PRTPO EXECUTIVE BOARD MEETING

August 15, 2025 | 10:00 – 12:00

Zoom Meeting – Login Below

1. 10:00 – 10:20 **Welcome and Introductions**

   Welcome New PRTPO Coordinator Amna Parson
   Amna joined Kitsap Transit on June 30th and is taking over the role of PRTPO Coordinator. This is a chance to meet Amna and hear about logistics for the transition.

2. 10:20 – 10:25 **Approval of Agenda and Consent Calendar** ACTION
   - *Minutes from June 20, 2025 (Attachment A)*
   - *SFY 2025 Q4 Invoice Approval (Attachment B)*
   - *SFY 2025 UPWP Annual Report (Attachment C)*

3. 10:25 – 10:45 **2026 Legislative Agenda & *Transportation Outlook* Messages** DISCUSSION
   (Attachment D)
   The Legislative Work Group met in July to develop a short set of draft messages for the 2026 Transportation Outlook folio. There is also interest in using the project list in the folio differently than in the past. The Board will discuss and refine the messages to best reflect PRTPO legislative priorities. The final draft folio will come to the Board in October.

4. 10:45 – 10:50 **Updating the RTP Project List** *(Attachment E)* BRIEFING
   The Board adopted its new RTP Project List last October. It is updated annually to ensure the list reflects the latest thinking about funding local pursuits. It will be updated again in October, when the new Regional Transportation Improvement Program is adopted. This is a review of that regional strategy and process.

5. 10:50 – 11:00 **Election of 2026-2027 PRTPO Officers – Process Discussion** DISCUSSION
   PRTPO is scheduled to elect new officers in 2026. Two of this year's officers, Lindsey and Ben, are not running for reelection to their respective councils. They are unable to serve a second term, as allowed under PRTPO bylaws, and will not be available to carry out the election process in February. The Board will discuss a proposed change to the upcoming election of officers to accommodate their departure at the end of the year.

6. 11:00 – 11:15 **PRTPO Executive Board Retreat Discussion** *(Attachment F)* DISCUSSION
   PRTPO did not schedule an in-person retreat in 2025-26 due to budget constraints, but through an initiative of Wendy Clark-Getzin, the Jamestown S'Klallam Tribe has secured funding to support their cost of hosting this event. This is an initial discussion to confirm Board interest and timing considerations.

7.	11:15 – 11:45	**2025 WSDOT Olympic Region Annual Project Review** *George Mazur will review the program of planned projects that WSDOT Olympic Region intends to include in the Regional Transportation Improvement Program that PRTPO will approve in October.*	PRESENTATION *George Mazur, Planning Mgr, WSDOT Olympic Region*
8.	11:45	**Public Comment Period** *This is an opportunity for anyone from the public to address the Executive Board.*	
		PRTPO Member Updates *Information sharing among members on topics of general interest to the region and its partners.*	
	12:00	**Adjourn**	

Additional Attachments:

- PRTPO Letters of Support

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

Next Executive Board Meeting – October 17

ACTION - 2026-2031 Regional Transportation Improvement Program
ACTION – 2026 RTP Project List
ACTION – 2026 *Transportation Outlook*, and Discuss December Legislative Forum
1st Reading – Local Comprehensive Plan Consistency Review Certifications

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Join Zoom Meeting
https://us02web.zoom.us/j/82133075968?pwd=9adEMWrZXadovWonyzaY8QvMd9yXoa.1

Meeting ID: 821 3307 5968
Passcode: 4780
One tap mobile
+12532158782,,82133075968# US (Tacoma)

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

PENINSULA RTPO
PRTPO.org

The PRTPO Executive Board meets virtually via Zoom. The public is invited to listen to or watch the meeting via the link above. Pursuant to the Open Public Meetings Act, Kitsap Transit's Conference Room at 60 Washington Avenue #200, Bremerton, is available for in-person public attendance to watch this meeting via Zoom.

Minutes of Meeting

ATTACHMENT A

PRTPO EXECUTIVE BOARD
June 20, 2025
10:00 – 11:15
Via Zoom
Meeting video available on YouTube

CALL TO ORDER

Chair Lindsey Schromen-Wawrin called the meeting to order at 10:00.

ATTENDEES

Executive Board:

Clallam County	Mike French
Kitsap County	Oran Root
City of Port Angeles	Lindsey Schromen-Wawrin, Chair
City of Port Townsend	Ben Thomas, Vice-chair
City of Poulsbo	Ed Stern / Michael Bateman *(alternate)*
City of Sequim	Rachel Anderson
Port of Shelton	Dick Taylor
Jefferson Transit	Nicole Gauthier
Kitsap Transit	John Clauson
Mason Transit	Amy Asher
Jamestown S'Klallam Tribe	Wendy Clark-Getzin

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

Others in Attendance:
Steve Abernathy, DEA
Nick Dostie, City of Sequim
Representative Greg Nance, 23rd Legislative District

Welcome and Introductions
Chair Schromen-Wawrin welcomed attendees and conducted introductions. Members shared their communities interests in ferries.

Special Work Session with Representative Greg Nance
Rep. Nance talked with members about his work on the House Transportation Committee and the range of work they do. He grew up Bainbridge Island and recognizes now what a unique opportunity it was at the time to grow up with excellent transit service. A lifelong ferry rider, inspired by regional planning, he strives to be a good partner at the state level.

His priorities are organized around three key themes:

- Fast ferries
- Safe streets
- Connecting communities

The last point is focused on how to best connect communities. He observed that more state funding to support the work of RTPOs would enhance transportation connections between communities.

Rep. Nance offered some insights into what Washington State Ferries has been through since the pandemic and the implications to the ferry system of pandemic impacts and the resulting deferred maintenance. It was a big hit to the system, but with great effort WSF is getting back on course. He recognized Mr. Clauson, and the role Kitsap Transit's Fast Ferry has been playing in backfilling gaps in WSF service, highlighting some of Kitsap Transit's success stories.

On regional partnerships, he called out the extraordinary range of partners working on the RAISE-grant funded Puget Sound to Pacific regional trail. He noted his interest in seeing the state be a good partner on that project.

An initiative he spearheaded in the 2025 session was legislation authorizing a wider range of entities to establish their own passenger-only ferry operations. The Mosquito Fleet Act would create new connection opportunities for the many communities around the Salish Sea. He explained that passenger-only ferries cost a fraction of what it does to operate a car ferry, opening up more options for funding.

He closed with an observation that more Peninsula Region voices are needed in the capital during budget discussions. The I-5 corridor is important and gets a lot of attention, but it's not the only corridor supporting statewide mobility. There are important corridors in this region, and he acknowledged PRTPO's work in bringing attention to these needs. He asked for insights as to PRTPO's priority concerns.

Chair Schromen-Wawrin explained the importance of reliability for multimodal travel long distances across the region, citing the example of Strait Shot transit service between Port Angeles and the Bainbridge ferry terminal. When ferries fail to adhere to their schedules it disrupts all the landside transit connections, undermining public confidence in transit. Rep. Nance observed that reliability hasn't always been a priority, but recent reorientation within WSF is putting more emphasis on this. Especially with its ferry communities and transit partners, WSF could be a more active partner in planning.

Ms. Gauthier echoed the importance of reliability and predictability of service connections with WSF. Jefferson Transit's Kingston Express is the agency's fastest growing route. She shared plans for the new Gateway Transit Center and the opportunity for expanded connections with Clallam Transit that will increase travel options across the peninsula. Transit agencies are actively working to increase the number of people willing to use transit to get to the ferries and then use walk-on services, but the connections need to be reliable.

Ms. Clark-Getzin agreed, noting her reluctance to recommend people use the Strait Shot if they're traveling to Seattle for medical appointments. Rep. Nance commented that every delay has real impacts on peoples lives. Ferries are not a luxury for millionaires, a perception he's encountered in the legislature, but an essential part of the transportation system.

Vice-Chair Thomas spoke about public opposition to the traffic congestion they associate with tourism and yet that same tourism is vital for the local economy. Rep. Nance spoke about the importance of helping people to understand their travel options, for example how to use park and ride with transit and passenger-only ferries. Continually work to streamline those connections and make them more efficient, but also continually educate people and promote their alternatives to driving. As more people try the alternatives and find out how convenient they are, word spreads. A discussion arose about the need for more park-and-ride facilities, like the new facility in Kingston. The state can help fund these as budget line items.

Mr. Bateman explained that Poulsbo, while not a traditional ferry community, very much depends on ferry service. Many people visit Poulsbo from the Seattle area, most arriving by ferry.

Mr. Clauson commended Rep. Nance for his dedication and accessibility, and the work he is doing for his district and the region. He explained that PRTPO exemplifies the kind of collaborative, cooperative spirit that Rep. Nance encourages others to adopt.

Investments in park-and-ride facilities and transit are cost-effective alternatives to highway widening. Incorporating multimodal facilities into ferry terminal design will enhance the ability of people to make reliable transit-ferry connections. Mr. Clauson added that those who use the system rely on it – ferries are a necessity, not a luxury.

Representative Nance observed the work that PRTPO members are doing today will generate benefits for generations to come.

Mr. Root reiterated Mr. Clauson's endorsement of the PRTPO partnership and the passion of its members in working together to support their communities. He also recognized the Mosquito Fleet Act legislation and its long-term potential for expanding travel options. There was discussion of the new hydrofoil ferry being tested by Kitsap Transit as an example of the kind of local leadership and vision that needs to be supported.

Mr. Dostie noted there was no reference to emergency response and services. The North Olympic Peninsula needs to consider the role of water access in times of emergency. Rep. Nance explained that of the 32 people testifying about the Mosquito Fleet legislation, three represented emergency response providers and their messages resonated with lawmakers.

Ms. Clark-Getzin encouraged him to be aware of the Jamestown S'Klallam Tribe and its efforts, though it is not part of his district. The Tribe is working to build a transit transfer center that will support many of the connections being discussed. He recognized the Tribe's important contributions on a variety of fronts.

In terms of how PRTPO can be an effective partner, Rep. Nance explained that meetings like these should happen regularly. Representatives from the north Olympic and Kitsap peninsulas – districts 23, 24, and 26 – work together as a team. He offered to be an advocate for PRTPO within this group. He observed that the state has underinvested in communities across the Peninsula region for decades. It is appropriate for PRTPO to identify specific needs to benefit the region. A one-pager spelling out a few critical priorities is something that he can run with in getting internal support.

Chair Schromen-Wawrin and members thanked him for his time and expressed interest in working together in the future.

Approval of Agenda and Consent Calendar

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

Consent Calendar

- ***Minutes from April 18, 2025***
- ***Acceptance of 2025 Biennial Bylaws Review Findings***
- ***SFY 2025 3rd Quarter Expense Voucher Approval***

DRAFT

Approve SFY 2024-2025 UPWP Amendment 2

Ms. Black explained that PRTPO received $21,400 in end-of-biennium funding from WSDOT Planning Office in May. PRTPO requested funding to obtain another year of contracted support for GIS services. Though the Board is about to adopt its new UPWP, the funds must be amended into the expiring UPWP in order to bill against them.

> **ACTION: Vice-Chair Thomas moved, and Ms. Gauthier seconded to approve Resolution 02-2025 amending $21,400 into the SFY 2024-2025 UPWP. The motion passed unanimously.**

Approve SFY 2026-2027 UPWP

Ms. Black reviewed the work plan for the new biennium. Since the Board's initial review in April, PRTPO learned that the funding to be offered PRTPO for the required update of its Human Services Transportation Plan over this next year will be state revenue, and not federal. That means PRTPO can accept it. The budget was updated accordingly and increased by $85,000. The new UPWP will go into effect July 1st. There were no questions or comments.

> **ACTION: Mr. French moved, and Ms. Gauthier seconded to approve Resolution 03-2025 adopting the SFY 2026-2027 Unified Planning Work Program. The motion passed unanimously.**

Approval of SFY 2026-2027 Lead Planning Agency Agreement between PRTPO and Kitsap Transit

This agreement spells out the responsibilities of Kitsap Transit in serving as PRTPO's Lead Planning Agency. It is unchanged from prior biennia. There was no discussion.

> **ACTION: Vice-Chair Thomas moved, and Mr. Bateman seconded to approve Resolution 04-2025 approving the Lead Planning Agency Agreement. The motion passed unanimously.**

Approval of SFY 2026-2027 Fiscal Agent Agreement between PRTPO and Jefferson Transit

This agreement spells out the responsibilities of Jefferson Transit in serving as PRTPO's Fiscal Agent. It is unchanged from prior biennia. There was no discussion.

> **ACTION: Mr. Clauson moved, and Mr. Root seconded to approve Resolution 05-2025 approving the Fiscal Agent Agreement. The motion passed unanimously.**

Approval of Peninsula RTP-Online

Ms. Black reviewed the 2025 updates to the Regional Transportation Plan, going over the online components and format and pointing out changes since the Board's first review in April. She highlighted the new *Strategic Agenda & Action Plan*, walking through the issues and action items developed around the tough topics PRTPO members put forward in the annual Transportation Outlook legislative folios. It includes activities that PRTPO can undertake to move the needle on some of these issues and may be a resource when considering specific legislative asks such as Rep. Nance described. She explained that any of these undertakings are likely to lead to logical next steps, which can be incorporated into future updates as work progresses. In this way there is a clear linkage between issues PRTPO identifies in its long-range plan and the day-to-day activities it conducts as a part of its work program.

She explained that adoption includes approval of the regional findings of consistency between the RTP and the countywide planning policies of Clallam, Jefferson, Kitsap, and Mason Counties. Consistency between these local policies and the regional plan is a requirement for RTP approval. Consistency determination of local comprehensive plans is a separate process. It will be conducted using the same principles and guidelines, after adoption of the RTP.

DRAFT

Ms. Black reviewed the overall process going forward for keeping the plan current in an efficient way. PRTPO is required to conduct a biennial review of the RTP by law; this will be the mechanism and timetable for completing minor refreshes and updates. She explained the nature of administrative updates and more complex amendments, and how they relate to the biennial review process and development of future UPWPs. By keeping the RTP current in a streamlined, efficient way as a part of its other requirements, PRTPO can free up more of its planning capacity to tackling specific Board-directed activities in the Action Plan.

The draft RTP was reviewed by the TAC and recommended for approval. Input from the TAC was important throughout the process. The public was invited to review and comment on the plan. PRTPO received seven comments and was able to incorporate all of them in the final draft for approval.

Members commented favorably on the new format and content. Chair Schromen-Wawrin requested that a Change Log be included in the Policy Framework to capture the minor updates and refreshes that Ms. Black described. There was no other discussion.

> **ACTION: Vice-Chair Thomas moved, and Ms. Clark-Getzin seconded to approve Resolution 06-2025 adopting the 2025 update to the Regional Transportation Plan. The motion passed unanimously.**

2026 Legislative Work Group Recruitment

Every June PRTPO appoints a Legislative Work Group to develop messaging for the next year's *Transportation Outlook.* The Work Group meets once or twice during the summer to come up with some draft language for the Board to discuss in August. The same group will review a final draft of the folio in late September, before Board approval in October. Total time for participation is maybe three hours total. Chair Schromen-Wawrin asked for volunteers. The following volunteered to serve on the 2026 Legislative Work Group: Mr. Bateman, Ms. Gauthier, Mr. Clauson, Mr. Stern, Ms. Asher, Chair Schromen-Wawrin.

Update on PRTPO Coordinator Recruitment and Transition Plans

Mr. Clauson reported that Kitsap Transit hired a new person whose time will be split between PRTPO and data work for Kitsap Transit. She will begin work on June 30th. He reported that he is working to get supplemental funding from WSDOT to enable some overlap and transition with Ms. Black.

Public Comments

There were no public comments.

Member Updates

Mr. Bateman and Mr. Stern updated members about Phases 2 and 3 of the Johnson Parkway project and Mill Road corridor project. These have been in local plans since 1992, demonstrating just how long it takes for these big projects to come to fruition.

Mr. Stern added that he is interested in pulling together a SR 307 corridor group, similar to the successful SR 305 working group.

Chair Schromen-Wawrin announced that neither he nor Vice-Chair Thomas are running for reelection on their respective councils this year. He will talk about PRTPO officer elections in more detail with the Board in August, since this necessitates changes to the regular process PRTPO has established.

Adjourn

There being no other business, Chair Schromen-Wawrin adjourned the meeting at 11:55.

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ATTACHMENT B

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 8, 2025
Subject: **SFY 2025 4th Quarter Expense Voucher Approval**

REQUESTED ACTION:

Approve 4th quarter expenditures for the SFY 2025 Unified Planning Work Program in the amount of $71,791.35.

Overview

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

The budget summary report is below.

Attachment:

- *SFY 2025 4th Quarter Invoice Reimbursement Package*

Peninsula Regional Transportation Planning Organization
2024-25 UPWP Budget Report - SFY 2025 Quarter 4
April 1, 2025 - June 30, 2025

Work Program Element	SFY 2024 Actual	SFY 2025 Budget*	Total 24-25 Biennium	Previous Expenditures	Current Expenditures	Remaining Budget	SFY 2025 Actual
Program Administration	$ 103,925	$ 101,400	$ 205,325	$ 156,368	$ 28,373	$ 20,583	$ 80,817
Transportation Planning	$ 44,110	$ 55,780	$ 99,890	$ 83,788	$ 43,154	$ (27,052)	$ 82,832
Regional TIP	$ 5,380	$ 6,000	$ 11,380	$ 10,805	$ 264	$ 311	$ 5,689
Other PRTPO Activities	$ -	$ -	$ -	$ (6,158)	$ -	$ (6,158)	$ (6,158)
Totals	$ 153,415	$ 163,180	$ 316,595	$ 244,804	$ 71,791	$ -	$ 163,180

SFY 2025 Budget Notes

Amendment 1 - June 2024 rebalanced budget mid-biennium
Amendment 2 - February 2025 added $21,500 to Task 2 for staffing
Amendment 3 - June 2025 added $21,400 to Task 1 for GIS services contract renewal

Acronyms:

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

RTPO PLANNING INVOICE VOUCHER

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

Vendor # 911209091

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

SIGNATURE | 7/10/2025

TITLE: Transportation & Land Use Planner

TOTAL RTPO REIMBURSEMENT requested this invoice: **$71,791.35**

Agreement # GCB 3861

Invoice Date 7/10/2025

Billing Time Period
04.01.2025 - 06.30.2025

Allocation Authorized	$316,595.00
Biennium Expenditures-to-Date	$316,595.00
Allocation Balance	$0.00

WORK ELEMENT	DESCRIPTION	Previous Expenditures TO-DATE	CURRENT PERIOD EXPENDITURES	Biennium Expenditures TO-DATE
Program Administration	Salaries	$100,880.11	$19,424.46	$120,304.57
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$55,488.25	$8,948.79	$64,437.04
	Total	$156,368.36	$28,373.25	$184,741.61
Transportation Planning	Salaries	$83,788.00	$21,540.00	$105,328.00
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$0.00	$21,614.10	$21,614.10
	Total	$83,788.00	$43,154.10	$126,942.10
Regional TIP	Salaries	$9,086.53	$264.00	$9,350.53
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$1,718.56		$1,718.56
	Total	$10,805.09	$264.00	$11,069.09
Other PRTPO Activities	Salaries	($6,157.80)		($6,157.80)
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$0.00		$0.00
	Total	($6,157.80)	$0.00	($6,157.80)
	TOTAL RTPO Reimbursement	$244,803.65	$71,791.35	$316,595.00

RTPO	Peninsula RTPO /	GCB 3861
Billing Time Period		04.01.2025 - 06.30.2025

TPO Reviewer	Date
	7/10/2025

RTPO UPWP ACTIVITY DETAIL

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

Program Administration

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

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

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

PRTPO Support. Compiled 2025 PRTPO Resource Manual. Completed PRTPO Biennial Bylaws Review. Developed transition support materials and onboarding plan to support new PRTPO Coordinator position. Responded to member requests for information. Provided letters of support as requested. Maintained PRTPO records and archives. Maintained on-going coordination and communication between lead agencies and Executive Committee and Executive Board. (on-going)

Work Program Management. Completed Amendment 3 to the SFY 2025 UPWP. Developed draft and final SFY 2026-2027 UPWP and associated funding agreement, and Lead Planning Agency and Fiscal Agent agreements. Monitored budget and activities. (on-going)

Accounting. Completed regular accounting and invoicing activities. Completed state audit. Completed SFY 2025 Q3 invoicing and budget reports for PRTPO expenses. (on-going)

Consultant/Misc/Travel:

Includes 10% overhead charges from Kitsap and Jefferson Transit. Charges for the annual State audit and quickbooks accouting software. Charge for website renewal through Squarespace

Transportation Planning

Long-range Regional Planning. Developed draft and final Peninsula RTP-Online materials and apps. Conducted consistency review between RTP and countywide planning policies for Clallam, Jefferson, Kitsap, and Mason Counties, and completed certification statements. Completed 2025 RTP Biennial Review Certification statement. Coordinated with WSDOT HQ and Olympic Region on content and approach. Responded to public review comments. Prepared supporting briefs and presentation materials for Board and TAC. (on-going)

Regional Coordination and Collaboration. Continued development on online *Complete Street Candidates* mapping tool and met with Olympic Region staff to review product. Facilitated coordination between Local Programs and Western Federal Lands on behalf of Squaxin Island Tribe to access funds from Congressional Directed Spending earmark. Met with WSDOT staff regarding new Peninsula Region Joint Operations Group forming to promote collaboration among emergency response providers and arranged briefing with TAC. Responded to WSDOT request for FGTS data and coordinated response with member agencies. Participated in quarterly meeting of WSDOT's MPO/RTPO Coordinating Committee. Participated in the quarterly Rural RTPO Work Group. (on-going)

Tribal Collaboration. Provided input to coordinators and attended tribal summit co-hosted by Squaxin Island Tribe and Skokomish Tribe; facilitated roundtable discussion on opportunities to increase regional coordination around EV planning and implementation. Followed up with staff from Quinault Indian Nation and Port Gamble S'Klallam Tribe, shared information about PRTPO, and invited participation in PRTPO activities. Engaged with Dept. of Commerce staff regarding various electrification grant opportunities, timelines, and other considerations for tribes and distributed information. Responded to requests for information and staff support. (on-going)

Human Services Transportation Planning. Maintained communications with HSTP stakeholders and responded to questions regarding Consolidated Grant process and next update of the HSTP. (on-going)

Transportation Outlook. Prepared for development of 2026 Transportation Outlook with policy makers. (on-going)

Regional Grants Administration. Responded to applicant questions about the 2025 Consolidated Grant awards process, timelines, and next steps. Continued to monitor TA project obligations and closures and track progress on OA targets. (on-going)

Consultant/Misc/Travel.:

Newspaper ad costs for the RTP and GIS costs for ongoing support for the RTP story Map and datadashboard

Regional TIP

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

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

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

SIGNATURE	TITLE	DATE
	Transportation & Land Use Planner	7/10/2025

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

INVOICE

Invoice Date	**07/10/2025**
Invoice ID	**8338**
Amount Due: $68,991.41	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		07/10/2025		

Terms	Due Date	If Paid By	Deduct	Sold By
	07/10/2025		$0.00	

Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
21447	April 1, 2025 - June 30, 2025 PRPTO Expenses	1.00				$68,991.41

PRPTO

Subtotal	$68,991.41
Sales Tax	$0.00
Total	$68,991.41
Total Due	$68,991.41

Kitsap Transit
PRPTO
2025

	Jan 2024	Feb 2024	March 2024	1st Q 2024	April 2024	May 2024	June 2024	2nd Q 2024
Staff Salaries & Wages	$18.85	$0.00	$0.00	$18.85	$812.37	$895.68	$329.80	$2,037.85
Staff Fringe Benefit	$34.08	$0.00	$0.00	$34.08	$373.85	$329.77	$57.01	$760.63
Advertising	$0.00	$0.00	$0.00	$0.00	$0.00	$314.10	$0.00	$314.10
Professional & Tech Service	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other Contract Services	$14,759.00	$0.00	$19,320.00	$34,079.00	$10,800.00	$0.00	$29,209.50	$40,009.50
Operating Supplies	$300.00	$0.00	$1,528.80	$1,828.80	$0.00	$19,525.00	$301.39	$19,826.39
Third Party Recovery	$0.00	$0.00	($40,497.73)	($40,497.73)	$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
Membership, Dues, and Subscription	$4,537.00	$0.00	$0.00	$4,537.00	$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
Total	**$19,648.93**	**$0.00**	**($19,648.93)**	**$0.00**	**$11,986.22**	**$21,064.55**	**$29,897.70**	**$62,948.47**

Total Costs:	$62,948.47
10% Admin:	$6,294.85
Reduced Billing	($251.91)
Total Billed Costs:	$68,991.41

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	05/01/2025	PRTPO SERVICES FOR AP				
XXX-XX-1946	169	Invoice	Paid	10-50313-4102	Other Contractual Services	$10,800.00
	06/01/2025	PRTPO SERVICES FOR MA				
	170	Invoice	Paid	10-50313-4102	Other Contractual Services	$14,580.00
	07/10/2025	JUNE SERVICES PRPTO				
	171	Invoice	Paid	10-50313-4102	Other Contractual Services	$12,854.50
					Totals for 3P TRANSPORTATION SERVICES:	*$38,234.50*
AWC						
AWC	05/20/2025	GIS CONSORTIUM TIER 3				
	161705	Invoice	Paid	10-50404-4102	Operating Supplies	$19,525.00
	06/30/2025	AWC GIS CONSORTIUM A				
	163710	Invoice	Paid	10-50313-4102	Other Contractual Services	$1,775.00
					Totals for AWC:	*$21,300.00*
PORT TOWNSEND LEADER LLC						
PORT TOWNSEND LEADER LLC	05/31/2025	Legal Notice 2025 Regior				
XX-XXX9793	118178	Invoice	Paid	10-50301-4102	Legal Advertising	$102.85
					Totals for PORT TOWNSEND LEADER LLC:	*$102.85*
REGIONS BANK P-CARD						
REGIONS BANK P-CARD	06/19/2025	Annual PRTPO Invoice				
	CC-12611	Invoice	Paid	10-50404-4102	Operating Supplies	$301.39
					Totals for REGIONS BANK P-CARD:	*$301.39*
SHELTON MASON COUNTY JOURNAL						
SHELTON MASON COUNTY JOURNA	05/28/2025	Public Legal Notice PRTP				
	129477	Invoice	Paid	10-50301-4102	Legal Advertising	$128.00
					Totals for SHELTON MASON COUNTY JOURNAL:	*$128.00*
SOUND PUBLISHING INC						
SOUND PUBLISHING INC	05/28/2025	Public Legal Notice PRTP				
	PDN1014266	Invoice	Paid	10-50301-4102	Legal Advertising	$83.25
					Totals for SOUND PUBLISHING INC:	*$83.25*

Kitsap Transit
Invoice Expense Allocation Report

Account Summary

Account Number	Description		Net Amount
10-50301-4102	Legal Advertising		$314.10
10-50313-4102	Other Contractual Services		$40,009.50
10-50404-4102	Operating Supplies		$19,826.39
		GRAND TOTAL:	$60,149.99

3P Transportation Services

INVOICE

Date: May 1, 2025
Client: Kitsap Transit
Project ID: KT 24-894
Project Name: PRTPO Coordinator
Billing Period: April 1, 2025 – April 30, 2025
Invoice Number: 169

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

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

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

Description	Hours	Amount
Task 1: Program Administration	31.0	$3,720.00
Task 2: Transportation Planning	59.0	$7,080.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	0	--
Total charge for professional services		$10,800.00
Total balance due		$10,800.00

Thank you!!

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

BILLING REPORT – Invoice 169

Client:	Kitsap Transit
Project ID:	KT 24-894
Project Name:	PRTPO Coordinator
Billing Period:	April 1, 2025 – April 30, 2025

Activity Breakout by UPWP Work Program Elements

Program Administration [31 hours]

Executive Committee Meeting – Prepared for, hosted and participated in the April 3rd Executive Committee meeting. Completed and distributed meeting recap.

Executive Board Meeting – Supported the April 18th Executive Board meeting including agenda packet development and distribution, coordination with Chair and LPA staff, and meeting hosting and support. Participated in the meeting, took notes, and debriefed. Downloaded and processed meeting video and uploaded to YouTube channel with link from PRTPO website, completed meeting recap, and conducted follow-up activities.

PRTPO Support – Responded to inquiries from members and other stakeholders on a variety of topics and helped connect members with various resources.

Work Program – Completed draft SFY 2026-2027 UPWP and reviewed with Board. Participated in annual UPWP review meeting with WSDOT. Completed brief for Board regarding biennial bylaws review and process options. Compiled SFY 2025 Q3 RTPO invoicing report for LPA. Coordinated with Lead Planning Agency staff on transition considerations. Monitored budget and work program.

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

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

Transportation Planning [59 hours]

RTP Update – Developed working draft of the Peninsula RTP Online Planning Framework and continued to develop the Policy Framework. Prepared meeting brief and walked Board members through the online layout and navigation tools, encouraged exploration and feedback. Reviewed working draft components with others for insights on flow, navigation tools, and tone. Met with WSDOT staff to review details of the Complete Street Candidates online mapping tool; identified additional feature to enhance its usability and began updating the tool to accommodate this change. Met with GIS Consortium contractor for technical support in developing online mapping tools. Worked on format

and content of a perpetual consistency determination statement. Drafted outline of RTP amendment procedures.

Regional Coordination and Collaboration –

- Regional:
    - Facilitated coordination between WSDOT Local Programs and Western Federal Lands regarding congressionally funded project for Squaxin Island Tribe.
    - Reviewed federal functional classification update procedures with WSDOT and responded to member questions.

Tribal Collaboration –

- Attended a community meeting hosted by the Squaxin Island Tribe about its draft EV transportation plan and responded to questions about PRTPO and regional planning.

3P Transportation Services

INVOICE

Date: June 1, 2025
Client: Kitsap Transit
Project ID: KT 24-894
Project Name: PRTPO Coordinator
Billing Period: May 1, 2025 – May 31, 2025
Invoice Number: 170

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

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

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

Description	Hours	Amount
Task 1: Program Administration	28.5	$3,420.00
Task 2: Transportation Planning	93.0	$11,160.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	0	--
Total charge for professional services	121.5	$14,580.00
Total balance due		$14,580.00

Thank you!!

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

BILLING REPORT – Invoice 170

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

Activity Breakout by UPWP Work Program Elements

Program Administration [28.5 hours]

Technical Advisory Committee Meeting – Developed and distributed agenda packet, hosted, and participated in the May 15th Technical Advisory Committee meeting. Compiled video of JOG briefing for post. Completed meeting recap and followed up as needed in response to member inquiries.

Executive Committee Meeting – Prepared and distributed agenda packet for June 5th meeting.

Executive Board Meeting – Prepared draft agenda for June 20th meeting.

PRTPO Support – Prepared support materials for transition. Responded to inquiries from members and other stakeholders on a variety of topics and helped connect members with various resources.

Work Program – Met with WSDOT TRIP team regarding end-of-biennium funding supplement. Updated budget status. Facilitated GIS contract extension. Worked with Lead Planning Agency staff on end-of-biennium budget strategy. Coordinated with LPA staff on transition considerations. Monitored budget and work program.

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

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

Transportation Planning [93.0 hours]

RTP Update – Met with WSDOT HQ and OR staff regarding multimodal LOS policy approach, consistency review approach. Completed final working draft of the RTP Online for TAC review and discussion. Incorporated suggested revisions, developed remaining content for 47.80 compliance, and routed to Executive Committee for review and approval to release for public comment. Finalized remaining edits and long-term project list. Developed poll for collecting comments online. Prepared outreach communique and legal notice. Completed final review and tested links. Updated website. Distributed notification of plan release for review. Corresponded with other rural RTPOs about simplified approach for consistency review process. Tracked and responded to RTP comments.

Regional Coordination and Collaboration –

- Regional:
    - Participated in quarterly MPO-RTPO statewide coordination meeting, and MPO-RTPO-WSDOT Coordination meeting.
    - Met with Joe Calodich from Olympic Region regarding pre-design considerations for the SR 3/Cole Road to Arcadia Road complete streets/preservation/safety project in Shelton.
    - Met with Roger Wilbur and Deanna Brewer about the new Peninsula Joint Operations Group forming to increase emergency response coordination among transportation providers. Arranged briefing with TAC. Processed briefing video for posting and distribution with slide deck.
    - Participated in quarterly Rural RTPO Working Group meeting.
    - Assembled Freight and Goods Transportation System data for WSDOT Freight Office.

Tribal Collaboration –

- Engaged with Department of Commerce regarding various electrification grant opportunities, timelines, and other considerations for tribes.

3P Transportation Services

INVOICE

Date:	July 1, 2025
Client:	Kitsap Transit
Project ID:	KT 24-894
Project Name:	PRTPO Coordinator
Billing Period:	June 1, 2025 – June 39, 2025
Invoice Number:	171

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

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

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

Description	Hours	Amount
Task 1: Program Administration	82.5	$9,900.00
Task 2: Transportation Planning	27.5	$3,300.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	0	--
Total charge for professional services	110.0	$13,200.00
End of biennium adjustment		-$345.50
Revised total balance due		$12,854.50

Thank you!!

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

BILLING REPORT – Invoice 171

Client:	Kitsap Transit
Project ID:	KT 24-894
Project Name:	PRTPO Coordinator
Billing Period:	June 1, 2025 – June 30, 2025

Activity Breakout by UPWP Work Program Elements

Program Administration [82.5 hours]

Executive Committee Meeting – Hosted and participated in the June 5th meeting. Completed and distributed meeting recap and follow-up activities.

Executive Board Meeting – Supported the June 20th Executive Board meeting including agenda packet development and distribution, coordination with Chair and Rep. Nance, and meeting hosting and support. Participated in the meeting, took notes, and debriefed. Downloaded and processed meeting video and uploaded to YouTube channel with link from PRTPO website, completed meeting recap, and conducted follow-up activities.

PRTPO Support – Coordinated with LPA and FA in developing and executing updated Lead Planning Agency and Fiscal Agent agreements. Completed the 2025 PRTPO Resource Manual update. Worked with AWC GIS Consortium team on addition of end-of-biennium service hours. Prepared files and support materials and templates for Coordinator transition and developed onboarding plan in coordination with LPA staff. Prepared member letter of support. Responded to inquiries from members and other stakeholders on a variety of topics and helped connect members with various resources.

Work Program – Completed SFY 2024-25 UPWP amendment 3 package for Board approval and filed with WSDOT. Finalized figures for SFY 2026-27 UPWP with updated information about HSTP funding, and worked up page for Olympic Region. Prepared final for approval. Executed funding agreements and filed with WSDOT. Monitored end-of-biennium budget details and work program. Prepared Q3 invoice report and approval package for the Board. Prepared Q4 / end of biennium reimbursement invoice for LPA. Completed draft of SFY 2025 UPWP Annual Report except for final expenditures.

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

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

Transportation Planning [27.5 hours]

RTP Update – Finalized 2025 update materials, including: Consistency Review Principles and Guidelines along with review and certification statements for (4) sets of countywide planning policies; RTP amendment and update process; Biennial Review Certification statement. Tracked and responded to RTP comments. Refined navigation tools and corrected formatting issues on some storymap pages. Rebuilt Policy Framework page. Prepared briefing memo and adopting resolution, presentation for Board. Added new section to Policy Framework to record administrative updates. Updated materials to reflect final approval and submitted notices to WSDOT.

Tribal Collaboration –

- Attended tribal EV summit co-hosted by Squaxin Island Tribe and Skokomish Tribe. Participated on a panel and facilitated a roundtable discussion on opportunities for increasing regional cooperation in EV planning and implementation.

Association of Washington Cities

1076 Franklin St SE
Olympia, WA 98501-1346

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

Invoice

Order number: 161705
Date: 5/20/2025
Payment terms: Due upon receipt

Bill to :

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

Quantity	Item description	Unit price	Discount	Extended
1.00	AWC Geographic Information Systems (GIS) Consortium Tier 3 includes annual fee	$19,525.00	$0.00	$19,525.00

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:	$19,525.00
Sales tax:	$0.00
Shipping/Handling:	$0.00
Grand total:	**$19,525.00**
Payment total:	$0.00
Amount due:	$19,525.00

Association of Washington Cities

1076 Franklin St SE
Olympia, WA 98501-1346

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

Invoice

Order number: 163710
Date: 6/30/2025
Payment terms: Due upon receipt

Bill to :

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

Quantity	Item description	Unit price	Discount	Extended
1.00	AWC GIS Consortium 10 additional consulting hours	$1,775.00	$0.00	$1,775.00

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:	$1,775.00
Sales tax:	$0.00
Shipping/Handling:	$0.00
Grand total:	**$1,775.00**
Payment total:	$0.00
Amount due:	$1,775.00

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

Invoice

Invoice # 118178
Invoice Date: 5/31/25
Terms: Prepay
Rep: KB

Bill to: Bill to ID: 27134

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

Sold to: Account ID: 27134

Jackie Bidon
Kitsap Transit
60 Washington Ave, Suite 200
Bremerton, WA 98337

Ad Insertions included in this Invoice **Advertising**

Date	Ad ID	Ad Information	PO #	Price	Disc	Applied	Total
5/28/25	212607	Legal Notice Publication		$102.85			$102.85
		5.5"	LEGALS: 2025 Regional Transportation Plan Update...				

Items: 1

Please make check payable to **Port Townsend Leader**
Thank you for advertising with the PT Leader!
RECURRING BILLING CUSTOMERS WILL BE CHARGE ON THE 20TH OF EACH MONTH.
Avoid the 1.5% finance charge by submitting your payment by the 20th of each month

Total Charges	**$102.85**
Discount	
Payments Applied	
Total Balance Due on Receipt	**$102.85**

Invoice

#186655917
Charged on Wednesday, June 18, 2025

ISSUED TO

Brian Rojo
60 washington ave., suite 200
bremerton, wa 98337
United States
Card Number •••• •••• •••• 7817

ISSUED BY

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

Charges

All prices in USD.

Website Subscription: Business (Annually) - vuvuzela-orb-knke.squarespace.com Jun 18, 2025 - Jun 18, 2026	$276.00
Subtotal	$276.00
Discount	–
Sales Tax (9.2%)	$25.39
Due	$0.00
Paid	**$301.39**

INVOICE

Shelton-Mason County Journal
PO Box 430
Shelton, WA 98584

dave@masoncounty.com
+1 (360) 426-4412
https://www.masoncounty.com/

SHELTON-MASON COUNTY Journal

Bill to
Finance
Kitsap Transit
60 Washington Ave. Ste. 200
Bremerton, WA 98337

Invoice details
Invoice no.: 129477
Terms: Net 30
Invoice date: 05/29/2025
Due date: 06/28/2025

P.O. Number: 5155 PO# Jackie Bidon

#	Date	Product or service	Description	Qty	Rate	Amount
1.	05/29/2025	**Legal notices**	Legal notices Public Notice re: 2025 Peninsula Transportation Planning Organization R.T.P. Review PO# Jackie Bidon 5/29	1	$128.00	$128.00

Total **$128.00**

Legal Invoice

Date: 05/28/2025

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

Peninsula Daily News

Bill To:

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

Customer Account #: 86031575

Legal Description: PDN1014266

Legal Description: Legal Notices General

Desc: JACKIE BIDON

Legal #: PDN1014266

Ad Cost: $ 83.25

Ordered By: JACKIE BIDON

Published: Peninsula Daily News

Issues Ordered: 1

Start Date: 05/28/2025 **End Date:** 05/28/2025

Due: $ 83.25

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

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

Account #: 86031575

Invoice #: PDN1014266

Due: $ 83.25

Jefferson Transit Authority
PRTPO Fiscal Agent Expenses

Jefferson Transit Authority
63 4 Corners Rd
Port Townsend WA 98368

Invoice Date: 7/1/2025
Invoice Period: April-June 2025

Staff Salaries & Wages Expenses

Description	Date	Hours	Wages	Benefits	Total
Bank Reconcilation / Invoicing	4/4/2025	0.75	$ 39.41	$ 25.76	$ 65.16
Bank Reconcilation	5/12/2025	0.25	$ 13.14	$ 8.59	$ 21.72
Checks	5/19/2025	0.75	$ 39.41	$ 25.76	$ 65.16
Bank Reconcilation	6/13/2025	0.50	$ 26.27	$ 17.17	$ 43.44
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
Total Salaries & Wages			$ 118.22	$ 77.27	$ 195.48

Other Reimbursable Expenses

Description	Date	QTY	Rate	Total
Annual Quickbooks Renewal	31-May	1	$ 1,167.57	$ 1,167.57
FY2024 SAO Audit	24-Jun	1	$ 1,182.35	$ 1,182.35
				$ -
				$ -
Total Reimbursables				$ 2,349.92

Expense Summary for Quarter

	April 4/1/2025 4/30/2025	May 5/1/2025 5/31/2025	June 6/1/2025 6/30/2025	Total
Staff Salaries and Wages	$ 39.41	$ 52.54	$ 26.27	$ 118.22
Staff Fringe Benefit	$ 25.76	$ 34.34	$ 17.17	$ 77.27
Other Reimbursables	$ -	$ 1,167.57	$ 1,182.35	$ 2,349.92
Subtotal	**$ 65.16**	**$ 1,254.45**	**$ 1,225.79**	**$ 2,545.40**
Overhead Charge 10%	$ 6.52	$ 125.45	$ 122.58	$ 254.54
TOTAL	**$ 71.68**	**$ 1,379.90**	**$ 1,348.37**	**$ 2,799.94**

Invoice Total: $ 2,799.94

INTUIT

Intuit Inc.
2800 E. Commerce Center Place
Tucson, AZ 85706

Invoice

Invoice number: 10001399611981
Total: $1,167.57
Date: May 31, 2025
Payment method: VISA ending 8551
Payment authorization code: 06100G

Bill to

Miranda Nash
Peninsula Regional Transportation Planning Organization
63 Four Corners Rd
Port Townsend, WA 98368-9366
US
Address may be standardized for tax purposes
Company ID: 123146533775559

Payment details

Item	Qty	Unit price	Amount
QuickBooks Online Plus	1	$1,069.20	$1,069.20
Sales tax - Standard:			$98.37
Total invoice:			**$1,167.57**

Tax reporting information

Period for annual subscription fees:	May 31, 2025 - May 31, 2026
Total without tax:	$1,069.20
Total tax:	$98.37

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires or is canceled. To cancel your subscription at any time, go to the Subscriptions and billing page and cancel the subscription. If your subscription is managed by an account manager, contact your account manager for changes to your subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice.

All dates and times are Pacific Standard Time (PST).

Invoice Voucher

Remit To: State Auditor's Office
PO Box 40021
Olympia, WA 98504-0021
Federal ID No. 91-6001098

Invoice No.: L169194
Invoice Date: 06/10/2025
MCAG No.: 3232
County: Kitsap

Peninsula Regional Transportation Planning Organization
63 4 Corners Road
Port Townsend, WA 98368

Now accepting electronic payments
Send to: Washington State Auditor's Office
Routing: 123000848 Account: 153911801147
Account type: Checking
Please include invoice number

(Return this portion with your payment)

State Auditor's Office *(Detach and retain for your records)*

Entity Name: Peninsula Regional Transportation Planning Organization
Invoice No.: L169194
Invoice Date: 06/10/2025

Audit No.: 62789 *Audit Period:* 23 - 24 *Purchase Order:*

Month/Year	*Work Performed*	*Bill Rate*	*Hrs*	*Amount*	*Travel/Other Expenses*	*Total*
04/25	Assessment Audit	$139.10	7.5	$1,043.25	$0.00	$1,043.25
05/25	Assessment Audit	$139.10	1.0	$139.10	$0.00	$139.10
	Sub Total:		**8.5**	**$1,182.35**	**$0.00**	**$1,182.35**
Total Due This Invoice: *(Hrs rounded to nearest tenth)*			**8.5**	**$1,182.35**	**$0.00**	**$1,182.35**

PRTPO

APPROVED Unusla
DATE 6/16/25
AMOUNT 1182.35
PROC FILE# _____
ASSET: YES _____ NO _____
CODE 100-50303-16

JV Number: 250565

FULL PAYMENT DUE IN 30 DAYS

I hereby certify the amount listed herein is a proper charge for services rendered:

Charleen A. Patten

By: Charleen A. Patten, Chief Financial Officer

For questions, please call (564) 999-0892 or (564) 999-0941 fax (360) 586-3105 or e-mail billing@sao.wa.gov

ATTACHMENT C

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 8, 2025
Subject: **SFY 2025 UPWP Annual Report**

REQUESTED ACTION:

Approve the State Fiscal Year 2025 UPWP Annual Report.

Overview

The Unified Planning Work Program (UPWP) is PRTPO's budget and work plan. It identifies how PRTPO will use the state funds it receives to accomplish its requirements as a Regional Transportation Planning Organization (RTPO) in accordance with RCW 47.80. PRTPO's primary source of revenue is state RTPO funds.

PRTPO is required to submit an annual report summarizing its UPWP funds expended relative to what was budgeted, the work that was undertaken, and the status of that work. This administrative report is to WSDOT no later than September 30th each year.

The attached SFY 2025 UPWP Annual Report was compiled from the quarterly invoices and budget reports of work completed between July 1, 2024 and June 30, 2025, as approved by the Executive Board.

It is presented to the Board for review and administrative approval as a part of the Consent agenda. Upon approval, it will be forwarded to WSDOT.

Attachments:

SFY 2025 Annual Report of Performance and Expenditure

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

SFY 2025 ANNUAL REPORT

Of Performance and Expenditure

July 1, 2024 – June 30, 2025

Peninsula RTPO

UNIFIED PLANNING WORK PROGRAM

August 15, 2025

Introduction

This is the Annual Report of Performance and Expenditure for State Fiscal Year 2025, referred to here as the **Annual Report.** This 2025 UPWP Annual Report recaps the expended RTPO budget and associated work program activities undertaken by PRTPO between July 1, 2024 - June 30, 2025, the status of that work, and an explanation of any variances between budgeted and actual expenditures. It reflects the work of PRTPO's Executive Board, Technical Advisory Committee, and Executive Committee as supported by the PRTPO Coordinators. PRTPO works with Kitsap Transit, its Lead Planning Agency (LPA) and Jefferson Transit, its Fiscal Agent (FA), to deliver the approved work program in accordance with its adopted policies and procedures.

Work program activities summarized here are described in PRTPO's Amended SFY 2024-2025 Unified Planning Work Program, or UPWP. This SFY 2025 Annual Report is for activities described in the second year of that UPWP, as amended by the Executive Board.

Details of the expenditures summarized here were reviewed and authorized by the PRTPO Executive Committee and Executive Board each quarter, in accordance with PRTPO's Invoice Reimbursement Policy. This Annual Report summarizes the details of those SFY 2025 quarterly invoices into a single annual statement of costs and services received, in compliance with state laws associated with the receipt and use of RTPO funds.

Annual Report Structure

This Annual Report is formatted to support state reporting requirements. It includes:

- A summary of expenses incurred by UPWP work program activity area with a budget narrative
- A summary by task of work undertaken in SFY 2025 with RTPO funds and its completion status

PRTPO's Revenue Source

PRTPO's work program activities are funded by state revenues appropriated by the legislature and administered by WSDOT for use in carrying out the adopted UPWP. PRTPO is reimbursed for its expenses by WSDOT when it submits approved invoices and documentation for its expenditures.

The Annual Report is part of PRTPO's on-going accountability to WSDOT and the public in the administration and stewardship of these planning funds.

SFY 2025 Financial Summary

SFY 2025 Work Element	Expenditures	
	Budgeted	Actual
Program Administration	$101,400	$80,817
Transportation Planning	$55,780	$82,832
Regional TIP	$6,000	$5,689
Other PRTPO Activities	$ -	-$6,158
Totals	**$163,180**	**$163,180**

Budget Narrative:

The SFY 2024-2025 UPWP is a two-year UPWP that corresponds to the state biennium budget. It was adopted in June 2023. It was amended in June 2024 to recalibrate the budget for the second year in light of first year expenditures. It was amended twice throughout the fiscal year to account for supplemental funds received by PRTPO prior to the end of the biennium.

Differences between budgeted and actual expenditures in Tasks 1 and 2 are attributed to differences in coding between budget and invoice for renewal of the GIS services agreement, as well as how overhead costs are coded. An invoice correction associated with a different funding source accounts for the negative expenditure in Task 4 – Other PRTPO Activities.

PRTPO received $42,900 in supplemental RTPO funding from WSDOT in SFY 2025 to support its update of the Regional Transportation Plan and to obtain GIS support through the AWC GIS Consortium. PRTPO also prepared for a staffing transition in SFY 2026 with its PRTPO Coordinator.

Participation in Work Program Delivery:

Activities conducted in SFY 2025 involved active participation of PRTPO representatives on the Executive Committee, Executive Board, and Technical Advisory Committee. Activities involved WSDOT Headquarters and Olympic Region staff, and other stakeholders. Work was performed by the Lead Planning Agency and Fiscal Agent with support from contract staff.

SFY 2025 Program Administration Summary

Purpose:

Program Administration provides on-going administrative services, accounting, and program management functions that support the overall regional transportation planning program.

Scope:

Program Administration includes core administrative duties related to the support and meeting management of PRTPO Executive Committee, Executive Board, and Technical Advisory Committee as well as any ad hoc work groups or subcommittees appointed by the Board. It includes basic public information and communication activities, website maintenance, Title VI compliance, UPWP development and management, and the development and maintenance of organizational resources and policies. It also includes membership fees, licenses, services, and insurance, as well as administrative expenses associated with overhead costs.

Work Performed:

a. **Meeting Support:** Supported meeting functions of the Executive Committee, Executive Board, Technical Advisory Committee, and ad hoc working groups. ***(on-going)***

b. **Public Information and Communications**: Maintained PRTPO website and YouTube channel. Responded to public inquiries and requests for information. Prepared letters of support from the PRTPO Chair for member projects. ***(on-going)***

c. **Title VI Compliance:** Monitored for Title VI complaints (none received). ***(on-going)***

d. **PRTPO Support:** ***(on-going)***

   - Established PRTPO's legal services contract with new entity
   - Completed PRTPO biennial bylaws review process
   - Maintained "PRTPO Quick Start Guide" and conducted new member orientations
   - Completed annual appointments
   - Archived annual documents in 2024 Resource Manual
   - Prepared onboarding materials and support for PRTPO Coordinator transition
   - Responded to member requests for information and other needs

e. **UPWP Management:** Completed SFY 2024 UPWP Annual Report. Managed the SFY 2024-2025 UPWP, monitored work program expenditures, and pursued state funding opportunities. Completed two UPWP amendments. ***(on-going)***

f. **Accounting:** Participated in SAO audit and responded to requests for information. Prepared monthly and quarterly invoices for Lead Planning Agency and Fiscal Agent. Managed expenses and disbursements. ***(on-going)***

g. **PRTPO Administration:** PRTPO administrative expenses for insurance, legal services, GIS support services, membership fees, web platform and domain, ArcGIS license, cost recovery, and audits ***(on-going)***

Deliverables:

- ☐ Meeting materials including briefs, presentations, and reports
- ☐ SFY 2024 Annual Report
- ☐ PRTPO 2025 *Quick Start* Guide
- ☐ 2024 PRTPO Resource Manual for archives
- ☐ Invoices and Budget Reports
- ☐ Annual Audit Report
- ☐ PRTPO Website and YouTube Channel
- ☐ Letters of Support
- ☐ Other Correspondence

SFY 2025 Transportation Planning Summary

Purpose:

Transportation planning activities encompass the planning and on-going coordination, collaboration, and consultation needed to identify issues and opportunities, implement regionally determined strategies, and produce periodic updates to plans or guiding documents.

Scope:

Activities were focused on the long-range Regional Transportation Plan update as well as other regional coordination activities. Planning activities are identified and directed by the Executive Board.

Work Performed:

a. **Long-range Planning: *(on-going work)*** SFY 2025 work was focused on completing an update of the RTP. This included:

  - Completed “deep dive” reviews of priority concerns identified by the Board
  - Adopted the 2025 RTP Project List
  - Developed online template for the 2026 RTP Project List
  - Developed an online, interactive format for the Regional Transportation Plan
  - Developed a new *Strategic Agenda & Action Plan* highlighting policy maker concerns and potential activities for the RTP
  - Completed an online data portal for presenting regional transportation system characteristics

- Completed a regional profile of demographic characteristics
- Engaged members in mapping and assessment of areas where local land use activities are generating transit, walk, and bike trips that are not well accommodated by the existing highway design, for further evaluation as candidates for complete street treatments
- Developed a *Complete Street Candidates* mapping tool in collaboration with TAC members and WSDOT Olympic Region, for further refinement and application
- Completed a public review of the draft RTP and responded to comments for the final draft
- Completed consistency review certifications of the countywide planning policies for Clallam, Jefferson, Kitsap, and Mason Counties
- Completed RTP biennial review and realigned schedule with that of the RTP update
- Worked with other RTPOs to develop legislative correspondence regarding the need for a more reasonable level of base program funding

b. **Regional Coordination and Collaboration:** ***(on-going)***

- **Local Agency Support**
  - Responded to questions and tracked down data and information for members
- **Regional Coordination**
  - Participated in activities of the MPO/RTPO/WSDOT Coordinating Committee
  - Participated in activities of the Rural RTPO Work Group
- **WSDOT Collaboration**
  - Participated on the WSDOT Intercity Bus Program Update Stakeholder Advisory Group
  - Coordinated outreach and data collection among members for the Freight and Goods Transportation System update

c. **Tribal Cooperation:** Represented PRTPO at EV workshops hosted by tribal partners. Monitored resources for information and opportunities of interest to tribes. Completed biennial outreach to non-member tribes and forged new relationships. ***(on-going)***

d. **Human Services Transportation Planning:** Participated in the Olympic Community of Health "Olympic Connect" kick-off event. Facilitated a briefing for the Executive Board retreat from the director of Olympic Community of Health. Established new service provider contacts through the Consolidated Grant process and made introductions with other partners. Maintained communications and helped connect service providers with transportation providers. ***(on-going)***

e. **PRTPO Transportation Outlook 2025:** Completed Transportation Outlook 2025 legislative brief. Convened annual legislative forum between regional policy makers and legislators. Responded to inquiries regarding 2025 issues and opportunities. ***(complete)***

f. **Regional Grants Administration:** Conducted a review and ranking of Consolidated Grant proposals for WSDOT and completed requisite paperwork for submittal to WSDOT. Supported applicants before and after the process. Monitored reports and direction from Local Programs and responded to requests for information. ***(on-going)***

Deliverables:

- ☐ Peninsula RTP-Online, the 2025 update to PRTPO's Regional Transportation Plan
- ☐ 2025 RTP Biennial Currency Review documentation
- ☐ 2025 RTP Project List
- ☐ Online data portal
- ☐ Consistency Determination between RTP and Countywide Planning Policies (4 sets)
- ☐ Transportation Outlook 2025 folio and forum materials
- ☐ Consolidated Grant ranking recommendation
- ☐ Meeting materials, work session videos, and correspondence

SFY 2025-2030 Regional TIP

Purpose:

Regional TIP efforts support development of a coordinated program of region-wide transportation investments by WSDOT and local and tribal members, based on their internally adopted six-year Transportation Improvement Programs.

Scope:

Managing the TIP entails developing a composite six-year report of local and WSDOT TIPs and managing amendments to the resulting RTIP throughout the year, as well as coordination with local agencies and WSDOT in managing the STIP, monitoring and responding to reporting requirements from WSDOT Local Programs and supporting local agency efforts in complying with their TIP requirements. PRTPO coordinates with WSDOT in administering the State TIP (STIP) and periodically conducts RTIP amendments in response to member requests.

Work Performed:

a. Develop and maintain a six-year RTIP: Developed and adopted the draft and final 2025-2030 RTIP, including public notice and review. Updated online RTIP mapping tool for use by local agencies in tracking and communicating about RTIP projects. Completed amendments as requested and worked with agencies to complete their STIP amendments. Maintained close coordination and communication with Nancy Huntley regarding the STIP and responded to member inquiries about projects in the RTIP and STIP. ***(on-going)***

b. **Monitor Obligation Authority for Federally Funded Projects:** Reviewed obligation status and provided information and coordination support to members. Responded to requests for information from Local Programs. ***(on-going)***

Deliverables:

- ☐ 2025-2030 Regional Transportation Improvement Program (RTIP) and amendments
- ☐ Online RTIP project review and mapping tool
- ☐ Correspondence and meeting materials

Other PRTPO Activities in SFY 2025

Purpose:

These activities are identified by the Executive Board to support regional work program priorities above and beyond the base program, as resources allow.

Scope:

Budget constraints precluded the Board from identifying any activities above and beyond the base work program in Tasks 1-3.

Work Performed:

N/A

Deliverables:

N/A

ATTACHMENT D

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 8, 2025
Subject: **2026 *Transportation Outlook* Legislative Folio Draft Messages**

Overview

PRTPO develops an annual *Transportation Outlook* folio that calls attention to a handful of near-term priorities of particular interest to regional policy makers. It is formatted as a legislative brief, helping to keep the region's twelve legislators informed about matters of particular interest to PRTPO members and any needs ahead of the upcoming session. It also serves as a communique for other stakeholders regarding topics that PRTPO is tracking, which can lead to further collaboration.

PRTPO convenes a subcommittee of members each year – the Legislative Work Group - to lead development of the folio. This year's Work Group includes Lindsey, Ben, Ed, Amy, Wendy, Nicole, John, Michael, and Loretta. The Work Group met in July to discuss topics and provided input on the draft messages for Board consideration in August.

Feedback and insights from the Board in August will be used to refine the messaging and develop a formatted draft document for the Technical Advisory Committee to review in September. As in years past, the 2026 folio will be one two-sided page, plus a short list, as legislators have little time to read longer materials. After TAC input, the draft folio goes back to the Work Group one more time for review in late September before presentation to the Board for final approval in October, after which it is distributed to legislators with a Forum 'save the date' notice. The Board's annual Legislative Forum is held in December, during the first half of the regularly scheduled meeting. This year's Forum is December 19th.

2026 Highlights

The theme that emerged from this year's Legislative Work Group discussion is the need for "complete planning" to meet the region's complete streets objectives, recognizing that a more multimodal and inclusive process early on can avoid costly retrofits later and keep the door open for some as-yet-unfunded needs that are on the horizon. Work Group members emphasized the need for this multimodal "complete planning" mindset for all projects, not just official Complete Street projects. Draft messaging for Board consideration includes three specific legislative asks that support this approach. It also reminds legislators that PRTPO is a natural partner in these efforts but is limited in its capacity by a lack of resources.

A notable change that emerged from this year's Work Group discussion is a rethinking of the traditional project list that we've included in years past. Interest in project placement on this list has waned in recent years, and with the RTIP and RTP Project List also putting forward projects, it now serves little purpose. What is proposed instead is a short list of important corridors where a regional multimodal planning approach can yield long-term benefits in terms of coordinated investment strategies, alignment with land use policies and development decisions, and acceleration of complete street aims. Practical insights from members will help flesh out this list, perhaps enabling its use in time for other purposes, too.

Next Steps

Board feedback on the attached draft messages will be used to refine the language and develop a formatted Outlook folio for review with the TAC in September. The resulting draft will be sent to the Legislative Work Group in late September for review and further refinement if needed before a final draft comes back to the Board for review and approval in October.

Attachments:

- Draft 2026 Messaging for Board Discussion

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

WORKING DRAFT NARRATIVE FOR BOARD REVIEW & DIRECTION BEFORE EDIT & FORMATTING FOR LETTERHEAD

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

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

Complete streets connect communities.
Complete planning supports complete streets.

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

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

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

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

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

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

Support Regional Corridor Planning – Retrofitting outdated highway corridors will take a generation or more, with investments by multiple state and local agencies over time. Coordinated corridor-wide approaches are key to complete planning processes. They increase predictability and efficiency for all, ensuring individual actions

DRAFT

over the next 10-15 years add up to highly functional, multimodal corridors. The SR 305 corridor study is a good example of how a coordinated multi-agency approach yields increased predictability for project sponsors, resulting in practical, cost-effective multimodal strategies for corridor mobility. We've included a short list of regionally significant corridors where modest investments in coordinated corridor studies can accelerate the design and delivery of good projects at a lower cost to taxpayers. The potential to coordinate with analysis of Hood Canal Bridge operations makes the SR 104/SR 3 Hood Canal Bridge study our top priority.

> *PRTPO's request: Earmark $250,000 for an SR 104/SR 3 Hood Canal Bridge corridor study engaging communities and transportation stakeholders on both sides of the Hood Canal Bridge to identify policies, operational strategies, and capital needs that increase travel-time reliability and person throughput, and reduce congestion impacts on highways and surrounding communities.*

While our focus this year is on complete planning for complete streets, we value your efforts in securing and protecting funding for regionally significant improvements such as the SR 3 Freight Corridor in Belfair and SR 3/SR 16 improvements in Gorst, SR 305 corridor safety and mobility improvements, East Sequim improvements along US 101, SR 112 stabilization efforts, and ferry system improvements. These are big projects with far-reaching, long-term impacts. We continue to advocate for their timely completion and monitor their progress.

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

Your Regional Transportation Partner

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

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

Peninsula RTPO Key Contacts
www.PRTPO.org

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

PRTPO 2026 *Transportation Outlook* [Working draft list 7 August 2025]

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

REGIONALLY SIGNIFICANT PROJECTS WE'RE TRACKING

US 101 / East Sequim Improvements [$30 million Move Ahead WA funding commitment]

This project will improve safety and mobility on US 101. Recommendations of the pre-design study, concluded in 2022, include a new frontage road between Palo Alto Road and Simdars Road and new on-off ramps on US 101 at the E Washington/Simdars Rd intersection, with a roundabout. Legislative budget approval is needed to begin pre-construction work on the preferred alternative.

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

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

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

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

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

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

ATTACHMENT E

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 8, 2025
Subject: **Updating the RTP Project List**

REQUESTED ACTION:
No action is requested. This is a review of the process by which PRTPO updates its RTP Project List. The updated list will come to the Board for approval in October.

Background
In October 2024 PRTPO adopted its first stand-alone RTP Project List. That new process integrates the development of the six-year Regional Transportation Improvement Program (RTIP) with that of a short list of near-term local funding priorities to be the RTP Project List, culminating in a joint adoption process in October.

The intent of this format is to highlight those few projects that members are preparing to pursue a funding request for in the next year or two. Each agency knows what its top one, two, or maybe three funding pursuits will be in the upcoming grant cycle. The RTP Project List is intended to be a strategic tool to help members pre-position those priority projects to give them the best chance of success, demonstrating their inclusion in the RTIP and RTP, often worth a few points in competitive grant processes.

In addition to enhancing the competitiveness of these projects, including them together as an RTP Project List affords the public and other stakeholders a chance to see in one place what PRTPO members' funding priorities are over the next year or two. An annual update keeps that list fresh and current, always reflecting the latest understanding of cost and timing.

2026 RTP Project List
As was established last year, to be considered for the RTP Project List, a project must come from a locally adopted program of projects and must also be included in the RTIP. For cities and counties, that means it must be in the most recent adopted six-year TIP. Transit projects can come from the Transit Development Plan. Tribes have a Tribal TIP. And ports have a Scheme of Harbor Improvements or an adopted Capital Improvement Plan. What these all have in common is that they are formal processes that entail public review and comment before adoption by each governing board.

Staff are working with TAC members to develop this list, in tandem with development of the RTIP. The RTP Project List can also include projects from Kitsap partners.

New this year is adding an online mapping component to the list. This enables agencies to include more meaningful information about their projects than is possible in the TIP format. Agencies will then be able to provide a link to the RTP Project List to support their project application packages. Amna will preview the online mapping tool with the Board in August.

Next Steps
By mid-September a draft RTP Project List will be compiled with input from TAC members for review and refinement. That list, along with the draft RTIP, will go through a public review process before coming to the Board for review and approval in October. Upon approval it will replace last year's project list in the RTP-Online.

For More Information:
Amna Parson | 360-473-1132 | AmnaP@kitsaptransit.com

ATTACHMENT F

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 8, 2025
Subject: **PRTPO Executive Board Retreat Discussion**

REQUESTED ACTION:
This is for your discussion and direction.

Background
In October 2024, PRTPO met in person for the first time since February 2020. Cost was a big concern when determining how to do this in 2024. Members discussed a variety of measures for pulling it off given the inadequacy of PRTPO's budget, none of which were satisfactory. But the Jamestown S'Klallam Tribe stepped up with an offer to host the event, and provided a wonderful lunch for attendees, in addition to complementary use of their beautiful Red Cedar Hall.

We heard members' interest in another in-person retreat, but when developing the new UPWP, did not see a chance in this first year for an in-person meeting. PRTPO's base budget is unchanged for the fourth biennium in a row. Perhaps it would be possible in year 2, but that would not be known until well into the first year of the work program.

However, we just learned that Wendy Clark-Getzin took the initiative to apply for, and received, a grant to allow the Tribe to host PRTPO once again. This is an unexpected opportunity! We discussed it with the Executive Committee, and they encouraged us to begin the conversation now with the Board about an in-person retreat in the next year.

Scheduling Considerations
From our discussions in 2024, we learned that two of the Board's six meetings are particular favorable for an in-person event: October and April. They are outside of the iffy-est weather windows. They don't conflict with June and August conference schedules and vacation plans. We also learned that they take a fair bit of advance planning.

While it is possible to pull off a retreat in October 2025, it would be a heavy lift on such short notice, especially given the PRTPO Coordinator transition underway. April 2026 or October 2026 would be more favorable in terms of planning, including involving members in shaping the agenda and developing a format that will be most useful.

That said, there may be compelling reasons to push for an October 2025 event. Executive Committee members discussed some of the coordination activities underway now around World Cup logistics and wondered if that may be worth some focused activities. If so, October 2025 may be the optimal time.

What do you think? Should PRTPO pursue an in-person event on October 17, 2025, April 17, 2026, or October 16, 2026?

Next Steps
Depending on outcomes of the Board's discussion, we will confirm a meeting date with the Jamestown S'Klallam Tribe.

If October 17, 2025 is the preferred date, we will also look for volunteers now who are willing to help staff develop an agenda over these next few weeks. And we will hurry to get this on calendars, since attendance entails more advance planning for members than a regular virtual meeting.

If either April 17, 2026 or October 16, 2026 are preferable dates, we'll come back to the Board early in the year with a more inclusive approach to agenda development, and factor this into the work program.

For More Information:
Amna Parson | 360-473-1132 | AmnaP@kitsaptransit.com

INFORMATION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 8, 2025
Subject: **PRTPO Letters of Support Tendered Since Last Board Meeting**

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

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

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

Attached Letter:

- *Clallam Transit – FTA 5339 Battery Electric Bus Proposal*

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

June 16, 2025

Mr. James Fetzer, General Manager
Clallam Transit System
830 W. Lauridsen Boulevard
Port Angeles, WA 98363

Re: Support for Clallam Transit's FTA 5339 Battery Electric Bus Proposal

Dear Jim,

The Peninsula Regional Transportation Planning Organization (PRTPO) is pleased to support your proposal to acquire three electric buses and related charging equipment as a part of WSDOT's proposal to the Federal Transit Administration (FTA) for 5339 Low-No Emissions funding. We understand Clallam Transit is requesting $3.7 million to replace three diesel powered buses with three 35-foot battery electric buses along with the necessary charging infrastructure that is required. This is a good investment that advances important objectives of the Clallam Transit Development Plan.

As a result of recent strategic upgrades, Clallam Transit is now able to integrate zero-emission battery electric buses into its fleet without compromising service dependability and reliability the traveling public expects. This supports agency-wide, regionwide, and statewide objectives to reduce harmful emissions. These vehicles will improve air quality throughout Clallam Transit's service area, with pronounced benefits within the Port Angeles Opportunity Zone and the Lower Elwha Klallam Tribe community. This project also helps Clallam Transit to maintain a state of good repair by replacing vehicles at the end of their useful life, before maintenance costs start soaring.

Your battery electric bus project is fully consistent with PRTPO's Regional Transportation Plan and furthers the Peninsula Region's environmental, preservation, and energy efficiency objectives. PRTPO will expedite amendment of this project into the STIP upon notice of funding award.

On behalf of the Peninsula Regional Transportation Planning Organization, I endorse this project for an award of Section 5339 Low-No Emissions program funds and wish you success in this effort.

Respectfully,

Lindsey Schromen-Wawrin, Chair
Peninsula Regional Transportation Planning Organization