Greg Brotherton
Bainbridge Island	Leslie Schneider
Port Townsend	Fred Obee
Poulsbo	Gary McVey
Sequim	Rachel Anderson
Bremerton	Vicki Grover
Poulsbo	Michael Bateman
Port Angeles	Timothy Hayes
Clallam Transit	Navarra Carr
Jefferson Transit	Nicole Gauthier
Kitsap Transit	John Clauson
Clallam Transit	Jason McNickle
Jefferson Transit	Jayme Brooke
Port of Shelton	Dick Taylor
Jamestown S'Klallam Tribe	Wendy Clark-Getzen
Lower Elwha Klallam Tribe	Susan Matthews
Makah Nation	Bud Denney
WSDOT Olympic Region	George Mazur

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

Others in Attendance:
Thera Black, PRTPO HSTP Consultant
Lara Lant, Bainbridge Island
Steve Gray, Clallam County

Elizabeth Court, Guest
Pete Brummel, Guest
Eric Kuzma, Jefferson County
Pete Tjemsland, Sequim
Meggan Uecker, Sequim
Katie Cole, Sequim
Joe Calodich, WSDOT Olympic Region
Laura Moxham, WSDOT Public Transportation
Marianna Hanefeld, WSDOT Public Transportation

Jamestown S'Klallam Tribe Welcome Before the Call for Order

Chair Brotherton encourages Marianna Hanefeld from WSDOT Public Transportation to kick off the meeting. Marianna Hanefeld explains that the grants awarded to the Jamestown S'Klallam Tribe to host the PRTPO 2026 retreat were processed by her as the Rural Transit Assistance Program (RTAP) Manager, and the RTAP is funded by Federal Transit Administration Funding 5311 to grant organizations and agencies that need help with technical assistance and training. She applauds the work the PRTPO is doing in the region. She explains that the RTAP also supports rural and tribal projects across the state by providing scholarships, such as bringing a trainer to Clallam Transit. The program also provides scholarships for individuals who are part of agencies and organizations including nonprofits and tribal governments that need to go to trainings, and to the public transportation conference.

Consent Calendar

Chair Brotherton asks if the agenda should be approved at this time before the introductions. The Board moved to a vote, and attendees introduced themselves.

> **ACTION: Member Taylor moved, and Member Anderson seconded to approve the consent agenda, which includes the agenda and February 20, 2026 minutes. The motion passed unanimously.**
>
> **Consent Calendar**
> - ***Approval of Agenda***
> - ***Approval of Minutes from February 20, 2026***

Human Services Transportation Plan Update and Discussion

The Human Services Transportation Plan (HSTP) consultant, Thera Black, presented on the project. She explains that HSTP is a planning document focusing on human services for vulnerable groups such as people 65 and older, people who have disabilities, and people with low income, because, in general terms, transportation is a real vulnerability for them. There are a lot of programs in the community that provide services to assist them. HSTP brings two concepts together. Human services for people in our communities who are most vulnerable, and the transportation to get them to those services. Transportation providers that the HSTP will include are transportation agencies, our tribal transportation partners, entities like the Dungeness Line, and nonprofits. She explains the process has one primary area: understanding the population to be served and their characteristics. The plan will refresh the understanding of the inventory of resources and services that support vulnerable populations. These are the services the transportation providers have. By combining those two things, looking at

needs as well as resources available to meet them, a better understanding of the gaps in service or the barriers that are precluding people from getting there, or that are inhibiting the ability of our transportation partners to deliver those services. Gaps and barriers can come in different shapes and forms, and through that, strategies can be developed to help fulfill the mobility needs of these populations. The benefit of this work is coordination through information sharing.

She explains this is a prelude to the upcoming Consolidated Grant Program administered by WSDOT Public Transportation Division, which will occur later this year because the project selected for the grant program must be consistent with the HSTP when you rank them. This process is similar to notifying entities, both traditional and non-traditional, that there is a funding program and that their projects need to align with the strategies and recommendations outlined in this plan.

Regarding the schedule, the Board will be asked to approve the HSTP in October so it can be submitted to WSDOT by December 1st, which is WSDOT's deadline. A draft of the plan will be presented in August. The period from August to October will be dedicated to the public review process, refining it, and getting the word out about the Consolidated Grant Program. Between now and August, then it will be developed.

While there will be general public engagement and outreach, review, and comment. In the early part of this process, she will be leaning very heavily on the service and transportation providers because they know the clientele they serve. They know the demands for travel that they get and the requests for service that they cannot fulfill. They've got a sense globally of where people are going, where they're trying to get to, and what the obstacles are that keep them from getting there. She expresses that one of the things that jumped out at her four years ago was how many people need to leave the North Olympic Peninsula or Mason County to access comprehensive healthcare services. Understanding that need from the providers' viewpoint is really helpful.

In addition to validating the current inventory of information, she will begin reaching out to providers, primarily virtual and online, for input.

She explains that the project team realizes that many of the entities they want to connect with are busy and have no budget, so they will use online tools, polls, and SurveyMonkey. She describes a conversation with a resident who explained their specific needs and realized it does not translate to the broader community. This led her to plan to reach out to the providers first to further understand how those needs translate to the broader community’s needs and the providers' services. Then they will reach out to entities and organizations, transportation provider departments.

On the service provider side, she explains one of the things they have learned since 2022 is that the state has designated entities called Accountable Communities of Health (ACHs). They function a bit like RTPOs, but for human services providers. One of these ACHs is the Olympic Community of Health, which coordinates with healthcare and human services providers across Clallam, Jefferson, and Kitsap counties. Another is CHOICE, the ACH that covers Mason, Thurston, Lewis, and Grays Harbor counties, and possibly one additional county in that region.

She will be working through these two organizations because they serve as umbrella networks—an efficient way to reach a broad range of providers and build the most complete picture possible. Alongside the ACHs, she will also coordinate with other key partners such as the Area Agency on Aging and, in Shelton, the Exceptional Foresters program, which supports people with disabilities and helps connect them to job placement opportunities.

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She explains that when the regional transportation plan was updated, a theme emerged: there may be a real need for stronger coordination around emergency preparedness and evacuation. And if there's any population that should be especially mindful of in that context, it's people who don't drive. She asks in situations like wildfires, earthquakes, or other disasters, how are the mobility needs of non-drivers being addressed in existing emergency management plans? She states that the plan will take a closer look at that and determine whether it should be elevated for you to explore in more depth going forward.

Since there is a full agenda today, her goal is really to introduce this work. She'll be back in June—assuming there's room on the agenda—to start sharing data, early findings, and what's coming next. She encourages the group to reach out to her to have an idea, a question, a brainstorm, or think of an organization she might not have considered. Their involvement and input will make this a stronger process and a stronger plan, and ultimately help bring more funding back to important projects across the peninsula that support people with greater mobility challenges. She asked for any comments and said she would also be around during the lunch break if anyone wanted to talk then.

Member Hayes asks for clarification about the final deliverable, specifically whether the plan will identify concrete limitations and needs, and whether future projects will be expected to align with those identified priorities. He asks what the plan ultimately looks like when completed.

Consultant Black explains that the final product will resemble the previous Human Services Transportation Plan, which is available on the PRTPO website. She notes that the plan will again include both a story map and a PDF, along with data that agencies can use for grant writing. She states that the plan typically includes a set of strategies—about two dozen in the last update—organized into several thematic categories. She clarifies that the plan adopted in October will not include specific projects. Instead, in December, the board will take separate action to rank and recommend projects for WSDOT's consolidated grant program, and that list will then be added to the plan as an amendment. She explains that this approach allows agencies time to develop their project proposals rather than requiring them during the planning phase. She notes that the plan adopted in October 2022 was amended in December 2022 to include the project list, and the same process will occur again, with another amendment expected in December 2028. She emphasizes that the plan is designed to be informational, to increase public awareness, and to ensure that proposed projects align with regional priorities, even though the document itself appears static between scheduled updates.

Member McVey introduces himself as a new representative from Poulsbo and asks how much human services needs typically change between plan updates. He also asks which areas tend to shift the most over time. Consultant Black responds that the most significant changes observed in the 2022 update were related to the ongoing effects of the pandemic. She provides an example involving ECHHO, a nonprofit in Port Townsend that relies on volunteer drivers—many of whom are older adults—to transport people to medical appointments, sometimes as far as Seattle. She explains that during the pandemic, the organization struggled to recruit enough volunteers to meet demand because the volunteers themselves were vulnerable. She notes that the current update will examine how conditions have changed since then and whether a "new normal" has emerged. She adds that population characteristics are unlikely to shift significantly over a four-year period, but changes are more likely to appear in the availability of mobility services and in patterns of when and where people need to travel. She states that she will have more detailed information to share when she returns in June.

Guest Hanefeld explains that when agencies apply for the Consolidated Grant Program, they are required to reference the Human Services Transportation Plan (HSTP) in their application. She notes that applicants must identify the unmet transportation needs and service gaps described in the plan and demonstrate how their

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proposed project addresses those needs. She clarifies that the project itself does not need to be explicitly named in the HSTP; rather, the plan serves as a guidance document that helps applicants align their proposals with regional priorities. She emphasizes that WSDOT reviews applications to ensure that approved projects directly support the needs identified in the plan, making the accuracy and clarity of the plan's needs assessment especially important. Consultant Black agrees and adds that a strong connection between the plan and the projects proposed by service providers is essential. She explains that part of the engagement process with providers is ensuring that the needs and strategies described in the plan reflect their real-world experience and the services they offer. She notes that if providers cannot see a clear link between their work and the needs outlined in the plan, then the plan is not functioning as intended. She highlights that the Consolidated Grant Program is designed to reduce administrative burden by allowing agencies to submit one application rather than separate applications for each funding source. She explains that WSDOT then combines multiple state and federal funding streams on the back end to support as many projects as possible. She remarks that this structure is particularly beneficial for public transportation providers and suggests that other sectors might appreciate a similar model. Vice Chair French offers a brief comment expressing appreciation for the work being done and gratitude for the Consultant Black's involvement.

Member Hayes asks whether, given the size of the region, there will be opportunities for local agencies to support the consultant's work by helping gather information from local service providers. He wonders whether such collaboration is planned as part of the process moving forward. Consultant Black explains that there will always be an open invitation for jurisdictional partners to participate in the process. She notes that transit agencies—both public transit and tribal transit—will likely be the primary partners she works through, as they already have established relationships with the riders and clients the plan is intended to serve. She adds that for many members of the public, the PRTPO is not a familiar entity, whereas they do recognize the transportation and human services providers they interact with regularly. For that reason, she intends to work through those providers to conduct outreach efficiently and reach as many people as possible. She acknowledges that cities, counties, and public works staff may also have useful insights, but anticipates that most engagement opportunities will come through transit and tribal transit partners.

Member Lant asks whether the plan will also address other vulnerable populations, including children, and whether school districts or school transportation systems will be part of the considerations, particularly in relation to summer needs or emergencies. Consultant Black responds that the plan will capture the needs of families living in poverty and children with disabilities, noting that these groups overlap significantly with the federally defined focus populations of seniors, people with disabilities, and individuals with low incomes. She explains that the plan will not focus on general youth transportation needs, such as recreational activities, but rather on essential services and ensuring that people of all ages do not fall through the cracks. She adds that transit plays an important role in helping homeless students access school, and that such issues will surface through the broader focus on poverty and essential mobility needs. She thanks the group and says she looks forward to returning in June and speaking further during the break.

Chair Brotherton thanks Consultant Black for the update and reminds members that no action is required on this item. He encourages members to reach out to her directly to participate in the process.

SFY 2024-2025 Unified Planning Work Program Amendment

Coordinator Coviello explains that the Unified Planning Work Program (UPWP) functions as the PRTPO's budget and outlines all tasks the organization will undertake over its two-year cycle. He notes that WSDOT Tribal and Regional Planning provides the funding for the organization, and therefore the UPWP is prepared every two

years to document the work of both the elected and appointed officials and the staff. He reports that the current UPWP was adopted by the Executive Board last June. He states that at the one-year mark, the UPWP undergoes a review to determine whether any updates are needed. That review began last month when WSDOT Tribal and Regional Planning staff met with PRTPO staff at Kitsap Transit to evaluate the existing document. He shares that the reviewers offered two recommendations for consideration. He explains that the first recommendation was to consider adding e-voting language to the UPWP, given that the Executive Board meets every other month. This would allow the board to take action on an emergency item that might arise between meetings. He notes that he researched the issue and has concerns about compliance with public meeting requirements, including the need for meetings to be open to the public and to allow for public comment. He asks the board how they would like to approach this recommendation.

He states that the second recommendation is informational. At the end of the state fiscal year, the Tribal and Regional Planning Office typically has a small amount of funding available—approximately $40,000 statewide—for rural RTPOs to address unfunded tasks listed in Appendix A of the UPWP. He encourages members to review those unfunded needs and consider which tasks they may want to prioritize when the funding becomes available in July. He notes that the funds are state dollars, come quickly, and do not carry federal requirements. He adds that during last month's meeting, staff also discussed the updated ADA accessibility guidelines for state and local governments, released in April. He explains that staff are interested in understanding how accessible PRTPO's public documents are—particularly for individuals with visual impairments—and suggests that hiring a professional firm to audit the website and documents could be an appropriate use of the additional funding. He concludes by noting that this discussion is preliminary and that any action will be brought forward at the June meeting. He states that he wanted to introduce the recommendations and gather initial feedback from the board.

Chair Brotherton thanks Coordinator Coviello and notes that the group received a red-line version of the UPWP showing proposed edits. He offers one initial comment on the e-voting suggestion, explaining that the board's usual practice—whether by convention or OPMA requirement—is to require a unanimous vote for any e-vote, followed by ratification at the next public meeting to ensure the public has an opportunity to comment. He suggests this approach as a possible framework and invites additional thoughts from the group. Vice Chair French responds that unanimity may be feasible for a small board but is difficult with a board of this size. He expresses support for retaining the existing voting procedures reflected in the red-line version and notes that it is hard to imagine an emergency scenario where e-voting would be necessary, calling it a rare circumstance.

Member Forte adds that calling an emergency meeting is relatively straightforward, though achieving a quorum can be challenging. He suggests that emergency decisions could instead be deferred to the Executive Board or a smaller group, with ratification at the next regular meeting. He also notes that the chair could declare an emergency action and refer it to the Executive Board for approval. Chair Brotherton asks whether this approach is already permitted under current rules and observes that while special meetings can be called, the primary difficulty is securing a quorum with a 27-member board. Coordinator Coviello explains that the bylaws already outline a process for calling special meetings. He reads the relevant section, noting that the chair may call a special meeting with notice provided to all Executive Board representatives and alternates by phone or email. When email is used, notice must be sent at least five business days before the meeting, and a quorum must respond at least three business days in advance affirmatively. The notice must also include the date, time, location, and specific agenda items. He states that this process satisfies public notice requirements. He adds that he raised the e-voting suggestion only because WSDOT staff recommended it, but based on his experience over

the past seven years, the organization has never encountered a situation requiring an immediate vote. He recommends not pursuing the change unless there is a compelling reason.

Chair Brotherton asks whether there are additional comments and suggests taking an informal poll of Executive Board members to gauge interest in adding e-voting language. Member Cole asks for clarification on dates in the task and milestone table and confirms that the UPWP was adopted last June. Coordinator Coviello confirms the adoption date and notes that the TAC also reviewed the document. Chair Brotherton comments that the updated ADA requirements include specific benchmark dates and asks whether those should be incorporated into the UPWP. Coordinator Coviello responds that they will be added directly from the guidance. He notes that requirements vary by metropolitan area size and that the region benefits somewhat from being smaller, though the work still must be completed. Chair Brotherton summarizes that updated ADA language will be included in the June draft, while e-voting language will not. He adds that in June, the board will also need to identify priority unfunded tasks so the organization can respond quickly when additional state funding becomes available.

Member Clark-Getzen asks why the PRTPO is required to comply with ADA website standards when tribes are not. Coordinator Coviello explains that ADA requirements apply to state and local governments. Because the PRTPO was created by the state legislature and receives state funding, it is treated as a state entity and must comply with both state and federal laws. Chair Brotherton notes that further discussion and potential adoption of amendments will occur in June.

Member McVey asks whether the annual $2,000 budget for public information and communications is sufficient for a region of this size. Coordinator Coviello responds that the amount has been adequate, though most of it is spent on newspaper advertising, which is costly. He adds that state funding levels have remained largely unchanged since around 2005, leaving the organization financially constrained.

Transportation Alternatives Update

Coordinator Coviello reports that in 2024, the PRTPO recommended several projects for the Transportation Alternatives Program (TAP), which funds bicycle and pedestrian improvements, Safe Routes to School projects, and other active transportation investments such as segments of the Olympic Discovery Trail. He notes that three projects were approved—one each for the City of Port Townsend, the City of Port Angeles, Jefferson County, and the Jamestown S'Klallam Tribe. He explains that Jefferson County's project, the State Route 19 / Brody Drive Pedestrian and Bicycle Improvements, received $461,000 but is now facing cost increases due to inflation. The county is requesting an additional $255,000 in TAP funding. He states that the region currently has $1.338 million available, and if the board authorizes staff to work with Jefferson County and WSDOT Local Programs, the project could be fully funded. He adds that the state is eager to obligate funds, making the request timely.

Eric Kuzma adds that the project is close to the finish line but short on funding due to fuel price volatility and updated cost estimates. He emphasizes that it is a key link in the tri-area non-motorized plan and expresses optimism that the additional funding will resolve the shortfall.

Coordinator Coviello notes that formal approval will be requested in June, after the TAC is briefed in May. If approved, the additional funds could be obligated by September 11. He invites questions.

Member Clark-Getzen asks whether other underfunded projects will also have the opportunity to request additional funding on the same timeline.

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Coordinator Coviello responds that this is possible and can be discussed at the TAC. He explains that the region receives approximately $350,000–$360,000 per year in federal TAP funds, and the PRTPO typically issues a call for projects every four years to accumulate enough funding for meaningful investments. He cautions that drawing from the current $1.337 million balance for cost overruns may reduce the amount available for the next call for projects in 2028. However, he reiterates that the state is eager to obligate funds and welcomes additional requests.

Member Clark-Getzen notes that any additional requests would likely be modest and expresses hope that the upcoming federal transportation authorization will maintain or increase TAP set-aside funding. Coordinator Coviello agrees and notes that the current federal transportation authorization expires on September 30. He adds that the City of Port Angeles has been considering reallocating its TAP funding from construction to design due to delays in federal RAISE grant processing. He invites an update.

Member Hayes explains that, like many agencies with RAISE grants, Port Angeles has faced delays in obligating funds. The city had been exploring shifting its TAP funds from construction to design to keep the project moving. However, he reports that the city learned the previous day that its RAISE grant term sheets have been signed and the project is approved to move forward into obligation. While this does not guarantee federal action, it is a significant step. He notes that the city may still need to request an extension of its obligation deadline or reprogram funds depending on future progress, but for now, the request to shift TAP funds can be set aside. He adds that this development may free up near-term funding for other underfunded projects. Coordinator Coviello thanks him for the update and states that staff are ready to assist as needed.

PRTPO Coordinator Update

There was no PRTPO Coordinator Update.

Public Comment Period

There were no public comments.

PRTPO Member Updates

Chair Brotherton opens the floor for member updates and invites anyone with news or follow-up items—such as Port Angeles' recent announcement—to share with the group.

Member Forte reports positive news related to the RAISE grant for the Puget Sound to Pacific (Olympic) trail studies. He explains that the federal government has withdrawn its amendment request, allowing the existing obligation agreements to move forward. As a result, counties, cities, and tribes can now proceed with their obligations and begin work on their studies. He notes that some jurisdictions may need to resubmit paperwork to WSDOT due to form changes but confirms that project obligations can now begin.

Member Anderson asks for clarification, confirming that this refers to the $16 million grant distributed among multiple counties and tribes. Member Forte confirms, stating that it is the $16.3 million RAISE grant involving approximately 12–13 jurisdictions and tribes. Coordinator Parson asks him to repeat the information for the record, and Member Forte reiterates the details of the grant. Member Mazur provides two updates. First, he shares that Steve Ward, the Region Administrator who has presented to the board many times, has been promoted to the new position of Assistant Secretary for Fish Passage Delivery. He explains that this will result in organizational changes within the fish passage program beginning May 1. He adds that recruitment will begin soon for his replacement, and that in the interim, Troy Collin, an Area Administrator for Maintenance and Operations, will be stepping in.

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Chair Brotherton notes that the meeting remains open to the public for the full day and concludes the business portion of the meeting. He thanks the Jamestown S'Klallam Tribe for hosting and invites the group to offer a round of applause. This conclusion was at 11:00.

2026 Retreat Section Begins

Icebreaker

The icebreaker simulated traffic in the region, with each attendee being a different type of car from a county in the region.

Presentation Connectivity and Coordination - Maintaining Agency: Good and Bad

Coordinator Parson presented on the pros and cons of regional planning, emphasizing that the coordination through the PRTPO provides an avenue for jurisdictions to build relationships that could be leveraged to achieve mutual goals.

Olympic Discovery Trail Walk-Along

Coordinator Parson provided an introduction to the Olympic Discovery Trail, and Member Clark Getzen provided a tour of the Olympic Discovery Trail at Jamestown S'Klallam Tribe near the retreat's venue.

Presentation on FIFA and Summer Tourism

Coordinator Parson presented on the FIFA World Cup, explaining that its significance lies in future major events coming to the Puget Sound, an increase in tourism and complications, and an opportunity for coordination. She highlighted the match locations and dates, and expectations such as 750,000 tourists in Seattle, an opportunity for coordination, and an influx of local travel. She announces that the Hood Canal Bridge deviation was approved by the Coast Guard. She introduced the two guest speakers:

- East Jefferson Fire and Rescue **| Pete Brummel, Deputy Fire Chief, M.S., CTO**
- Kitsap Economic Development Alliance **| Elizabeth Court, Economic Development Principal**

Guest Brummel explains the importance of the Hood Canal Bridge for emergencies from the perspective of the East Jefferson Fire and Rescue, highlighting that the scheduled openings could last 45 to 60 minutes, and common unscheduled closures are high wind warnings and traffic collisions. These closures affect EMS transports to and from hospitals in Kitsap County (St. Michaels) and additional health care facilities.

Guest Court speaks to the Economic Impact of the FIFA World Cup 2026. She explains that the tournament is projected to generate $845 million to $929 million in economic impact for the local economy. She highlights that the 750,000 expected fans are more than the region's population.

The discussion after the presentation highlighted that even though the main festivities are on the other side of the Sound, there is a possibility of increased tourism during the busiest time of year that could affect all jurisdictions, and coordination among them should be considered.

Group Conversation

Coordinator Parson led a discussion on how the PRTPO addresses challenges or questions about how a method leads to success. She provided examples from members and asked the group questions. The discussion highlighted that additional effort is needed when coordinating with tribes to ensure a collaborative partnership, clarify the state's direction, foster more inclusive engagement, and provide assistance to smaller jurisdictions. The discussion reached a consensus that mobility management is the focus of the 2027 transportation outlook since there was a lot of conversation about the need for collaboration on mobility projects.

Closing Remarks

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Coordinator Parson thanked everyone for attending and the Jamestown S'Klallam Tribe for hosting.

Adjourn

There being no other business, Chair Brotherson adjourned the meeting at 3:00.

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ATTACHMENT B

ACTION ITEM

To: PRTPO Executive Board
From: Amna Parson, PRTPO Coordinator
Date: June 5, 2026
Subject: **SFY 2026 3rd Quarter Expense Voucher Approval**

REQUESTED ACTION:

Approve 3rd quarter expenditures for the SFY 2026 Unified Planning Work Program in the amount of $21,901.

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.

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**	$ 34,146	$ 16,457	**$ 140,044**
Transportation Planning	$ 27,000	$ 37,648	**$ 64,648**	$ 14,653	$ 3,812	**$ 46,183**
Regional TIP	$ 9,200	$ 9,200	**$ 18,400**	$ 3,680	$ 1,632	**$ 13,088**
Other PRTPO Activities	$ -	$ -	**$ -**	$ -	$ -	**$ -**
Totals	**$ 136,847**	**$ 136,848**	**$ 273,695**	**$ 52,480**	**$ 21,901**	**$ 199,314**

Attachment:

- *SFY 2026 3rd Quarter Invoice Reimbursement Package*

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

Agreement # GCC 1189

Invoice Date 4/21/2026

Billing Time Period
01.01.2026 - 03.31.2026

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 — 4/21/2026

TITLE Transportation & Land Use Planner

TOTAL RTPO REIMBURSEMENT requested this invoice **$21,900.54**

Allocation Authorized	$273,695.00
Biennium Expenditures-to-Date	$74,380.75
Allocation Balance	$199,314.25

WORK ELEMENT	DESCRIPTION	Previous Expenditures TO-DATE	CURRENT PERIOD EXPENDITURES	Biennium Expenditures TO-DATE
Program Administration	Salaries	$28,044.49	$6,054.55	$34,099.04
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$6,101.98	$10,401.99	$16,503.97
	Total	$34,146.47	$16,456.54	$50,603.01
Transportation Planning	Salaries	$14,562.17	$3,812.00	$18,374.17
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$91.12		$91.12
	Total	$14,653.29	$3,812.00	$18,465.29
Regional TIP	Salaries	$2,625.00	$1,632.00	$4,257.00
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$1,055.45		$1,055.45
	Total	$3,680.45	$1,632.00	$5,312.45
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	$52,480.21	$21,900.54	$74,380.75

RTPO	Peninsula RTPO /	GCC 1189
Billing Time Period	01.01.2026 - 03.31.2026	

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. ***Planned in-person meeting for Executive Board and Technical Advisory Committee.*** (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. 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. Monitored budget and activities. ***Met with WSDOT OR on UPWP update. Drafted update to UPWP.*** (on-going)

Accounting. Completed regular accounting and invoicing activities. Completed SFY 2026 Q3 invoicing and budget reports for PRTPO expenses. (on-going)

Consultant/Misc/Travel:

Lead Agency 10% overhead administration charge and AWC invoices for insurance and membership

Transportation Planning

Long-range Regional Planning. Worked on RTP consistency reviews. Four Comprehensive Plans still awaiting certification (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. *Consultant selected , Board approved and kick-off meeting completed.* (on-going)

Transportation Outlook. Preparing for the legislative Outlook for the 2027-2029 State budget cycle. (on-going)

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

Consultant/Misc/Travel.:

N/A

Regional TIP

Develop and Maintain Regional TIP. Assist member jurisdictions with STIP updates and amendments

Consultant/Misc./Travel:

Other PRTPO Activities

N/A

Consultant/Misc./Travel.:

N/A

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

SIGNATURE	TITLE	DATE
edward coviello	Transportation & Land Use Planner	4/21/2026

RTPO PLANNING REIMBURSEMENT PROCEDURES

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

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

The INVOICE VOUCHER.

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

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

The ACTIVITY DETAIL.

- Enter the specific task(s) for each Work Element that had activity for this time period. The
- Include the status of the UPWP element in your activity - i.e. model is 50% complete, or ongoing admin support, etc.

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

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

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

INVOICE

Invoice Date	**3/31/2026**
Invoice ID	**8824**
Printed on 4/20/2026	Page 1

CUSTOMER

JEFFERSON TRANSIT
63 4 CORNERS RD
PORT TOWNSEND, WA 98368

SHIP TO

Please detach and return this portion with your remittance

Customer ID	Customer PO No.	Order Date	Shipped Via	FOB
188		3/31/2026		

Terms	Due Date	If Paid By	Deduct	Sold By
	3/31/2026		$ 0.00	

Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
23200	HSTP Study	1.00				$4,933.00
23201	PRPTO Expenses	1.00				$21,840.60

Subtotal	$26,773.60
Sales Tax	$0.00
Total	$26,773.60
Total Due	$26,773.60

Kitsap Transit
PRPTO
2026

	Jan 2026	Feb 2026	March 2026	1st Q 2026	April 2026	May 2026	June 2026	2nd Q 2026	July 2026	Aug 2026	Sept 2026	3rd Q 2026	Oct 2026	Nov 2026	Dec 2026	4th Q 2026
Staff Salaries & Wages	$3,455.24	$4,290.23	$3,698.59	$11,444.06	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Staff Fringe Benefit	$825.33	$1,004.81	$1,114.44	$2,944.58	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Advertising	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
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	$0.00	$0.00	$0.00	$0.00
Other Contract Services	$0.00	$0.00	$4,933.00	$4,933.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Operating Supplies	$300.00	$0.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Third Party Recovery	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$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	$0.00	$0.00	$0.00	$0.00
Membership, Dues, and Subscription	$4,718.00	$0.00	$0.00	$4,718.00	$0.00	$0.00	$0.00	$0.00	$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	$0.00	$0.00	$0.00	$0.00
Total	**$9,298.57**	**$5,295.04**	**$9,746.03**	**$24,339.64**	**$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 Salaries and Wages:	$14,388.64
Expenses from Invoice Distribution Report:	9,951.00
Total Eligible Costs:	$24,339.64
10% Charge Admin:	$2,433.96
Total Amount Billed:	$26,773.60
Note Charged to HSTP Grant:	$ 4,933
Remaing PRPTO Costs:	$21,840.60
Total:	$ 26,773.60

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	04/01/2026	PRTPO SERVICES FOR MA				
XXX-XX-1946	501	Invoice	Paid	10-50313-4102	Other Contractual Services	$4,933.00
					Totals for 3P TRANSPORTATION SERVICES:	*$4,933.00*
AWC						
AWC	01/01/2026	AWC Associate Members				
	167417	Invoice	Paid	10-50404-4102	Operating Supplies	$300.00
	01/01/2026	2026 AWC RISK MANAGE				
	168039	Invoice	Paid	10-50901-4102	Membership Dues & Subs.	$4,718.00
					Totals for AWC:	*$5,018.00*

Kitsap Transit
Invoice Expense Allocation Report

Criteria

Report name: Test
Include all Invoices
Include all Credit Memos
Include all Invoice dates
Include these Invoice post dates: 1/1/2026 to 3/31/2026
Include all Accounts
Include all Funds
Include all Classes
Include all Projects
Include all Vendors
Include all Invoice Attributes
Include all Credit Memo Attributes
Include all Account Attributes
Include all Project Attributes
Include all Vendor Attributes
Include all Funding Source(s)
Include these Department(s): 4102

3P Transportation Services

INVOICE

Date: April 1, 2026
Client: Kitsap Transit
Project ID: PRTPO 25-012
Project Name: HSTP Update
Billing Period: March 1, 2026 – March 31, 2026
Invoice Number: 501

Bill To:
Kitsap Transit
Attention: Edward Coviello
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 2026 HSTP Update

Description	Hours	Amount
Task 1: Program Administration	4	$700
Task 2: Data Development and Documentation	10	$1,750
Task 3: Analysis and Evaluation	6	$984
Task 4: Plan Development	4	$700
Task 5: Engagement	2	$350
Total charge for professional services		$4,484
10% Overhead		$448
Total balance due		**$4,933**

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

Thank you!!

BILLING REPORT – Invoice 501

Client:	Kitsap Transit
Project ID:	PRTPO 25-012
Project Name:	HSTP Update
Billing Period:	March 1, 2026 – March 31, 2026

Activity Breakout by Task Area

Program Management [4 hours]

- Set up project tracking and invoicing system.
- Met with Kitsap Transit project team.
- Miscellaneous correspondence.

Data Development and Documentation [10 hours]

- Researched data needs and updated resources.
- Set up data directories.
- Extracted initial tranche of data for review.

Analysis and Evaluation [6 hours]

- Assembled relevant data and initiated compilation of regional demographic profile supporting HSTP objectives.

Plan Development [4 hours]

- Reviewed existing plan and compared against current state and federal requirements.
- Reviewed existing plan and framework against updated Consolidated Grant guidelines to ensure consistency in approach.

Engagement [2 hours]

- Assembled initial 2026 contact list.
- Engaged WSDOT in clarifying project eligibility question.

PROGRESS REPORT – PRTPO 2026 HSTP Update

Task Area	Percent Completion		Budget Expenditure	
	This Period	To Date	This Period	To Date
Project Management	12.5%	12.5%	$700	$700
Data Development and Documentation	20.0%	20.0%	$1,750	$1,750
Evaluation and Analysis	12.5%	12.5%	$984	$984
Plan Development	5.0%	5.0%	$700	$700
Engagement	1.6%	1.6%	$350	$350
Labor Total	7.6%	7.6%	$4,484	$4,484
Overhead	7.6%	7.6%	$448	$448
Total Project	7.6%	7.6%	$4,933	$4,933

Association of Washington Cities

1076 Franklin St SE
Olympia, WA 98501-1346

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

Invoice

Order number: 167417
Date: 1/1/2026
Payment terms: Due upon receipt

Bill to :

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

Quantity	Item description	Unit price	Discount	Extended
1.00	2026 AWC Associate Member - Public agency/Nonprofit small	$300.00	$0.00	$300.00

Payment instructions

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

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

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

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

Risk Management Service Agency

1076 Franklin St SE
Olympia, WA 98501-1346

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

Invoice

Order number: 168039
Date: 1/1/2026
Payment terms: Due upon receipt

Bill to :

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

Order Number	Quantity	Item Description	Unit Price	Discount	Extended
168039	1.00	2026 AWC Risk Management Service Agency assessment	$4,718.00	$0.00	$4,718.00

Payment instructions

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

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

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

Subtotal:	$4,718.00
Sales tax:	$0.00
Shipping/Handling:	$0.00
Grand total:	**$4,718.00**
Payment total:	$0.00
Amount due:	$4,718.00

Jefferson Transit Authority
PRTPO Fiscal Agent Expenses

Jefferson Transit Authority
63 4 Corners Rd
Port Townsend WA 98368

Invoice Date: 3/31/2026
Invoice Period: January - March 2025

Staff Salaries & Wages Expenses

Description	Date	Hours	Wages	Benefits	Total
End of Quarter invoicing	6-Feb	0.5	$ 17.76	$ 9.49	$ 27.25
Bank Reconcile	5-Mar	0.5	$ 17.76	$ 9.49	$ 27.25
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
Total Salaries & Wages			$ 35.52	$ 18.97	$ 54.49

Other Reimbursable Expenses

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

Expense Summary for Quarter

	January	February	March	Total
	1/1/2026 1/31/2026	2/1/2026 2/28/2026	3/1/2026 3/31/2026	
Staff Salaries and Wages	$ -	$ 17.76	$ 17.76	$ 35.52
Staff Fringe Benefit	$ -	$ 9.49	$ 9.49	$ 18.97
Other Reimbursables	$ -	$ -	$ -	$ -
Subtotal	**$ -**	**$ 27.25**	**$ 27.25**	**$ 54.49**
Overhead Charge 10%	$ -	$ 2.72	$ 2.72	$ 5.45
TOTAL	**$ -**	**$ 29.97**	**$ 29.97**	**$ 59.94**

Invoice Total: $ 59.94

ATTACHMENT C

To: PRTPO Executive Board
From: Edward Coviello, PRTPO Coordinator
Date: June 5, 2026
Subject: **Draft Update to the SFY 2026-2027 Unified Planning Work Program**

REQUESTED ACTION:
Approve Resolution 01-2026 adopting the SFY 2026-2027 UPWP Amendment 1.

Overview
In April, the Board reviewed a draft amendment to the SFY 2026-2027 Unified Planning Work Program, or UPWP. The UPWP is PRTPO's budget and work plan. It identifies how PRTPO will use the state RTPO funds it receives to accomplish its requirements as a Regional Transportation Planning Organization in accordance with RCW 47.80.

Midway through the biennium, PRTPO revisits its two-year work plan to revise budget estimates for the year ahead based on actual expenditures in the current year. Funds must support PRTPO's work through June 30, 2027. Currently, the remaining budget for Q4 2026 and SFY 2027 is $199,314.

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**	$ 34,146	$ 16,457	**$ 140,044**
Transportation Planning	$ 27,000	$ 37,648	**$ 64,648**	$ 14,653	$ 3,812	**$ 46,183**
Regional TIP	$ 9,200	$ 9,200	**$ 18,400**	$ 3,680	$ 1,632	**$ 13,088**
Other PRTPO Activities	$ -	$ -	**$ -**	$ -	$ -	**$ -**
Totals	**$ 136,847**	**$ 136,848**	**$ 273,695**	**$ 52,480**	**$ 21,901**	**$ 199,314**

This table presents the estimated SFY 2024 expenditures by task and the proposed SFY 2025 budget. All work is funded by state RTPO funds. In addition to completing the RTP update this next year, the Board will also conduct a Consolidated Grants project prioritization process this fall, update the Transportation Outlook legislative folio, and finalize the update of the Human Services Transportation Plan. If any additional funds are received, the Board will amend the UPWP accordingly.

Next Steps
Upon Board approval, the UPWP will be finalized and sent to WSDOT.

Attachments:
- Resolution 01-2026 Adopting the SFY 2026-2027 UPWP Amendment 1
- SFY 2026-2027 Unified Planning Work Program – Amendment 1

For More Information:
Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 01-2026

Approving Amendment #1 to the SFY 2026-2027 UPWP for the Peninsula Region

Recitals

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

WHEREAS, WSDOT requires a current Unified Planning Work Program (UPWP) that describes what work will be accomplished with designated state RTPO planning funds prior to use of those funds for regional planning purposes, to be amended if the budget changes or shifts between tasks; and

WHEREAS, PRTPO's UPWP Development Policy requires Executive Board review of the UPWP midway through the biennium with adjustments as needed to ensure consistency between the approved budget and authorized work program activities; and

WHEREAS, the PRTPO Executive Board has reviewed and provided direction on proposed changes to the work program and budget, which were subsequently reviewed by WSDOT; and

WHEREAS, adjustments needed to rebalance the budget between tasks mid-biennium are accomplished by an amendment to the approved two-year UPWP.

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

THAT the budget and work program identified in Amendment #1 to the Unified Planning Work Program for SFY 2026-2027 be approved as per the attached document; and

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

APPROVED, this 12th day of June 2026.

ATTEST:

_____

Greg Brotherton, Chair

ATTEST:

_____

Mike French, Vice-Chair

PENINSULA RTPO UNIFIED PLANNING WORK PROGRAM

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

APPROVED BY THE PRTPO EXECUTIVE BOARD
June 20, 2025

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 03-2025

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

Recitals

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

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

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

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

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

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

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

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

APPROVED, this 20th day of June 2025.

ATTEST:

Lindsey Schromen-Wawrin, Chair

ATTEST:

Ben Thomas, Vice-Chair

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PRTPO 2025 Officers

Lindsey Schromen-Wawrin, Chair
City of Port Angeles

Ben Thomas, Vice-Chair
Port Townsend

Gary Anderson, Secretary
Port of Bremerton

www.PRTPO.org

BACKGROUND

The Unified Planning Work Program (UPWP) describes how state funds will be used for regional transportation planning purposes. As the Regional Transportation Planning Organization (RTPO), Peninsula RTPO receives state funds to support a continuous, cooperative, and comprehensive regional transportation planning process across the four-county Peninsula region. This section describes state laws that govern the activities of RTPOs and provides a brief overview of the region. The next section describes the work PRTPO intends to accomplish in SFY 2026 and 2027.

Regional Transportation Planning Organization Responsibilities

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

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

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

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

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

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

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

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

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

- Ensure coordination and cooperation with Indian tribes.

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

State Emphasis Areas

In addition to statutory requirements, PRTPO's work program includes annual emphasis areas identified by WSDOT. These include opportunities to participate in statewide planning activities WSDOT will undertake over the next biennium that may be of interest to PRTPO and with potential benefit to the region and its members.

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

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

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

UPWP Development Process

The UPWP development and annual amendment process begins in the 3rd quarter of the state fiscal year with published guidance from WSDOT. PRTPO then develops its UPWP through a collaborative process involving its Executive Committee and Executive Board, Lead Planning Agency and Lead Fiscal Agent, WSDOT Tribal and Regional Integrated Planning Office, and WSDOT Olympic Region.

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

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

UPWP Amendment Process:

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

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

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

In all cases, the Executive Board will consider a proposed amendment and take formal action to approve any change before forwarding the amended UPWP to WSDOT for approval.

Description of the Region

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

Figure 1: Map of the Peninsula Region



The Peninsula region had an estimated 2020 population of 446,810 people. About 32 percent of the region's population lives in incorporated jurisdictions, with the other 68 percent living in unincorporated rural areas. The region's largest city is Bremerton (pop. 41,750); the smallest is Forks (pop. 3,680).

The Peninsula region encompasses lands of ten Indian Tribes. Five of those tribes have an active Interlocal Agreement with PRTPO: Jamestown S'Klallam Tribe, Lower Elwha Klallam Tribe, Makah Nation, Skokomish Tribe, and Squaxin Island Tribe. PRTPO regularly invites the other five to join the organization and welcomes their participation in regional planning activities where interested.

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

Kitsap County is the only county in Washington formally located within two different RTPOs: the highly rural Peninsula RTPO and the highly urban Puget Sound Regional Council. This reflects the important gateway role of Kitsap County in linking the Olympic and Kitsap Peninsulas with the Seattle metropolitan area and I-5 corridor. Kitsap County connects rural communities and businesses to metropolitan opportunities and connects people in those highly urban areas to rural recreational, cultural, tourism, and environmental opportunities throughout the region.

Regional Transportation Planning Organization Structure

PRTPO is governed by a 27-member intergovernmental body comprised of four counties, nine cities, four transit agencies, four port districts, and five Indian Tribes plus WSDOT Olympic Region. PRTPO was reconstituted as an independent organization on July 1, 2019, after 29 years of administration by WSDOT Olympic Region. Appendix B lists the PRTPO member organizations with active Interlocal Agreements.

PRTPO's Executive Board is the decision-making body and is comprised of elected officials and senior staff from member organizations. It is advised on a wide range of topics by a Technical Advisory Committee. If needed it may convene an advisory Transportation Policy Board. An Executive Committee made up of the Chair, Vice-Chair, and Secretary provides direction and coordination in collaboration with the Lead Planning Agency and Fiscal Agent between the Board's bi-monthly meetings.

Kitsap Transit is the designated Lead Planning Agency for PRTPO and is responsible for delivering the regional work program as directed by the Executive Board and established in the UPWP. Kitsap Transit staff are supported in this effort by contracted staff providing PRTPO Coordinator services.

Jefferson Transit is the Fiscal Agent for PRTPO and is responsible for accounting and invoicing functions for the organization.

Lobbying Activities

PRTPO work program activities do not include lobbying. However, if any lobbying activities were to occur outside of those eligible activities conducted as a part of regular activities as described in Title 23 and Title 49 and in RCW 42.17A.635, PRTPO would file a certification and disclosure form as required by federal and state law and use local funds.

PRTPO SFY 2026-2027 WORK PROGRAM

PRTPO's Unified Planning Work Program supports an on-going and open process of collaboration and coordination that advances regional objectives. The SFY 2026-2027 UPWP is organized into four Work Elements:

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

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

SFY 2026-2027 UPWP Financial Summary

Funding Source: WSDOT
Funding Amount: $273,695 SFY 2026-2027 RTPO Funds
$85,000 SFY 2026-2027 WSDOT Funds for HSTP
Work Performed by: PRTPO Lead Planning Agency with contracted staff support and Lead Fiscal Agent, as directed by the PTPO Executive Board

SFY 2026-2027 UPWP Budget and Funding by Work Element

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

Work Element 1 - Program Administration

Program Administration activities provide the on-going administrative services, accounting, and program management functions that support the overall regional transportation planning program. All work is directed by the Executive Board and administered by the Executive Committee.

Program Administration Summary:

Estimated Cost:	$190,647
Funding Source:	SFY 2026-2027 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff Fiscal Agent

Program Administration Activities:

1.1 Organizational Support

- Biennial by-laws review *(biennial)*
- Maintain policies and procedures *(on-going)*
- Annual appointments *(annual, January-February)*
- Executive Board support – Resource Manual, new member orientations, etc *(on-going)*
- Monitoring state and federal legislation affecting PRTPO and the RTPO process, or having a regionally significant effect on its members *(on-going)*
- Distribute information and resources to members on potential transportation funding opportunities or other support *(on-going)*

Deliverables:

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

1.2 Meeting Support

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

Deliverables:

- Meeting agenda packets and presentation materials, meeting records

1.3 Public Information and Communications

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

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

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

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

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

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

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

Deliverables:
- Varies by expense item

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

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

Estimated Level of Effort:

	SFY 2026	SFY 2027	2-Yr Total
1. Program Administration	**$ 100,647**	**$ 90,000**	**$190,647**
1.1 Organizational Support	*$ 38,000*	*$ 30,000*	*$ 68,000*
1.2 Meeting Support	*$ 28,647*	*$ 25,000*	*$ 53,647*
1.3 Public Information & Communications	*$ 2,000*	*$ 2,000*	*$ 4,000*
1.4 Work Program Management	*$ 5,000*	*$ 6,000*	*$ 11,000*
1.5 Accounting	*$ 1,500*	*$ 1,500*	*$ 3,000*
1.6 Administrative Expenses	*$ 25,000*	*$ 25,000*	*$ 50,000*
1.7 Title VI	*$ 500*	*$ 500*	*$ 1,000*

Work Element 2 – Transportation Planning

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

Transportation Planning Summary:

Estimated Cost:	$149,648
Funding Source:	SFY 2026-2027 RTPO Funds and PTD Planning Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff

Transportation Planning Activities:

2.1 Long-range Regional Planning

- Compile New RTP Project List *(Q2 in SFY 2026, 2027)*
- Complete the RTP Biennial Currency Review *(Q2 SFY 2027)*
- Support Multimodal Level of Service Coordination with WSDOT and Local Partners *(as warranted)*
- Maintain Data Portal and Mapping Tools *(ongoing, based on need and available resources)*

Deliverables:

- Updated RTP Project List and Online Map
- 2027 RTP Biennial Review Documentation and potential RTP amendment
- Meeting materials, communication pieces, maps, and data sets
- Executive Board and TAC meeting materials

2.2 Coordination and Collaboration

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

  Participate in WSDOT planning activities as appropriate and feasible within the budget:
  - Peninsula Region Joint Operations Group Coordination Meetings *(TBD)*
  - Public Transportation Division activities including update of statewide Public

Transportation Plan *(SFY 2026-2027)*
  - Active Transportation Planning Division activities *(as warranted)*
  - Rail, Freight, and Ports Division planning activities *(as warranted)*
  - Olympic Region Transportation Asset Management reporting *(SFY 2026)*
  - Update of Federal Functional Classification *(as warranted)*
- Local and Intra-regional Collaboration
  - Work with local agencies to coordinate planning efforts and demonstrate consistency between local and regional plans and strategies *(on-going)*
  - Support communications, maintain resources, and facilitate the cooperative efforts of PRTPO members and their partners working to enhance the EV-readiness and resiliency of the region's transportation system *(on-going)*

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

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

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

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

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

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

Deliverables:

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

2.6 Regional Grants Administration

- Monitor obligation and project delivery of Transportation Alternatives awards *(on-going)*
- Conduct Consolidated Grants prioritization process *(Q2 SFY 2027)*
- Complete annual Transportation Alternatives program status report for WSDOT *(December)*

Deliverables:

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

Estimated Level of Effort:

	SFY 2026	SFY 2027	2-YrTotal
2. Transportation Planning	**$ 72,000**	**$ 77,648**	**$ 149,648**
2.1 Long-range Planning	*$ 8,500*	*$ 11,148*	*$ 19,648*
2.2 Regional Coordination and Collaboration	*$ 10,000*	*$ 10,000*	*$ 20,000*
2.3 Tribal Collaboration	*$ 2,500*	*$ 2,500*	*$ 5,000*
2.4 Human Services Transportation Planning	*$ 45,000*	*$ 40,000*	*$ 85,000*
2.5 PRTPO Transportation Outlook	*$ 5,000*	*$ 5,000*	*$ 10,000*
2.6 Regional Grants Administration	*$ 1,000*	*$ 9,000*	*$ 10,000*

Work Element 3 – Regional TIP

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

Regional TIP Summary:

Estimated Cost:	$15,000
Funding Source:	SFY 2026-2027 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff

Regional TIP Activities:

3.1 Develop and Maintain Regional TIP

- Work with local agencies to compile a six-year Regional TIP (RTIP) *(1st quarter)*
- Develop RTIP documentation, financial plan and other report requirements *(1st quarter)*
- Advertise the draft RTIP for public review and comment *(1st quarter)*
- Prepare draft and final versions of the RTIP and briefing materials to support TAC review and recommendation, and Executive Board approval *(1st and 2nd quarters)*
- Develop amendment materials for the TAC, Executive Board, and WSDOT *(as needed)*

Deliverables:

- Draft and Final 2026-2031 and 2027-2032 RTIPs
- Amendments as needed to the adopted RTIP
- Meeting materials and other products to support the TAC and Executive Board review and approval process

3.2 Monitor Obligation Authority for Federally Funded Projects

- Review OA reports from WSDOT *(quarterly)*
- Follow-up with project sponsors and PRTPO Executive Board *(as needed)*

Deliverables:

- Correspondence and meeting materials if needed

Estimated Level of Effort:

	SFY 2026	SFY 2027	2-Yr Total
3. Regional TIP	**$ 7,500**	**$ 7,500**	**$15,000**
3.1 Develop and Maintain Regional TIP	$ 7,400	$ 7,400	$14,800
3.2. Monitor OA for Federally Funded Projects	$ 100	$ 100	$ 200

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

In addition to the core work program activities described in Work Elements 1-3, PRTPO will undertake additional activities in SFY 2026-2027 as funds and staffing allow. Appendix A identifies priority unfunded planning needs PRTPO would like to pursue. These activities are separate from the on-going core functions described in Work Elements 1-3 and are dependent on funding. Several activities support the *Strategic Agenda & Action Plan* in the Regional Transportation Plan. Specific activities will be identified by the Executive Board and amended into this Work Element as funds are secured.

Board-Directed Activities in SFY 2026-2027 Summary:

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

Board-Directed Activities in SFY 2026-2027:

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

4.1 To Be Determined by Executive Board

Estimated Level of Effort:

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

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

Other Planning Activities within the Peninsula Region

WSDOT Olympic Region Planning

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

WSDOT Olympic Region prepares and adopts its own UPWP. Planning activities in this biennium are related to Tribal and Regional Coordination, and Preliminary Engineering activities. WSDOT Olympic Region has no corridor or sub-area studies budgeted for SFY 2026-2027.

Tribal and Regional Coordination activities entail WSDOT participation in the planning activities of PRTPO, local jurisdictions, and the federally recognized tribes within the region. Ongoing local and regional coordination activities include providing technical oversight, proactive collaboration, and expanded review for Comprehensive Plan Periodic Updates, annual amendments, and subarea plans in Clallam, Jefferson, Kitsap, and Mason counties as well as providing policy guidance regarding WSDOT's approach to implementing HB 1181, HB 1220 and SSSB 5412. WSDOT also provides enhanced technical and coordination support and oversight for PRTPO's RTP updates.

Preliminary Engineering activities this biennium include advancing the SR 3 Gorst Area Planning and Environmental Linkages (PEL) Study and pre-design projects for safety, preservation, and HEAL Act eligible capital projects, to further define community needs and project details at a conceptual/planning level of detail.

WSDOT's Multimodal Planning Office also leads pre-design studies for Fish Passage and a subset of other preservation and improvement projects in compliance with Washington State's Complete Streets requirements. Pre-design studies, which occur just prior to initiation of Preliminary Engineering, entail coordination with stakeholders and the general public to reach commitments on project features that meet state requirements and support local plan implementation. WSDOT planning staff coordinate with PRTPO and local agency planning staff during the course of all pre-design efforts.

Appendix A: SFY 2026-2027 Unfunded Needs

PRTPO's Unified Planning Work Program is financially constrained by the state RTPO planning funds available each biennium to conduct this work. Additional regional transportation planning activities and products would benefit the region and its members if funds become available.

Listed below are important unfunded planning needs PRTPO or its partners would pursue with additional resources. They are derived from the PRTPO *Strategic Agenda & Action Plan* in the adopted RTP along with some standing programmatic concerns. Many of these activities are "next steps" PRTPO identified to help move the needle on some difficult regional issues. No priority is implied in the order of the list.

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

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

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

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

Estimated cost – $10,000/year

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

Coast Guard policies govern when the Hood Canal Bridge is closed to allow recreational sailboats to pass. A fixed span at the east end of the bridge accommodates vessels up to 50' tall at high tide and 59' tall at low tide, but requests are regularly made for passage by yachts taller than that entering or leaving Hood Canal. Requests are random, but they accounted for more than half of all bridge-lifts in 2023. Travelers are unable to plan their trips to avoid these closures. It takes about an hour for WSDOT to stop traffic, open the bridge, wait for the yacht to clear passage, close the bridge, and reopen it to traffic. This creates congestion and economic impacts from Bremerton to Port Angeles. Growth in recreational marine traffic is expected to increase the frequency of these requests.

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

This activity will convene 2-3 work sessions intended to increase understanding of the implications of current policies and build support for a coordinated approach to the Coast Guard, as well as lay the groundwork for east end infrastructure improvements. PRTPO will convene a range of local, state and federal stakeholders to assess the need for policy changes that improve operational efficiency of the state highway system without undue impacts on the recreational boating

community and which increase predictability for motorists and sailors alike. The aim of these work sessions is to develop champions among those who are positioned to take this matter forward to the Coast Guard.

Estimated cost: $10,000

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

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

Estimated cost: $150,000

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

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

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

Estimated cost: $5,000

E. Promote Regional Cooperation to Improve Ferry Service Reliability

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

Estimated cost: TBD

F. Convene a Regional Transportation Resilience Forum

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

especially concerning seismic lifeline routes. Regional preparedness entails regional collaboration.

This forum will convene representatives within the emergency management divisions of the four PRTPO counties and associated transportation representatives, representatives from WA State and Western Federal Lands, and others for an initial assessment of the adequacy of transportation coordination between CEMPs, and between local, state, and federal land management agencies. It will consider if there are untapped coordination opportunities to enhance the resilience of vital transportation infrastructure. This work session will help the stakeholders determine what follow-up measures, if any, are warranted to improve the Peninsula Region's resilience through enhanced or innovative transportation planning activities and collaborations.

Estimated cost: $7,500

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

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

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

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

H. Pursue Additional Program Funding to Enhance PRTPO Planning Capacity

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

Estimated cost - $5,000

I. Review of PRTPO Documentation and Website for ADA Compliance

As a public entity, PRTPO must comply with ADA requirements, including adherence to the Web Content Accessibility Guidelines (WCAG), to ensure that all public activities, communications, and planning efforts are accessible and equitably conveyed. With WSDOT advancing a statewide initiative to promote digital accessibility compliance, many regional agencies have already sought consultant support to update websites, identify accessibility gaps, and implement corrective measures. As PRTPO staff continue reviewing the organization's website, documents, and internal procedures, it has become clear that the breadth and technical complexity of digital accessibility—ranging from document remediation to ongoing web compliance—would

benefit from specialized external expertise. This project proposes securing consultant assistance to help PRTPO achieve and maintain full digital accessibility compliance and strengthen its long-term capacity in this area.

Estimated cost - 10,000

Appendix B: PRTPO Members



PRTPO Members

Clallam County
Jefferson County
Kitsap County
Mason County

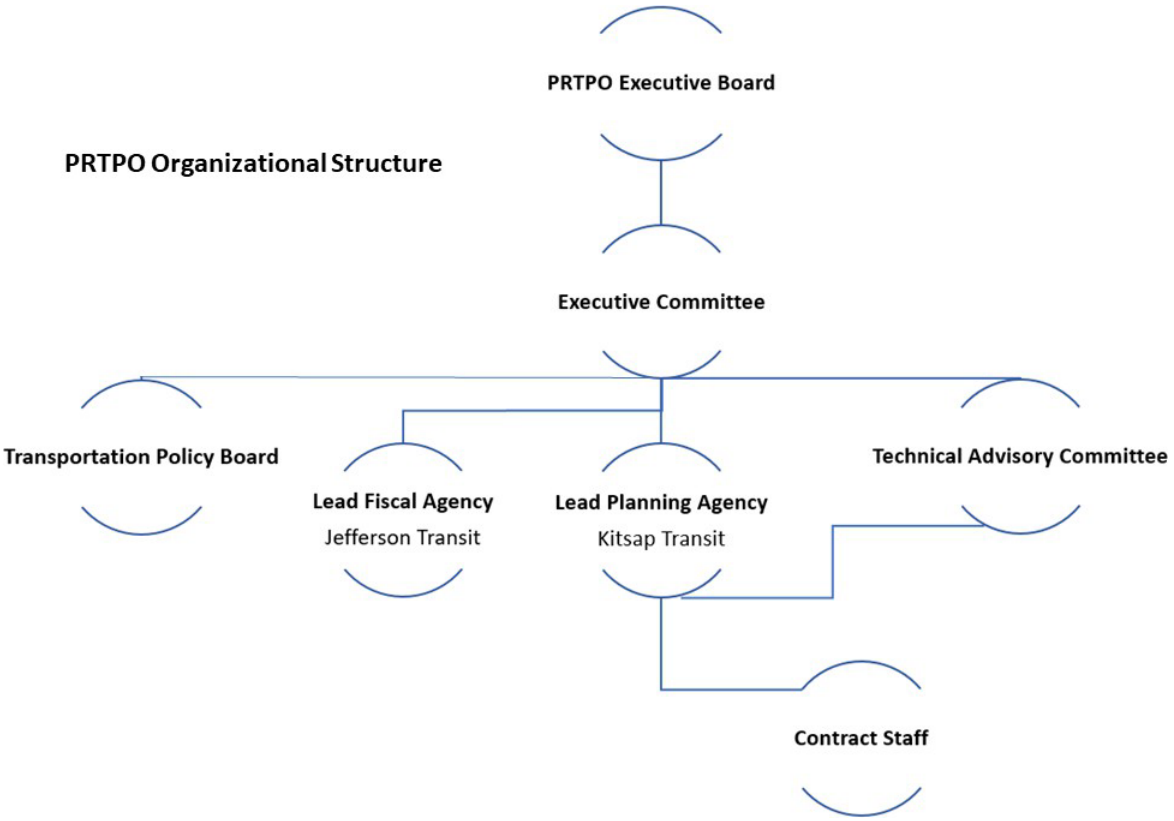
Bainbridge Island
Bremerton
Forks
Port Angeles
Port Orchard
Port Townsend
Poulsbo
Sequim
Shelton

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

Clallam Transit
Jefferson Transit
Kitsap Transit
Mason Transit

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

WSDOT Olympic Region



ATTACHMENT D

DISCUSSION ITEM

To: PRTPO Executive Board
From: Edward Coviello
Date: June 5, 2026
Subject: **Transportation Alternatives**

REQUESTED ACTION:

The PRTPO Coordinator will provide an update on available funds in the Transportation Alternatives program administered by WSDOT Local Programs. And, provide information about two requests for funding changes to projects in Jefferson County and the Jamestown S'Klallam Tribe.

Overview

The WSDOT Local Programs office distributes funding for projects eligible for the TA funds. Eligible projects include bike trails, pedestrian improvements, safe routes to school, etc. The PRTPO is responsible for recommending allocation amounts for projects in our region. These recommendations are sent to Local Programs to begin the process of programing the projects into the Statewide Transportation Improvement Program (STIP). The PRTPO also places selected projects into the Regional Transportation Improvement Program (RTIP). Some projects are programed into the Tribal Transportation Improvement Program which is administered by the US Department of Transportation (USDOT) Western Federal Lands (WFL) division of the Federal Highway Administration (FHWA).

There has been an annual allocation of funds into the TA program from $321,000 to $354,000 since 2022. There is approximately $1,338,000 available currently for the PRTPO region.

The PRTPO normally issues a call for projects every four years. The last being in 2024. We are scheduled to issue a call for projects in 2028. This method allows for a buildup of funding to levels needed to plan and construct meaningful projects. With an annual allocation being in the low to mid $300s.

The Jefferson County Public Works Department is requesting an allocation distribution to account for cost increases for the SR-19 Rhody Drive Pes-Bike Improvement project in the amount of $255,000.

Additionally, the Jamestown S'Klallam Tribe is requesting assistance for the Carlsborg ODT project, which is retooling the 90% construction estimate for current unit pricing and for including Banana Way. The request is for $335,348.

Both Jefferson County and the Jamestown S'Klallam Tribe are scheduled to speak on these matters.

Attachment:

- *2024 projects awarded by the PRTPO*
- *Jamestown S'Klallam Tribe Memo*
- *Jefferson County Public Works Memo*

For More Information:

Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com

2024 TRANSPORTATION ALTERNATIVES CALL FOR PROJECTS

Awarding $2,016,000 for FFY 2025-2028

Applicant	Project Name	Total Cost	TA Request	OA Year
Jefferson County	SR 19 Rhody Drive Bike-Ped Improvements - North Segment	$ 461,135	$ 461,135	2026
Port Townsend	Multi-modal Arterial Street Cohesive Investment Strategy	$ 180,000	$ 180,000	2024
Port Angeles	Race Street Complete Street Phase 2 Construction	$ 6,120,000	$ 500,000	2027
Jamestown S'Klallam Tribe	Carlsborg Crossing - Olympic Discovery Trail	$ 1,153,275	$ 901,276	2025
		Total TA Request	**$ 2,042,411**	
		Total TA Available	$ 2,016,000	

JAMESTOWN S'KLALLAM TRIBE
1033 Old Blyn Highway, Sequim, WA 98382 360/683-1109 FAX 360/681-4643

Memo

TO: PRTPO Executive Board, PRTPO Technical Advisory Committee

Cc: Amna Parson, Ed Coviello

FROM: Wendy Clark-Getzin, PE, Tribal Transportation Program Manager

DATE: 05/13/2026

RE: 2024 PRTPO award of Transportation Alternative Funds
Carlsborg Crossing, Olympic Discovery Trail

The Carlsborg ODT project has arrived at 90% design PSE. The project status is reviewing changes to the draft Contract Manual and bid instructions to be suitable for tribal oversight on predominantly tribal land. The project provides safety, beauty and added capacity for trail users. The existing trail will be removed and reconstructed to a tribal ODT standard profile. An alignment adjustment will eliminate bike-pedestrian conflicts. Due to the abundance of indigenous landscaping, the project will have set workdays in September with the project becoming substantially complete in October. This project has a mid-block crosswalk element which will be newly outfitted with MUTCD 11th edition remedies for visibility, traffic calming, and ped-bike priorities.

The budget for the project has been stretched. The Tribe has removed two elements of the project on tribal land which are culturally difficult to compromise. The decorative metal fence and the tribally influenced public shelter will be built by the Tribe under a separate contract. The inflated cost of the project is related to the ubiquitous hot mix asphalt (risen petroleum costs) and utilities in Carlsborg Road.

After meeting with the Clallam County Trail Advisory Committee who recommended a change of the scope, the design team began the process to extend improvements across Banana Way. This is a dirt/gravel private road in the industrial park serving several businesses to the north of the project. Clallam County has a twenty foot wide ODT easement across Banana Way. This is more than sufficient to bring the trail across with a paved surface from the new section to the existing segment. After meeting with the snowboard manufacturer, they described their WB-62 freight trucks which would traverse the new trail. This required a change to the road profile and length to accommodate the weight.

The Tribe and the County believe this is a one time opportunity to rebuild the trail from the west of Carlsborg Road Crossing to the Copper Creek business. by incorporating the dirt/gravel road crossing into the scope.

The additional cost to perform the work based on the 90% engineers' estimate, as of May 13, 2026 is $335,348. The Jamestown S'Klallam Tribe and partner Clallam County requests this amount to be added to the 2024 award from the next TA round.

Thank you for the consideration of the TA funds for the completion of the ODT construction phase in 2026. The PSE is available upon request.

Department of Public Works
Jefferson County, Washington

623 Sheridan Street
Port Townsend, WA 98368
360-385-9160

MEMORANDUM

Date: **5/19/2026**

To: **Ed Coviello, PRTPO Coordinator**

From: **Eric Kuzma, Public Works Director**

The Preliminary Engineering (PE) phase of the Jefferson County SR 19 (Rhody Drive) Ped-Bike North Project was authorized by WSDOT in August 2021. For the PE phase, Jefferson County Public Works (JCPW) staff underestimated the effort required to coordinate with the WSDOT Development Review Division to complete their review. JCPW completed this project design in-house as a cost-saving measure. Although the PE phase experienced a staff time overage of $17,527, this amount is not reflected in the current funding request. Between completion of the PE phase and NEPA approval, JCPW acquired the necessary temporary construction easements. NEPA approval was subsequently granted by WSDOT in June 2024.

In 2025, JCPW experienced staff transitions, and new staff continued coordination with the WSDOT Development Review Division to address and resolve all outstanding comments. JCPW staff have now completed preparation of the Plans, Specifications, and Estimate (PS&E) package for review by WSDOT Local Programs. Upon completion of that review, the PS&E package will be forwarded to the WSDOT Development Review Division for final approval and issuance of the WSDOT General Permit and subsequent right-of-way Cert 1.

Jefferson County anticipates advertising the project for bids in late Summer 2026, with construction expected to begin in Fall 2026. The project is estimated to require 65 working days for construction completion.

The County is requesting additional construction funding due to increases in anticipated construction costs associated with the following items:

1. **Additional Excavation and Imported Material**
   Based on lessons learned from a recent County regional trail project, the design has been revised to remove an additional 6 inches of native material beneath the entire length of the proposed shared-use path. This revision will require the import and placement of 6 inches of suitable material throughout the project corridor, resulting in increased excavation, hauling, disposal, and new material costs.
2. **Increased Unit Bid Costs**
   Unit bid prices have increased significantly due general inflation as well as recent rising petroleum costs and fluctuations within the oil market. These increases directly affect hot mix asphalt pricing, hauling expenses, construction equipment operating costs, and the transportation costs associated with imported construction materials.

TAP Original Funding			Revised Funding Estimate		
JCPW Staff Time	$	68,723	JCPW Staff Time	$	75,680
Construction	$	392,412	Const. Staking	$	15,000
TAP CN Total	**$**	**461,135**	Material Testing	$	12,000
			Construction	$	613,455
			TAP CN Total - Revised	**$**	**716,135**

Difference	**$**	**255,000**