PRTPO ANNUAL LEGISLATIVE FORUM and EXECUTIVE BOARD MEETING

December 15, 2023 | 10:00 – 12:00

Zoom Webinar – Public Login Below

	10:00 – 11:00	**PRTPO Annual Legislative Forum** *PRTPO invited legislators from across the Peninsula Region to meet with the Board and discuss regional interests and legislative matters ahead of the 2024 session. All twelve legislators from the 23rd, 24th, 26th, and 35th Districts are ex officio members of PRTPO and have been invited to participate.*	**SPECIAL SESSION** ***Separate Agenda, Same Login***

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

1.	11:00 – 11:05	**Approval of Agenda**	ACTION
		Consent Calendar • *Minutes from October 20, 2023 (Attachment A)* • *SFY 2024 Q1 Invoice Approval (Attachment B)* • *CY 2024 Legal Services Contract (Attachment C)*	ACTION
2.	11:05 – 11:10	**Forum Debrief, Takeaways, and Next Steps**	DISCUSSION
3.	11:10 – 11:15	**Approve Launch of 2024 Transportation Alternatives Call for Projects** *(Attachment D) PRTPO is preparing to conduct a call for projects to award about $2 million in federal Transportation Alternatives program funding for fiscal years 2025-2028. In November the TAC recommended Board approval of the attached process and materials. The Board is asked to approve the launch of the 2024 call for projects.*	ACTION
4.	11:15 – 11:25	**Support Statewide Increase in Base Program Funding for RTPOs** *(Attachment E)* *Regional Transportation Planning Organizations across the state are coordinating efforts to increase the base funding that supports RTPO activities. Revenue that PRTPO and other RTPOs rely on is inadequate to fulfill minimum requirements, much less to advance regional initiatives. The Board is asked to authorize PRTPO's support of this statewide initiative.*	1st Read
5.	11:25 – 11:30	**RTP Biennial Currency Review** *(Attachment F)* *Every two years PRTPO is required to review the adequacy of its long-range Regional Transportation Plan and submit a statement to WSDOT as to whether or not it is still current or if it needs to be updated. This year's draft statement reflects the fact that the RTP is currently being updated. This review statement will come back to the Board for approval in February.*	1st Read
6.	11:30 – 11:40	**RTP: PRTPO's Role in Addressing Tough Topics** *(Attachment G)* *Tough topics with no easy answers are featured in this RTP update. What, if anything, PRTPO can actually do to address them? This question is central to the vision for this update and future work program decisions the Board will make. Members will continue the discussion started in October about*	DISCUSSION

practical roles PRTPO can play in helping to implement its own long-range plan and walk through an online exercise to collect ideas and insights before you meet again in February. A sample of a recent work product is attached.

7. 11:40 – 11:45 **Slate of Officers for 2024 and Request for Nominations** DISCUSSION
Chair Ashby will present a slate of candidates for PRTPO Chair, Vice-Chair, and Secretary for CY 2024-2025, and will seek additional nominations from the floor. The Executive Board will elect its new officers in February.

8. 11:45 – 11:50 **2024 Updates and Webinar Logistics for Board Meetings** *(Attachment H)* BRIEFING
The attached describes various activities that occur when the old year transitions to new, including member appointments and updates to the calendaring process for the year ahead.

9. 11:50 **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**

Other Attachments
2024 Meeting Schedule
PRTPO Blurb for Transportation Commission Annual Report

Bek Ashby, Chair
Randy Neatherlin, Vice-Chair *Lindsey Schromen-Wawrin, Secretary*

Next Executive Board Meeting – February 16, 2024 - 10:00-12:00

Annual Update with Steve Roark, WSDOT Olympic Region Administrator
Work Program Staffing Update & Direction on SFY 2025 UPWP Amendment
Election of Officers

This meeting is a Zoom webinar. Board members receive their own individual meeting links, though the public link below can be used for admittance. All other attendees can attend the meeting via the link below. Registration is not required to attend this meeting.

PENINSULA RTPO
PRTPO.org

Please click the link below to join the webinar:
https://us02web.zoom.us/j/82193119306

Or One tap mobile:
+12532158782,,82193119306# US (Tacoma)

Or Telephone:
Dial(for higher quality, dial a number based on your current location):
+1 253 205 0468 or +1 253 215 8782

The PRTPO Executive Board meets virtually via Zoom webinar. The public is invited to listen 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
October 20, 2023
10:00 – 12:00
Via Zoom
Meeting video available on YouTube

CALL TO ORDER

Chair Bek Ashby called the meeting to order at 10:00.

ATTENDEES

Executive Board:

Kitsap County	David Forte *(alternate)*
Mason County	Randy Neatherlin, Vice-Chair
City of Bainbridge Island	Leslie Schneider
City of Bremerton	Vicki Grover
City of Forks	Paul Hampton *(alternate)*
City of Port Angeles	Lindsey Schromen-Wawrin, Secretary
City of Port Orchard	Bek Ashby, Chair
City of Port Townsend	Ben Thomas
City of Poulsbo	Ed Stern
City of Sequim	Rachel Anderson
Port of Allyn	Ted Jackson
Port of Bremerton	Gary Anderson
Port of Shelton	Dick Taylor
Clallam Transit	Brendan Meyer
Jefferson Transit	Nicole Gauthier
Kitsap Transit	John Clauson
Mason Transit	Amy Asher
Jamestown S'Klallam Tribe	Wendy Clark-Getzin
Lower Elwha Klallam Tribe	Susan Matthews
Skokomish Tribe	Marty Allen
WSDOT Olympic Region	George Mazur

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

Others:
Michael Bateman, Poulsbo *(alternate)*
Ashley Carle, WSDOT Olympic Region *(alternate)*
Miranda Nash, Jefferson Transit *(Fiscal Agent)*

Welcome and Introductions
Chair Ashby welcomed attendees and conducted a video-conference roll call.

Approval of Agenda

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

Consent Agenda

ACTION: Mr. Bateman moved and Ms. Asher seconded to approve the Consent Agenda. The motion passed unanimously.

- ***Minutes from August 18, 2023***
- ***SFY 2023 UPWP Annual Report***
- ***RTP Public Participation Plan***

Adopt PRTPO Letter of Support Policy

Ms. Black reviewed the policy under consideration by the Board. It was reviewed by legal counsel after the Board's initial review in August and only some minor revisions were made as a result. Ms. Clark-Getzin spoke in favor of the policy though expressed interest in seeing it simplified somewhat in the future.

ACTION: Ms. Schneider moved, and Mr. Bateman seconded to approve Resolution 05-2023 adopting the PRTPO Letter of Support policy as presented. The motion passed unanimously.

Amend PRTPO Bylaws

Ms. Black reviewed the proposed changes to the policy. It was reviewed by legal counsel after the Board's initial review in August and only minor revisions were made as a result. Chair Ashby explained that an amendment to the bylaws requires a 2/3 majority to pass.

ACTION: Ms. Clark-Getzin moved, and Mr. Williams seconded to approve Resolution 06-2023 amending the PRTPO Bylaws as presented. The motion passed unanimously.

Chair Ashby thanked members of the Bylaws Review Work Group and the Board as a whole for taking the bylaws review and update seriously and providing useful input to the process.

Approve PRTPO 2024 *Transportation Outlook* Legislative Folio and Forum

Ms. Black presented the final draft folio Board members received in their agenda packet and explained the process of development. Since the Board's initial review in August of key messages and approach, staff worked with the TAC and the Legislative Work Group to develop the narrative and project list content.

Chair Ashby explained the intent of each section and ways in which the folio is used. She asked for feedback on the content and layout. Work Group members commented on the clarity of the messages that resulted from changes they had suggested in early October, and noted the effective collaboration that characterizes this effort. The project list does a good job of demonstrating need as well as keeping a spotlight on projects that are funded but not yet underway.

Mr. Forte observed that ferries are not specifically addressed in the narrative. He noted this is a big omission given the importance of ferries to the regional transportation system and suggested it be added. Others agreed, and in the ensuing discussion settled on the need for a statement about advancing ferry system improvements in the "on our radar" section on page two of the narrative. Ms. Black affirmed she could develop a statement and adjust the folio to make it fit. There were no other suggested revisions to the folio.

Chair Ashby discussed the legislative forum. She explained the strategy put forward by the Legislative Work Group is to conduct the forum during the first part of the Board's regularly scheduled meeting in December. This will enable the broadest participation by PRTPO members and with two months' notice it will maximize the chance that legislators can attend. She explained the challenges that come with trying to find a date and time

that works for busy legislators as well as PRTPO Board members. Mr. Schromen-Wawrin commented on the value of the region's legislators seeing broad participation and clear regional partnerships among members.

Members commented on the overall logic of taking this more efficient and inclusive approach to the forum.

> **ACTION: Mr. Schromen-Wawrin moved, and Mr. Bateman seconded to approve the PRTPO 2024 *Transportation Outlook* as revised to include systemic ferry needs and make plans for the legislative forum to be incorporated into the Board's December meeting. The motion passed unanimously.**

Adopt SFY 2024-2029 RTIP for the Peninsula Region

Mr. Coviello reviewed the draft Regional Transportation Improvement Program (RTIP) with the Board. He explained the process for projects included in the RTIP to move into the STIP. He reported on development of the online RTIP mapping tool and noted there are four more projects to be added, from Sequim. He recognized Crystal on his team at Kitsap Transit who played a big role in pulling the document together, as well as the GIS team at FLO Analytics who developed much of the content for the online map.

Mr. Allen commented on the support he received from Mr. Coviello regarding the Skokomish Tribe's sidewalk project.

> **ACTION: Mr. Taylor moved, and Ms. Clark-Getzin seconded to approve Resolution 07-2023 adopting the PRTPO SFY 2024-2029 Regional Transportation Improvement Program as presented. The motion passed unanimously.**

Direction on 2024 Transportation Alternatives Call for Projects

Ms. Black reviewed the Transportation Alternatives program and PRTPO's responsibility in identifying priority projects for funding and summarized the history of past project calls. She discussed the potential for a 2024 call for projects with the TAC when they met in September. By programming through 2026, PRTPO would have about $1.4 million to award in this funding cycle. TAC members agreed this level of funding helps make this program more worthwhile. They recommended the Board pursue steps necessary to launch a project call early in the year.

Ms. Black explained that if this is amenable to the Board, she will work with the TAC in November to refresh the old materials and develop a schedule for the process. She would then bring this to the Board in December for review and action. With this approach, a call for projects could launch in January and be concluded by April or June, at the latest. This would fit well with other funding programs on the street.

Mr. Bateman is Vice-Chair of the TAC. He confirmed this was the TAC's recommendation. Ms. Clark-Getzin concurred, and observed the funding available makes the process more worthwhile.

Board members supported the approach. Staff will return in December with details for Board approval.

RTP: Executive Board Vision and Strategic Direction

Ms. Black updated the Board on RTP activities underway. The TAC concurred with a staff proposal to keep existing goals and policies intact since they satisfy state requirements and support local needs. This will enable the TAC to start leaning in with the Board to identify and explore future issues and uncertainties this update should address. She explained this RTP update provides the Board with the chance to identify and explore tough transportation issues and ways to use PRTPO's regional forum and partnerships to more effectively advance priority concerns.

Over the last few years PRTPO policy makers have begun calling attention to matters that require coordination and collaboration to resolve. Federal funding swap program. Rural broadband access. Hood Canal Bridge opening policies. State ferry service disruptions. Intercity bus travel. Rural EV readiness. Rural resilience and preparedness. Regional trail investments. These are indicative of the kind of topics this RTP update process will feature.

She explained that Board ideas about what the RTP should address and the role PRTPO can play in advancing those topics will inform the vision for this update and its outcomes. She invited members to identify topics that seem to have regional significance and merit further consideration. This is the first of a few discussions on this. Board insights will support future RTP discussions about strategies, priorities, partnership and collaboration opportunities, and other considerations.

Members discussed several topics over a wide-ranging discussion summarized in the points below:

- **Ferries.** Marine transport is an important component of this region's transportation system. Future opportunities include more passenger service connections between different communities. A ferry passenger study would assess long-range demand and identify strategic opportunities for closer analysis and coordination as well as develop data to support local and regional initiatives. Other areas of interest relate to unreliable service and to ferry terminal needs.
- **Rural Transit.** Cities are working to concentrate growth in their urban areas but much of the region will never have transit-supportive land use. Expectations are often that transit will go wherever the people are, but that is not financially feasible. Different ways of thinking about rural transit service and mobility coordination are needed.
- **EV Deployment.** There is a lot of money for EV deployment but also a lot of uncertainty and complexity. There are new stakeholders involved and completely new considerations in project development. Every member is facing this. Coordination, information sharing, networking, and other efforts to support work in this new arena could be a good fit for PRTPO.
- **Small Agency Workforce Capacity.** There may be unprecedented funding opportunities available, but agencies don't have the staff resources to track and research opportunities, assemble project applications, and manage grants and contractors. Without access to these grant programs, small rural communities will miss out on opportunities to augment funding for pavement preservation, system safety improvements, or implementation of any EV programs or other technology advances.
- **Conflicting Transportation Priorities.** The imperative to electrify transportation is conflicting with system preservation imperatives. Battery electric vehicles are 30% - 50% heavier than their internal combustion engine counterparts. Electric delivery vans, school buses, transit vehicles, and even personal cars are accelerating pavement degradation. EV funding mechanisms do not cover pavement restoration. Some early efforts are looking at fees on delivery vehicles to be used for this purpose. While the Climate Commitment Act did not consider mitigation of EVs on surface streets in its eligible funding activities, this is another area that may merit a closer look.
- **Clean Hydrogen Deployment.** Battery-electric vehicles have limited value to transit agencies, freight and industrial interests, ports, and many rural communities because of practical limitations concerning power availability, battery charging, service range, battery longevity and replacement costs, and other constraints. Given those intractable obstacles, the emergence of clean hydrogen production as a means of powering fuel-cell electric vehicles is being watched with interest. Washington's recent designation as a federal green hydrogen "hub" is accelerating the fast-moving deployment of radically new ways of producing, storing, and using energy. Like all matters concerning electric vehicles, hydrogen is very complicated and unlike anything else that transportation agencies typically deal with.

During this discussion some key PRTPO capabilities surfaced repeatedly. Members recognized as PRTPO strengths and appropriate roles its capacity to convene stakeholders, facilitate and coordinate a wide range of interests,

educate, disseminate information, develop resources, expand networking opportunities, and build consensus. Mr. Anderson concluded that members find value in PRTPO work products, PRTPO is gaining relevance among its partners and other stakeholders, and it has a voice that is increasingly being heard. These are factors that should be reflected in PRTPO's vision for this update.

Inquiry Into Seeming Anomalies in 2020 Census Results
Ms. Black reviewed questions that came up when local agencies began evaluating the federally designated urbanized area boundaries resulting from the 2020 Census. Some of the designations are illogical given the existing development patterns, terrain, and infrastructure. Designation can affect funding eligibility and street and stormwater standards as well as funding formulas for a wide array of block grant programs.

Ms. Black advised that while local staff continue their coordination with WSDOT and FHWA in reviewing the preliminary boundaries, she has reached out to the Census Bureau for clarification as to what review and verification procedures are available to agencies with concerns about underlying data. She will keep the Executive Committee and affected members apprised of any opportunities to further investigate the accuracy of the proposed urban designations.

Preview of Upcoming Process for Election of 2024 Executive Board Officers
Chair Ashby briefed members on the process outlined in the PRTPO bylaws for electing officers. Those bylaws limit members to two consecutive two-year terms. Chair Ashby will term out of her role as Chair and Mr. Neatherlin will term out of his role as Vice-Chair. Mr. Neatherlin has indicated he cannot commit to being Chair.

Chair Ashby explained the process. It requires the Chair to develop a slate of nominees to be presented to the Board, at which time the Chair will ask for any other nominations from the floor. At the following meeting the Chair will solicit nominations from the floor again before asking for a vote on the slate of officers presented to members. She reviewed the minimal time commitments associated with Board officer responsibilities.

She advised that she will present her slate of officers to the Board in December and seek any additional nominations at that time. She explained the considerations she will put into her nominations, including geographic representation and elected official status. Chair Ashby invited anyone who may be interested in serving to contact her, adding that she will also reach out to individuals directly. Elections will occur in February.

Public Comments
There were no public comments.

Member Updates
Mr. Meyer reported that Clallam Transit will roll out a zero-fare pilot program in 2024.

Ms. Clark-Getzin reported the Jamestown S'Klallam Tribe recently completed about half a mile of trail, eliminating another gap in the Olympic Discovery Trail. This segment includes an equestrian path.

Adjourn

There being no other business, Chair Ashby adjourned the meeting at 11:56.

DRAFT

ATTACHMENT B

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: December 15,2023
Subject: **SFY 2024 1st Quarter Expense Voucher Approval**

REQUESTED ACTION:

Approve 1st quarter expenditures for the SFY 2024 Unified Planning Work Program in the amount of $31,073.87.

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 2024 1st Quarter Invoice Reimbursement Package*

Peninsula Regional Transportation Planning Organization
2024-25 UPWP Budget Report - SFY 2024 Quarter 1
July 1, 2023 - September 30, 2023

Work Program Element	SFY 2024 Budget	SFY 2025 Budget	Total 24-25 Biennium	Previous Expenditures	Current Expenditures	Remaining Budget
Program Administration	$ 88,500	$ 88,500	$ **177,000**	$ -	$ 16,159	$ **160,841**
Transportation Planning	$ 39,274	$ 39,274	$ **78,548**	$ -	$ 12,760	$ **65,788**
Regional TIP	$ 9,200	$ 9,200	$ **18,400**	$ -	$ 2,155	$ **16,246**
Other PRTPO Activities	$ -	$ -	$ -	$ -	$ -	$ -
Totals	$ 136,974	$ 136,974	$ 273,948	$ -	$ 31,074	$ 242,874

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 edward coviello DATE 11/6/2023

TITLE Transportation & Land Use Planner

TOTAL RTPO REIMBURSEMENT requested this invoice **$31,073.87**

Agreement # GCB 3861

Invoice Date 11/6/2023

Billing Time Period
7.1.2023 - 9.30.2023

Allocation Authorized	$273,948.00
Biennium Expenditures-to-Date	$31,073.87
Allocation Balance	$242,874.13

WORK ELEMENT	DESCRIPTION	Previous Expenditures TO-DATE	CURRENT PERIOD EXPENDITURES	Biennium Expenditures TO-DATE
Program Administration	Salaries		$13,329.77	$13,329.77
	Travel			$0.00
	Consultants			$0.00
	Miscellaneous		$2,829.60	$2,829.60
				$0.00
	Total	$0.00	$16,159.37	$16,159.37
Transportation Planning	Salaries		$12,760.00	$12,760.00
	Travel			$0.00
	Consultants			$0.00
	Miscellaneous			$0.00
				$0.00
	Total	$0.00	$12,760.00	$12,760.00
Regional TIP	Salaries		$1,860.00	$1,860.00
	Travel			$0.00
	Consultants			$0.00
	Miscellaneous		$294.50	$294.50
				$0.00
	Total	$0.00	$2,154.50	$2,154.50
Other PRTPO Activities	Salaries			$0.00
	Travel			$0.00
	Consultants			$0.00
	Miscellaneous			$0.00
				$0.00
	Total	$0.00	$0.00	$0.00
	TOTAL RTPO Reimbursement	$0.00	$31,073.87	$31,073.87

RTPO	Peninsula RTI	GCB 3861
Billing Time Period	7.1.2023 - 9.30.2023	

TPO Reviewer	Date
	11/6/2023

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, 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 and congressional earmarks. Updated and maintained distribution lists. Responded to inquiries and requests for information. (on-going)

Title VI Compliance. Participated in Title VI site visit with WSDOT PTD liaison to resolve Title VI compliance questions. Completed administrative corrections, with more time consuming corrections still pending. Continued to monitor for Title VI complaints; none were received. (on-going)

PRTPO Support. Updated PRTPO *Quick Start* Guide. Conducted activities to support 2023 bylaws update including work with a policy maker review committee, coordination with tribal members regarding membership language, and development of a draft amendment package for Executive Board and legal review. Worked with a policy maker committee to scope and develop a draft Letter of Support policy. Developed Coordinator Report for the Board. Responded to member requests for information. 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. Set up SFY 2024-2025 work program tracking files and reports. Monitored budget and activities. (on-going)

Accounting. Completed regular accounting and invoicing activities. Completed SFY 2023 4th quarter invoicing and budget reports for PRTPO expenses. (on-going)

Consultant/Misc/Travel.:

Website invoice and Lead Agency 10% overhead administration charge

Transportation Planning

Long-range Regional Planning. Developed draft Public Participation Plan for the RTP update for review and approval by the TAC and Executive Board. Worked with GIS services team to complete a Regional Profile of key demographic, economic, and travel characteristics for the four-county region for testing by the TAC. Continued work on an online Transportation Atlas web mapping portal to support core RTP information needs. Worked with TAC to establish core assumptions for RTP update and approach to policy plan. Explored opportunities with WSDOT Olympic Region for using StreetLight data to develop useful regional system characteristics. Developed site design concept and data resources for the GIS services team working on web mapping apps. Compiled data and other information, developed content and briefings for the Executive Board and TAC, and conducted other activities supporting various aspects of RTP development. (on-going)

Regional Coordination and Collaboration. Participated in quarterly meeting of WSDOT's MPO/RTPO Coordinating Committee. Participated in the quarterly Rural RTPO Coordinators Group. Worked with Olympic Region staff to explore regional data analysis needs and opportunities. Shared communications between WSDOT TRIP and local members concerning 2020 Census "urban area" designations, apparent anomalies, and strategies to address data issues. (on-going)

Tribal Consultation. Worked with tribal members to clarify confusing language in the PRTPO bylaws regarding tribal membership. Continued to evaluate and assess fundamental inadequacies in the official Census data regarding tribes and explore alternatives. (on-going)

Human Services Transportation Planning. No activity this quarter. (on-going)

Transportation Outlook. Convened a legislative work group and engaged the Board and TAC in development of the draft 2024 *Transportation Outlook* legislative folio. (on-going)

Regional Grants Administration. Updated funding estimates for a 2025-2028 Transportation Alternatives call for projects and prepared briefing materials to support a TAC discussion and recommendation on a 2024 call for projects. (on-going)

Consultant/Misc/Travel.:

N/A

Regional TIP

Develop and Maintain Regional TIP. Responded to member requests for support and facilitated coordination with the STIP. Developed the draft 2024-2029 RTIP and interactive mapping tools for review by the TAC. (on-going)

Monitor Obligation Authority. Monitored OA targets and project obligations and correspondence from Local Programs. (on-going)

Consultant/Misc/Travel.:

Cost for advertisement of the Draft RTIP in local paper

Other PRTPO Activities

N/A

Consultant/Misc/Travel.:

N/A

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

SIGNATURE	TITLE	DATE
edward coviello	Transportation & Land Use Planner	11/6/2023

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

INVOICE

Invoice Date	**11/2/2023**
Invoice ID	**7138**
Printed on 11/2/2023	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		11/2/2023		

Terms	Due Date	If Paid By	Deduct	Sold By
	11/2/2023		$ 0.00	

Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
17482	3rd Quarter 2023 Eligible Costs	1.00				$28,033.90
17483	10% Admin Charge	1.00				$2,803.39

3rd Quarter 2023

Subtotal	$30,837.29
Sales Tax	$0.00
Total	$30,837.29
Total Due	$30,837.29

Kitsap Transit
PRPTO
2023

	Jan 2023	Feb 2023	March 2023	1st Q 2023	April 2023	May 2023	June 2023	2nd Q 2023	July 2023	Aug 2023	Sept 2023	3rd Q 2023
Staff Salaries & Wages	$364.44	$714.67	$613.69	$1,692.80	$467.99	$359.64	$719.28	$1,546.91	$539.46	$1,177.85	$299.70	$2,017.01
Staff Fringe Benefit	$95.19	$285.96	$153.57	$534.72	$76.17	$148.70	$187.90	$412.77	$203.29	$498.12	$134.77	$836.18
Advertising	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$294.50	$294.50
Professional & Tech Service	$266.40	$0.00	$0.00	$266.40	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other Contract Services	$0.00	$16,995.00	$9,130.00	$26,125.00	$10,111.20	$11,715.00	$11,825.00	$33,651.20	$8,525.00	$8,690.00	$7,671.21	$24,886.21
Operating Supplies	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Third Party Recovery	$0.00	$0.00	($50,449.92)	($50,449.92)	$0.00	$0.00	($41,199.32)	($41,199.32)	$0.00	$0.00	$0.00	$0.00
Casuality Insurance	$3,821.00	$0.00	$0.00	$3,821.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Membership and Subscriptions	$300.00	$17,710.00	$0.00	$18,010.00	$0.00	$0.00	$5,588.44	$5,588.44	$0.00	$0.00	$0.00	$0.00
Merit Plan	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total	**$4,847.03**	**$35,705.63**	**($40,552.66)**	**$0.00**	**$10,655.36**	**$12,223.34**	**($22,878.70)**	**$0.00**	**$9,267.75**	**$10,365.97**	**$8,400.18**	**$28,033.90**

Reconciliation	
Invoice Expense Report:	25,180.71
Salaries and Wages:	2,853.19
Total:	28,033.90
Variance:	-
Total Eligible Costs:	28,033.90
10% Administration Costs:	2,803.39
Total:	30,837.29

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	8/1/2023	JULY SERVICES		10-50313-4102	Other Contractual Services	$8,525.00
XXX-XX-1946	148	Invoice	Paid			
	9/1/2023	AUG SERVICES		10-50313-4102	Other Contractual Services	$8,690.00
XXX-XX-1946	149	Invoice	Paid			
	9/26/2023	SEPT SERVICES		10-50313-4102	Other Contractual Services	$7,645.00
XXX-XX-1946	150	Invoice	Paid			
					Totals for 3P TRANSPORTATION SERVICES:	*$24,860.00*
BANK OF AMERICA-BUSINESS CARD (BUS)						
BANK OF AMERICA-BUSINESS CARD	9/23/2023	(GOOGLE)		10-50313-4102	Other Contractual Services	$26.21
	SB-DOMAIN RENEWAL	Invoice	Paid			
					Totals for BANK OF AMERICA-BUSINESS CARD (BUS):	*$26.21*
SHELTON MASON COUNTY JOURNAL						
SHELTON MASON COUNTY JOURNA	9/14/2023	Public Notice for PRTPO		10-50301-4102	Legal Advertising	$294.50
	121044	Invoice	Paid			
					Totals for SHELTON MASON COUNTY JOURNAL:	*$294.50*

Kitsap Transit
Invoice Expense Allocation Report

Account Summary

Account Number	Description		Net Amount
10-50301-4102	Legal Advertising		$294.50
10-50313-4102	Other Contractual Services		$24,886.21
		GRAND TOTAL:	$25,180.71

Kitsap Transit
Invoice Expense Allocation Report

Report name: New Invoice Expense Allocation Report
Include all Invoices
Include all Credit Memos
Include all Invoice dates
Include these Invoice post dates: 7/1/2023 to 9/30/2023
Include all Accounts
Include all Funds
Include all Classes
Include all Projects
Include all Vendors
Include all Invoice Attributes
Include all Credit Memo Attributes
Include all Account Attributes
Include all Project Attributes
Include all Vendor Attributes
Include all Funding Source(s)
Include these Department(s): 4102

3P Transportation Services

INVOICE

Fun: 10
Post Date: July 2023
Purchase Order Number: 12027
Project #: 100
Account Code: 10 50813 1200
Funding Source: default
Signed: S. Lillie

Date:	August 1, 2023
Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	July 1, 2023 – July 31, 2023
Invoice Number:	148

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

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

Professional services in delivery of the SFY 2024-25 UPWP @ $110/hour

Description	Hours	Amount
Task 1: Program Administration	50	$5,500.00
Task 2: Transportation Planning	27.5	$3,025.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	0	--
Total charge for professional services	77.5	$8,525.00

Thank you!!

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

BILLING REPORT – Invoice 148

Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	July 1, 2023 – July 31, 2023

Activity Breakout by UPWP Work Program Elements

Program Administration [50 hours]

Technical Advisory Committee Meeting – Developed and distributed agenda packet for July 20th TAC meeting. Prepared for, hosted, and participated in TAC meeting, and completed follow-up activities.

Executive Committee Meeting – Completed agenda packet development and distribution for the August 3rd Executive Committee meeting.

PRTPO Support – Scheduled, prepared materials for, and participated in Letter of Support Policy Work Group meeting. Developed and distributed draft policy language to Work Group members for review and feedback. Updated PRTPO Quick Start Guide for new members. Drafted one letter of support for Chair review and signature. Provided scheduling support for various meetings. Responded to inquiries from members and other stakeholders on a variety of topics and helped connect members with various resources.

Compliance – Worked with LPA and WSDOT staff in reviewing and responding to Title VI site visit findings with suitable follow-up measures. Completed first measure.

Work Program Management – Completed PRTPO SFY 2023 Q4 invoicing packet for LPA.

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 – Developed draft Public Participation Plan and reviewed with TAC. Prepared briefing materials for TAC and discussed schedule, approach, and roles. Worked with GIS team in refining online tools and engaged TAC in previewing and testing the demographic dashboard. Developed conceptual mockups of the data portal and its eventual interface with Storymap for discussion and revision with the GIS team; continued to refine ideas for the user interface. Compiled long-range population forecasts using low, medium, and high growth forecasts from OFM. Compiled county-to-county workflow data

from the 2016-2020 ACS. Began reviewing transportation planning and coordination requirements of federal lands management agencies.

Regional Coordination and Collaboration –

- Statewide Coordination:
    - Miscellaneous meetings and correspondence with WSDOT planning office and other regional agencies.
- Regional Coordination:
    - Began scoping Streetlight data opportunities for one-time information request from WSDOT.

Consultation: Worked with tribal members to understand adequacy of Census data for individual tribes and appropriateness for use in PRTPO demographic profile. Responded to concerns raised during the bylaws review about language describing tribal membership in PRTPO. Developed draft revised language working to clarify differences between tribes and other entities in joining PRTPO as voting members. Distributed to tribal representatives for review and comment before presenting to the Board for review.

Transportation Outlook – Scheduled, prepared materials for, and participated in 2024 Legislative Work Group meeting. Began working on background and logistics for new direction in preparation for August Board meeting. Prepared draft folio framework for Executive Committee discussion.

3P Transportation Services

Fund: 10
Post Date: Aug 2023
Purchase Order Number: 12027
Project #: 100
Account Code: per PO
Funding Source: default
Signed: Steffani Lillie

INVOICE

Date:	September 1, 2023
Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	August 1, 2023 – August 31, 2023
Invoice Number:	149

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

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

Professional services in delivery of the SFY 2024-25 UPWP @ $110/hour

Description	Hours	Amount
Task 1: Program Administration	33	$3,630.00
Task 2: Transportation Planning	46	$5,060.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	0	--
Total charge for professional services	79	$8,690.00

Thank you!!

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

BILLING REPORT – Invoice 149

Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	August 1, 2023 – August 31, 2023

Activity Breakout by UPWP Work Program Elements

Program Administration [33 hours]

Executive Committee Meeting – Supported the August 3rd Executive Committee meeting with Lead Planning Agency and Fiscal Agent, including meeting hosting and support, and follow-up.

Executive Board Meeting – Supported the August 18th Executive Board meeting including agenda packet development and distribution, website updates, coordination with Chair and LPA staff, and webinar hosting and support. Coordinated with speakers regarding guest presentation and follow-up. 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 – Finalized draft letter of support policy for Board review with briefing memo. Finalized draft strikeout version of bylaws for Board review with briefing memo. Developed Coordinator's Report for Executive Board agenda packet. Updated member distribution lists. Responded to inquiries from members and other stakeholders on a variety of topics and helped connect members with various resources.

Work Program Management – Completed PRTPO SFY 2023 Q4 budget report and agenda packet item for Board approval.

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

- Completed invoicing.
- Completed regular website updates as well as a major overhaul of the Resource pages.
- Conducted regular, on-going communication and coordination activities with Lead Planning Agency and Fiscal Agent, PRTPO Chair, members, and others.

Transportation Planning [46 hours]

RTP Update – Worked with WSDOT staff to evaluate StreetLight data mining opportunities for the RTP and develop queries for investigation. Assembled historic collision data for RTP and legislative folio. Synthesized historic plans and updates. Developed briefing memo, graphics, and presentation on history, requirements, and next steps for Board briefing and discussion. Developed briefing memo for draft Public Participation Plan for Board review. Worked with GIS support team to refine online materials and site

layout concepts and functionalities. Continued work in sketching elements of the StoryMap and web page.

Regional Coordination and Collaboration –

- Statewide Coordination:
    - Participated in the quarterly statewide MPO/RTPO coordinating meeting and the MPO/RTPO/WSDOT Coordination Meeting.

Transportation Outlook – Followed up on direction from the Legislative Work Group with the Executive Committee and prepared materials for review and discussion by the Board. Reviewed historic collision data for vehicles and non-motorized travel to support regional statements for the legislative folio. Developed sample graphics for consideration. Refined folio framework for Board discussion and prepared briefing memo.

3P Transportation Services

Fund: 10
Post Date: Sep 2023
Purchase Order Number: 12027
Project #: 109
Account Code: Per PO
Funding Source:
Signed: Steffani Lillie

INVOICE

Date: September 26, 2023
Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: September 1, 2023 – September 30, 2023
Invoice Number: 150

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

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

Professional services in delivery of the SFY 2024-25 UPWP @ $110/hour

Description	Hours	Amount
Task 1: Program Administration	27	$2,970.00
Task 2: Transportation Planning	42.5	$4,675.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	0	--
Total charge for professional services	69.5	$7,645.00

CV

Thank you!!

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

BILLING REPORT – Invoice 150

Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: September 1, 2023 – September 30, 2023

Activity Breakout by UPWP Work Program Elements

Program Administration [27 hours]

Technical Advisory Committee Meeting – Developed and distributed agenda packet for September 21st TAC meeting. Prepared for, hosted, and participated in TAC meeting, and completed follow-up activities.

Executive Committee Meeting – Completed agenda packet development and distribution for the October 5th Executive Committee meeting.

PRTPO Support – Reviewed final draft Letter of Support policy and bylaws amendment language with legal counsel and made minor revisions as advised. Compiled final documents for Board approval in October. Developed (1) 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 Management – Completed PRTPO SFY 2024 Q1 invoice billing report for LPA.

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 [42.5 hours]

RTP Update –Worked with GIS support team to develop list of resources and framework for site layout. Developed briefing materials for the TAC regarding a preferred approach to projects in the new RTP as well as concerning core elements and assumptions for the update with next steps. Follow-up meeting with WSDOT regarding StreetLight potential for data snapshots. Assemble elements needed to support compliance determination and began developing narrative content.

Regional Coordination and Collaboration –

- Statewide Coordination:
    - Participated in the quarterly statewide rural RTPO Coordination Meeting
    - Facilitated communications between WSDOT HQ and staff at Clallam, Jefferson, and Mason Counties regarding the "urban area" designation of rural tracts resulting from the 2020 Census.

Transportation Outlook – Polled TAC members for project information. Developed draft folio and project list for review and refinement by the TAC. Revised project list based on feedback. Developed draft package and distributed to Legislative Work Group members for review. Set up scheduling poll for early October meeting.

Regional Grant Administration – Updated funding estimates for Transportation Alternatives call for projects and developed briefing materials for TAC discussion.

26.21

MASTERCARD PAYMENT AUTHORIZATION

REQUESTOR Sanjay Bhatt DATE 09/28/2023

AMOUNT OF MASTERCARD PURCHASE $ 26.21 +TAX ☐ +FREIGHT ☐

DATE OF PURCHASE 08/24/2023 VENDOR Google

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

Annual renewal of PRTPO.COM, PRTPO.ORG Internet domains.

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

GL ACCOUNT(S) 10-50313-4102

FUND BUS ☑ FERRY ☐

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

Sanjay K Bhatt
SIGNATURE OF REQUESTOR

Stephanie Lillie
SIGNATURE OF APPROVER

DATE 09/28/2023 DATE 9/28/2023

ADDITIONAL NOTES

Gmail Kitsap Transit <kitsaptransitanalytics@gmail.com>

Your Google Domains Purchase Receipt

1 message

Google Domains <domains-noreply@google.com> Thu, Aug 24, 2023 at 3:10 PM
Reply-To: Google Domains <domains-noreply@google.com>
To: kitsaptransitanalytics@gmail.com

Google Domains



Hello Kitsap Transit,

Thank you for making a purchase from Google Domains.

Order: 32473609.1692914991834033.sub	August 24, 2023, 3:10:05 PM PDT

Domain - prtpo.com 1 year renewal	$12.00

Domain - prtpo.org $12.00
1 year renewal

Tax $2.21

$26.21

Payment method

Mastercard •••• 7192

View all your orders

Google LLC, 1600 Amphitheatre Pkwy, Mountain View, CA 94043, United States

You have received this mandatory email service announcement to update you about important changes to Google Domains or your account. Questions, comments, and support for Google Domains are available here.

Shelton-Mason County Journal
PO Box 430
Shelton, WA 98584 US
+1 3604264412
dave@masoncounty.com
https://www.masoncounty.com/

Invoice

SHELTON-MASON COUNTY Journal

BILL TO
Finance
Kitsap Transit
60 Washington Ave. Ste. 200
Bremerton, WA 98337

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
121044	09/14/2023	$294.50	10/14/2023	Net 30	

P.O. NUMBER
4255

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
09/14/2023	**Legal notices**	Legal notices Public Notice – Comment, RTIP, PRTPO 2024-2029 9/14	1	294.50	294.50

BALANCE DUE **$294.50**

Credit card payments $250 or over are charged a 3% bank convenience fee.

PRTPO Fiscal Agent Expenses
Jefferson Transit Authority
July-September 2023

		July	August	September	Total	Notes
Staff Salaries and Wages		$ 93.34	$ 23.34	$ 23.34	$ 140.01	
Staff Fringe Benefit		$ 50.04	$ 12.51	$ 12.51	$ 75.06	
Other Reimbursables		$0.00	$ -	$0.00	$ -	
	Subtotal	**$ 143.38**	**$ 35.85**	**$ 35.85**	**$ 215.07**	
Overhead Charge 10%		$ 14.34	$ 3.58	$ 3.58	$ 21.51	
	TOTAL	**$ 157.72**	**$ 39.43**	**$ 39.43**	**$ 236.58**	

Reimbursables:

total Reimbursables:	**$0.00**	**$0.00**	**$0.00**

Salary Break out data:		**hrs**	**Wages**	**Benefits**	**Total**
Nash PRTPO Bank Rec./ Invoicing	7/10/2023	1.00	$ 46.67	$ 25.02	$ 71.69
Nash PRTPO WSDOT deposit/ checks	7/31/2023	1.00	$ 46.67	$ 25.02	$ 71.69
Nash PRTPO Bank Rec.	8/11/2023	0.50	$ 23.34	$ 12.51	$ 35.85
Nash PRTPO Bank Rec	9/12/2023	0.50	$ 23.34	$ 12.51	$ 35.85
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ 140.01	$ 75.06	$ 215.07

Invoice Total: **$ 236.58**

ATTACHMENT C

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: December 8, 2023
Subject: **Extend Interlocal Agreement with Kitsap County for CY 2024 Legal Services**

REQUESTED ACTION:

Authorize the Chair to extend PRTPO's legal services agreement with Kitsap County to December 2024.

Overview

In December 2023, PRTPO renewed its 2022 agreement for legal services with Kitsap County. Lisa Nickel and her team in the Prosecuting Attorney's office provide on-call services for policy and contract reviews, clarification of Open Public Meetings Act compliance provisions, and other queries as needed. That agreement will expire at the end of December. It includes provisions for an extension.

Lisa has provided exemplary service to the region through her contracted work. PRTPO has benefitted from her legal counsel.

A copy of the proposed amendment to extend legal services through 2024 is attached as well as the original 2022 legal services agreement to be extended.

Attachment:

2024 Amendment to Legal Services Agreement

Original CY 2022 Legal Services Agreement between PRTPO and Kitsap County

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

AMENDMENT TO AGREEMENT FOR LEGAL SERVICES

This Amendment to the Agreement for Legal Services is made and entered into between Peninsula Regional Transportation Planning Organization ("PRTPO"), and the Kitsap County Prosecuting Attorney ("Prosecuting Attorney").

In consideration of the mutual benefits and covenants contained herein, the parties agree that their Agreement for Legal Services, numbered as Kitsap County Contract No. KC-665-21, executed on February 14, 2022, and amended on January 23, 2023 shall be amended as follows:

1. Section 4 **Compensation**. Effective January 1, 2024, the PRTPO will compensate the Prosecuting Attorney for the services performed by the Prosecuting Attorney and Deputy Prosecuting Attorney under this Agreement at the hourly rate of $172.00, and $99.00 per hour for paralegal services.

2. Section 6 **Duration.** The duration of this agreement shall be extended through December 31, 2024.

This amendment shall be effective upon execution by the parties.

Dated this ___ day of _____, 2023

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

_____
BEK ASHBY, Chair

Dated this ___ day of _____, 2023

PROSECUTING ATTORNEY OF KITSAP COUNTY

_____
CHAD M. ENRIGHT

Dated this ___ day of _____, 2023

BOARD OF COMMISSIONERS OF KITSAP COUNTY

_____
CHARLOTTE GARRIDO, Commissioner

_____
KATHERINE T. WALTERS, Commissioner

_____
CHRISTINE ROLFES, Commissioner

ATTEST:

_____
Dana Daniels, Clerk of the Board

Meeting Date:
Agenda Item No:

Kitsap County Board of Commissioners			
Office/Department: Prosecutor **Staff Contact:** Jacquelyn M. Aufderheide **Agenda Item Title:** KC-665-21 , Peninsula Regional Transportation Planning Organization – Agreement for Legal Services			
Recommended Action: Approve KC-665-21 - Peninsula Regional Transportation Planning Organization - Agreement for Legal Services.			
Summary:	This Agreement for Legal Services allows the Kitsap County Prosecuting Attorney's Office to continue to provide legal services to the Peninsula Regional Transportation Planning Organization during 2022. The County will be compensated $148.00 per hour for services performed by the Prosecuting Attorney and Deputy Prosecutors, and $91.00 per hour for paralegal services, together with incidental costs such as court costs, copy fees, courier fees, etc.		
Attachments:	Agreement for Legal Services		
Fiscal Impact for this Specific Action			
Expenditure required for this specific action:	No direct expenditures. Indirect expenditures include attorneys and support staff time, etc., which are compensated for by hourly billings paid by Peninsula Regional Transportation Organization		
Related Revenue for this specific action:	N/A		
Cost Savings for this specific action:	Peninsula Regional Transportation Planning Organization will pay for services rendered by the Prosecutor's Office		
Net Fiscal Impact:	Revenue based on services rendered		
Source of Funds:	N/A		
Fiscal Impact for Total Project			
Project Costs:	N/A		
Project Costs Savings:	N/A		
Project Related Revenue:	Revenue based on services rendered		
Project Net Total:	N/A		
Office/Departmental Review & Coordination			
Office/Department	**Elected Official/Department Director**		
Prosecutor			
Contract Information			
Contract Number	**Date Original Contract or Amendment Approved**	**Amount of Original Contract Amendment**	**Total Amount of Amended Contract**
KC-665-21	Pending	Revenue based on services rendered	

Kitsap County
CONTRACT REVIEW SHEET
(Chapter 3.56 KCC)

A. CONTRACT INFORMATION *(for Contract Signing Authority, see KCC 3.56.075)*

1. Contractor: Peninsula Regional Transportation Planning Organization
2. Purpose: Agreement for Legal Services
3. Contract Amount: Based on services — Disburse [ ] Receive [X]
4. Contract Term: January 1, 2022 – December 31, 2022
5. Contract Administrator: Jacquelyn M. Aufderheide — Phone: 360-337-4973

Approved: Jacquelyn M. Aufderheide — **Date:** 12/09/2021
Department Director

B. AUDITOR – Accounting Information

1. Contract Control No.: KC-665-21
2. Fund Name: 9086, Prosecutor
3. Payment from-Revenue to Program/Revenue or Spend Category: 9086.3370.15 (Legal Services)

Reviewer: Tammie Holland — **Date:** 1/6/2022
4. Comments:

C. AUDITOR – Grant Review
Signature only required if grant funded contract

1. [ ] Approved [ ] Not Approved

Reviewer: NA — **Date:** NA
2. Comments:

D. ADMINISTRATIVE SERVICES DEPARTMENT – Risk Manager Review

1. [X] Approved [ ] Not Approved

Reviewer: Timothy M. Perez — **Date:** 1/11/2022
2. Comments:

E. ADMINISTRATIVE SERVICES DEPARTMENT – Budget Manager Review
Signature required if $50,000 or more OR if signed by Board of Commissioners (regardless of dollar amount)

1. [X] Approved [ ] Not Approved

Reviewer: Aimée Campbell — **Date:** 01/06/2022
2. Comments:

F. HUMAN RESOURCES – Human Resources Director Review
Signature only required if union or employment contract

1. [ ] Approved [ ] Not Approved

Reviewer: — **Date:**
2. Comments:

G. INFORMATION SERVICES – Information Services Director Review
Signature only required if technology contract

1. [ ] Approved [ ] Not Approved

Reviewer: — **Date:**
2. Comments:

H. PROSECUTING ATTORNEY

1. [ ] Approved as to Form [ ] Not Approved as to Form

Reviewer: Jacquelyn M. Aufderheide — **Date:** 12/09/2021
2. Comments:

Date Approved by Authorized Contract Signer: **Date** 2/14/22

RETURN SIGNED ORIGINALS TO: Laurie Hughes @ MS-35A

[Placeholder for link to attachments library]

AGREEMENT FOR LEGAL SERVICES

The Peninsula Regional Transportation Planning Organization (PRTPO or Client) and the Office of the Kitsap County Prosecuting Attorney, 614 Division Street, MS-35A, Port Orchard, Washington 98366 (the "Prosecuting Attorney"), enter into this Agreement for Legal Services (this "Agreement"). In consideration of the mutual covenants contained herein, the PRTPO and the Prosecuting Attorney agree as follows:

1. RECITALS

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

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

Whereas, under RCW 39.34.080, the Prosecuting Attorney's Civil Division may contract with the PRTPO to represent and provide legal advice to the PRTPO on civil legal matters.

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

2. INCORPORATION OF RECITALS

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

3. SCOPE OF WORK

Kitsap County (the "County"), through the Prosecuting Attorney, will provide legal services to the Client as set forth in Attachment A: Scope of Services, except as follows:

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

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

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

/
//

4. COMPENSATION

The Client will compensate the Prosecuting Attorney for the services performed by the Prosecuting Attorney and Deputy Prosecuting Attorneys under this Agreement at the hourly rate of $148.00, and $91.00 per hour for paralegal services. The Chief Civil Deputy Prosecuting Attorney shall be the initial point of contact for requests for legal services and may assign such requests to other attorneys as the nature of the matter requires. The hourly rates include overhead support.

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

5. BILLING AND PAYMENT

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

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

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

6. DURATION

This Agreement is effective January 1, 2022. It shall have a term of one year and shall expire on December 31, 2022, unless renewed in writing.

7. REPRESENTATIVES

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

The PRTPO	Prosecuting Attorney
Edward Coviello Peninsula RTPO c/o Kitsap Transit 60 Washington Ave. Ste 200 Bremerton, WA 98337	Jacquelyn M. Aufderheide Chief Civil Deputy Prosecutor 614 Division Street, MS-35A Port Orchard, WA 98366

8. INDEPENDENT CONTRACTOR

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

9. INDEMNIFICATION

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

10. TERMINATION

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

11. NON-EXCLUSIVE AGREEMENT

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

12. CONFLICTS OF INTEREST

As more fully explained in Attachment B: Conflict Letter, the Prosecuting Attorney shall observe the Rules of Professional Conduct as applicable to county prosecuting attorneys and inform the Client if actual or potential conflicts of interest arise. The Client recognizes that the Prosecuting Attorney may from time to time, represent the County in matters that may also involve the Client. In such cases, if a conflict arises, the Client understands and agrees that the Prosecuting Attorney must represent the County even though the County may be adverse to the Client. In the event of such a conflict, when possible, the Prosecuting Attorney shall assign different deputy prosecuting attorneys to represent the County and the Client and create an "ethics wall" to screen each attorney from the client confidences of the other. If a conflict of interest arises during the term of this Agreement which, in accordance with the Rules of Professional Conduct, either has not been waived by both the Client and the County following full disclosure, or cannot be waived despite full disclosure, the Prosecuting Attorney will work with the Client to secure

appropriate representation and provide for a smooth transition to alternative counsel. The Client expressly waives any and all objections it might otherwise have to the Prosecuting Attorney's representation of the County. This section shall survive the expiration or termination of this Agreement.

13. NON-WAIVER

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

14. INTEGRATION

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

15. BINDING EFFECT

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

16. MODIFICATION

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

17. SEVERABILITY

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

18. GOVERNING LAW; VENUE

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

[Signatures appear on the next page.]

Executed this 20 day of Dec, 2021

PENINSULA REGIONAL TRANSPORTATION ORGANIZATION

Bek Ashby, Chair

Executed this 6 day of Jan, 2022

KITSAP COUNTY PROSECUTING ATTORNEY

CHAD M. ENRIGHT, Prosecuting Attorney

Executed this 14 day of February, 2022

BOARD OF COUNTY COMMISSIONERS
Kitsap County, Washington

EDWARD E. WOLFE, Chair

CHARLOTTE GARRIDO, Commissioner

NOT PRESENT

ROBERT GELDER, Commissioner

ATTEST:

Dana Daniels, Clerk of the Board

BOARD OF COMMISSIONERS STATE OF WASHINGTON KITSAP COUNTY

EXHIBIT A

SCOPE OF SERVICES

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

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

2. Review and redraft administrative policies and procedures;

3. Review and redraft contracts;

4. Review and redraft resolutions; and

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

EXHIBIT B

Executed Copy of Conflict Letter to the PRTPO
Consisting of 3 pages

Kitsap County Prosecuting Attorney
Chad M. Enright

CIVIL DIVISION

Ione George
Chief of Staff

Jacquelyn Aufderheide
Civil Division Chief

Carrie Alire
Administrative Manager

December 9, 2021

Bek Ashby
PRTPO Chair
60 Washington Ave., Suite 200
Bremerton, WA 98337

RE: Legal Services Agreement KC-665-21
Exhibit B - Waiver of Potential Conflicts of Interest

Dear Ms. Ashby:

The purpose of this letter is to explain potential conflict of interests in connection with the Prosecuting Attorney's Office providing legal services to the PRTPO.

The Interlocal Cooperation Act, particularly RCW 39.34.080, authorizes public agencies to contract with each other to perform governmental services, activities, or undertakings. For several years, the Office of the Kitsap County Prosecuting Attorney (the "Prosecutor") has provided legal services to the PRTPO. We value our relationship with the PRTPO and are willing to continue to provide such services. However, to ensure that the PRTPO understands the limitations on the legal services we provide, as well as the potential conflicts that may arise with our representation, we are providing this written explanation and request the Executive Board of the PRTPO to expressly authorize the continuation of legal services by the Prosecutor and waive potential conflicts of interest that might arise by virtue of our services to the PRTPO.

The PRTPO is a legally independent public agency authorized by the state under chapter 47.80 RCW and governed by an Executive Board. Nevertheless, its membership is quite varied, consisting of transportation agencies and stakeholders in Clallam, Jefferson, Mason, and Kitsap counties, including county and city governments, transit districts, port districts, Tribal governments, and the Washington State Department of Transportation. In agreeing to serve as general counsel to the PRTPO, the Prosecutor's advice will not constitute legal advice to or representation of any particular member of the PRTPO, but to the PRTPO itself. The individual members of the PRPTO will continue to receive legal advice and representation from their appointed agency attorneys. Similarly, under chapter 36.27 RCW, the Prosecutor has a legal duty and affirmative obligation to be the legal adviser to the Kitsap County Board of Commissioners and all County officers.

In serving as legal counsel to the PRTPO as well as the legal advisor to Kitsap County there may be times that the County and the PRTPO are involved in the same matter, giving rise to a potential conflict of interest. The Rules of Professional Conduct ("RPCs") allow clients to

614 Division Street, MS-35A • Port Orchard, WA 98366 • (360) 337-4992 • FAX (360) 337-7083
Kitsapgov.com/pros • pros.mail@co.kitsap.wa.us

waive conflicts of interest when a lawyer reasonably believes that the lawyer will be able to provide competent and diligent representation to each affected client and each affected client gives informed consent in writing. In evaluating the potential conflicts that might arise with the Prosecutor's representation of PRTPO, we considered the legal matters PRTPO has sought assistance with in the past, and may in the future seek legal assistance with:

- Revisions to contracts and bylaws;
- Laws and regulations pertaining to growth management, transportation planning, and transportation funding;
- Open Public Meeting Laws;
- Public Records Act, including retention and disclosure;
- Agreements with other public agencies, including grants and loans;
- Review and negotiation of municipal contracts, including procurement compliance with federal and state laws and regulations;
- Interlocal agreements with other public agencies;
- General policy review;
- Real and personal property acquisition and disposition; and/or
- Labor and employment matters.

The Prosecutor's handling of most of the matters listed above should present no conflicts of interest. The primary reason for this is that the County is a member of the PRTPO. Thus, any confidential information of the PRTPO is already shared the County and the potential for confidential information of the PRTPO being used to its disadvantage is low.

The main concern associated with waivers of conflicts of interest under the circumstances presented here is ensuring that the PRTPO and the County each receive objective and independent legal advice. For example, there have been and could be situations, such as where the PRTPO and the County are parties to the same contract, where the Prosecutor will need to assign different deputy prosecuting attorneys to represent the County and the PRTPO and create an "ethics wall" to screen each attorney from the client confidences of the other.

In our role as legal counsel to the PRTPO, we intend to provide objective and independent legal advice to the PRTPO. We must also provide objective and independent legal advice to the County. When the PRTPO becomes aware of matters that will involve both it and the County, before requesting legal assistance it will be incumbent upon the PRTPO to notify the Prosecutor so that the Prosecutor may assign different deputy prosecuting attorneys to the PRTPO and the County. If a conflict of interest arises which, in accordance with the RPCs, either has not been waived by both the PRTPO and the County following full disclosure, or cannot be waived despite full disclosure, the Prosecutor will work with the PRTPO to secure appropriate representation and provide for a smooth transition to alternative counsel.

By executing this letter, the PRTPO and each member agency of the PRTPO consent to the Prosecutor's service as legal counsel for the PRTPO and waive any conflict of interest that might be said to arise by virtue of that representation. In addition, the PRTPO and each member

agency of the PRTPO consent to Prosecutor's ongoing representation of the County. We will inform the PRTPO and the County when we became aware of representation that might present a conflict of interest under the RPCs and request a waiver at that time. In some circumstances, the Prosecutor will reach out to PRTPO members' attorneys, so that each may obtain independent advice about the specific matter if it chooses to do so.

If a situation arises in the future in which we perceive a potential conflict of interest where our duty of loyalty to you materially conflicts with our similar duty to the County, we will immediately bring this to the attention of the PRTPO and the County. In such an event, it may be necessary for us to remove ourselves from advising the PRTPO with respect to the matter involved. We trust this approach is acceptable to the PRTPO and each member of the PRTPO.

Please present this letter together with the legal services agreement for consideration by the PRTPO. If this approach is acceptable, please ask the Chair to sign the enclosed copy of this letter and return it to me at your convenience. By signing this letter, each member agency of the PRTPO is waiving any conflict of interest that could be said to arise by virtue of our work as legal counsel to the PRTPO. Further, the PRTPO also expressly waives any conflict arising from Prosecutor's continued legal representation of the County.

Thank you for your attention and consideration.

Sincerely yours,

CHAD M. ENRIGHT
Prosecuting Attorney

Jacquelyn M. Aufderheide
Chief Civil Deputy Prosecuting Attorney

CONSENT GRANTED AND WAIVER APPROVED:

Dated this 20th day of December, 2021

Peninsula Regional Transportation Planning Organization

Bek Ashby, Chair

ATTACHMENT D

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: December 8, 2023
Subject: **Launch 2024 Transportation Alternatives Call for Projects**

Requested Action

Approve the launch of PRTPO's 2024 call for projects to award about $2 million in federal Transportation Alternatives funding as described in the attached materials.

Background

PRTPO is responsible for identifying projects to receive federal Transportation Alternatives (TA) program funds from WSDOT Local Programs for priority projects in Clallam, Jefferson, and/or Mason Counties. (Kitsap members participate in PSRC's program where more funding is available.) Federal TA funds support a wide range of project types but are probably best known for funding non-motorized and *Complete Streets* projects, special landscaping and environmental remediation projects, Safe Routes to School projects, and historic preservation projects. All PRTPO members in those three rural counties are potential project applicants as are some other entities.

In October the Executive Board approved the TAC moving forward with developing the materials necessary for a call for projects early in 2024. Staff worked with the TAC in November to review and refine the process and supporting materials. The TAC recommended the Board authorize a call for projects to award $2 million in federal TA funds in 2024 in accordance with the attached materials. The following summarizes key points in the recommended process.

Amount to be Awarded

After discussing this with the TAC it seems most productive for PRTPO to program all TA funds for 2025-2028, and not just through 2026 as I'd indicated in October. This will result in just over $2 million available for award and will fully program all TA funds available for PRTPO in the next Statewide Transportation Improvement Program. PRTPO will conduct the next call for projects in late 2027 and every four years thereafter absent a compelling reason to conduct a call sooner than that.

Schedule

As proposed the 2024 TA process will launch before Christmas with applications due by March 4th, providing applicants with almost 11 weeks to complete their proposals. The TAC will complete its in-depth review and recommendation to the Board on March 21st and the Board will review the projects, consider the TAC's recommendation, and make any needed adjustments before taking action on April 19th.

Availability of 100% Federal Funding

WSDOT Local Programs is continuing its practice of using a device called "toll credits" to enable 100% federal funding in order to eliminate local match as a barrier to program participation. Previously, projects needed to provide a minimum of 13.5% match to be eligible for funding. Many applicants regularly exceed this match, demonstrating local financial commitment or because they have secured other resources to support the project.

This 2024 process affords applicants the opportunity to submit proposals requesting full federal funding with the understanding that 100% funding requests means the total pot of funds will not go as far as when match is part of the funding package. This will be one consideration in project review but is not an over-riding factor.

Equity Considerations

New with this process is the requirement that PRTPO consider "project location and impacts in high-need areas such as low-income, transit-dependent, rural, or other areas" when prioritizing projects for TA funding. This is accomplished in two ways through the proposed process.

First, as proposed PRTPO will "restrict" this call for projects to those proposals located in rural counties of the region outside of metro areas, recognizing rural counties of the region as high-need areas for this specific funding solicitation. This would preclude proposals from Kitsap County members since Kitsap County is an urban county in a metropolitan region, in addition to being in the Peninsula region. This is not a change from previous practice but aligning eligibility factors with federal requirements supports WSDOT in its efforts to demonstrate compliance with those requirements.

Second, this process will consider the location and impacts of projects relative to people at high risk of mobility insecurity using Social Vulnerability Index mapping tools from the WA Department of Health, specifically poverty statistics and household composition and disability statistics. A new section of the form asks applicants to describe how their proposals may affect those with mobility insecurities. Equity is one consideration in project review but is not an over-riding factor.

Project Ranking

In its initial review and ranking of projects the TAC will again use an evaluation model regularly used by WSDOT. The Pairwise Forced-Choice Model enables thoughtful comparison of dissimilar projects such as those PRTPO will consider for TA awards. Detailed project comparisons result in scores that form the basis for initial rankings and prioritization. The prioritization and recommendation process is documented for future reference and transparency..

The TAC will forward its recommendation on funding priorities to the Board for consideration. The Board may revise the TAC priority array before making its final funding awards.

Applicant Support

The attached Applicant Guide is designed to answer common questions applicants may have about the funding program, completion of the application, and the project review and ranking process. Staff support is also available throughout the process. It provides a more thorough review of the process for Board members interested in specific program details.

Next Steps

Upon Board approval staff will finalize materials, post them on the PRTPO website, and distribute notification of funding availability to members and other known stakeholders. This would next come back to the Board for deliberation and action in April.

Attachments:

CY 2024 Transportation Alternatives Draft Applicant Guide

CY 2024 Transportation Alternatives Draft Application Form

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

TRANSPORTATION ALTERNATIVES PROGRAM FUNDING
APPLICANT GUIDE FOR CY 2024 CALL FOR PROJECTS

PRTPO issued a Call for Projects for Transportation Alternatives (TA) program funding on December 20, 2023. PRTPO will award approximately $2 million in funding. This includes TA revenue attributed to fiscal years 2025 through 2028.

This Guide is intended to support applicants' understanding of the process and how to complete the TA application form. Detailed federal requirements regarding project and sponsor eligibility can be found in the Appendix. This is a federal funding program with requirements over which PRTPO has no control. Applicants are responsible for knowing if this is a suitable funding opportunity for their particular proposals.

If there are questions not addressed in this Guide, please contact:

Thera Black
PRTPO Coordinator
360.878.0353
TheraB@PeninsulaRTPO.org

KEY MILESTONES

20 Dec Launch Call for Projects. Application packets distributed and posted.

22 Feb Deadline for draft application review [optional pre-submittal review, ***new***]

4 Mar Final application packets due (~11 weeks)

8 Mar TAC members receive application packages and begin individual reviews

21 Mar TAC conducts formal project evaluation and prioritization process and recommends TA awards to the Board

19 Apr Board considers TA applications, TAC recommendation, and awards funding to priority TA projects

PROCESS FUNDAMENTALS

Available Funds

PRTPO will program $2,016,000 in TA funds, to be obligated in 2024-2028. Project awards and obligations are not constrained by annual funding amounts. This 2024 process does not commit post-2028 funds.

Funding Cap

There is no cap on the amount of funds that can be requested for a project. *Sponsors understand that it is PRTPO's intent to generate as much regional benefit as possible with this investment.* The larger the funding request, the more value and regional benefit should be evident in the proposal.

One Phase Per Proposal

Infrastructure projects typically entail two or more phases, from start to finish. Each TA proposal can include only one project phase, but multiple proposals may be submitted for different phases of the same project. For example, an applicant may apply for the PE phase of a project and the CN phase of that project at the same time, presumably with different schedule expectations. It should be clear to reviewers from the applicant's priority array, schedules, and project descriptions if related proposals are financially dependent or independent phases.

Limit on Number of Proposals

Applicants may submit more than one proposal but must indicate their own internal priorities among the proposals submitted. If one is financially dependent on another, it should be reflected in the priorities and project descriptions.

Ability to Proceed in a Timely Way
Project sponsors should provide realistic estimates of the proposed timeline, especially regarding project obligation. PRTPO cannot fulfill its program responsibilities otherwise, and risks losing regional funding authority if schedules slide. If projects fail to obligate as scheduled, Local Programs can sanction PRTPO's TA funds and give them to another region. Funding recipients might have funds deferred to a future funding cycle if projects are unable to proceed as indicated. It is preferable to obligate earlier than indicated in the application rather than later.

Potential Rural-Urban Balancing
PRTPO may adjust priorities based on attributed levels of rural and urban funding distributions. The table below illustrates the funding levels WSDOT attributes by geographic area. PRTPO is not constrained in its programming decisions by these amounts, but it is an option the Executive Board may exercise when making its funding decisions to better align with attributable geography and equity considerations. **Attachment C** identifies federal urbanized areas.

Attributable Amounts by Geography			
Total	**Rural**	**Urban**	**Any Area**
$ 2,016,000	$ 745,698	$ 561,418	$ 708,884

Contingency Awards
In addition to identifying projects to receive a confirmed award of TA funds, the Board may identify Contingency Awards. Contingency Awards specify how any additional funds that come available within this time period should be allocated, or what project might move forward if a project initially selected for funding cannot obligate as scheduled. Contingency Awards retain no special standing when the next Call for Projects is conducted.

Next Call for Projects
It is PRTPO's intent to conduct another call for TA projects in 2027 with funding attributed to FFY 2029-2032, maintaining a four-year funding cycle. Future processes will account for realized differences between actual and projected funding in previous processes, rolling any funding increases or reductions associated with prior years into the subsequent call for projects.

Minimum Qualifying Requirements

To be eligible for consideration, each proposal will need to demonstrate the following:

- **Eligible Project Type**
  All project types eligible for TA funding under federal law may be considered in this process. Eligible TA activities account for a wide range of project types. See **Attachment A** for the list of eligible project types.

- **Eligible Project Sponsor**
  All entities eligible to receive TA funds under federal law are eligible to apply. Eligible project sponsors include municipalities, transit agencies, tribes, natural resource or public land agencies, non-profit entities responsible for local transportation safety programs, and regional planning agencies. State DOTs are not eligible to apply for TA funds, but they can partner with eligible sponsors on project delivery.

- **Eligible Project Location (new)**
  PRTPO is directing TA funding to projects located in rural counties of the Peninsula Region. This supports the Bipartisan Infrastructure Law requirement that project prioritization considers location and impact in high need areas such as rural areas. Eligible projects located in Clallam, Jefferson, or Mason Counties satisfy this geographic equity criterion for this funding process.

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- **Evidence of Project Standing**
  Eligible proposals must advance a project, program, or service included in a locally adopted TIP, TDP, CFP, or regional plan, or that is explicitly identified in another public plan that has gone through a public input or review process. This helps to address needs vetted through a public process as well as ensure regional consistency with local plans.

- **CA Status or Sponsor**
  Federal funds have special project administration requirements over which PRTPO has no control. Applicants must have Certification Acceptance (CA) status or provide evidence that WSDOT or another CA entity will oversee the project.

  Important: Project sponsors who do not have Certification Acceptance (CA) status from Local Programs are not disqualified. However, they must demonstrate they have obtained a commitment from WSDOT Olympic Region Local Programs or a CA agency to administer their project if awarded federal funds. Non-CA project sponsors are advised to contact WSDOT or a potential CA administrator early in project development to make this commitment easier to obtain.

  Please contact John Ho at Olympic Region with any questions or to obtain a CA commitment
  360.357.2631 HoJohn@wsdot.wa.gov

Factors That Go Into Determining Regional Priorities

Due to the nature of this funding source, priorities are assessed through a multi-faceted review and evaluation process. Each project is evaluated on its own merits and in consideration of the wide range of benefits associated with different project types. The application offers applicants the latitude to explain unique merits of each proposed investment in a manner appropriate for that project type. There are, however, some universal considerations that go into determining regional priorities regardless of project type.

- **Feasibility of Proposed Project and Schedule**
  Feasibility is a professional assessment of the complexity of the project compared to the proposed schedule and budget. Sections 2, 3, and 4 of the application provide important information for this assessment.

- **Availability of Additional Funds**
  New in 2024 is the opportunity for local agencies to receive 100% federal funding for TA projects selected by PRTPO. This eliminates the 13.5% match requirement from being a barrier to participating in this funding program. At the same time, it means available funds won't go as far when projects are funded at 100%. Project sponsors providing 13.5% or more in matching or partnership funds (below) are committing outside resources to their project which helps to accomplish more with the regional funds that are available. This is factored into the evaluation of funding priorities, but it is not a pass/fail eligibility criterion or over-riding consideration.

- **Partnerships**
  Proposals with financial partners demonstrate buy-in from other entities and help to stretch limited TA funds. These financial contributions are called out separately on the application form. If applicants identify financial partners, they should include evidence of that commitment in the application materials. This can be in the form of a simple letter or an email from the responsible official with that funding partner.

- **Infrastructure "Shovel-Readiness"**
  Shovel readiness only pertains to infrastructure projects. Section 4 of the application deals with Project Delivery and factors that make an infrastructure project "shovel ready." Infrastructure proposals for which all pre-construction work has been completed and environmental permits secured are considered "shovel-ready" projects. From a grant-award perspective, there are multiple benefits to a shovel-ready infrastructure project over one that still has pre-construction work to do: public benefit sooner rather than later; vastly lower risk of project delays or cost overruns

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including environmental surprises that can create setbacks; and locally demonstrated progress on project delivery. These are not prevalent concerns with non-infrastructure projects.

- **Scalability for Partial Funding**
  Some projects lend themselves to partial funding if there is not enough revenue to fully fund the proposal. Partial funding can be a strategic option for projects with functional segments or elements. For example:
  - a proposal would repave a corridor segment from Point A to Point C but if not funded in its entirety, the agency is willing to accept funding for Points A to B rather than forego any funding
  - the project sponsor would like to fund a three-year program but is willing to accept funding for two years rather than forego any funding

  Section 3 asks applicants to indicate whether their proposals are scalable and to specify the funding amount and a logical segment or component that can proceed with partial funding if full funding is not available. If partial funding is not practical, please indicate that on the form.

- **Mobility Benefits in High-Need Areas (New)**
  New in 2024 is a federal requirement that PRTPO consider "project location and impacts in high-need areas such as low-income, transit-dependent, rural, or other areas" when prioritizing projects for TA funding. This is accomplished in two ways through the PRTPO process.
  First, PRTPO is restricting this call for projects to those proposals located in rural counties of the region outside of metropolitan areas, recognizing rural parts of the region as high-need areas for this funding solicitation. This precludes proposals from Kitsap County members since Kitsap County is an urban county within a metropolitan region, in addition to the Peninsula region. This is not a change from previous processes but aligning eligibility factors with federal requirements supports WSDOT in its efforts to demonstrate compliance with the new federal requirements.
  Second, this process considers the location and impacts of projects relative to people at high risk of mobility insecurity. PRTPO will use tools developed by the Department of Health's Washington Tracking Network (WTN) to geographically locate projects by census tract. PRTPO will use the Social Vulnerability Index associated with WTN Environmental Health Disparities metrics, specifically poverty statistics and household composition statistics. These tools rank census tracts statewide, affording a high-level assessment of mobility insecurity in the vicinity of proposed projects. Reviewers will see the geographic distribution of proposals and the relative degree of social vulnerability attributed to the census tracts.
  In addition, a new section of the form asks applicants to describe how their proposals may affect those with mobility insecurities. Applicants may address affected population groups highlighted at the census tract level or explain at a finer level of detail nearby community characteristics and potential benefits afforded by the proposed project. This will be a factor during the evaluation and prioritization process. **Appendix B** of this Guide has maps of these metrics for reference by project sponsors. PRTPO staff will provide mapped locations for each review packet based on the project coordinates applicants provide, for consideration by reviewers during evaluation.

PROJECT SUBMITTAL

A complete application package consists of a pdf of the signed application form, vicinity map(s), CA sponsor confirmation (if applicable), funding partnership letter (if applicable), and a maximum of five additional pages of project information that is not already presented in the application. These additional pages may include illustrations or design concepts, letters of support, specific excerpts from the originating plan or study, or any other info that will help reviewers to better understand and evaluate project need and benefits. Applicants are asked to adhere to the page limitations to ensure all projects receive the same consideration, and out of respect to the reviewers.

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[New in 2024!] Applicants are invited to submit draft applications for pre-submittal internal review with PRTPO staff by February 22nd to check for completeness and clarity of the application package and identify any potentially ineligible components or errors to correct before final submission. This allows project sponsors to make any corrections before the final application due date. Applications formally submitted by March 4th are expected to be complete and correct and will be the basis for the formal review and prioritization process from that point forward.

Project Evaluation and Ranking Process

Project review and prioritization is conducted by members of PRTPO. TAC members conduct the initial review. The TAC evaluation results in a recommendation to the Executive Board on a priority funding array. The Board reviews the proposals and TAC recommendations before making its funding decision. Following are details of those two processes.

TAC Project Review and Prioritization Process

Projects undergo a multipart review before the TAC makes its funding recommendation to the Executive Board.

1. **Initial Review**
   On March 8th TAC members will receive an application package for initial review along with review guidance. Each TAC member individually reviews the application materials and notes any questions or follow-up information needed to understand the project proposals. A two-week window is scheduled for this prior to the TAC's full evaluation and prioritization meeting on March 21st.
2. **Prioritization and Funding Recommendation**
   The full TAC evaluation process begins with a general discussion of the projects and materials received for review. The TAC meets virtually via Zoom. Applicants are invited and encouraged to attend, at least for this part of the evaluation. A brief overview of each project includes an opportunity for TAC members to clarify any outstanding questions with project sponsors that came up during their individual reviews. The objective is for every member of the TAC to be clear on what each proposal entails, the likely benefits it will generate, the cost and funding ask, and the overall project feasibility and suitability as described before the evaluation and prioritization gets underway.

   TAC members use a Pairwise forced choice model to evaluate and rank the applications. The Pairwise model compares every proposal to every other proposal, resulting in a composite score from high to low of the relative priorities. This will be used to build consensus on rank order priorities. The TAC's final recommended funding array will begin with rank priorities but may entail adjustments based on funding limitations or unique factors identified and documented in the review process.

   Documentation of the prioritization and funding recommendation process will summarize the TAC process and highlight any notable issues, opportunities, or points of dissent. The TAC's recommended funding array and process documentation will be forwarded to the Executive Board for its consideration.

Executive Board Project Review and Funding Decision

The Board will conduct its own review of the applications on April 19th, relying heavily on the TAC vetting and prioritization process to inform its discussion. The Board will consider the TAC's recommendation in its discussion as well as any other policy considerations that may be warranted in its determination of funding awards. The Board will take action to award approximately $2 million to priority TA program projects and may identify a list of contingency projects to proceed if selected project(s) cannot proceed as described or if additional funds become available.

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Further Notes on Completing the 2024 TA Application

- NEW with the 2024 TA process is the opportunity for applicants to receive 100% federal funding for their projects with no local match requirement. WSDOT is doing this by means of "toll credits" that the state has accrued over the last three decades and can use for this purpose. WSDOT is making this option available to ensure the minimum 13.5% local match requirement is not a financial barrier to applying, and to help federal funds flow expeditiously. Fully funding projects does limit how far the region's TA funds can go, though, so it is a consideration when weighing project priorities.
- NEW with this 2024 TA process, applicants must provide latitude and longitude coordinates for their projects in Section 2. This will be used to map the projects and to geo-locate them in census tracts to support equity analysis. To get project coordinates, applicants simply open Google maps, click on the accurate location of their project on the map, and then "right click" to get coordinates that can be pasted directly into the application form. Please contact PRTPO Coordinators if you need help in getting this information.
- Some sections of the application request information pertaining to infrastructure projects and to non-infrastructure projects. Applicants should complete the information relevant to their project type and leave the other fields blank.
- The application should be signed by someone with the authority to commit the sponsor to delivering the project on the terms described in the proposal. This person will be different in different agencies, but it regularly includes the Chairman, Mayor or city manager, the city engineer or public works director, or the General Manager. While a signed and scanned signature page or a digitally signed page is preferable, it is acceptable to simply type in the name with that person's approval.
- Three PRTPO plans have particular bearing on this call for projects and are linked below. All are available on the PRTPO website.
    - The Regional Transportation Plan is PRTPO's long-range plan. Applicants are asked to briefly speak to ways that their project proposals support the goals and policy intent of the RTP.
    - The Human Services Transportation Plan may also have value for projects demonstrating the equity benefits associated with a particular proposal. The new federal emphasis on equity is closely aligned with HSTP priority concerns. The new federal emphasis on equity is closely aligned with HSTP priority concerns.
    - Peninsula Regional Non-Motorized Connectivity Study**,** adopted in January 2019, provides useful information on system needs and strategies to improve multimodal connectivity. This information may have bearing on some project types.
- "Vulnerable Road User Safety Assessment" means an assessment of the safety performance with respect to vulnerable road users and a plan to improve the safety of vulnerable road users.
- *Safe Routes to School* (SRTS) non-infrastructure projects, traffic education, and enforcement activities must take place within about two miles of a primary, middle, or high school. Other eligible SRTS non-infrastructure projects do not have a location restriction. SRTS infrastructure projects eligible under 23 USC 208(g)(1) do not have location restrictions because SRTS infrastructure projects are broadly eligible under other TA set-aside eligibilities.

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ATTACHMENT A

TRANSPORTATION ALTERNATIVES PROGRAM – FEDERAL REQUIREMENTS

The Transportation Alternatives program is a federal funding program. There are federal rules governing eligible project types and applicants, rules over which PRTPO has no control. This attachment identifies eligibility requirements and includes FHWA responses to some frequently asked eligibility questions.

ELIGIBLE PROJECTS (23 U.S.C. 133(h)(3))

1. Transportation Alternatives as defined in section 101 [former 23 U.S.C. 101(a)(29)] includes any of the following activities:

    A. Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

    B. Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.

    C. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users.

    D. Construction of turnouts, overlooks, and viewing areas.

    E. Community improvement activities, *which include but are not limited to*:

        i. inventory, control, or removal of outdoor advertising;

        ii. historic preservation and rehabilitation of historic transportation facilities;

        iii. vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and

        iv. archaeological activities relating to impacts from implementation of a transportation project eligible under title 23.

    F. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to:

        i. address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections 23 U.S.C. 133(b)(3) [as amended under the FAST Act], 328(a), and 329 of title 23; or

        ii. (ii) reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats (Former 23 U.S.C. 213(b)(2)-(4)).

2. The recreational trails program (RTP) under 23 U.S.C. 206 of title 23. See the Recreational Trails Program section.

3. The safe routes to school program (SRTS) eligible projects and activities listed at section 1404(f) of the SAFETEA-LU:

    A. Infrastructure-related projects.

    B. Non-infrastructure-related activities.

C. SRTS coordinator. SAFETEA-LU section 1404(f)(2)(A) lists "managers of safe routes to school programs" as eligible under the non-infrastructure projects.

4. Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

   A. See *Boulevards from Divided Highways* for examples.

5. NEW in the 2021 IIJA/BIL/STRA Infrastructure Package:

   A. Installation of electric vehicle charging infrastructure, including e-bike infrastructure

   B. Installation of measures to protect a transportation facility from cyber threat

   C. Projects to increase tourism

   D. Wildlife collisions mitigation

   E. Resiliency improvements

   F. Activities in furtherance of a vulnerable road user safety assessment (as defined in 23 U.S.C. 148(a)).

NOTE: TA projects must benefit the general public (23 CFR 1.23 and 23 CFR 460.2).

Not Eligible: TA Program funds cannot be used for the following activities:

- State or MPO administrative purposes. Exceptions:
  - See FHWA's Memo Allocating Indirect Costs to Projects, dated September 4, 2015.
  - Regional Trails Program (RTP) administrative costs of the State for RTP program funds.
- Promotional activities, except as permitted under the SRTS (2 CFR 200.421(e)(3)).
- Routine maintenance and operations, except trail maintenance as permitted under the RTP.
- General recreation and park facilities, playground equipment, sports fields, campgrounds, picnic areas and pavilions, etc.

Location: There are no location restrictions for TA infrastructure projects; they are not required to be located along highways.

For SRTS non-infrastructure projects, traffic education and enforcement activities must take place within approximately two miles of a primary or middle school (Kindergarten through 8th grade). Other eligible Safe Routes to School non-infrastructure activities do not have a location restriction. SRTS infrastructure projects do not have location restrictions because SRTS infrastructure projects are broadly eligible under other TA program eligibilities.

ELIGIBLE ENTITIES (23 U.S.C. 133(h)(4)(B))

Under 23 U.S.C. 133(h)(4)(B), the entities eligible to receive TA program funds are:

1. a local government: Local government entities include any unit of local government below a State government agency, except for an MPO. Examples include city, town, township, village, borough, parish, or county agencies.
2. a regional transportation authority: Regional transportation authorities are considered the same as the Regional Transportation Planning Organizations defined in the statewide planning section (23 U.S.C. 135(m)).

3. a transit agency: Transit agencies include any agency responsible for public transportation that is eligible for funds as determined by the Federal Transit Administration.
4. a natural resource or public land agency: Natural resource or public land agencies include any Federal, Tribal, State, or local agency responsible for natural resources or public land administration. Examples include:
    - State or local park or forest agencies;
    - State or local fish and game or wildlife agencies;
    - Department of the Interior Land Management Agencies; and
    - U.S. Forest Service.
5. a school district, local education agency, or school: School districts, local education agencies, or schools may include any public or nonprofit private school. Projects should benefit the general public and not only a private entity.
6. a tribal government.
7. a nonprofit entity. The BIL removed the requirement that the nonprofit entity be responsible for the administration of local transportation safety programs.
8. any other local or regional governmental entity with responsibility for, or oversight of, transportation or recreational trails (other than an MPO or a State agency) that the State determines to be eligible, consistent with the goals of this subsection.

State DOTs and MPOs are not eligible entities as defined under 23 U.S.C. 133(h)(4)(B) and therefore are not eligible project sponsors for TA program funds. However, State DOTs and MPOs may partner with an eligible entity project sponsor to carry out a project.

FHWA RESPONSES TO COMMON ELIGIBILITY QUESTIONS AND ANSWERS

FHWA offers responses to the following questions relating to project eligibility. Note that eligible TA program projects must be sponsored by an eligible entity and selected through the competitive selection process.

Archaeological Activities: What archaeological activities are eligible?
Archaeological activities must relate to impacts from implementation of a transportation project eligible under title 23 (Former 23 U.S.C. 101(a)(29)(E)(iv)).

Bike Sharing: Are bike sharing systems eligible?
Yes. Bike sharing systems are eligible for Federal-aid Highway Program funds, under several Federal-aid programs, including the STBG and TA program. In addition to bike sharing docks, equipment, and other capital costs, FHWA funds may be used to purchase bicycles that are integral to a bike sharing system. Federal-aid Highway Program funds cannot be used for operational costs (Former 23 U.S.C. 101(a)(29)(A) and (B)).

Historic Preservation: What historic preservation projects are eligible?
Historic preservation activities are limited to historic preservation and rehabilitation activities relating to historic transportation facilities. Operation of historic transportation facilities is not eligible (Former 23 U.S.C. 101(a)(29)(E)(ii)).

Land Acquisition: Is land acquisition eligible?
Land acquisition is allowed for eligible TA projects, such as right-of-way or easements for pedestrian and bicycle projects; turnouts, overlooks, and viewing areas; historic transportation facilities; or environmental mitigation.

FHWA's Real Estate Guidance for Enhancement Projects is a useful resource to address real estate and property management issues. However, MAP-21 eliminated eligibility for acquisition of scenic easements and scenic or historic sites (including historic battlefields), scenic or historic highway programs (including tourist and welcome center facilities), or museums.

Landscaping: Is landscaping and scenic enhancement eligible as an independent project?
Under the "community improvement activities" category, projects such as streetscaping and corridor landscaping may be eligible under the TA Program if sponsored by an eligible entity and selected through the required competitive process. Landscaping and scenic enhancement features, including junkyard screening and removal under 23 U.S.C. 136, may be eligible as part of the construction of any Federal-aid highway project, including eligible TA-funded projects (23 U.S.C. 319).

Lighting: Is lighting eligible?
Yes. Lighting is eligible for bicycle and pedestrian facilities and may be appropriate as part of other eligible categories. Project sponsors should consider energy-efficient methods and options that reduce light pollution (Former 23 U.S.C. 101(a)(29)(A)).

Planning: Is planning eligible as an independent TA program project?
Yes. Planning for pedestrian and bicycle activities is eligible as an independent project. Former 23 U.S.C. 101(a)(29) did not specify if "construction, planning, and design" limits planning to a component of a project, or whether planning may be an independent project related to eligible projects. Title 23 has sections that use "and" to describe both related and unrelated types of activities, therefore FHWA believes that section 101(a)(29) supported both planning components and independent planning projects.

Resilience: Are resilience improvements eligible?
Making transportation systems more resilient to changing environmental conditions is an important aspect of maintaining a state of good repair. Federal-aid highway planning and projects, including activities funded via the TA Program, may include climate and extreme weather resiliency elements to make transportation systems more reliable. For further information, please see FHWA guidance Eligibility of Activities to Adapt to Climate Change.

Road Diets: Are road diets eligible?
Road Diets are among FHWA's Proven Safety Countermeasures. If work to benefit activities eligible under the TA program that are associated with a road diet (such as widening sidewalks or installing separated bike lanes) would require incidental highway reconstruction, then TA Program funds may cover those costs (Former 23 U.S.C. 101(a)(29)(A) and (B)).

Safety Education Activities: Are safety education activities eligible?
Safety education activities are eligible for TA program funds if they are eligible as SRTS projects, targeting children in Kindergarten through 8th grade (Former 23 U.S.C. 213(b)(3)). STBG funds may also be used for carrying out non-construction projects related to safe bicycle use under 23 U.S.C. 133(b)(6) and 217(a).

Turnouts: What is eligible under "construction of turnouts, overlooks, and viewing areas"?
The activity "construction of turnouts, overlooks, and viewing areas" may use the criteria for "scenic overlooks" described in 23 CFR 752.6: "Scenic overlooks may provide facilities equivalent to those provided in safety rest area[s]" described in 23 CFR 752.5 (Former 23 U.S.C. 101(a)(29)(D)).

Utilities: Is utility relocation eligible?
Utility relocation that is necessary to accommodate an eligible project may be eligible for Federal reimbursement only if permitted under State law or policy.

ATTACHMENT B – EQUITY CONSIDERATIONS RE: MOBILITY INSECURITY

The Bipartisan Infrastructure Law (BIL) directed that the prioritization of Transportation Alternatives projects considers project location and impact in high need areas, such as low-income, transit-dependent, rural, or other areas. As applied in this PRTPO process, evaluation and prioritization will take into consideration the proximity of proposed projects to concentrations of people who are at most risk of mobility insecurity. These are people for whom owning and operating a car is difficult or impossible, making them dependent on transit or others to meet their daily needs. This includes people who cannot drive due to low-income, age, or disability.

To support this evaluation PRTPO is using tools developed by the Department of Health for the Washington Tracking Network. Among other things, the Information by Location tools evaluate key social vulnerability population characteristics derived from Census data. Characteristics by census tract are assembled and then ranked statewide, from high to low. This relative statewide ranking provides a useful measure for assessing the proximate locational benefits of proposed projects to communities that exhibit characteristics that might make them transit dependent. Application of the federal requirement in this way aligns closely with other PRTPO responsibilities associated with the Human Services Transportation Plan, which is concerned with people who do not drive due to age, income, or disability.

The purpose of this map packet is to support applicants in understanding the potential equity considerations attributable to the geographic location of their project. Applicants are encouraged to determine which census tract their projects are located in to better understand the affected populations that may be impacted by their project proposal. This will be a useful reference when responding to the narrative question regarding Mobility Benefits in High-Need Areas.

Applicants will also provide latitude and longitude coordinates in their project applications. These will be used to develop a composite map and summary of all project locations, for use by reviewers in assessing the relative benefits to those people at greatest risk of mobility insecurity, or not being able to meet their basic needs without some help.

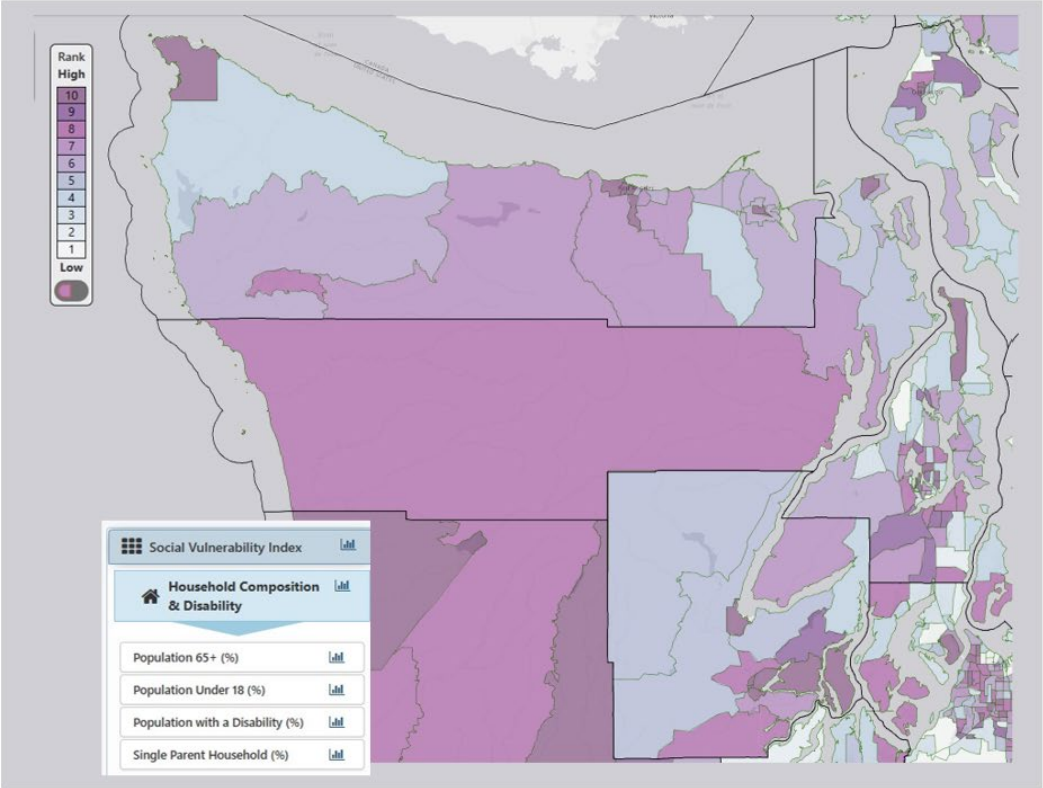
Two basic sets of characteristics are included in this evaluation.

- First is that of household composition and disability. This composite household characteristic includes the percentage of households with residents over 65, the percentage of households with residents under 18, the percentage of households with someone living with disabilities, and the percentage of single-parent households.
- The second basic characteristic featured in this evaluation is the percentage of population that is living in poverty.

In the map sets that follow you will find an overview map of the region for the two metrics, followed by county-level maps for Clallam, Jefferson, and Mason Counties.

Using their local knowledge applicants should be able to determine which census tract their project falls in so that they have a preliminary awareness of its potential equity implications. Applicants do not need to identify the census tract in the application form. The coordinates provided in the project information will be used to geolocate it for the evaluation and review process.

In addition to supporting this application process, increased familiarity with the Information by Location mapping tools used for this Transportation Alternatives evaluation will benefit applicants in a variety of other statewide grant processes. The links above are useful in exploring this information at a finer level of detail than can be provided in these materials.

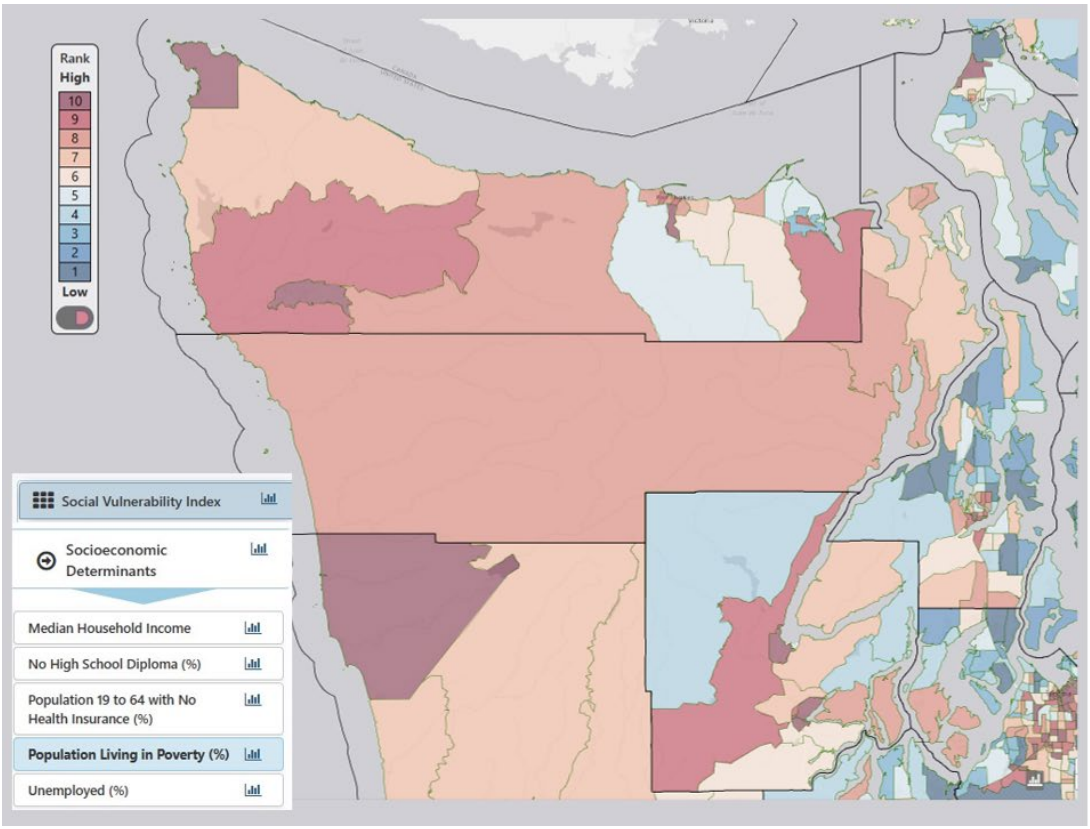


Household Composition & Disability

Statewide Rank, by Census Tract

Characteristics of the combined "Household Composition & Disability" metric align closely with HSTP considerations. It is indicative of transit-dependent populations and others with mobility vulnerabilities.

(2021 ACS data)



Percent of Population Living in Poverty

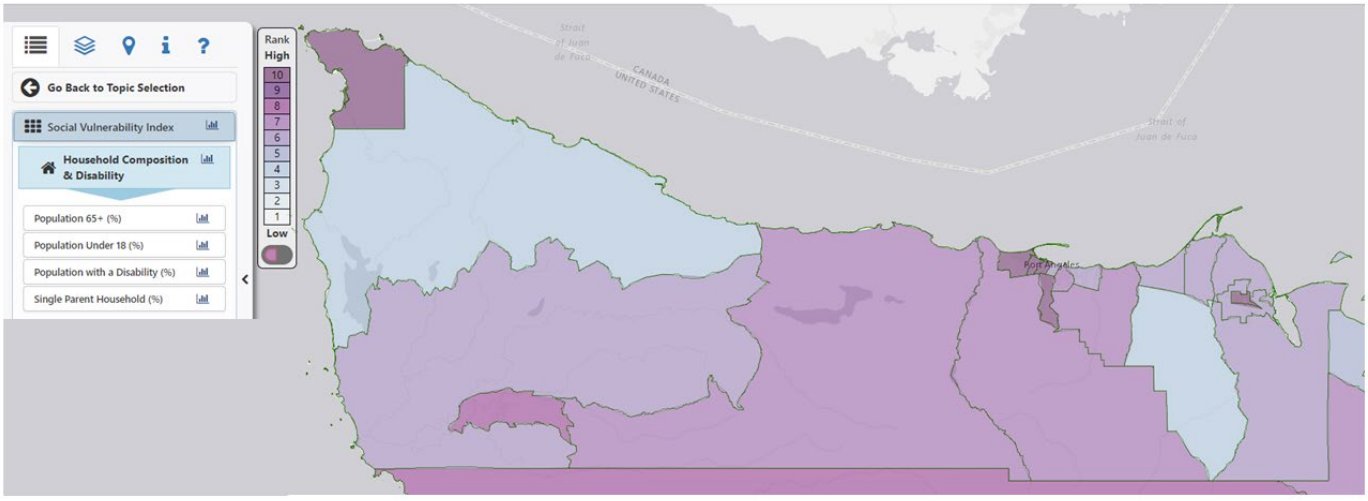
Statewide Rank, by Census Tract

Poverty is closely associated with HSTP considerations. It is indicative of low-income population distribution and is a major factor in mobility insecurity.

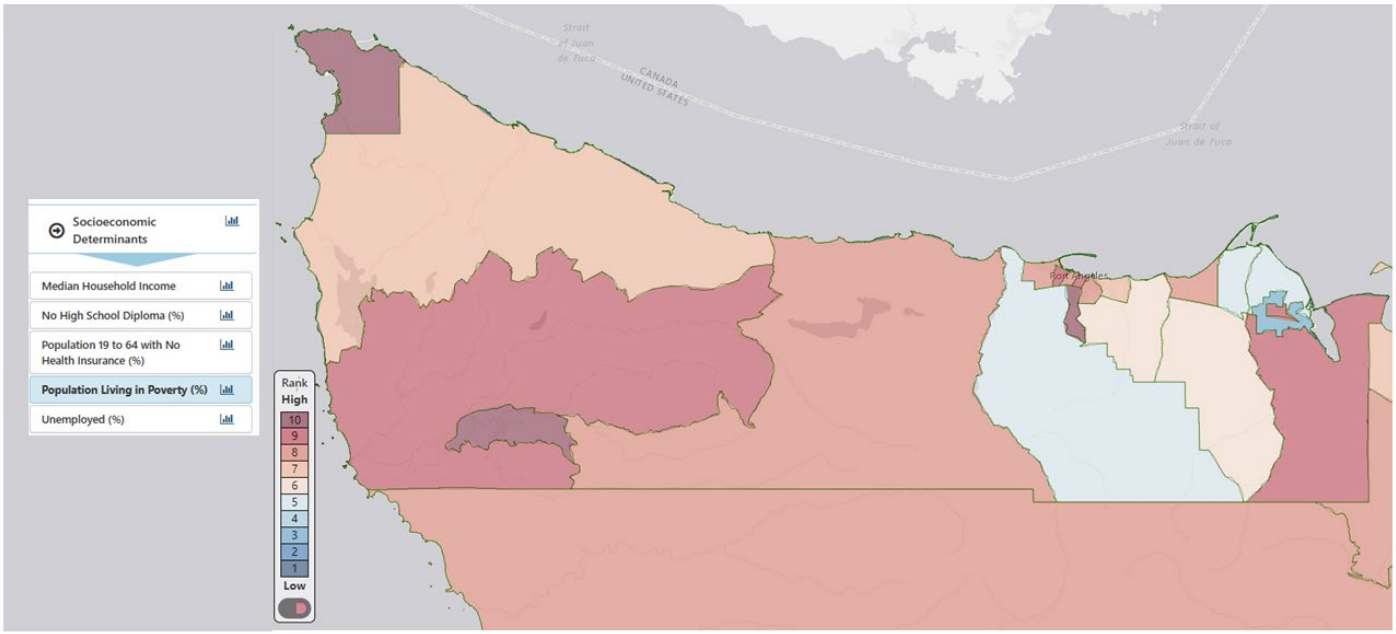
(2021 ACS data)

CLALLAM COUNTY CENSUS TRACTS

CLALLAM COUNTY Census Tracts: Household Composition and Disability



CLALLAM COUNTY Census Tracts: Percent of Population Living in Poverty



JEFFERSON COUNTY CENSUS TRACTS

JEFFERSON COUNTY Census Tracts: Household Composition and Disability

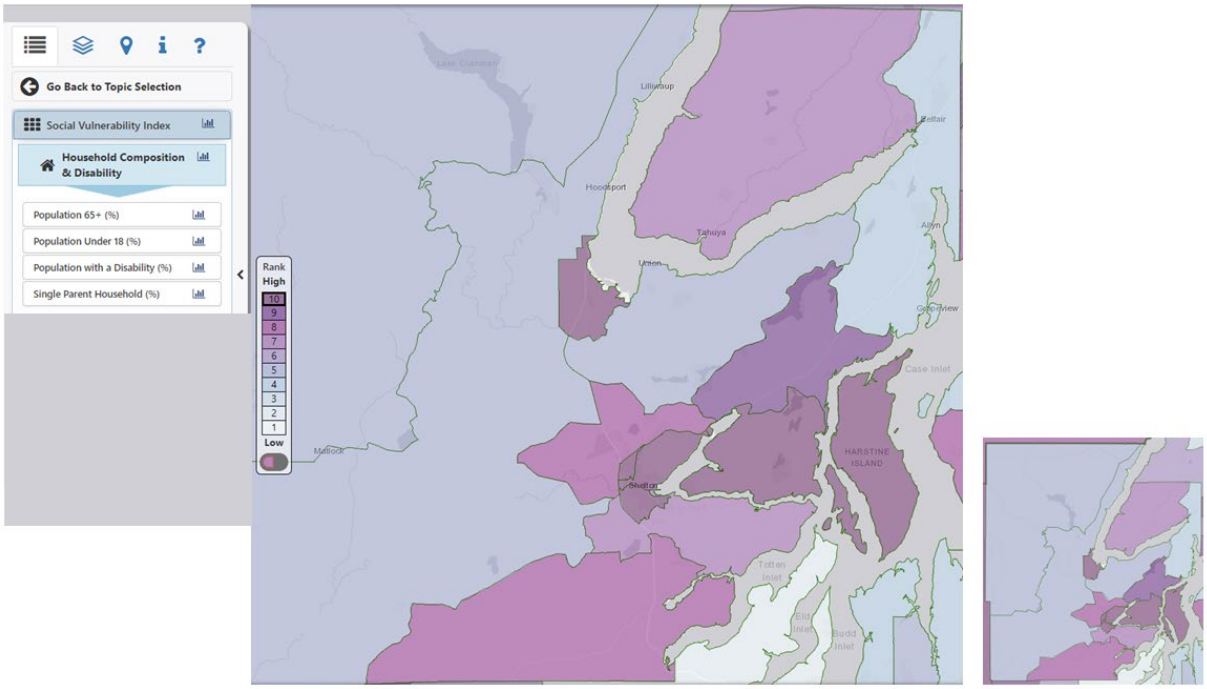


JEFFERSON COUNTY Census Tracts: Percent of Population Living in Poverty

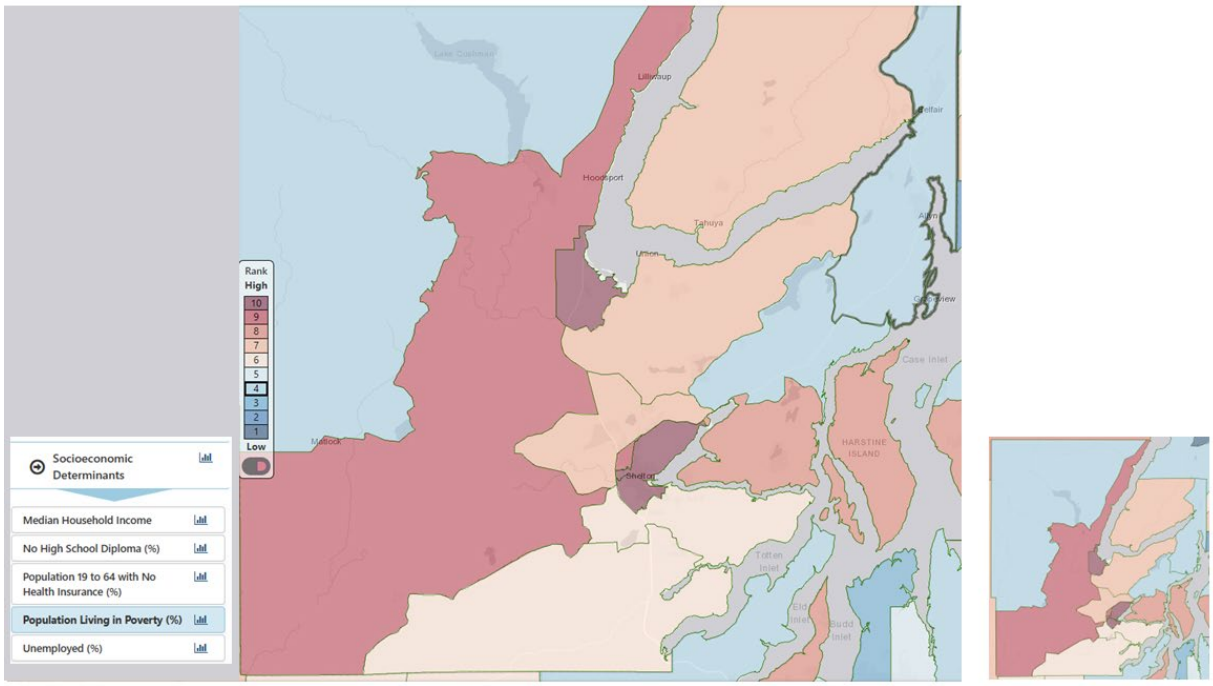


MASON COUNTY CENSUS TRACTS

MASON COUNTY Census Tracts: Household Composition and Disability



MASON COUNTY Census Tracts: Percent of Population Living in Poverty



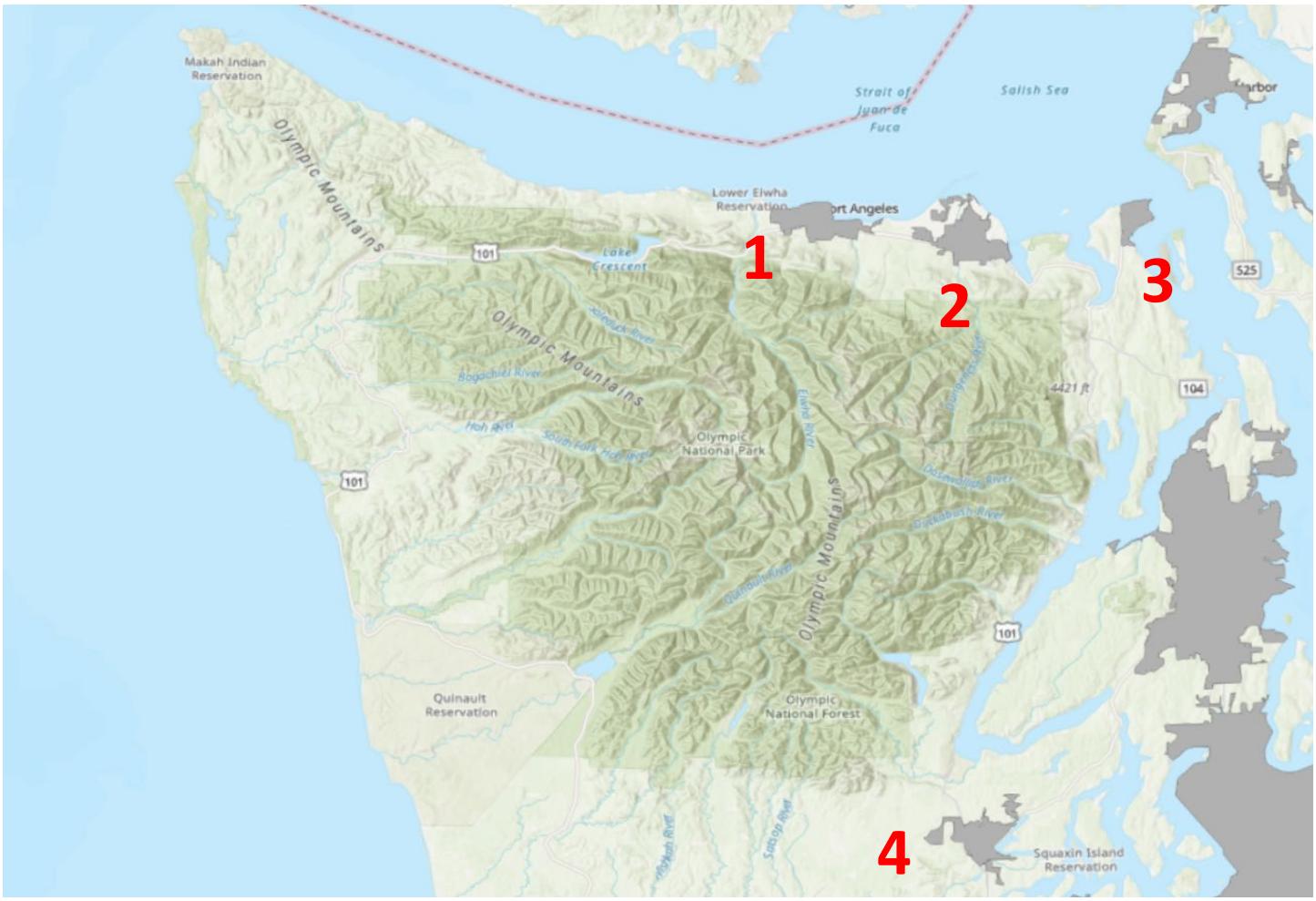
ATTACHMENT C

Federal Urban – Rural Designations

Note: Final 2020 Boundaries are pending

Applicants are required to identify whether their projects are located in an urban area or a rural area. These designations are not the same as Washington's urban-rural areas. Urban growth area boundaries should not be used to determine urban-rural designation. This is specific to federal urbanized areas.

The map below shows the four federally designated urbanized areas in Clallam, Jefferson, and Mason Counties. Final changes attributed to the 2020 Census are pending and will be made available if finalized while this process is underway. Contact PRTPO if there are questions on the 2020 urban boundaries.



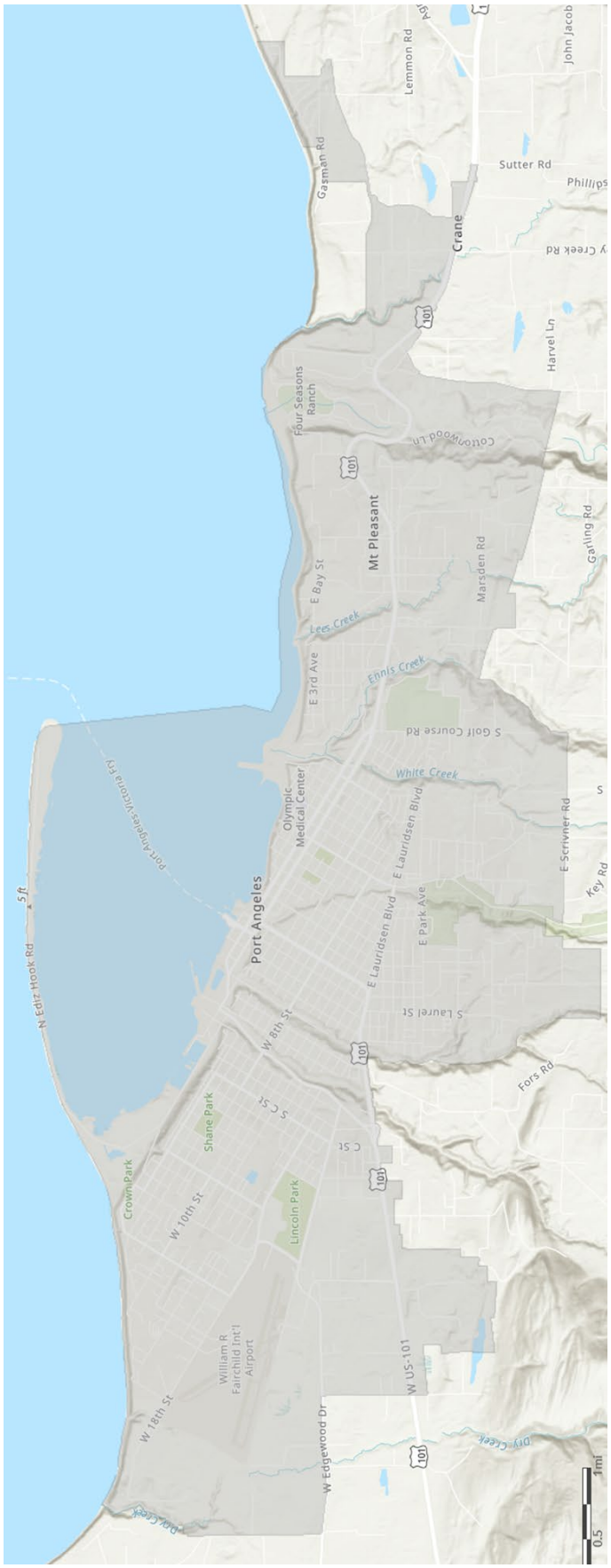
A close-up of each area follows, corresponding to the numbers above, providing more detail as to the exact location of urbanized area boundaries used by Local Programs to determine urban or rural designation.

Maps were obtained from WSDOT map server, at the following address:

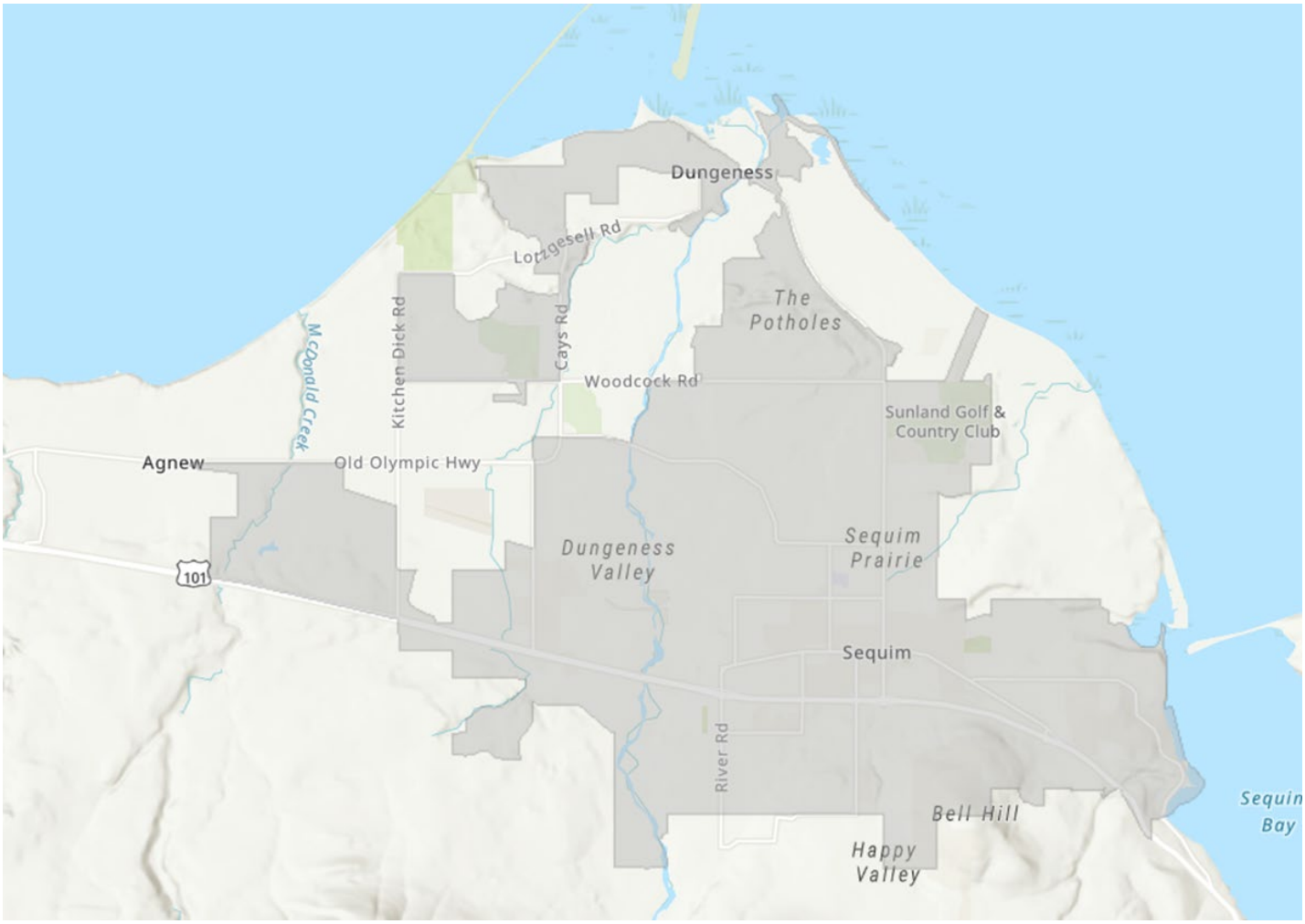
http://data.wsdot.wa.gov/arcgis/rest/services/Shared/HighwayUrbanUrbanized/MapServer

1. Port Angeles Urbanized Area

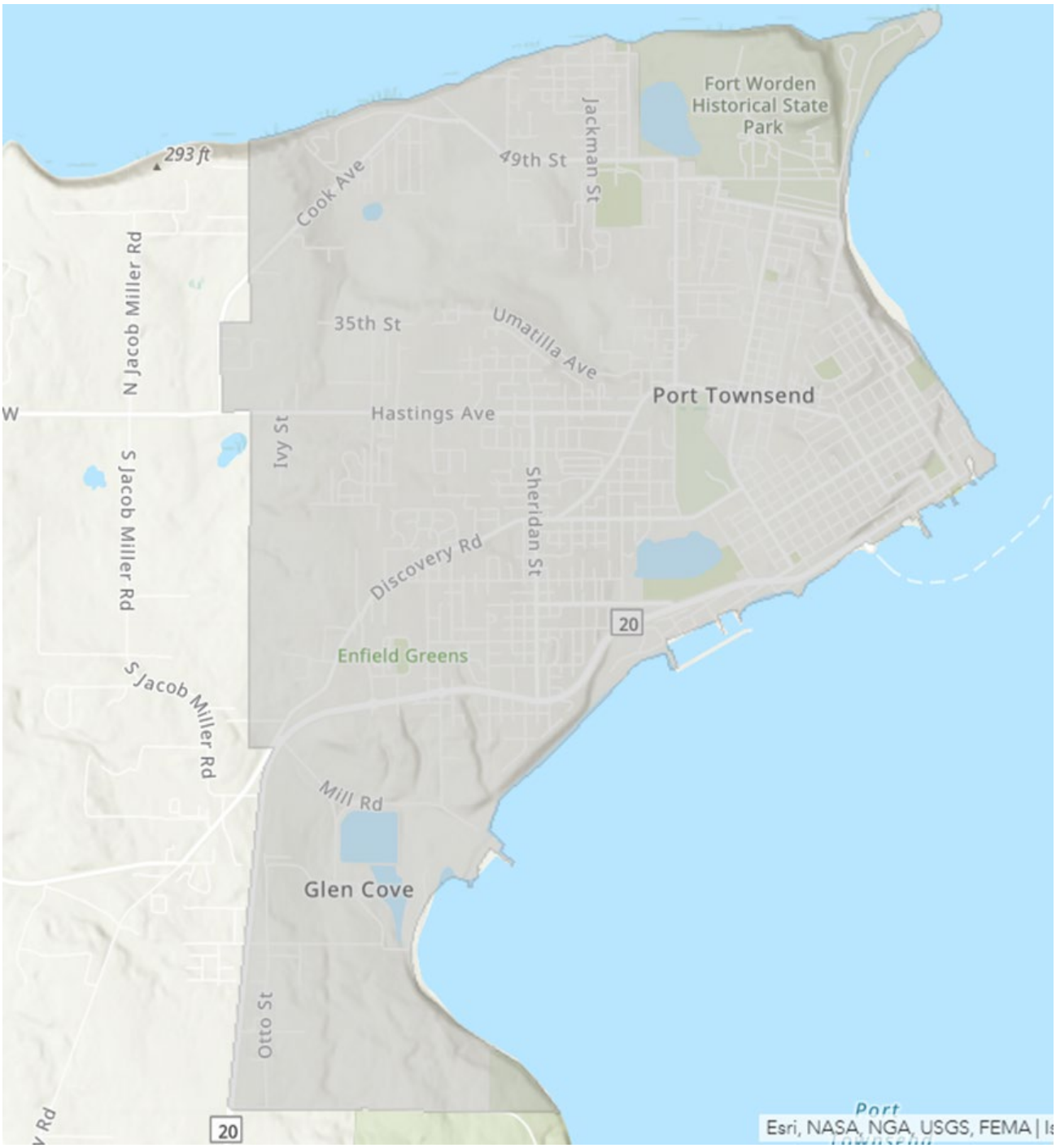
Rotate view



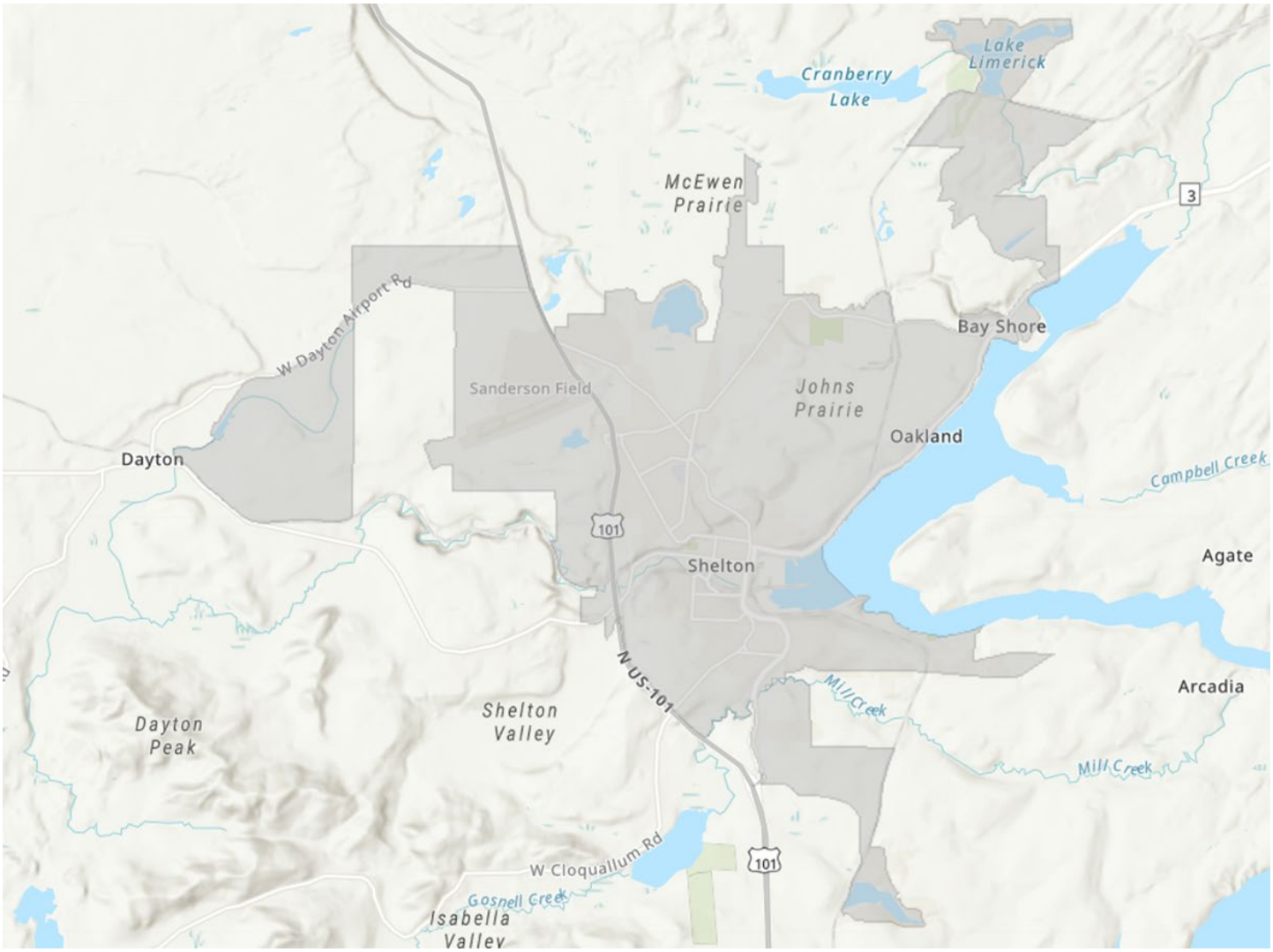
2. Sequim Urbanized Area



3. Port Townsend Urbanized Area



4. Shelton Urbanized Area



PRTPO 2024 Call for Projects

TRANSPORTATION ALTERNATIVES (TA) APPLICATION

Project Title:

Project Sponsor:

Contact Person: *Title:*

Phone Number: *Email Address:*

Project Co-Sponsor:
(only if applicable)

Contact Person: *Title:*

Phone Number: *Email Address:*

1. PROJECT SUMMARY

Transportation Alternatives Project Type – Primary and Secondary Functions:	**1**	**2**
A. Provision of facilities for pedestrians and/or bicycles.		
B. Infrastructure projects that support safe routes for non-drivers		
C. Conversion and use of rail corridors for non-motorized travel		
D. Construction of turnouts, overlooks, and viewing areas		
E. Community improvement activities (explain details later)		
F. Mitigation to address stormwater, wildlife mortality, or habitat connectivity		
G. Recreational Trails Program defined under 23 USC 206 of Title 23		
H. Safe Routes to School infrastructure project		
I. Safe Routes to School non-infrastructure project		
J. Creation of boulevards within ROW of divided highway		
K. Installation of electric vehicle charging infrastructure (incl. bikes)		
L. Measures to protect transportation facilities from cyber threat		
M. Projects to increase tourism		
N. Wildlife collisions mitigation		
O. Resiliency improvements		
P. Vulnerable road user safety assessment as defined in 23 USC 148(a)		

*Select one box in **Column 1** that best reflects the **primary project type.***

*Select all boxes from **Column 2** reflecting **other TA elements** of the project.*

See Appendix A of the Application Guide for description of eligible project types.

Summary Description: *Provide a short blurb about the proposal and what it will accomplish. This will be used in future summaries of the project and process. Detailed description is provided later.*

[Limited to 700 characters]

Summary Financial Information: *Detailed financial information is found in Section 3.*

Total Project Cost	$		
TA Funds Requested	$	Is this project scalable?	
Matching Funds	$		
Effective Local Match	%	Obligation Year (FFY 2024, 25, 26, 27, or 28)	

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Application:

2. DETAILED PROJECT DESCRIPTION

Project Location: *Complete for appropriate project type. Attach an 8 ½ x 11 map depicting the project location and vicinity.*

Infrastructure Projects

Facility and termini: _____

Total length: _____

Non-Infrastructure Projects *(e.g. Safe Routes to School, safety assessments, etc)*

Location / Extent of Project: _____

Project Duration *(if applicable)*: _____

Is this project located in a rural county in the Peninsula Region? Yes □ No □

Provide the geographic coordinates for the project
See page 6 of the Application Guide for assistance. _____

Is this project located in a Census urbanized area? Yes □ No □
See maps in the Application Guide for assistance.

Project Narrative: *Briefly describe the proposal, the need it addresses, and anticipated benefits it is expected to provide. If appropriate, describe the role of project co-sponsors or other partners or community involvement. Provide sufficient detail to ensure compliance with project eligibility requirements specified in 23 USC 133(h)(3), found in Appendix A of the Application Guide.*

[6,500 characters]

DRAFT

Application:

Evidence of Project Standing: *Identify public plan(s), program(s), or process(es) from which this project was drawn. Examples include the RTP or the Human Services Transportation Plan, a TIP or CFP, a sub-area or corridor plan, a Transit Development Plan, or any other plan or program developed with public input or review opportunities.*

[500 characters]

Support for Regional Transportation Plan: *Briefly explain how project supports the RTP policy intent.*

[1,200 characters]

Mobility Benefits in High-Need Areas: *Briefly explain what impacts, if any, your project will have on at-risk populations in this vicinity. This includes low-income residents, those who are transit-dependent, and other households with a high degree of mobility insecurity. Equity analysis maps in the Appendix illustrate statewide ranking by census tract for priority Social Vulnerability characteristics associated with mobility insecurity. Applicants may provide a finer grain assessment of nearby conditions that are not evident at the census tract level.*

[1,500 characters]

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3. DETAILED FINANCIAL INFORMATION

Project Costs & Revenues: *Complete the section for your project type. Provide financial information only for the project phase(s) directly associated with this funding request. Do not include costs or revenues from prior or future work.*

Infrastructure Projects		TA Grant Request	Local Revenue	State Revenue	Federal Revenue	Total
Project Phase ***1 Phase Only***	Preliminary Engineering/Design	$	$	$	$	$
	Right-of-Way Acquisition	$	$	$	$	$
	Construction	$	$	$	$	$
Non-Infrastructure Projects		**TA Grant Request**	**Local Revenue**	**State Revenue**	**Federal Revenue**	**Total**
	Program/Services, Action, Study	$	$	$	$	$
	Application Totals	**$**	**$**	**$**	**$**	**$**

TA Funding Request and Matching Funds: *A match is not required but an applicant may choose to provide additional funds, either to complete the funding package for a larger project or to demonstrate local commitment and priority.*

TA Grant Request $

Match $ Effective Match Rate: _____ %

Source and Availability of Other Project Funds *If match includes revenues from a project partner, please provide a letter of funding commitment from that organization.*

Revenue Source	Amount	Secured or Unsecured Status	
Local	$	☐ Secured	☐ Unsecured
State	$	☐ Secured	☐ Unsecured
Federal	$	☐ Secured	☐ Unsecured
Other	$	☐ Secured	☐ Unsecured

If there are any constraints or special considerations about the matching funds or project revenue, please explain:

Year of Obligation Commitment: *Applicant commits to obligating the project by August 1 of indicated year.*

This project will obligate no later than August 1 of _____

Note: any successful project applicant failing to meet the Obligation Deadline committed to above risks having awarded funds transferred to another regional project that is ready to proceed, delaying or possibly jeopardizing project funds. Applicants should present realistic obligation timeframes in this proposal and keep PRTPO apprised of any unexpected issues that may cause future schedule delays.

Project Scalability: *This refers to the ability of the applicant to accept partial funding and still complete functional segments or elements of this project as described.*

Is this project scalable? _____

If yes, explain how it can be scaled and what would be delivered instead.

[500 characters]

If yes, what is a lower amount of TA funds that would still be useful? $

4. PROJECT DELIVERY INFORMATION for INFRASTRUCTURE PROJECTS

This section is for infrastructure projects. Non-infrastructure projects skip this section.

a. Is preliminary engineering and design complete?

b. Does this project require right-of-way acquisition?

c. Does this project require an environmental approval?

If yes, what type of approval will be required?

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Application:

5. CERTIFICATION ACCEPTANCE (CA) STATUS

All projects must have a designated CA representative who will oversee project delivery. This is a federal requirement over which PRTPO has no control. An agency without CA status itself must secure approval from an agency that does have CA status to administer the project. See page 3 in the Application Guide for information on how to obtain a CA administrator. ***Non-CA applicants must include a letter or email confirmation from their CA administrator.***

CA Agency:

CA Agency Representative:

6. APPLICATION AUTHORIZATION AND APPROVAL

To be completed and approved by the representative authorized to bind the funding application.

This proposal accurately represents a high priority project that is consistent with and supports the PRTPO Regional Transportation Plan. The project is derived from a prior local or regional plan or process in which the public was invited to participate.

Costs reflect the most current planning level estimates of what is needed to accomplish the work described. The project as described is financially feasible. Match revenue as described will be committed to the project if it is awarded TA funds. The obligation commitment reflects a realistic schedule that we will adhere to. I am aware that failure to meet the obligation deadline may result in funds being reprogrammed to a different project, possibly resulting in delays or a loss of funding to this project.

I realize the use of federal funds entails administrative and project compliance requirements over which PRTPO has no control. The costs and schedule for this proposal were developed with this awareness of federal requirements and are deemed to be feasible in light of those requirements. PRTPO is not responsible for cost overruns or delays that may be attributed to the use of federal funds.

This project has the full support of the governing / leadership body of this organization. I approve its submittal to PRTPO for consideration of an award of Transportation Alternatives funding.

_____ _____

Signature *Date*

_____

Name, Title

Please email completed application packets to Thera Black at TheraB@PeninsulaRTPO.org
Applications are due by 5:00 pm on Monday, March 4, 2024.

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ATTACHMENT E

1st Reading
To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: December 8, 2023
Subject: **Support Statewide Increase in Base Program Funding for RTPOs**

REQUESTED ACTION

The Executive Board is asked to consider a draft letter of support endorsing legislative efforts to increase the base level of funding for RTPOs, for signature by the Chair. If any revisions to the letter are proposed, they will be brought back for Board approval in February.

OVERVIEW

This topic is about the funds that support the work of Regional Transportation Planning Organizations (RTPO) like PRTPO and efforts to increase the base level of funding, which is nearly unchanged since 2004.

The legislature approves an allocation of state funds every biennium for RTPOs to carry out their work programs and comply with state requirements. This totals $4.9 million statewide every two years, which is apportioned between the RTPOs based on a formula governed in large part by state statute.

What is the Issue?

This amount is just a little more than what RTPOs were allocated in 2004, and that was the first increase in funding since the program was created in 1992. State requirements have increased in the last twenty years as have the number of RTPOs to be supported each biennium. Meanwhile inflation has steadily eroded the buying power of those dollars.

The resources RTPOs receive to carry out mandated state requirements are inadequate and have been for a long time. Large metropolitan regions have supplemented their RTPO funds for over twenty years with federal funds they receive directly from FHWA and FTA for metropolitan planning work. They also take a portion of the STBG funds they administer for their regions to support their regional planning programs.

Rural RTPOs don't have those resources. Over the decades rural RTPO work programs have been constrained by the meager state funds received, each striving to meet the intent of RTPO requirements as best they can with what they have to work with.

Over the years RTPOs have turned to WSDOT to secure additional funds from the legislature for regional planning. Those efforts were largely unsuccessful. This is simply not the highest priority for WSDOT, which has its own funding concerns to raise with the legislature.

PRTPO operates on less than $137,000 per year. This covers insurance, membership fees, software licenses, legal and accounting services, and administrative cost recovery. What is left is available for planning. The PRTPO work program is scaled to about 76 hours of staff time per month.

What is being done to address this?

RTPOs across the state are working together to take this issue themselves to legislators to ask their support. PRTPO has been invited to join an alliance of other RTPOs in requesting support for an increase in biennium funding. The "ask" is to raise the base level of statewide funding from $4.9 million to $12 million per biennium. This amount accounts for increased RTPO responsibilities and the addition of two more RTPOs while accounting for two decades of inflationary erosion on base funding.

Is PRTPO involved with this effort?
That is the question before the Board in December. Should PRTPO join with other RTPOs in pursuing an increase in base funding?

In discussing this with the Executive Committee, they affirmed the value to PRTPO of an increase in base funding and directed that a draft letter be prepared for consideration by the Board as a part of this discussion.

The attached draft letter incorporates the common talking points of other RTPOs and integrates them with PRTPO perspectives. With the Board's support, PRTPO will join this initiative and work to educate the region's legislators so that they are aware of the effort and understand why it is needed.

This initiative opens the door to future Board discussions about what a more well-resourced work program might look like. Right now, though, the focus is on raising legislative awareness and generating support among PRTPO members and allies for a more reasonable base budget.

How much more money would PRTPO get?
No discussions about distribution have occurred yet. Significant aspects of the current funding formula are spelled out in state statute, but not all. If the ask were fully realized and if it were distributed based on the current funding formula, PRTPO would have something closer to $350,000 a year for planning instead of the nearly $137,000 it has now.

What would PRTPO do with all that planning money?
PRTPO would have work program options under that scenario that it does not currently have. The Board would have greater latitude in identifying discretionary regional work program activities than it can contemplate today. This includes better levels of staffing support, the opportunity to take on contracts for specialized studies or analyses, and greater opportunity for resource development and regional collaboration.

Does PRTPO really need more money?
Yes. Without additional funding PRTPO will be hard-pressed to attract qualified staff. PRTPO staff support is contracted by Kitsap Transit. Without an adequate revenue package, Kitsap Transit will have difficulty recruiting anyone to deliver the work program when the current PRTPO Coordinator contract expires. PRTPO is already making cuts and dialing back. That will become increasingly difficult in the future.

If it's successful, when would funds be available?
Success is far from certain but if it is successful, it most likely would take effect in the biennium that begins July 2025.

Is there anything members can do to support this effort?
Legislators will appreciate hearing there is widespread support for an increase in RTPO base program funding. It helps demonstrate that local, tribal, and state partners value the regional forum PRTPO offers and that the work program is beneficial to your organizations and the communities you serve. Your various associations can also be effective allies in this statewide effort. Let me know if you would like a copy of the final executed letter for your handouts when it's available or feel free to use elements of it in your outreach pieces.

Next Steps
The Board will discuss the PRTPO's interest in the statewide initiative to increase base RTPO funding and weigh in on the draft letter of support. If the overall approach is supported, any suggested revisions to the letter will be brought back for final review and action in February.

Attachment:
Draft Letter of Support for RTPO Base Program Funding Increase

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

December 15, 2023

PRTPO Members

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

www.PRTPO.org

To our valued partners serving Washington's 23rd, 24th, 26th, and 35th Districts,

The Peninsula RTPO (PRTPO) and its 27 members respectfully request your support for a legislative increase in statewide funding for core Regional Transportation Planning Organization (RTPO) activities. PRTPO supports efforts to increase base funding statewide from $4.9 million per biennium to $12 million per biennium. Current funding levels have long been inadequate to meet state planning requirements. Rural RTPOs in particular are impacted by a legacy of underfunding for basic core program activities. Budgets support no more than a few hours a week of staffing.

Statewide RTPO funding is nearly unchanged since 2004. In that time state requirements have increased while two new RTPOs were created and are funded now through the same flat biennial base distribution. The number of RTPOs and responsibilities have increased while RTPO program revenue has stayed flat for decades.

With PRTPO's meager budget we meet minimum state requirements as best we can while generating regional value for our members who build, operate and maintain the regional transportation system. That planning capacity is ever more constrained. PRTPO needs realistic funding to be a more effective regional partner that members can count on.

There is no other table like that an RTPO provides. Tribes, transit, and ports engage with cities, counties, and WSDOT along with other stakeholders to ensure coordination around essential services that make travel safe, efficient, and cost-effective. Each RTPO reflects the local character and concerns of their own region. Each has fostered deep relationships over the decades with their communities. But RTPOs need a reasonable base budget to carry out the important work of convening stakeholders and facilitating collaborative discussions, developing resources, and queuing up project partnerships. Like other RTPOs across the state, PRTPO is running on empty.

Please support efforts to erase decades of inflationary impacts on base program revenues and fully fund the 17 RTPOs supporting communities and service providers in every corner of the state. Help PRTPO and other regions to better support local and state partners striving to meet Washington's mobility needs in these times of great uncertainty. Washington needs RTPOs and their strong regional partnerships now more than ever.

We welcome the chance to follow up in more detail about specific implications this has for the Peninsula region and our partners. Thank you in advance for your support.

Sincerely,

Bek Ashby, Chair
Peninsula RTPO

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ATTACHMENT F

1st Reading

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: December 8, 2023
Subject: **RTP Biennial Currency Review**

REQUESTED ACTION:

This is the first reading of the draft PRTPO Biennial Currency Review of the Regional Transportation Plan. This is a required biennial assessment. It will come to the Board for approval in February before submittal to WSDOT.

Overview

A requirement in state law governing activities of Regional Transportation Planning Organizations (RTPO) is the need for a self-assessment of the long-range regional transportation plan (RTP) every two years to determine if it is still "current" – that is, whether it still complies with state requirements and meets PRTPO's needs. The intent of the review is to determine if an update to the RTP is warranted. PRTPO is already in the process of updating its RTP. That is reflected in the draft assessment, attached.

PRTPO completed its first biennial review in 2021, two years after adopting the 2019 RTP update. PRTPO established an efficient two-part test to evaluate the RTP and determine if an update is warranted. That same two-factor analysis was used for this 2023 RTP review.

- The first test looks at statutory requirements associated with the RTP, found in RCW 47.80.030 and in WAC 468-86-080 through 468-86-140. These are the standard checks WSDOT uses to ascertain whether the RTP meets minimum state requirements or if it is out of compliance and necessitates an update.

  As summarized in the attached draft document, findings indicate that the current RTP continues to meet minimum state requirements for a regional transportation plan.

- The second test is a general assessment of whether the RTP adequately supports the Executive Board in its direction of the regional planning work program and decision-making processes.

  This is the impetus behind the update currently underway, to expand the usefulness of the RTP and better integrate it with other PRTPO planning processes and work products. While the RTP continues to provide guidance to the Board, a clearer relationship between the RTP and other PRTPO activities will be useful going forward in identifying and advancing priority regional initiatives and nimbly responding to emerging matters.

I was unable to provide this to the TAC for its review in November before bringing it to the Board. Though it will be out of sequence I will take this with any revisions suggested by the Board to the TAC for its review and recommendation in January. The final draft, with a recommendation from the TAC, will come back to the Board for action in February.

Attachment:

PRTPO Biennial Currency Review of the 2040 Regional Transportation Plan – Draft

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

Biennial Currency Review of the PRTPO Regional Transportation Plan

PRTPO's 2040 Regional Transportation Plan (RTP) was adopted by the Executive Board in October 2019. Per a statutory requirement in the Revised Code of Washington (RCW) 47.80.030(2), PRTPO must review the RTP every two years for currency and forward this biennial review to the Washington State Department of Transportation (WSDOT). That is the rationale for this 2023 biennial currency review.

2023 Statement of Currency

PRTPO's Regional Transportation Plan is current with all state requirements. It has continued to support the Executive Board's planning and decision-making processes these last two years. However, an update is warranted to ensure the RTP continues to provide strategic guidance to PRTPO in developing its annual work program into the future. This is the first RTP update since PRTPO transitioned to an independent, self-governing organization. This update will identify regional issues, opportunities, and strategies for further investigation. The update is underway and will be complete by June 30, 2025.

The next biennial review will occur in late 2025.

Biennial Review Documentation

PRTPO's biennial review involves two tests to assess whether the Regional Transportation Plan is still current and useful for its intended purpose:

1 – It continues to meet minimum RCW and WAC requirements

2 – It continues to support PRTPO's work program and decision-making activities

The following brief documents findings of these two tests and supports PRTPO's assertion that while the RTP continues to meet minimum RCW and WAC requirements, an update is warranted.

1. Meet Minimum RCW and WAC Requirements

Finding: PRTPO's Regional Transportation Plan continues to meet minimum state requirements.

Requirements spelled out in RCW 47.80.030 and in WAC 468-86-080 through 468-86-140 describe the elements of a statutorily compliant Regional Transportation Plan for state RTPOs. Numerous requirements are only applicable to large metropolitan areas. This biennial currency review of PRTPO's long-range plan looks for regionally significant changes in the last two years that render some or all of the required elements in the existing RTP out of compliance with those minimum requirements. Statutory requirements of the legislation and administrative code are summarized below.

a. Identify existing and planned facilities of regional significance

Have plans for new regionally significant facilities been developed in the last two years that were not included in the RTP?

No plans for new regionally significant facilities or services have been introduced in the last two years.

b. Establish level of service for state highways of regional significance

Have changes been made to LOS standards on state highways of regional significance in the last two years?

No changes have been made to established Level of Service standards on state highways of regional significance in the last two years. PRTPO continues to monitor WSDOT discussions about potential future changes to LOS on the state system through its Olympic Region partners.

c. Include a financial plan

Have significant changes occurred in the last two years that warrant updates to the financial plan?

No significant changes to revenue sources have occurred in the last two years that can be reasonably forecasted in the RTP. There are unprecedented funding opportunities currently but no indication that this condition represents a permanent state of future revenue streams other than from emissions and carbon markets, which PRTPO cannot reasonably forecast. Similarly, an alternative to the gas tax is likely in the next 20-30 years but there is no way to reasonably estimate that for a long-range plan such as the RTP.

d. Promote preservation and efficiency of existing system

Have any changes in the last two years reduced the RTP's support for system preservation and efficiency?

No, the RTP continues to emphasize the importance of system preservation and efficiency.

e. Regional transportation goals and objectives

Have significant changes occurred in the last two years that warrant updates to any of the RTP goals and objectives?

Current RTP goals and policies address all statutorily required elements of RCW 47.80 and are consistent with the GMA Comprehensive Plans of PRTPO's members. Goals and policies are widely used by members to demonstrate coordination between regional and local or tribal plans. The review and update currently underway may introduce some new objectives to guide PRTPO's strategic decision-making.

f. Regional transportation strategy

Have significant changes occurred in the last two years that warrant updates to the regional transportation strategy?

No changes to the transportation strategy or fundamental approach to coordinated regional transportation planning have been introduced in the last two years. Any new insights from the update currently underway will be reflected in future documents.

g. Needs, deficiencies, data requirements, and assumptions

Have significant changes occurred in the last two years that warrant updates to any of these elements?

- Existing regional transportation facilities and services
- Identification of regional transportation needs
- Forecasts of future travel demand
- Future regional transportation system deficiencies
- Common regional assumptions used for modeling purposes

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No significant changes have undermined the inventory and long-range assessments of system needs. PRTPO does not conduct travel demand forecasting or modeling for the four-county region. PRTPO is exploring future uncertainties that may inform the regional assessment of regional transportation needs in the future.

h. Have new performance monitoring metrics been identified to augment traffic volumes and vehicle miles of travel (VMT), which the RTP already includes?

PRTPO has not adopted any new regional performance metrics in the last two years.

i. Have regional growth patterns and adopted land use plans changed sufficiently that the RTP is no longer consistent with local Comprehensive Plans?

No regionally significant changes to local land use plans were proposed in the last two years.

j. Least cost planning

Have significant changes occurred in the last two years that warrant updates to PRTPO's least cost planning approach for the RTP?

PRTPO's advocacy for responsible, cost-effective strategies and investments, including emphasis on system preservation and multimodal efficiency, is still appropriate for the region.

2. Support for PRTPO Work Program and Decision-Making

Finding: While it continues to support work program direction, an update to PRTPO's Regional Transportation Plan will ensure it continues to support the Board's planning and decision-making processes over the next several years and better integrate it into the on-going regional transportation work program.

The second test to demonstrate currency of the existing RTP is whether it adequately supports the Executive Board in developing the regional transportation work program and in its decision-making processes. This test of the Biennial Currency Review is relevant to the RTP review and update currently underway. This is the first opportunity since becoming a self-directed organization for PRTPO to identify regionally significant issue areas for further follow-up and collaboration.

a. Work Program Support

The RTP supports the Board in directing planning activities identified in its Unified Planning Work Program. The following illustrates ways in which PRTPO's work program activities over the last two years were informed by four big RTP interests.

- **Funding Priorities Align with RTP Priorities:** PRTPO continues to support local efforts at building and operating an integrated multimodal transportation system with investments that support biking and walking, local and intercity bus travel, access to and from ferry terminals, and system preservation and safety. Project recommendations help to retrofit old highway-oriented infrastructure to accommodate all modes of travel and ensure access to services for people of all abilities. Education and information sharing increases awareness and support for vital programs.
- **Support Electric Vehicles and GHG Reduction:** PRTPO periodically convenes an EV Infrastructure Exchange Group to network with other stakeholders across the region while learning about some new topic or ZEV program. This has spawned follow-up activities for members and others including joint

grant pursuits, coordinated EV planning between tribes and PUDs, and even statewide activities regarding the Clean Fuel Standards program.

- **Increase Operational Efficiency of the Existing System:** PRTPO recognizes the need for a review of policies regarding the opening of the Hood Canal Bridge to let over-sized recreational sailboats to pass. PRTPO is working to obtain information that quantifies the delay and economic impacts associated with such openings. PRTPO is encouraging state and federal officials to work with the Coast Guard to ensure policies for recreational openings of the bridge align with state interests.
- **Make Efficient Use of Existing Resources:** PRTPO supports efforts to defederalize small local projects administered by rural agencies as a practical means of increasing cost-effective and timely project delivery. Through its work program PRTPO has facilitated federal funding training, educated legislators on the need for a more rational approach to managing the state's federal funds, and coordinated with members and allies to advance workable strategies.
- **Make Information and Opportunities for Engagement Accessible to All:** PRTPO maintains a website with the primary purpose of making regional information and resources readily accessible to members and the public. This includes some rudimentary online GIS capabilities that enhance communications, and development of a regional profile of population, socio-economic, and household travel characteristics to support on-going planning and information sharing. PRTPO meets annually with its legislative representatives to keep them apprised of regional activities and maintain open lines of communication and produces an annual information piece to support that effort. An important aim of the RTP update is to translate it to a more accessible online format, in furtherance of this objective.

While it has supported the Board's work these last two years, an update to the RTP at this time will ensure it continues to offer effective support into the future. Increasingly the Executive Board and Technical Advisory Committee are probing questions related to resilience, rural accessibility, new partnerships, and future uncertainties. This update will provide PRTPO with a strategic action plan to guide regional inquiries and collaborations around topics of far-reaching significance. The aim is to strengthen the relationship between the RTP and PRTPO's on-going work program and other planning activities.

b. Decision-making Support

Demonstration of how the RTP supports Executive Board decision-making is evident in Transportation Outlook priorities PRTPO develops annually to educate legislators about regional concerns. Topics can be traced back to underlying RTP goals and objectives that have guided this region for many years. All projects identified in the 2024 *Transportation Outlook* are also consistent with and supportive of the RTP.

One aim of the update currently underway is to strengthen linkages between the long-range regional plan and near-term education and planning activities. What shape that takes will be determined by PRTPO over the next 18 months.

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org
Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com

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This is an export from the interactive regional profile PRTPO is establishing as a part of this RTP update. The aim is to provide a regional snapshot with comparable stats for cities, counties, and if appropriate, tribes. It will be hosted on the PRTPO website.

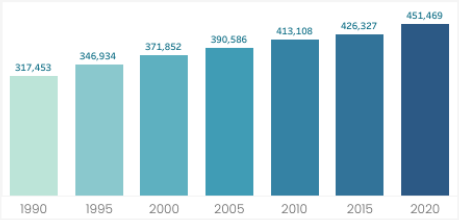
PRTPO Regional Profile

ATTACHMENT G

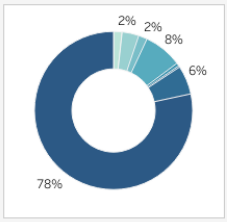
Region | County | Unincorporated | City | Tribes | Metadata

Demographics

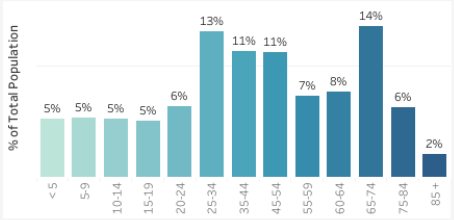
Population Trends



Race/Ethnicity

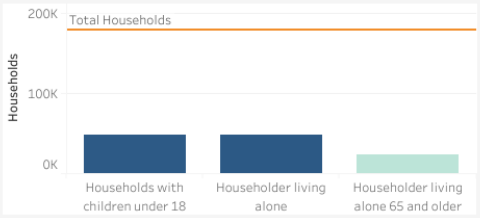


Age Distribution



Households

Median of Avg. Household Size: 2.230

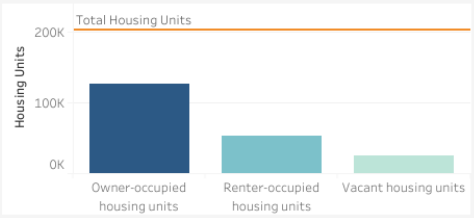


Percent of Homes with Broadband Internet

88.01%

Housing Units

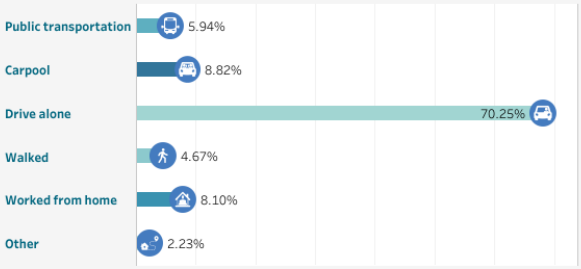
Housing Costs > 30% of Income (Units): 13,062



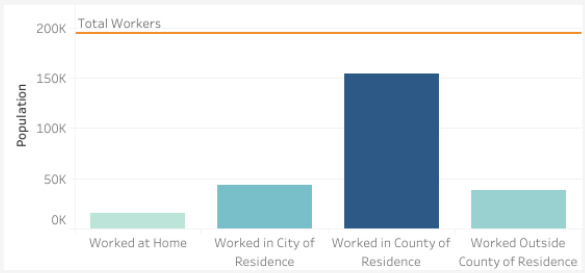
Household Travel Characteristics *(Workers Age 16 and Over)*

Commute Mode

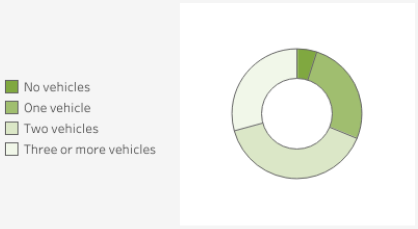
Average Commute Time: 25 min



Place of Work



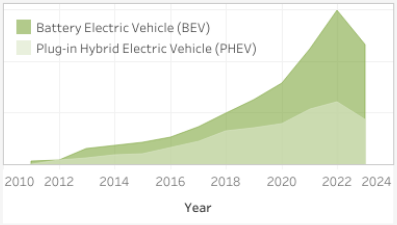
Vehicles per Household



Commuting Locations

Commuters Residing in Region	194,136
Work in Kitsap County	111,344
Work in Clallam County	27,749
Work in Mason County	13,401
Work in Jefferson County	10,191
Work in King County	13,679
Work in Thurston County	4,125

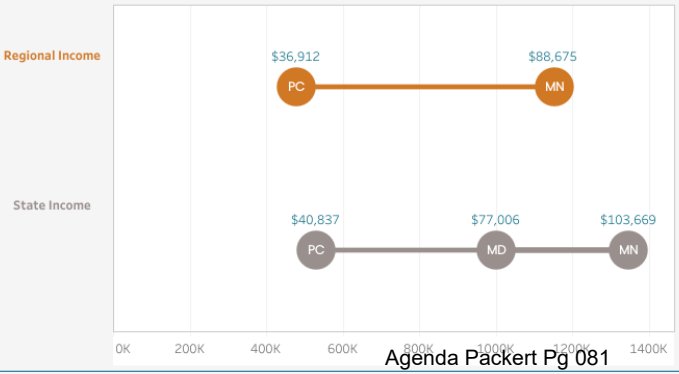
Electric Vehicle Registrations



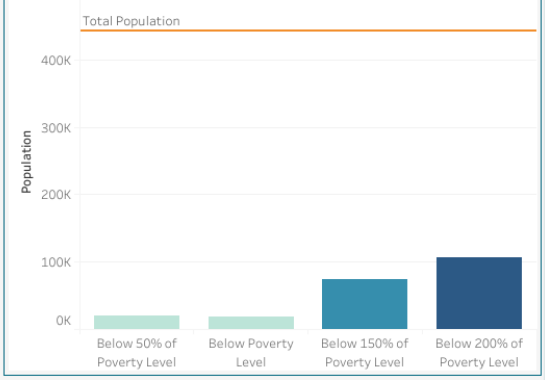
Income and Employment

Household Income

PC = Per Capita, MD = Median, MN = Mean



Poverty Level



Created by FLO Analytics, 2023.

ATTACHMENT H

INFORMATIONAL ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: December 8, 2023
Subject: **2024 Updates and Webinar Logistics for Executive Board**

REQUESTED ACTION:

No action is requested. This information will help ensure smooth scheduling and transitions from CY 2023 to 2024.

UPDATES:

The new year brings with it some first-of-the-year updates.

Designated Voting Representatives

Each member is asked to designate or reaffirm who will be the primary representative and alternate(s) for the Executive Board and for the Technical Advisory Committee. These are the individuals designated to speak for their organization at PRTPO meetings and vote on behalf of their organization when PRTPO takes action on any item. I will reach out to administrative contacts for each member after the first of the year, but you are welcome to contact me directly before that. We understand some members do not make council or commission appointments until late in January or early February and will accommodate that as needed.

In short:

- Designate or reaffirm primary and alternate representatives authorized to vote on Executive Board and Technical Advisory Committee
- Look for Outlook calendar invites for six 2024 EB meetings, sent after the first of the year
- One week before each meeting, look for email from Zoom with your own personal login link to the Board meeting

Scheduling and Meeting Logistics

In 2023 the Executive Board switched to a Zoom Webinar format. The webinar format makes it possible for policy makers to meet together in public where anyone else - the public, staff, other visitors – can attend and watch without being “at the table” with the Executive Board. This entails unique login links for every Executive Board member and guest speaker for each meeting.

The webinar format generally worked well in 2023, but the default calendar appointment features are not well suited to PRTPO’s purposes. Policy makers had difficulty integrating the meeting invite received by email into their schedules, materials got lost, and other things that all led back to calendaring issues. We can make some of that better. Here is how we will approach the Executive Board calendar invites, material distributions, and meeting logins in 2024.

Outlook Calendar Invites: At the first of the year, I will send Outlook calendar invites for the 2024 Board meetings. If you are a Board member or alternate, you will get six EB invites (schedule is attached). One week before each meeting, I’ll update that Outlook calendar invite with the agenda packet and the public meeting login link. You will get your regular Outlook reminders and can access or save the agenda packet from your Outlook calendar appointment. What you will not be able to do is log in to the meeting directly from this calendar invite using your unique personal login, described below. The only link on the Outlook invite is the public meeting link, but that’s okay. If you can’t get to your personal link easily, this one gets you into the audience chamber and we’ll let you in through a virtual side door to the meeting room.

Personal Zoom Webinar Login Links: The Zoom Webinar format recognizes Board members and alternates to be webinar "panel members," each with your own unique, individual logins for each meeting. That is why I cannot include "your" login link in the Outlook calendar appointment explained above. This unique login merits explanation to minimize confusion and frustration later.

First, webinar links go out one week before the meeting and will be sent just to the person(s) who regularly attends Board meetings on behalf of that member organization. Of course, we recognize and will accommodate members whose primary and alternate representatives regularly attend Board meetings. What we want to do, though, is minimize unwanted PRTPO webinar emails, reminders, and personalized login information for the many alternates who rarely if ever attend Board meetings. Everyone will receive the Outlook calendar appointments with the agenda packet attached, so everyone is kept in the communications loop. The personalized webinar distributions can easily be adapted to best meet member needs throughout the year. If you don't receive a Zoom Webinar email and login link a week before any Board meeting and you should have, let me know and I'll shoot one over.

Second, importantly, your webinar login link comes in a regular email from Zoom. It does not come from me, and it does not come as a meeting request. Look for an email from Zoom with a subject line of "PRTPO Executive Board Meeting."

You'll get your first email with that link the Friday before the meeting. You'll get a second similar email at 9:00 on the morning of the Board meeting, as a reminder. You'll find your login link well down the page. Scroll down and you'll see "Topic: PRTPO Executive Board Meeting" and just below that, Click Here to Join. That is your individual login link.

The third thing to know is that *if* you want to create a calendar appointment that includes your personal link, you need to complete a manual step to do that while you have the Zoom email open. If you want your personal Zoom webinar launch link to pop up automatically before the meeting you need to create a calendar appointment. Depending on your operating system you may have a little icon attached to the email, ready to create a meeting appointment if clicked, or you may need to scroll down and click on the appropriate link for your operating system. Remember, though, that this will not include your agenda packet, only your unique webinar login link. I cannot attach your agenda packet to that.

The ***easiest thing to do*** may be to just use the Outlook calendar invites I will send at the first of the year to keep track of the meeting schedules and meeting materials, and then, on the morning of the meeting, look for an email from Zoom at 9:00 am and scroll down to Click Here to Join. Or come in through the public link and we'll move you to the Board table.

Room Opens at 9:45: We open the room early so that you have time to login at your leisure, make sure your equipment is working right, visit with others, and review your agenda packet before the meeting starts. We strive to start each meeting at 10:00 but the Board cannot get going until it has established a quorum.

If you need to reach me during that countdown to the meeting, it is best to contact me by phone or text at the number below, though I try to keep an eye on emails while finishing pre-meeting activities. It gets busy and I have a hard stop at 10:00. *At 10:00 I can no longer monitor emails or pick up calls, and have limited ability to follow and respond to text messages.* Once the meeting starts, members should contact Edward Coviello at Kitsap Transit for assistance with logging in. Or just pop in through the public meeting link in the Outlook calendar appointment and one of us will move you into the Board room in short order. You'll be able to listen to the proceedings until we can get you in.

Thanks for your patience as we try to find some work arounds to the default technology difficulties people faced in 2023. If you have any questions or concerns or feedback, please get in touch. Once we smooth out some of these calendar issues, the webinar format should serve the Board well.

Attachment:
2024 PRTPO Meeting Schedules

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

PRTPO 2024 MEETING SCHEDULE

PRTPO.org

EXECUTIVE BOARD 2024 Meeting Schedule

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

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

TECHNICAL ADVISORY COMMITTEE 2024 Meeting Schedule

January 18
March 21
May 16
July 18
September 19
November 15

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

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

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

Broadening our communication outreach.

Do you know someone who would benefit from occasional updates on PRTPO activities? Let us know. Several members have identified staff and other colleagues to receive updates when we send out information. If you want us to add someone to PRTPO's general information list, please send us a name and email address. They will receive the Executive Board and the TAC agenda packets without calendar appointments, as well as other periodic updates or opportunities.

Your PRTPO Coordinators:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com

Discussed key points with the Executive Committee and reviewed with the Chair prior to submittal to the WA State Transportation Commission on Dec 1. Content adheres to their set template.

Transportation Commission's Annual Report

Peninsula Regional Transportation Planning Organization: Clallam, Jefferson, Kitsap, and Mason Counties

2023 Top Three Successes:

1. **Big projects advance.** The Johnson Road/SR 305 Roundabout project opened, right-of-way for Belfair's *SR 3 Freight Corridor* project got underway, and a consortium of PRTPO members secured a RAISE grant to advance the Puget Sound to Pacific Trail.
2. **Federal funding swap…almost!** PRTPO supported member efforts resulting in a federal funding swap pilot program, but it needs to extend at least through December 2026 to fairly judge its value for local project delivery.
3. **Tribal EV-readiness advances.** A tribal team partnered with WSU's Green Transportation Program to secure a grant to develop transportation electrification plans for the Squaxin Island Tribe, Skokomish Tribe, and Jamestown S'Klallam Tribe to guide future EV investments.

2024 Top Three Issues/ Challenges/ Needs

1. **Keep safety top of mind.** Fatal crash rates are going up while overall rates are leveling out. Let's recommit to making our streets and highways safer for all users. State funds support local efforts to tame "Main Street" state highway traffic through our small rural communities.
2. **Improve WSF service reliability.** State ferry routes serving the Peninsula Region are chronically "one boat down," leaving all but one of our five state routes operating with a single vessel. This creates unacceptable disruptions impacting travelers, commerce, and transit across the region.
3. **Revisit Hood Canal Bridge opening policies with the Coast Guard.** The right-of-passage for oversized sailing yachts needs to be more thoughtfully weighed against the traffic and economic impacts created when the bridge opens, and the policy updated accordingly.