PRTPO EXECUTIVE BOARD MEETING

June 16, 2023 | 10:00 – 12:00

Zoom Webinar – Public Login Below

Board members receive their own links

1.	10:00 – 10:10	**Welcome and Introductions**	*Chair Bek Ashby*
2.	10:10 – 10:15	**Approval of Agenda**	ACTION
		Consent Calendar • *Minutes from April 21, 2023 (Attachment A)*	ACTION
3.	10:15 – 10:20	**SFY 2024-2025 Unified Planning Work Program Adoption** *(Attachment B)* *In April the Board reviewed the draft SFY 2024-2025 UPWP. The new UPWP goes into effect on July 1, 2023. The Board is asked to approve Resolution 02-2023 adopting the SFY 2024-2025 UPWP and its associated Funding Agreement with WSDOT.*	ACTION
4.	10:20 – 10:25	**Approval of SFY 2024-2025 Lead Planning Agency Agreement between PRTPO and Kitsap Transit** *(Attachment C)* *Kitsap Transit is willing to serve as PRTPO's Lead Planning Agency (LPA) for another two years as described in the draft agreement. The Board is asked to approve Resolution 03-2023 approving that agreement.*	ACTION
		Approval of SFY 2024-2025 Fiscal Agent Agreement between PRTPO and Jefferson Transit *(Attachment D)* *Jefferson Transit is willing to serve as PRTPO's Fiscal Agent (FA) for another two years as described in the draft agreement. The Board is asked to approve Resolution 04-2023 approving that agreement.*	ACTION
5.	10:25 – 10:30	**Obtain Additional GIS Service Hours** *(Attachment E)* *Supplemental revenue PRTPO received from WSDOT in late March is sufficient to obtain 33 additional hours of credit in the current GIS services agreement. PRTPO will use it to support the RTP update over this next year. The Board is asked to approve the additional GIS service hour request..*	ACTION
6.	10:30 – 11:00	**WSDOT Highway System Plan Update** *WSDOT is well into its update of the Highway System Plan. The last plan was completed in 2006. The HSP is meant to be a framework that guides WSDOT decisions about program funding levels. Planners are ready to share draft recommendations, funding scenarios, and potential impacts for each region.*	PRESENTATION
7.	11:00 – 11:15	**Biennial Bylaws Review** *(Attachment F)* *The Bylaws Review Subcommittee identified small clean-up measures and two areas meriting further work during its review. Volunteers are sought for two subcommittees, one focused on a letter of support policy and bylaws change, if any, and the other focused on a review and clarification of language regarding tribal membership in PRTPO. Input from both groups along with the clean-up edits will come back to the Board as a draft bylaws amendment package in August.*	DISCUSSION

8.	11:15 – 11:20	**Legislative Work Group for 2024 *Transportation Outlook*** *(Attachment G)* *At this time every year PRTPO appoints a working subcommittee to develop legislative priorities and information for Board consideration in the annual Transportation Outlook for legislators. Subcommittee members can expect to participate in one or two meetings this summer and possibly a third meeting in September. Volunteers are sought for this work.*	DISCUSSION
9.	11:20 – 11:40	**New RTP Work Plan and Schedule** *(Attachment H)* *The Board will consider the scope of work, milestones, and the proposed schedule for completing the Regional Transportation Plan.*	DISCUSSION
10.	11:40 – 11:45	**PRTPO Coordinator's Report** *(Attachment I, under separate cover)* *Short updates to keep the Board apprised of PRTPO activities not addressed elsewhere on the agenda and opportunities of possible interest.*	BRIEFING
11.	11:45	**Public Comment Period** *This is an opportunity for anyone from the public to address the Executive Board.*	
		PRTPO Member Updates *Information sharing among members on topics of general interest to the region and its partners.*	
	12:00	**Adjourn**	

Other Attachments
Recently Provided PRTPO Letters of Support

Bek Ashby, Chair

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

Next Executive Board Meeting – August 18, 2023 - 10:00-12:00

WSDOT Olympic Region Review of State RTIP Projects
RTP Update – Historical Regional Context and Public Participation Plan
2024 Legislative Agenda – Draft Messages
Biennial Bylaws Review – Draft Amendment Package (1st Reading)

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

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

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US: +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.

PENINSULA RTPO
PRTPO.org

Minutes of Meeting

PRTPO EXECUTIVE BOARD
April 21, 2023
10:00 – 12:00
Via Zoom
Meeting video available on YouTube

CALL TO ORDER

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

ATTENDEES

Executive Board:

Clallam County	Mike French
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 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 Shelton	Dick Taylor
Jefferson Transit	Nicole Gauthier
Kitsap Transit	John Clauson
Mason Transit	Jason Rowe *(alternate)*
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)*
Nick Dostie, City of Sequim
Miranda Nash, Jefferson Transit, PRTPO Fiscal Agent
Steven Polunsky, Department of Commerce – Energy Office

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

Approval of Agenda

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

DRAFT

Consent Agenda

ACTION: Mr. Taylor moved and Mr. French seconded to approve the Consent Agenda. The motion passed unanimously.

- ***Minutes from February 17, 2023***
- ***SFY 2023 Q3 Invoice Approval***

Approval of UPWP Supplemental Budget Increase

Chair Ashby reviewed the supplemental budget request the Board approved in February, explaining that PRTPO was successful in its bid for additional funding. The funds will support another year of GIS support services through the AWC GIS Consortium and add some additional planning funds. Funds must be expended by the end of June.

Ms. Black noted the current Unified Planning Work Program must be amended to include these additional funds, which the proposed resolution will enable.

ACTION: Mr. Taylor moved and Mr. Neatherlin seconded to adopt Resolution 01-2023 approving Amendment #2 to the SFY 2022-2023 UPWP to increase program funding by $21,100 for specified end-of-biennium activities. The motion passed unanimously.

Draft SFY 2024-2025 Unified Planning Work Program

Ms. Black briefed the Board on the purpose of the UPWP. She explained the core program elements and budget, pointing out the emphasis this next biennium on developing a new regional transportation plan. This will be conducted concurrently with the core program responsibilities within the existing budget.

PRTPO receives about $274,000 every biennium to conduct all of its responsibilities laid out in state law, or about $137,000 a year. This must cover all PRTPO expenses including insurance, fees, licenses, software, legal, and other expenses in addition to staffing. She noted that the new UPWP does not include any funding for future GIS contracted services at this time.

Ms. Black advised that any changes identified by the Board today will be made to the draft and submitted to WSDOT for review later in April. A final draft incorporating any revisions from that review will be presented to the Board for approval in June. The new UPWP will take effect July 1st.

No questions were raised.

Chair Ashby pointed out that undertaking an RTP update will be ambitious but was assured it can be done. She spoke in favor of obtaining supplemental funding when possible to support future extensions of PRTPO's GIS services contract.

Legislative Forces Driving an Energy Transformation

Ms. Black introduced Mr. Steven Polunsky, Senior Energy Policy Specialist for the Washington State Department of Commerce. She explained that an unprecedented array of forces and funding opportunities are at play right now and will last for several years, many with direct implication for members. While the Board has heard about some individual elements, they have not had an overview that brings all the pieces together. Mr. Polunsky will help members understand how recent federal and state programs aligned to create these new opportunities and where to turn for more information.

Mr. Polunsky started with a brief overview of Department of Commerce and some of its relevant programs as well as some key state initiatives driving some of the transformation underway, including the 2021 State Energy Strategy and recent climate, health, and equity initiatives. He then provided the Board with a sweeping summary of significant state and federal policy objectives and funding programs that are available to their communities now.

He began with a review of changes in federal policy that are have far reaching effects on how transportation is funded. He highlighted the role of a new Joint Office of Energy and Transportation at the center of many of these new programs. He explained the some of the major collaboration and coordination efforts, and included many links in his slides to resources that members can pursue.

Mr. Polunsky pointed out other opportunities for transportation that are coming now from the EPA and USDA, both of which are managing grants targeted to tribal and rural areas. They are responsible for managing some of the program funding identified in the $1.2 trillion Bipartisan Infrastructure Law Congress passed in November 2021 and in the even larger Inflation Reduction Act bill passed in August 2022. It is a federal imperative in the deployment of these funding programs that rural and tribal communities are not left behind. His slides identified many different federal programs available to local and tribal governments for important transportation needs.

Mr. Polunsky acknowledged that there are more opportunities right now than some small communities can keep up with. He advised that Commerce is adding staff to help agencies work through the grant programs and pursue the right opportunities for their communities.

Significant state opportunities are also available. He reviewed the State's role in reducing greenhouse gas emissions and legislation including the Clean Energy Transformation Act (CETA) and the Climate Commitment Act (CCA), among others, to support that effort. He referenced some of the funding opportunities coming from those programs.

As at the federal level, the State Energy Office also has a big role to play in carrying out new state policies. He explained the intersection between state policies regarding equity and the HEAL Act and state objectives to ensure that by 2030 all vehicles sold in Washington will be electric or zero emission, as called for by the state's Transportation Electrification Strategy. He advised members to keep an eye on the funding opportunities page maintained by WSU as well as grant information from Commerce to stay abreast of all the funding opportunities available to local agencies for electrifying their transportation systems.

In terms of legislation, Mr. Polunsky advised that the legislature considered an array of interrelated topics pertaining to resilience, planning, housing, environment, equity, and more. He suggested we have entered a new era of coordinated legislative planning. His slides summarized some of the most relevant bills that came out of this legislative session though not all were directly related to transportation.

Mr. Polunsky pointed out some upcoming areas that members should pay attention to that will affect funding opportunities and policies in the future. This includes the Cap-and-Invest Program, the statewide Transportation Electrification Strategy, Economic Sector Buildout, equity initiatives, rollout of new state and federal grant programs, and early implementation efforts around recently passed measures.

Mr. Clauson acknowledged the comprehensive overview and thanked Mr. Polunsky for this information. He expressed appreciation for the support from Commerce in making sense of all the various opportunities. Mr. Polunsky noted that transit fleet conversion is hugely complicated with the various Buy America provisions, rapidly evolving technologies, and capacities of transit manufacturers to keep up with demand. Mr. Clauson concurred, pointing out some of the complexity Kitsap Transit faces in introducing hydrogen fuel cell electric buses into its fleet, which Mr. Polunsky agreed is a challenge to stay on top of.

Ms. Black inquired whether the new support from Commerce for local agencies will include assistance with grant administration and contracting. Mr. Polunsky explained Commerce received funding only to help small local agencies and tribes with grant writing support.

Ms. Schneider acknowledged the wealth of information he provided. She explained that Bainbridge Island has recently hired a Climate Officer to help the city plan for and respond to some of the opportunities Mr. Polunsky reviewed. She asked if Commerce could provide some of this information to new staff to help them get up to speed. Mr. Polunsky advised this is exactly the kind of support Commerce is prepared to provide. He explained the best way to request assistance is to inquire with applicable regional offices of both Commerce and WSDOT to get the ball rolling, since those two agencies are closely coordinating their efforts to support local agencies.

Ms. Schneider inquired whether Commerce maintains any kind of dashboard that local agencies can reference to understand how well they are meeting their climate objectives. She and Mr. Polunsky discussed various resources the state maintains through its "Results Washington" dashboard and the metrics it tracks over time.

Slides from Mr. Polunsky's presentation will be made available.

Biennial Bylaws Review and Review of PRTPO's Operating Policies and Procedures

Chair Ashby reported that PRTPO's bylaws call for a biennial review to ensure they are still current and meet PRTPO's needs. She added that it would be good to coordinate this with a quick review of PRPTO's operating policies, noting at least one area that might benefit from some formal guidance but perhaps others as well. She asked for volunteers to meet with her and staff to review these and report back to the Board in June on their findings. Ms. Gauthier volunteered. Chair Ashby advised she will reach out to some others, especially those who were not involved in drafting the original policies.

Preparing for a New Regional Transportation Plan

Ms. Black introduced this topic as a scoping discussion for the new regional transportation plan. She explained that the Board will review a proposed scope and schedule in June for completing an update over the next two years. She reviewed early objectives of the plan and planning process that have informed preliminary thinking about the approach. Insights from policymakers now are helpful in developing an approach that best supports the region's needs, meets member expectations, and which can be accomplished within the budget available. She asked Board members to consider what would make this a successful planning process or a useful plan and share their thoughts on audience, tone, and other considerations.

Ms. Schneider noted the value of highlighting what the regional plan and planning process has achieved in the past. It would be good to be able to clearly point to past accomplishments when asking her colleagues and constituents to participate in this process. Past accomplishments can be a powerful factor when thinking about the future. She pointed to recent coordination efforts around the Great American Rail Trail "Puget Sound to

Pacific" project, noting the opportunity for a regional plan like this to plant the seeds of big ideas like that for the future.

Mr. Jackson agreed with the value of clearly laying out past accomplishments. He also spoke of the importance of public education and increasing access to information and transportation planning processes for the general public. He noted that while all agencies work hard to get information to the public, it is hard for the average person to keep up. This is a chance to help people put all these pieces together. He acknowledged that while WSDOT may be the intended recipient of this plan, PRTPO should not miss an opportunity to help educate its public along the way.

Mr. Neatherlin offered some additional perspective, building on Ms. Schneider's observation about the potential to build on past accomplishments to set the stage for future opportunities. He noted that the Board hasn't had much opportunity to think strategically like this in the past and so isn't experienced with this kind of thinking. The update provides a chance to engage in some new ways of thinking about the future and how PRTPO can be more strategic in how it frames big ideas and future opportunities. He encouraged staff to provide resources and opportunities for the Board to engage in this kind of strategic planning. It would benefit this update and be a resource to new members in the future.

Chair Ashby highlighted the need within this update process to establish a better understanding of what is meant by regional priorities. She pointed out that the terms "priority" and "prioritize" are frequently used in regional planning circles to refer to things other than projects. PRTPO needs to think about priorities in the same way and not just focus on projects. It should be clear to the public, to WSDOT, and to members what PRTPO's policy priorities are when the new RTP is completed.

She also spoke in favor of the alternate online format proposed for the updated plan, noting that the current format does not hold the interest of people and so they won't read it. She would like to see a plan that is more engaging, which is easily understood, and is more than a list of goals and policies.

Preview of Online PRTPO Regional Profile

Ms. Black previewed an online regional profile PRTPO is building through its GIS Consortium service contract. While this is needed to support the regional plan update it is being designed with broader uses in mind.

She walked through early elements of the demographic characteristics being assembled. It will enable users to look at characteristics such as population by age and race, commute travel mode, and household income statistics for the region as a whole and also by individual county or city, including regional and statewide comparisons. Effort is underway to create a comparable demographic snapshot by tribe.

The aim is to create a regional data resource that can be easily and cost-effectively updated over time so that it has a long shelf life. It is intended to be a useful resource not just for PRTPO's regional planning purposes but also for use by members or the general public, supporting basic data and communication needs for the region.

PRTPO Coordinator's Report

Ms. Black advised members to look at the Coordinator's Report this month or forward to appropriate staff on their teams. She highlighted links to updated information on the Hood Canal Bridge construction schedule for this summer and encouraged members to visit the WSDOT site linked in the report for the latest information on all North Olympic Peninsula construction activities. She also called out the funding opportunities currently available and encouraged members to look closely at the Safe Streets for All program.

Public Comments
There were no public comments.

Member Updates
Chair Ashby recognized Kitsap Transit's role in rescuing passengers off the Walla Walla, which was grounded during a recent trip, noting this is a concrete example of regional cooperation and resilience.

Mr. Stern apologized for his late arrival due to conflicts with his position on the Public Works Board. He updated the Board on the status of the SR 305 roundabout project in Poulsbo, noting that the dedication is now planned for June. He described the high profile public art piece installed in the center of the facility that was made possible through contributions from the Suquamish Tribe.

Mr. Neatherlin reported that another outcome of his participation in the Investment Strategy workshop in February was a meeting with Secretary Millar about the SR 3 Freight Corridor project, adding it was a productive meeting. Their conversation was not just about the project itself but about the region as a whole and he found it very useful. Chair Ashby concurred that the networking resulting from that workshop was valuable and worth their time to participate.

Mr. Allen reported that the Skokomish Tribe received approval from WSDOT for their construction agreement for the SR 106 / Res Road sidewalk project. This is an important project that will make it safer for children and tribal elders to access facilities. The project is on schedule.

Mr. Clauson reported that Kitsap Transit has launched its feasibility study looking at the potential role of hydrogen fuel cell electric vehicles as a part of the agency's fleet. Hydrogen offers promising potential for some of the agency's needs if the logistics work out.

Ms. Grover reported that Bremerton succeeded in restoring near-term funding for its Warren Avenue Bridge multimodal improvements project. The Governor's budget had pushed the original funding awarded to the project out past 2029 but the original timeline has been restored. The city expects to proceed within the next year. Chair Ashby observed this was a similar situation to what Mason County faced with the SR 3 Freight Corridor project funding.

Adjourn
There being no other business, Chair Ashby adjourned the meeting at 12:00

ATTACHMENT B

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black
Date: June 9, 2023
Subject: **Adopt SFY 2024-2025 Unified Planning Work Program**

REQUESTED ACTION:

Approve Resolution 02-2023, adopting the SFY 2024-2025 Unified Planning Work Program for the Peninsula Region and authorizing execution of the associated WSDOT Funding Agreement.

Overview

In April the Board reviewed the draft 2024-2025 Unified Planning Work Program, or UPWP. The UPWP is the annual work plan for Peninsula RTPO and is based on the state fiscal year (SFY) beginning July 1st. It describes what work PRTPO will undertake to fulfill its responsibilities as a Regional Transportation Planning Organization and the budget to accomplish it.

The total work program budget is based on available state RTPO planning funds totaling about $137,000 a year. The base amount for the core work program is unchanged from SFY 2022-2023.

The draft UPWP was reviewed by WSDOT for compliance with state requirements after the Board's review in April. This review resulted in minor administrative changes. This draft meets all state requirements.

Approval of the UPWP for the new biennium includes execution of a biennial RTPO Funding Agreement between WSDOT and PRTPO. This Funding Agreement enables the state funds comprising all of the UPWP budget to be used in delivering the work program. This is a standard funding agreement that is executed at the beginning of every new biennium. A copy of the Funding Agreement is attached.

Next Steps

Board approval of the adopting resolution enables PRTPO to submit this UPWP to WSDOT and begin its implementation on July 1st.

Attachments:

PRTPO Resolution 02-2023
SFY 2024-2025 UPWP for the Peninsula Region
SFY 2024-2025 WSDOT Funding Agreement

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 02-2023

Approving the SFY 2024-2025 Unified Planning Work Program for the Peninsula Region

Recitals

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

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

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

WHEREAS, the SFY 2024-2025 UPWP for the Peninsula Region addresses state and federal compliance requirements for PRTPO and other planning activities with the associated budget to support those activities.

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

THAT the scope and budget of the Unified Planning Work Program for SFY 2024-2025 be approved as per the attached document with the understanding that minor changes in work activity or budget may be made with Board approval as long as it does not increase the work program budget;

THAT the Chair is authorized to sign the SFY 2024-2025 Regional Transportation Planning Organization GCB Agreement with WSDOT authorizing state funding for the UPWP; and

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

APPROVED, this 16th day of June 2023.

ATTEST:

_____

Bek Ashby, Chair

ATTEST:

_____

Randy Neatherlin, Vice-Chair

DRAFT

PENINSULA RTPO UNIFIED PLANNING WORK PROGRAM

STATE FISCAL YEAR 2024-2025
(July 1, 2023 – June 30, 2025)

FOR EXECUTIVE BOARD APPROVAL
June 16, 2023

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PRTPO 2023 Officers

Bek Ashby, Chair
City of Port Orchard

Randy Neatherlin, Vice-Chair
Mason County

Lindsey Schromen-Wawrin, Secretary
City of Port Angeles

www.PRTPO.org

Title VI and ADA Statement

The Peninsula Regional Transportation Planning Organization ensures full compliance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990 by prohibiting discrimination against any person on the basis of race, color, national origin, sex, or disabilities in the provision of benefits and services resulting from its federally assisted programs and activities. For more information, or to obtain a Title VI Complaint Form, please contact Edward Coviello at (360)-824-4919 or by email at edwardc@kitsaptransit.com.

BACKGROUND

The Unified Planning Work Program (UPWP) describes how state funds will be used for regional transportation planning purposes. As the Regional Transportation Planning Organization (RTPO), Peninsula RTPO receives state funds to support a continuous, cooperative, and comprehensive regional transportation planning process across the four-county Peninsula region. This section describes state laws that govern the activities of RTPOs and provides a brief overview of the region. The next section describes the work PRTPO intends to accomplish in SFY 2024 and 2025.

Regional Transportation Planning Organization Responsibilities

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

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

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

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

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

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

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

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

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

- Ensure coordination and consultation with Indian tribes.

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

State Emphasis Areas

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

Planning activities identified by WSDOT of potential interest to PRTPO include:

☐ Statewide Carbon Reduction Strategy
☐ Implementation of the Highway System Plan
☐ Performance-based project model evaluation
☐ Statewide multimodal transportation plan update
☐ State Transportation Demand Management Plan
☐ State Commute Trip Reduction Plan
☐ Coordinated decision making with local agencies regarding transportation and land use
☐ Updates as warranted to the Federal Functional Classification system

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

UPWP Development Process

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

Schedule and major milestones for PRTPO's SFY 2024-2025 UPWP development:

Task or Milestone	Date
Executive Board Kick-off of SFY 2024-2025 UPWP	February 17, 2023
Executive Committee Review of Draft UPWP	April 6, 2023
Executive Board Review of Draft UPWP	April 21, 2023
WSDOT Review of Draft UPWP	April 25, 2023
Executive Board Adoption of SFY 2024-2025 UPWP	June 16, 2023

UPWP Amendment Process: An amendment to the adopted UPWP is warranted when there is a substantive change to the budgeted work to be accomplished. There are two principal reasons why the UPWP may need to be amended.

a. A substantial redirection of the work program within the existing budget in response to factors that were not anticipated in the current work program, and which should not wait for a subsequent UPWP.
b. An increase in work program funding for additional activities within the current SFY.

In either case, the Executive Board would consider the need for an amendment and take formal action to approve any substantive change before forwarding the amended UPWP to WSDOT for approval.

Description of the Region

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

Figure 1: Map of the Peninsula Region



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

The Peninsula Region includes the lands of ten Indian Tribes. Five of those tribes have an active Interlocal Agreement with PRTPO and are active members: Jamestown S'Klallam Tribe, Lower Elwha Klallam Tribe, Makah Nation, Skokomish Tribe, and Squaxin Island Tribe.

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

Kitsap County is the only county in Washington formally located within two different RTPOs: the highly rural Peninsula RTPO and the highly urban Puget Sound Regional Council. This reflects the

important gateway role of Kitsap County in linking the Olympic and Kitsap Peninsulas with the Seattle metropolitan area and I-5 corridor. Kitsap County connects rural communities and businesses to metropolitan opportunities and connects people in those highly urban areas to rural recreational, cultural, tourism, and environmental opportunities throughout the region.

Regional Transportation Planning Organization Structure

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

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

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

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

Lobbying Activities

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

PRTPO SFY 2024-2025 WORK PROGRAM

PRTPO's Unified Planning Work Program supports an on-going and open process of collaboration and coordination that advances regional objectives. The SFY 2024-2025 UPWP is organized into four Work Elements:

1. Program Administration
2. Transportation Planning
3. Regional TIP
4. Other PRTPO Activities

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

SFY 2024-2025 UPWP Financial Summary

Funding Source: WSDOT
Funding Amount: $273,948 SFY 2024-2025 RTPO Funds
Work Performed by: PRTPO Lead Planning Agency with contracted staff support and Lead Fiscal Agent, as directed by the PTPO Executive Board

SFY 2024-2025 UPWP Budget and Funding by Work Element

PRTPO Work Element	STATE 2024 RTPO Funds	STATE 2025 RTPO Funds	TOTAL 2024-2025 UPWP BUDGET
1. Program Administration	$88,500	$88,500	$177,000
2. Transportation Planning	$39,274	$39,274	$78,548
3. Regional TIP	$9,200	$9,200	$18,400
4. Other PRTPO Activities	$0	$0	$0
TOTAL	**$136,974**	**$136,974**	**$273,948**

Work Element 1 - Program Administration

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

Program Administration Summary:

Estimated Cost:	$177,000
Funding Source:	SFY 2024-2025 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff Fiscal Agent

Program Administration Activities:

1.1 Organizational Support

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

Deliverables:

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

1.2 Meeting Support

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

Deliverables:

- Meeting agenda packets and presentation materials, meeting records

1.3 Public Information and Communications

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

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

1.4 Work Program Management
- UPWP development and budget monitoring *(3rd quarter, with on-going monitoring)*
- UPWP Amendments *(Q4 SFY 2024 and as needed)*
- UPWP Annual Report of performance and expenditure *(September)*
- Work Program coordination *(on-going)*

Deliverables:
- UPWP amendments (as needed)
- SFY 2023 and SFY 2024 UPWP Annual Report of Performance and Expenditure
- SFY 2026-2027 UPWP

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

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

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

Deliverables:
- Varies by expense item

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

Deliverable:
- Response to Title VI Complaints *(as needed)*
- Title VI Plan Update *(SFY 2025)*

Estimated Level of Effort:

	SFY 2024	SFY 2025	2-Yr Total
1. Program Administration	**$ 88,500**	**$ 88,500**	**$177,000**
1.1 Organizational Support	*$ 30,000*	*$ 30,000*	*$ 60,000*
1.2 Meeting Support	*$ 25,000*	*$ 25,000*	*$ 50,000*
1.3 Public Information & Communications	*$ 3,000*	*$ 3,000*	*$ 6,000*
1.4 Work Program Management	*$ 4,000*	*$ 4,000*	*$ 8,000*
1.5 Accounting	*$ 1,500*	*$ 1,500*	*$ 3,000*
1.6 Administrative Expenses	*$ 25,000*	*$ 25,000*	*$ 50,000*
1.7 Title VI	*$ 500*	*$ 500*	*$ 1,000*

Work Element 2 – Transportation Planning

Transportation planning activities encompass the planning and on-going coordination, collaboration, and consultation needed to identify issues and opportunities, develop regionally determined strategies, provide regional direction and leadership on priority matters, and produce periodic updates to plans or guiding documents. This UPWP supports PRTPO's priority planning objective for the 2024-2025 biennium, a refresh of the long-range Regional Transportation Plan. All work is directed by the PRTPO Executive Board. Implementation details for activities are developed by the Board as a part of its work program delivery process and reflect budget constraints, other activities underway, and circumstances or opportunities available at that time.

Transportation Planning Summary:

Estimated Cost:	$78,548
Funding Source:	SFY 2024-2025 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff

Transportation Planning Activities:

2.1 Long-range Regional Planning

- Develop a new Regional Transportation Plan *(SFY 2024-2025)*
  The Board will prepare a separate work plan to guide RTP development
- Maintain 2040 RTP Supporting Activities
  - Complete the RTP Biennial Currency Review *(Q2 SFY 2023)*

Deliverables:

- Meeting materials, communication pieces, maps, and data sets
- Record of public engagement
- Draft and Final Regional Transportation Plans
- Executive Board and TAC meeting materials

2.2 Coordination and Collaboration

- RTPO and Regional Coordination
  - MPO/RTPO Coordinating Committee meetings *(quarterly)*
  - Rural RTPO Coordination meetings *(quarterly)*
  - Coordination with WSDOT TRIP re: RTPO policies *(as warranted)*
  - Collaboration and Coordination with Other Regions *(as warranted)*
- WSDOT Coordination
  Participate in WSDOT planning activities as appropriate and feasible within the budget:
  - Statewide carbon reduction strategy *(SFY 2024, as warranted)*
  - Multi-modal Planning Division activities including Highway System Plan implementation, performance-based project evaluation, statewide multimodal plan update, and Transportation Investment Strategy *(SFY 2024-2025, as warranted)*
  - Public Transportation Division activities including State Transportation Demand

Management Plan, Commute Trip Reduction Plan, and statewide Public Transportation Plan *(SFY 2024-2025, as warranted)*
    - Participate on WSDOT Olympic Region corridor and planning study teams *(as needed and as budget allows)*
    - Coordinate a regional update of the statewide Freight and Goods Transportation System data *(SFY 2025)*
    - Coordinate a regional update of Federal Functional Classification *(as needed)*
- Local and Intra-regional Collaboration
    - Work with local agencies to ensure consistency between local and regional plans and strategies, especially during major updates of local Comp Plans and/or the Regional Transportation Plan *(on-going with emphasis in SFY 2024-2025)*
    - Support communications, maintain resources, and facilitate the cooperative efforts of PRTPO members and their partners working to enhance the EV-readiness and resiliency of the region's transportation system *(on-going)*

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

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

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

2.4 Human Services Transportation Planning
- Monitor funding and policy programs and coordinate as appropriate with public transit, tribal transit, and human services transportation providers and their partners *(on-going)*
- Update data and regional equity profile *(SFY 2025)*

Deliverables:
- Data sets and mapping products

2.5 PRTPO Transportation Outlook 2024 and 2025
- Facilitate development of a coordinated list of priority regional concerns *(1st quarter)*
- Produce an annual briefing paper of PRTPO transportation priorities *(2nd quarter)*
- Host an annual legislative forum to share regional priorities and identify areas for collaboration *(2nd quarter)*
- Respond to legislative and other inquiries on the briefing paper and its priorities *(on-going)*
- Coordinate with members in monitoring and supporting PRTPO's priorities *(on-going)*

Deliverables:

- PRTPO Transportation Outlook 2024 and 2025 materials
- Executive Board, TAC, and Subcommittee meeting materials

2.6 Regional Grants Administration

- Conduct Transportation Alternatives program call for projects *(SFY 2024)*
- Conduct Consolidated Grants prioritization process *(SFY 2025)*
- Complete annual Transportation Alternatives program status report for WSDOT *(December)*

Deliverables:

- Transportation Alternatives Program grant process and awards
- Prioritized list of candidates for the Consolidated Grants process
- Transportation Alternatives status reports
- Executive Board, TAC, and Review Committee meeting materials

Estimated Level of Effort:

	SFY 2024	SFY 2025	2-YrTotal
2. Transportation Planning	**$ 39,274**	**$ 39,274**	**$ 78,548**
2.1 Long-range Planning	*$ 15,524*	*$ 15,524*	*$ 31,048*
2.2 Regional Coordination and Collaboration	*$ 10,000*	*$ 10,000*	*$ 20,000*
2.3 Tribal Consultation	*$ 2,000*	*$ 2,000*	*$ 4,000*
2.4 Human Services Transportation Planning	*$ 500*	*$ 500*	*$ 1,000*
2.5 PRTPO Transportation Outlook	*$ 5,000*	*$ 5,000*	*$ 10,000*
2.6 Regional Grants Administration	*$ 6,250*	*$ 6,250*	*$ 12,500*

Work Element 3 – Regional TIP

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

Regional TIP Summary:

Estimated Cost:	$18,400
Funding Source:	SFY 2024-2025 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff

Regional TIP Activities:

3.1 Develop and Maintain Regional TIP

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

Deliverables:

- Draft and Final 2024-2029 and 2025-2030 RTIPs
- Amendments as needed to the adopted RTIP
- Meeting materials and other products to support the TAC and Executive Board review and approval process

3.2 Monitor Obligation Authority for Federally Funded Projects

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

Deliverables:

- Correspondence and meeting materials if needed

Estimated Level of Effort:

	SFY 2024	SFY 2025	2-Yr Total
3. Regional TIP	**$9,200**	**$9,200**	**$18,400**
3.1 Develop and Maintain Regional TIP	$9,100	$9,100	$18,200
3.2. Monitor OA for Federally Funded Projects	$ 100	$ 100	$ 200

Work Element 4 – Other PRTPO Activities in SFY 2024-2025

In addition to the core work program activities described in Work Elements 1-3, PRTPO will undertake additional activities in SFY 2024-2025 as funds and staffing allow, to address specific outstanding needs for the region. These are one-time or occasional activities, separate from the on-going core functions. Specific activities will be identified by the Executive Board and amended into the UPWP as funds are identified. It is also possible that no additional work will be conducted beyond what has already been identified.

Other PRTPO Activities in SFY 2024-2025 Summary:

Estimated Cost:	N/A
Funding Source:	SFY 2024-2025 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff Others TBD

Other PRTPO Activities in SFY 2024-2025:

Specific work program activities to be undertaken will be identified and scoped by the Executive Board based on resources, timing, and other opportunities and constraints. Specific activities will be indicated below through an administrative amendment to the UPWP.

4.1 To Be Determined by Executive Board

Estimated Level of Effort:

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

	SFY 2024	SFY 2025	2-Yr Total
4. Other PRTPO Activities in SFY 2024-2025	**$ 0**	**$0**	**$0**
4.1 TBD			

Other Planning Activities within the Peninsula Region

WSDOT Olympic Region Planning

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

WSDOT is involved in three planning emphasis areas that are federally funded. These activities are Corridor and Network Planning, Tribal and Regional Coordination, and Enhanced Local Collaboration.

Corridor and Network Planning includes involvement in system planning efforts such as development and evaluation of strategies and projects that meet state system plan policies and service objectives that lead to the development and completion of the Corridor Sketches. Efforts are conducted in cooperation with local, regional, state agencies, and tribes and include determination of existing and long-range deficiencies in the system, development and refinement of strategies for inclusion in the Corridor Sketches.

Tribal and regional coordination efforts consist of WSDOT participation in the planning activities of PRTPO, local jurisdictions, and the federally recognized tribes within the region. Efforts include technical assistance and participation in local and regional planning efforts. Efforts also include statewide planning activities such as updates to the Highway System Plan, Statewide Public Transportation Plan, and other coordinated planning activities.

Enhanced Local Collaboration involves working closely with local jurisdictions to offer early and ongoing reviews and assistance on their Comprehensive Plans. This ongoing coordination reduces the potential for last-minute substantive comments on the completed Comprehensive Plans. In addition, efforts include assisting in the development and review of subarea plans and other comprehensive plan updates or revisions. WSDOT expects this emphasis area to be a high priority in this biennium because PRTPO jurisdictions must complete their periodic updates prior to June 30, 2025.

WSDOT Olympic Region prepares and adopts its own UPWP. It has identified the following planning studies within or affecting PRTPO for the 2024-2025 biennium:

- SR 307 from SR 305 to SR 104
- SR 101 from SR 3 to I-5 (~MP 349 to 367)

WSDOT's Multimodal Planning Office also leads pre-design studies for Fish Passage and a subset of other preservation and improvement projects in compliance with Washington State's Complete Streets requirements. The pre-design studies, which occur just prior to initiation of Preliminary Engineering, entail coordination with stakeholders and the general public to reach commitments on project features that meet State requirements and support local plan implementation. Pre-design studies received project development funding rather than Federal Planning funds and are therefore not strictly a part of the UPWP. However, WSDOT planning staff coordinate with PRTPO and local agency planning staff during the course of all pre-design efforts.

Appendix A: SFY 2024-2025 Unfunded Needs

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

Following are unfunded planning needs with a cost range where work is scalable based on funding. The order presented here does not imply priority. The PRTPO Executive Board will determine priorities based on specific funding opportunities. Inclusion here does not necessarily mean that work must be conducted by PRTPO. A PRTPO member or other transportation stakeholder may pursue funding and carry out this work if the opportunity presents itself. Note that PRTPO itself can only accept state funds for additional work.

A. Extend PRTPO's Annual Services Agreement with the AWC GIS Consortium
As a member of the Association of Washington Cities, PRTPO is eligible to obtain GIS services through an annual service agreement with the GIS Consortium. This is a flat fee for a certain number of hours of work directed by PRTPO. Early products obtained by PRTPO through this contract include an interactive RTIP mapping tool and technical support, and some early regional demographic information and interactive infographic resources. The existing service contract in place will extend through much of SFY 2024 and will be used to develop some of the tools and communications platform PRTPO plans to use for its new RTP. These GIS services are vital to PRTPO's ability to build baseline information and analysis tools needed to support this and other on-going work program efforts.

This is a high value investment for PRTPO that extends the organization's capacity for analysis and effective communications. A Tier 3 service agreement provides 100 hours of GIS service directed by PRTPO and any unused hours roll over to the following year.

Estimated cost – $17,710 per year (includes cost recovery fee)

B. Freight Data Collection for Local Agencies
Some of Washington's important freight routes are on local facilities. Every two years WSDOT asks PRTPO to help coordinate an update of freight data for the local elements of the state's Freight and Goods Transportation System (FGTS), but none of the region's local partners have the resources to collect or maintain such data.

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

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

C. Evaluation of Lighting Standards and Compendium of Best Practices in Local Implementation
Local agencies work with an array of lighting and illumination standards for various aspects of the local transportation system. This includes various standards associated with lighting for streets, crosswalks, intersections, transit stops, trails and pathways, and other features of the transportation system. Each standard addresses a specific system need but the standards often conflict with each other.

PRTPO's Technical Advisory Committee identified the value potential in taking a coordinated approach to assessing the array of lighting standards they are working with at the local level, learning from each other's experiences, and compiling some best practices as to how local agencies are reconciling competing standards and policies.

There will be opportunity within the PRTPO core work program for the TAC to more clearly define what work products or processes would best meet their shared needs. This item is listed as a placeholder for the follow-up activities defined in that work session.

Estimated cost = TBD

D. Supplemental Funding for Regional Transportation Plan Development
PRTPO will undertake an update of its RTP in SFY 2024 and 2025. That update is scaled to the budget and resources available to PRTPO, which total about $30,000 for this work. Additional funding would enable a more comprehensive process for policy makers and expand opportunities for outreach and engagement over the two-year update cycle.

Estimated cost = $20,000 +/-

E. Increase Regional Transportation Resilience
Transportation resilience is challenging in a region so heavily constrained by geography and land ownership. Mountains and water limit traditional opportunities for redundant connections and access. Federal land management agencies and state resource agencies own and maintain significant land holdings across the region. These challenges make most communities in the region highly vulnerable to isolation when primary lifeline routes are severed unexpectedly or when a bridge, highway, or ferry terminal needs to be closed for major construction activities. This is true for all modes of travel in the Peninsula Region.

Innovative strategies are needed to increase route redundancy and system resilience. Coordination and communication can leverage existing countywide emergency management efforts to ensure regional connectivity is adequately addressed in those vital plans and coordination activities. Collaboration among diverse stakeholders – local, state, federal, tribal, and private – can assess unique backroads opportunities for alternate emergency routes and explore ways the many small ports and boat launches could increase access in times of disaster. New strategies for increasing energy resilience and maintaining critical operations can help communities cope longer with less hardship until system connections are restored. The intent is to identify ways to grow the region's capacity to respond, recover, and adapt to major disruptions in the regional transportation system due to earthquakes, severe weather, climate change, or other factors that take down the traditional transportation system.

Estimated cost = $10,000 - $50,000+

F. Coordinated Assessment of ADA Transition Plans and Follow-up Strategies

Every public agency is required to have and periodically update an ADA Transition Plan to identify accessibility barriers and guide remediation efforts. While this requirement has been in place for a long time it has recently come into sharper focus as a compliance factor in funding eligibility. Agencies are beginning to revisit their plans to ensure they meet current needs.

This work would take a collective approach to assessing the transportation infrastructure elements of ADA Transition Plans and evaluating consistency of those local elements with WSDOT's own statewide ADA Transition Plan. The goal would be to ensure compatibility across government sectors in terms of priority barriers to address and expand on the shared insights and expertise individual members bring to the table in order to support accessibility across the region.

Estimated cost = $5,000 - $15,000

G. Local Guide to State and Federal Green Energy and Zero-Emission Vehicle Grants

An array of new funding programs and finance opportunities have emerged recently from state and federal sources that are intended to catalyze the EV-readiness of the nation's transportation system. These programs are unlike many of the traditional funding programs that cities, counties, transit agencies, and tribes have relied on for years. They have new requirements, entail new partnerships, and open many new doors to funding opportunities. The challenge is how small agencies with limited resources can get familiar with them and quickly determine whether an opportunity has potential, and what key parameters each opportunity is concerned with.

This proposal would establish a grant guidebook for local agencies to orient them to the rapidly growing array of options and help them navigate the opportunities to identify those best suited to their needs. The intent is to provide a single-page synthesis of each program outlining key considerations so that they do not need to work through a 60 – 90 page funding announcement to determine if it is a good fit for their project need. An at-a-glance resource would help reduce some of the barriers that tribal and other small communities face when trying to access the funding resources available to them. It can be expanded as needed and updated as programs evolve over time.

Estimated cost = $10,000

H. Coordinated Traffic Data Collection via Streetlight

PRTPO members have shared needs for big-picture county-to-county travel flows, trip origin and destination data, and seasonal variations in travel patterns. Instead of each agency pursuing data collection individually, there can be economies of scale using automated data collecting services such as StreetLight to collect and report data for multiple agencies across the region. This proposal would seek funding for an add-on to a WSDOT or other contract license to collect travel data via StreetLight for local agencies across the region and some limited regional planning purposes.

Estimated cost = $15,000 - $25,000

Appendix B: PRTPO Members



PRTPO Members

Clallam County
Jefferson County
Kitsap County
Mason County

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

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

Clallam Transit
Jefferson Transit
Kitsap Transit
Mason Transit

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

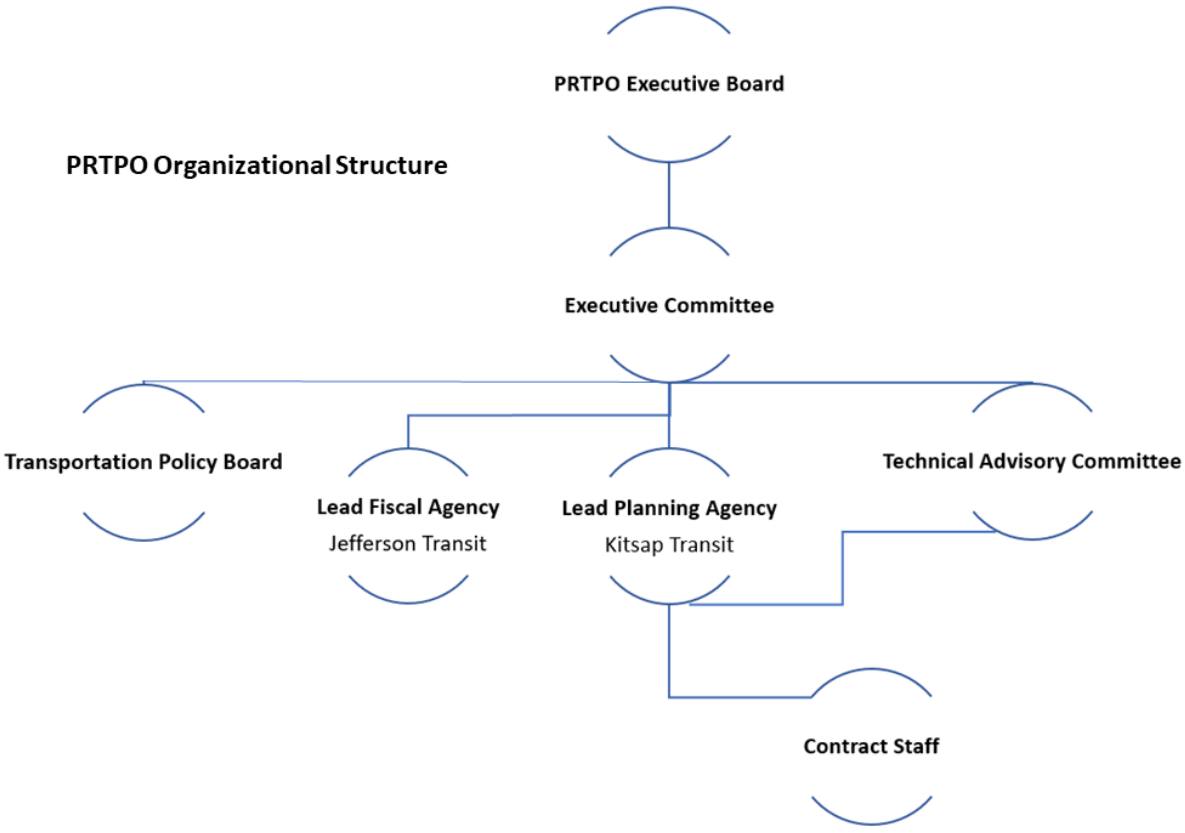
WSDOT Olympic Region

PRTPO Ex Officio Members

PRTPO ex officio members include all representatives and senators from the following state legislative districts:

23rd Legislative District
24th Legislative District
26th Legislative District
35th Legislative District

PRTPO Organizational Structure



Washington State Department of Transportation

Regional Transportation Planning Organization Agreement	**Term of Agreement**	
	Start Date	End Date
Agreement No.	7/1/2023	6/30/2025
GCB 3861	Regional Transportation Planning Organization	
Lead Planning Agency Kitsap Transit 60 Washington Ave., Suite 200 Bremerton, WA 98337 Lead Fiscal Agent Jefferson Transit Authority 634 Corners Road Port Townsend, WA 98368	Peninsula Regional Transportation Planning Organization	
	County(ies) included in the RTPO Clallam, Jefferson, Kitsap, Mason	

This Agreement, is entered into on the Start Date under Term of Agreement above, regardless of the date of signature execution, between the Washington State Department of Transportation "WSDOT", acting by and through its Director, Multimodal Planning and Data Division and the Tribal and Regional Integrated Planning office, hereinafter called the "STATE," and the above named Regional Transportation Planning Organization, hereinafter called the "RTPO," collectively referred to as "Parties" and individually as "Party" and "RTPO."

Recitals

1. The above named county(ies) has (have) created a RTPO in accordance with the requirements set forth in RCW 47.80.020;
2. The STATE has available funds, which have been allocated to it: (a) State RTPO funds; and/ or (b) possibly other state funds which can be used to facilitate regional transportation planning.

NOW THEREFORE, pursuant to RCW 39.34 and RCW 47.80, the above recitals that are incorporated herein as fully set forth below, and in consideration of the terms, conditions, and promises contained herein, and/or attached hereto as Exhibits, and by this reference made a part of this Agreement, it is mutually agreed as follows:

1 Work Scope and Budget

1.1 The work scope and budget for the RTPO planning activities funded by this Agreement shall be documented annually (or biennially with an annual review) in a Unified Planning Work Program hereinafter called "UPWP". The UPWPs are kept on file in WSDOT Headquarters, Tribal and Regional Integrated Planning office.

1.2 The UPWP Guidance developed jointly by the State, FHWA, FTA, and the MPOs/RTPOs by December 31 each year will serve as a resource for developing the UPWPs. The UPWP Guidance includes key emphasis areas for work tasks to accomplish UPWP purposes.

1.3 The STATE will inform the RTPO of expected allocations of STATE RTPO funds and any other STATE-administered funds that are available to RTPOs by December 31 each year for the following State fiscal year, which is defined as July 1 to June 30 for all RTPOs. The STATE will inform the RTPO of expected allocations of State RTPO funds that are available to RTPOs by December 31 of even-numbered years for the following biennium. The RTPO will then prepare a draft UPWP and submit the draft to the STATE by the specific dates listed in the UPWP Guidance for RTPOs (UPWP Guidance).

The final UPWP shall be adopted by the RTPO and submitted to the STATE for approval prior to June 15, preceding the start of each subject state fiscal year (or biennium). The STATE shall notify the RTPO, in writing, of its approval of the UPWP for the subject fiscal year by June 30 of each year, unless otherwise noted in the UPWP Guidance. However, the RTPO may prepare a two-year UPWP if it desires. Written amendments to the UPWP may be required in order to authorize expenditures of all federal and state funding. Changes to the federal surface transportation act may also necessitate amendments to UPWPs approved by the RTPO Policy Board and the STATE.

1.4 The UPWP shall document all transportation and related planning activities for the ensuing state fiscal year, July 1 to June 30, unless otherwise noted in the UPWP Guidance. Each RTPO, in cooperation with the STATE and public transportation operator(s), shall develop a UPWP that includes a discussion of the planning priorities facing the RTPO. The UPWP shall identify work proposed for the next one- or two-year period by major activity and task, in sufficient detail to indicate whether the RTPO, STATE, public transportation operator(s), local government, consultant(s), or other identified Party, will perform the work, the schedule for completing the work, the resulting products, the proposed funding by activity/task, and a summary of the total amounts and sources of federal and matching funds. The RTPO shall perform the approved work tasks within the approved budget during the subject state fiscal year.

1.5 Should the Parties decide it is mutually beneficial for the STATE to perform specific work tasks identified in the UPWP, the Parties agree that the STATE may retain actual costs as documented in writing and approved by the RTPO.

2 Planning Standards and Guidelines

2.1 The RTPO shall comply with the most current Planning Standards and Guidelines developed by the STATE for the RTPO, RCW 47.80, and any amendments made thereto.

3 Payment

3.1 The STATE agrees to reimburse the RTPO's actual direct and related indirect costs of work approved as part of the UPWP. The maximum amount that the STATE shall reimburse the RTPO shall not exceed the total amount identified in funding authorization letters provided by the STATE, less any amounts retained by the STATE to cover costs for all agreed upon work performed by the STATE.

3.2 All indirect costs will be based on a cost allocation plan or indirect cost rate proposal that is approved by the RTPO Policy Board annually and maintained on file by the RTPO for audit purposes. If indirect costs are based on an approved cost allocation plan, the RTPO will provide a copy to TRIP annually, or when updated.

3.3 The RTPO may submit requests to the STATE for reimbursement of funds as they are expended on UPWP activities at any time, but not more frequently than one (1) such request every month.

Such requests for reimbursement shall document the amount of funds that have been expended during the UPWP period, as well as for the current billing period. The request for reimbursement shall contain sufficient detail to inform the STATE and any other entities providing funding for the work as to the progress on each work element contained in the UPWP. Requests for reimbursement should be submitted to TRCOFiscal@wsdot.wa.gov. The STATE shall review and approve each request for payment and shall reimburse the RTPOs no later than fifteen (15) business days after the date of receipt by the STATE.

4 Reports

4.1 The RTPO shall communicate with the STATE from time to time, or as often as required by the STATE, during the term of this Agreement to keep the STATE up to date about the progress of the work being performed as described in the UPWP. The STATE reserves the right to request interim written progress reports during the fiscal year, if the RTPO's monthly billing report is deemed insufficient in detail, the RTPO undergoes major structural changes, or there are changes to the RTPO's core organizational functions/activities. The interim reports are due to the STATE within twenty-one (21) calendar days of being notified in writing by the STATE. The interim reports shall include a summary of work progress during the course of the fiscal year, costs incurred in accordance with the approved UPWP and budget, and progress to date, including any problems or work delays. The STATE may delay reimbursement of billings if the requested interim reports are not submitted as specified.

4.2 On or before September 30 of every calendar year, unless otherwise noted in the UPWP Guidance, after the conclusion of each state fiscal year, the RTPO shall prepare and submit to the STATE a performance and expenditure report for the prior state fiscal year. This final report shall summarize work accomplished under the UPWP, costs incurred by work element, and identify any carryover of funds. Each annual performance and expenditure report must contain at a minimum:

a. Comparison of actual performance with established goals;
b. Progress in meeting schedules;
c. Status of expenditures in a format compatible with the work program, including a comparison of budgeted (approved) amounts and actual costs incurred;
d. Cost overruns or underruns;
e. Approved work program revisions; and
f. Other pertinent supporting data.

4.3 Reports as described in this section and other documentation or correspondence related to this Agreement should be sent via email to WSDOT's Tribal and Regional Integrated Planning Office at trpo@wsdot.wa.gov.

5 Assignment of Work Items

5.1 5.1 The work items may be accomplished by joint effort between the staff of the RTPO, the STATE, public transportation operator(s), and/or local government agencies. Such assignments will be clearly listed in the UPWP.

6 Project Records

6.1 6.1 The RTPO shall establish and maintain books, records, documents, and other evidence and accounting procedures and practice, sufficient to reflect properly all direct and indirect costs

of whatever nature incurred and anticipated to be incurred for the performance of this Agreement. To facilitate the administration of the RTPO, separate accounts shall be established and maintained within the RTPO's existing accounting system or an independent accounting system may be set up for all eligible costs. Costs in excess of the latest approved budget, or attributable to actions which have not received the written approval of the STATE, shall not be eligible for reimbursement. All costs charged to the RTPO, including any approved services contributed by the RTPO or others, shall be supported by executed payrolls, time records, invoices, contracts, or vouchers evidencing in proper detail the nature and propriety of the charges as the STATE deems appropriate.

7 Audits, Inspection, and Retention of Records

7.1 The STATE, the State Auditor, and/or any of their representatives, shall have full access to and the right to examine, during normal business hours and as often as they deem necessary, all RTPO records, paper and electronic, with respect to all matters covered by this Agreement. Such entities and their representatives shall be permitted to audit, examine, and make excerpts or transcripts from such records and to make copies of all contracts, invoices, materials, payrolls, and other matters covered by this Agreement. All documents, papers, accounting records, and other material pertaining to costs incurred in connection with this Agreement shall be retained by the RTPO for six (6) years from the date of final payment to facilitate any audits or inspections.

7.2 Furthermore, if any litigation, claim, or audit arising out of, in connection with, or related to this Agreement is initiated before the expiration of the six-year period, the cost records and accounts shall be retained until such litigation, claim, or audit is completed.

7.3 All RTPOs are subject to audits by the State Auditor's Office.

8 Modifications

8.1 Either Party may request changes to the provisions of this Agreement and to the UPWP that will be developed. Changes to the work scope and budget changes shall be made by written amendment to the UPWP by the RTPO and approved in writing by the STATE. Other changes to this Agreement which are mutually agreed upon shall be incorporated as written amendments to this Agreement. No variation or alteration of the terms of this Agreement shall be valid unless made in writing and signed by authorized representatives of the Parties hereto.

9 Termination

9.1 This Agreement expires on the End Date under Term of Agreement above. If it is determined to be in the best interests of the STATE, the STATE may terminate this Agreement upon giving thirty (30) calendar days' notice in writing to the RTPO. If this Agreement is terminated prior to fulfillment of the terms stated herein, the RTPO shall be reimbursed only for actual expenses and non-cancelable obligations, both direct and indirect, incurred to the date of termination as determined by the STATE. The STATE will work with the RTPO to determine what obligations are non-cancelable.

10 Travel

10.1 Current state travel rates shall apply to all in-state and out-of-state travel for which reimbursement is claimed during the term of this Agreement. Reimbursement of travel expenses is limited to travel necessary for the completion of the UPWP tasks. All travel by RTPOs using state funds is subject to state travel rules as outlined in the State Administrative & Accounting Manual (SAAM).

In addition, all travel by the RTPO must be in compliance with its own internal policies, those of the fiscal agent, or the State's policies, whichever is more restrictive.

11 Subcontracting and Equipment

11.1 The RTPO shall not assign, sublet, or transfer any of the work provided for under this Agreement without prior written approval from the STATE. The Tribal and Regional Integrated Planning Office in WSDOT's Multimodal Planning and Data Division shall have fourteen (14) calendar days to review and approve any RTPO consultant agreements prior to execution. The basis of review for proposed consultant agreements will be to ensure that the necessary terms and requirements have been incorporated into the agreement. The RTPO shall comply with all current state laws and regulations governing the selection and employment of consultants. Subcontracts for consultant services must contain all the required provisions of this Agreement to the extent applicable.

11.2 If any equipment is purchased under this Agreement, it shall be listed in the UPWP. All equipment must be purchased, managed, and disposed of in accordance with all current federal and state laws and regulations, and the nondiscrimination provisions of Section 15 of this Agreement. The procurement of all equipment must be used for the sole purpose of regional transportation planning activities. Requests related to this provision shall be emailed to trpo@wsdot.wa.gov.

12 Purchases

12.1 The RTPO shall make purchases of any equipment, material, incidental goods, or supplies, pursuant to this Agreement through procurement procedures approved in advance by the STATE. Any subcontractors hired by the RTPO shall follow the same procurement practices.

13 Personal Liability of Public Officers

13.1 No officer or employee of the STATE shall be personally liable for any acts or failure to act in connection with this Agreement, it being understood that in such matters they are acting solely as agents of the STATE.

14 Ethics

14.1 Code of Ethics. The RTPO agrees to maintain a written code or standard of conduct that shall govern the performance of its officers, employees, board members, or agents engaged in the award and administration of contracts supported by state assistance. The code or standard shall provide that RTPO officers, employees, board members, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential contractors or subrecipients. The MPO/ RTPO may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. The code or standard shall prohibit RTPO officers, employees, board members, or agents from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain. As permitted by state or local laws or regulations, such codes or standards shall include penalties, sanctions, or other disciplinary actions for violations by RTPO officers, employees, board members, agents, or by subcontractors, subrecipients, or their agents.

14.2 Personal Conflict of Interest. RTPO codes or standards shall prohibit RTPO employees, officers, board members, or agents from participating in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved.

Such a conflict would arise when any of the parties set forth below has a financial or other interest in the firm or entity selected for award:

a. The employee, officer, board member, or agent of the RTPO;
b. Any member of the immediate family, including any partner, of RTPO employees, officers,
c. board members, or agents; and
d. An organization that employs, or is about to employ, any of the above.

14.3 Organizational Conflict of Interest. The RTPO code or standard of conduct must include procedures for identifying and preventing real and apparent organizational conflicts of interests. An organizational conflict of interest exists when the nature of the work to be performed under a proposed third-party contract may, without some restrictions on future activities, result in an unfair competitive advantage to the third-party contractor or impair its objectivity in performing the contract work.

14.4 Bonus or Commission. The RTPO affirms that it has not paid, and agrees not to pay, any bonus or commission to obtain approval of its application for financial assistance.

14.5 Relationship with Employees and Officers of the STATE. The RTPO shall not extend any loan, gratuity, or gift of money in any form whatsoever to any employee or officer of the STATE, nor shall the RTPO rent or purchase any equipment and materials from any employee or officer of the STATE.

14.6 Restrictions on Lobbying. The RTPO agrees to refrain from using state assistance funds to support lobbying;

14.7 Employee Political Activity. To the extent applicable, the RTPO agrees to comply with the provisions of the Hatch Act of 1939, 5 U.S.C. §§ 1501 through 1508, 7324-7326, and Office of Personnel Management regulations, “Political Activity of State or Local Officers or Employees,” 5 C.F.R. pt. 151. The Hatch Act of 1939 limits the political activities of state and local agencies and their officers and employees, whose principal employment activities are financed in whole or in part with federal funds including a loan, grant, or cooperative agreement. Nevertheless, in accordance with 23 U.S.C. § 142(g), the Hatch Act of 1939 does not apply to a nonsupervisory employee of a transit system (or of any other agency or entity performing related functions) receiving FTA assistance to whom the Hatch Act of 1939 does not otherwise apply.

14.8 False or Fraudulent Statements or Claims. The RTPO acknowledges and agrees that the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 et seq., and USDOT regulations, Program Fraud Civil Remedies, 49 C.F.R. pt. 31, apply to its activities. Accordingly, by executing this Agreement the RTPO certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, or it may make in connection with the administration of the RTPO covered by this Agreement. In addition to other penalties that WSDOT reserves the right to impose on the RTPO, the RTPO also acknowledges that if it makes a false, fictitious, or fraudulent claim, statement, submission, or certification to WSDOT or the Federal Government, WSDOT and the Federal Government, each, reserves the right to impose the penalties of the Fraud Civil Remedies Act of 1986, as amended, on the RTPO to the extent either deems appropriate.

15 Compliance with Laws and Regulations

15.1 The RTPO agrees to abide by all applicable state and federal laws and regulations including but not limited to, those concerning employment, equal opportunity employment, nondiscrimination assurances, project record keeping necessary to evidence compliance with such federal and state laws and regulations, and retention of all such records. The RTPO will adhere to all applicable nondiscrimination provisions in chapter 49.60 RCW. Except when a federal statute or regulation preempts state or local law, no provision of the AGREEMENT shall require the RTPO to observe or enforce compliance with any provision, perform any other act, or do any other thing in contravention of state or local law. If any provision or compliance with any provision of this AGREEMENT violate state or local law, or would require the RTPO to violate state or local law, the RTPO agrees to notify WSDOT immediately in writing. Should this occur, WSDOT and the RTPO agree to make appropriate arrangements to proceed with or, if necessary, expeditiously, terminate the AGREEMENT.

16 Venue and Process

16.1 In the event that either PARTY deems it necessary to institute legal action or proceedings to enforce any right or obligation under this AGREEMENT, the PARTIES hereto agree that any such action shall be initiated in the Superior Court of the State of Washington situated in Thurston County. The PARTIES agree that the laws of the State of Washington shall apply.

17 Legal Relations

17.1 Each Party to this Agreement will protect, defend, indemnify, and save harmless the other Party, its officers, officials, employees, and agents, while acting within the scope of their employment as such, from any and all costs, claims, judgments, and/or awards of damages (both to persons and property), arising out of, or in any way resulting from, each Party's negligent acts or omissions with respect to the provisions of this Agreement. Neither Party will be required to indemnify, defend, or save harmless the other Party if the claim, suit, or action for injuries, death, or damages (both to persons and property) is caused by the sole negligence of the other Party. Where such claims, suits, or actions result from the concurrent negligence of the Parties, their agents, officials or employees, and/or involve those actions covered by RCW 4.24.115, the indemnity provisions provided herein will be valid and enforceable only to the extent of the negligence of the indemnifying Party, its agents, officials or employees.

17.2 Further, the RTPO specifically assumes potential liability for actions brought by RTPO's own employees or agents against the STATE and, solely for the purpose of this indemnification and defense, the RTPO specifically waives any immunity under State industrial insurance laws, Title 51 RCW. The provisions of this Section shall survive the termination of this Agreement.

18 Independent Contractor

18.1 The RTPO shall be deemed an independent contractor for all purposes and the employees of the RTPO or any of its contractors, subcontractors and the employees thereof, shall not in any manner be deemed to be employees of the STATE.

19 Liability

19.1 No liability shall attach to the STATE by reasons of entering this Agreement except as expressly provided herein.

20 Severability

20.1 If any covenant or provision in this Agreement shall be adjudged void, such adjudication shall not affect the validity, obligation, or performance of any other covenant or provision which in itself is valid, if such remainder would then continue to conform to the terms and requirements of applicable law and this Agreement.

21 Disclosure of Agency Records

21.1 The RTPO understands and agrees that the Public Records Act, RCW 42.56 applies to the information and documents, both paper and electronic, submitted to the STATE. The RTPO should therefore be aware that all applications and materials submitted will become agency records and are subject to public release through individual public disclosure requests.

22 Authority to Sign

22.1 The undersigned acknowledges that they are authorized to execute this Agreement and bind their respective agencies to the obligations set forth herein.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date signed last by the Parties below.

REGIONAL TRANSPORTATION PLANNING ORGANIZATION	**WASHINGTON STATE DEPARTMENT OF TRANSPORTATION**
Signed:	Signed:
Printed Name:	Printed Name: Norene Pen
Title:	Title: Acting Director, Multimodal Planning and Data Division
Date:	Date:

ATTACHMENT C

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: June 9, 2023
Subject: Agreement with Kitsap Transit for Lead Planning Agency Services, SFY 2024-2025

REQUESTED ACTION:

Adopt Resolution 03-2023 approving the agreement with Kitsap Transit for Lead Planning Agency services for state fiscal years 2024 and 2025.

Background:

PRTPO obtains Lead Planning Agency services from Kitsap Transit via an Interlocal Agreement. In this capacity Kitsap Transit has provided planning and administrative support services for PRTPO since July 1, 2019, when PRTPO became independent from WSDOT Olympic Region.

The current contract for services is tied to the SFY 2022-2023 Unified Planning Work Program (UPWP) and expires June 30th when the UPWP expires. Kitsap Transit has expressed willingness to continue serving PRTPO in the capacity as Lead Planning Agency for another two-year term of service through June 30, 2025. This aligns with the time frame of the SFY 2024-2025 UPWP before the Board for approval.

The UPWP is the work program and budget adopted by the Executive Board. This Agreement with Kitsap Transit supports the Board's delivery of that work program and fulfillment of its responsibilities to WSDOT.

A copy of the Agreement and adopting resolution is attached.

The Board is asked to renew its Agreement with Kitsap Transit via resolution, as discussed in April during review of the draft UPWP.

Attachments:

- *Resolution 03-2023*
- *Agreement with Kitsap Transit for Lead Planning Agency Services*

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 03-2023

Approving the SFY 2024-2025 Lead Planning Agency Agreement with Kitsap Transit

Recitals

WHEREAS, the Peninsula Regional Transportation Planning Organization (PRTPO) is the state-designated Regional Transportation Planning Organization (RTPO) for the Peninsula region, established through an Interlocal Agreement and Bylaws in 1990 that were updated and reaffirmed by its members in 2019 when the PRTPO became independent from the Washington State Department of Transportation; and

WHEREAS, the PRTPO desires to appoint a Lead Planning Agency with certain administrative and financial duties as provided for in the PRTPO's Interlocal Agreement and Bylaws; and

WHEREAS, Kitsap Transit possesses the necessary qualifications to serve as the Lead Planning Agency and is willing to serve in this capacity to the PRTPO; and

WHEREAS, an Agreement for Lead Planning Agency services for State Fiscal Years 2024-25 has been reviewed by both parties and found to be acceptable.

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

THAT the Lead Planning Agency Agreement with Kitsap Transit be approved as per the attached document to provide authorized planning and support services to the PRTPO in delivering its State Fiscal Year 2024-2025 Unified Planning Work Program; and

THAT the Lead Planning Agency is authorized to submit necessary invoices and reports to the WSDOT and administer financial activities on behalf of PRTPO.

APPROVED, this 16th day of June, 2023.

ATTEST:

_____

Bek Ashby, Chair

ATTEST:

_____

Randy Neatherlin, Vice-Chair

DRAFT

SFY 2024-2025 AGREEMENT FOR LEAD PLANNING AGENCY SERVICES

between

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

and

KITSAP TRANSIT

THIS AGREEMENT is made between the Peninsula Regional Transportation Planning Organization and Kitsap Transit for the provision of Lead Planning Agency services.

Recitals

WHEREAS, the Peninsula Regional Transportation Planning Organization (PRTPO) is a voluntary regional transportation planning organization made up of various transportation-oriented public agencies in the counties of Clallam, Jefferson, Kitsap, and Mason. The PRTPO is authorized by chapter 47.80 RCW and formed as a separate legal entity under an Interlocal Agreement (ILA) pursuant to chapter 30.34 RCW;

WHEREAS, Kitsap Transit is a public transportation benefit area formed pursuant to chapter 36.57A RCW and is a member of the PRTPO;

WHEREAS, RCW 47.80.023 authorizes and requires the PRTPO to designate a Lead Planning Agency to assist the PRTPO in carrying out its duties identified in RCW 47.80;

WHEREAS, the PRTPO ILA identifies other duties required of the Lead Planning Agency;

WHEREAS, Kitsap Transit possesses the necessary qualifications and is willing to serve as the Lead Planning Agency of the PRTPO.

Agreement

NOW THEREFORE, in consideration of mutual promises and covenants herein it is hereby agreed:

1. Lead Planning Agency Designation

The parties agree that Kitsap Transit shall be the Lead Planning Agency (LPA) for the Peninsula Regional Transportation Planning Organization. The LPA shall act on behalf of the PRTPO Executive Board and only as directed by the Executive Board.

2. Responsibilities of Kitsap Transit

Kitsap Transit shall be responsible for carrying out the following duties in accordance with the ILA, Bylaws, and any applicable policies or procedures of the PRTPO, as well as applicable federal, state, and local law.

A. Provide staff support and coordination for the PRTPO Executive Board, the Transportation Policy Board, and the Technical Advisory Committee.

B. Hire, supervise, and administer personnel, contractors and consultants as directed by the Executive Board.

C. Provide information, data, inventories, and services as may be necessary to carry out the purposes of the PRTPO.

D. Coordinate with the PRTPO to develop and implement the Unified Planning Work Program (UPWP) in conformance with the UPWP Guidance from the Washington State Department of Transportation (WSDOT) and any policies and procedures of the PRTPO.

E. Coordinate with the PRTPO to prepare a budget for the PRTPO in accordance with the mission of the PRTPO, as expressed in the UPWP, and based on WSDOT allocations and other revenues.

F. Provide regular budget reports to the Executive Board.

G. Coordinate with the PRTPO to develop and implement the Regional Transportation Plan, the Regional Transportation Improvement Program, and the Human Services Transportation Plan in conformance with any WSDOT guidance and any policies and procedures of the PRTPO.

H. On behalf of the PRTPO and at its request, Kitsap Transit and Jefferson Transit, as the Fiscal Agent, may seek grant funding to assist the PRTPO in carrying out its work program. If awarded, Kitsap Transit and Jefferson Transit will coordinate grant management responsibilities.

I. Coordinate the purchase of goods and procurement of services on behalf of PRTPO consistent with applicable laws and any policies and procedures of the PRTPO.

J. Serve as the public records officer of the PRTPO in accordance with chapter 42.56 RCW and policies of the PRTPO. Kitsap Transit shall identify by name the individual to whom all public records requests shall be directed and shall ensure such information is clearly on the website of the PRTPO.

K. Accept and manage any claim for damages made under chapter 4.96 RCW. Upon receipt of a claim for damages, or any other claim, a copy of the claim will be provided to the PRTPO Executive Committee. Kitsap Transit shall identify by name the individual to whom claims shall be directed and shall ensure such information is clearly on the website of the PRTPO.

L. Perform such other duties as may be assigned by the PRTPO.

3. Responsibilities of the Peninsula Regional Transportation Planning Organization

The PRTPO agrees that it shall cooperate and assist Kitsap Transit in carrying out its responsibilities identified above.

4. Compensation

A. Amount

Kitsap Transit will be compensated for its actual direct and related indirect costs for performing the duties and responsibilities under this Agreement. The rate and total compensation under this Agreement shall not exceed the budgeted amounts approved in the adopted UPWP. All costs must be consistent with the cost principals contained in 2 CFR 200 when federal funds are used.

All out-of-state travel must have prior written approval of the PRTPO to be eligible for reimbursement. Current WSDOT travel regulations and rates shall apply to all in-state and out-of-state travel for which reimbursement is claimed during the term of the Agreement.

Any equipment purchased under the Agreement must be purchased, managed, and disposed of in accordance with 2 CFR 200 when federal funds are used.

B. Invoices

Kitsap Transit shall prepare an invoice for all service performed for the PRTPO not more frequently than once a month and at least once a quarter. The invoice shall be submitted to the PRTPO Fiscal Agent on the RTPO Planning Invoice Voucher form along with the accompanying RTPO UPWP Activity Detail form. Kitsap Transit will maintain back up documentation for the invoiced amounts. The Fiscal Agent will finalize the RTPO Planning Invoice Voucher and submit it to the PRTPO Executive Committee for approval prior to submission to WSDOT. The PRTPO shall review and approve each invoice in an expeditious manner.

C. Payment

Payment to Kitsap Transit will be made promptly upon receipt of payment from WSDOT.

5. Records

A. Maintenance

Kitsap Transit shall maintain all records in support of all costs incurred and actual expenditures made under this Agreement in accordance with procedures prescribed by the Division of Municipal Corporations of the State Auditor's Office, the U.S. Department of Transportation (USDOT), and WSDOT. All such records shall be retained as required by state or federal law or grant agreements. The Copies of records shall be furnished to the PRTPO or WSDOT if requested.

B. Access

All files and other documents maintained by Kitsap Transit under this Agreement shall be files of the PRTPO and both the PRTPO and WSDOT, and any of their agents or representatives, shall have full access to and the right to examine, during normal business hours and as often as they deem necessary, all records with respect to all matters covered by the Agreement. Both the PRTPO and WSDOT, and any of their agents or representatives, shall be permitted to audit, examine, and make excerpts or transcripts from such records and to make audits of all contracts, invoices, materials, payrolls, and other matters covered by this Agreement.

C. Audits

Kitsap Transit shall cooperate with and respond to any independent audit conducted.

6. Indemnification and Liability

Each party to this Agreement shall be responsible for damage to persons or property resulting from the negligence on the part of itself, its employees, its agents, or its officers. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.

Solely for the purposes of this provision, each party waives its immunity under Title 51 (Industrial Insurance) of the Revised Code of Washington and acknowledges that this waiver was mutually negotiated by the parties.

No liability shall attach to either party or to WSDOT by reason of entering into this Agreement except as expressly provided herein.

7. Insurance

Prior to and during the performance of this Agreement, Kitsap Transit shall provide the PRTPO with evidence that it has obtained and maintains in full force and effect during the term of this Agreement a policy of liability insurance, an or errors and omissions insurance, providing coverage of at least $1,000,000 for liability or errors and omissions in connection with the work to be performed by Kitsap Transit under this Agreement. Kitsap Transit shall furnish the PRTPO with a certificate of insurance and endorsement for review by the PRTPO. The PRTPO shall also be provided 30 days' written notice of any cancellation of such liability insurance.

8. Dispute Resolution

If any dispute arises under this Agreement, the parties shall first engage in an informal attempt to find a mutual resolution to the dispute. If no informal resolution is accomplished, the parties may engage a mediator or a dispute resolution process that is mutually agreeable.

9. Termination

Either party may terminate this agreement with or without cause upon six (6) months written notice to the other party. Termination shall not affect any of the rights or obligations of any party to the other accruing prior to the termination date.

10. Amendment

This Agreement may be amended only in writing and only by agreement by both parties.

11. Notice

Any notice required by this Agreement shall be made in writing to the representatives below:

PRTPO	Kitsap Transit
PRTPO Chair	Kitsap Transit Executive Director

12. Miscellaneous

A. Compliance

Kitsap Transit shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Agreement, including but not limited to the following:

1. Equal Employment Opportunity. Kitsap Transit agrees to abide by all State and Federal regulations with respect to employment. This includes, but is not limited to, equal opportunity employment, nondiscrimination assurances, project record keeping, audits, inspection, and retention of records.

2. Title 6, Civil Rights Act of 1964. Kitsap Transit will comply with 49 CFR Part 21, which are regulations of the US Department of Transportation relative to nondiscrimination in federally assisted programs. As provided therein:

   i. Kitsap Transit shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment.
   ii. Kitsap Transit shall not participate either directly or indirectly in prohibited discrimination, including employment practices when the contract covers a program set forth in Appendix A-11 of 49 CFR Part 21.
   iii. In all solicitations, either by competitive bidding or negotiation and including for procurements of materials or equipment, Kitsap Transit shall notify each potential subcontractor or supplier of the obligations under this Agreement and 49 CFR Part 21 relative to nondiscrimination on the grounds of race, color, or national origin.
   iv. Kitsap Transit shall provide all information and reports required by 49 CFR Part 21 or any orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined necessary by WSDOT or USDOT or the Federal Highway Administration (FHWA) to ascertain compliance with such regulations, orders, and instructions. Where any information required of Kitsap Transit is in the exclusive possession of another who fails or refuses to furnish this information, Kitsap Transit shall so certify to WSDOT, or FHWA as appropriate, and shall set forth what efforts it has made to obtain the information.

v. Any noncompliance with the nondiscrimination provisions of this contract, WSDOT shall impose such contract sanctions as it or the FHWA may determine to be appropriate.

vi. Kitsap Transit shall include the above provision in every subcontract unless otherwise except by 49 CFR Part 21 or any orders or instructions issued pursuant thereto. Kitsap Transit shall also take such action as directed by WSDOT or the FHWA to enforce these provisions against any subcontractor, including sanctions for noncompliance. Provided, however, that in the event Kitsap Transit becomes involved in, or is threatened with litigation with a subcontractor or supplier as a result of such direction, Kitsap Transit may request the state to enter into such litigation to protect the interest of the United States.

B. Assignment

Kitsap Transit shall not assign, sublet, or transfer any of the work provided for under this Agreement without prior written approval from the PRTPO, and the PRTPO shall review and approve any consultant agreement prior to execution. Kitsap Transit shall comply with all federal and state laws and regulations governing the selection and employment of consultants. The PRTPO reservices the right to appoint a representative to serve on the Consultant Selection Committee. Subcontracts greater than $10,000 must contain all the required provisions of this contract.

C. Independent Contractor

Kitsap Transit shall be deemed an independent contractor for all purposes and the employees of Kitsap Transit or any of its contractors, subcontractors, and the employees thereof, shall not in any manner be deemed to be employees of the PRTPO.

D. Severability

If any provisions of this Agreement are deemed illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.

13. Effective Date and Duration

This Agreement shall be effective July 1, 2023. This agreement shall remain in effect for two (2) years unless terminated earlier in accordance with Section 9 or extended by written agreement as set forth in Section 10.

14. Authorization

Each party signing below warrants to the other party that they have the full power and authority to execute this Agreement on behalf of the party for whom they sign.

KITSAP TRANSIT	**PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION**
John Clauson, Executive Director	Bek Ashby, Chair
ATTEST	
Jackie Bidon Clerk of the Board/Public Records Officer	

ATTACHMENT D

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: June 9, 2023
Subject: Agreement with Jefferson Transit for Fiscal Agent Services, SFY 2024-2025

REQUESTED ACTION:

Adopt Resolution 04-2023 approving the agreement with Jefferson Transit Authority for Fiscal Agent services for state fiscal years 2024 and 2025.

Background:

PRTPO obtains Fiscal Agent services from Kitsap Transit via an Interlocal Agreement. In this capacity Jefferson Transit has provided financial and accounting services for PRTPO since July 1, 2019, when PRTPO became independent from WSDOT Olympic Region.

The current contract for services is tied to the SFY 2022-2023 Unified Planning Work Program (UPWP) and expires June 30th when the UPWP expires. Jefferson Transit has expressed willingness to continue serving PRTPO in the capacity as Fiscal Agent for another two-year term of service through June 30, 2025. This aligns with the time frame of the SFY 2024-2025 UPWP before the Board for approval.

The UPWP is the work program and budget adopted by the Executive Board. This Agreement with Jefferson Transit supports the Board's delivery of that work program and fulfillment of its responsibilities to WSDOT.

A copy of the Agreement and adopting resolution is attached.

The Board is asked to renew its Agreement with Jefferson Transit via resolution, as discussed in April during review of the draft UPWP.

Attachments:

- *Resolution 04-2023*
- *Agreement with Jefferson Transit Authority for Lead Planning Agency Services*

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 04-2023

Approving the SFY 2024-2025 Fiscal Agent Agreement with Jefferson Transit

Recitals

WHEREAS, the Peninsula Regional Transportation Planning Organization (PRTPO) is the state-designated Regional Transportation Planning Organization (RTPO) for the Peninsula region, established through an Interlocal Agreement and Bylaws in 1990 that were updated and reaffirmed by its members in 2019 when the PRTPO became independent from the Washington State Department of Transportation; and

WHEREAS, the PRTPO desires to appoint a Fiscal Agent with certain administrative and financial duties as provided for in the PRTPO's Interlocal Agreement and Bylaws; and

WHEREAS, Jefferson Transit Authority possesses the necessary qualifications to serve as the Fiscal Agent and is willing to serve in this capacity to the PRTPO; and

WHEREAS, an Agreement for Fiscal Agent services for State Fiscal Years 2024-25 has been reviewed by both parties and found to be acceptable.

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

THAT the Fiscal Agent Agreement with Jefferson Transit be approved as per the attached document to provide authorized administrative and financial services to the PRTPO in delivering its State Fiscal Year 2024-2025 Unified Planning Work Program; and

THAT the Fiscal Agent is authorized to submit necessary invoices and reports to the WSDOT and administer financial activities on behalf of PRTPO.

APPROVED, this 16th day of June 2023.

ATTEST:

_____

Bek Ashby, Chair

ATTEST:

_____

Randy Neatherlin, Vice-Chair

DRAFT

SFY 2024-2025 AGREEMENT FOR FISCAL AGENT SERVICES

between

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION
and
JEFFERSON TRANSIT AUTHORITY

THIS AGREEMENT is made between the Peninsula Regional Transportation Planning Organization and Jefferson Transit Authority for the provision of fiscal agent services.

Recitals

WHEREAS, the Peninsula Regional Transportation Planning Organization (PRTPO) is a voluntary regional transportation and planning organization made up of various transportation-oriented public agencies in the counties of Clallam, Jefferson, Kitsap, and Mason. The PRTPO is authorized by chapter 47.80 RCW and formed as a separate legal entity under an lnterlocal Agreement (ILA) pursuant to chapter 39.34 RCW;

WHEREAS, Jefferson Transit Authority (JTA) is a public transportation benefit area formed pursuant to RCW 36.57A and is a member of the PRTPO;

WHEREAS, the ILA authorizes the PRTPO to designate a fiscal agent to perform certain administrative and financial duties as identified in the ILA and Bylaws of the PRTPO; and

WHEREAS, Jefferson Transit Authority possesses the necessary qualifications to serve and is willing to serve as the fiscal agent of the PRTPO.

Agreement

NOW THEREFORE, in consideration of mutual promises and covenants herein it is hereby agreed:

1. Fiscal Agent designation

The parties agree that Jefferson Transit Authority shall be the Fiscal Agent for the Peninsula Regional Transportation Planning Organization. The Fiscal Agent shall act on behalf of the PRTPO Executive Board and only as directed by the Executive Board.

2. Responsibilities of Jefferson Transit Authority

JTA shall be responsible for carrying out the following duties in accordance with the ILA, the PRTPO Bylaws, and any applicable policies or procedures of the PRTPO, as well as applicable federal, state and local law.

A. Maintain a fund known as the PRTPO Fund for the deposit and withdrawal of PRTPO moneys in accordance with RCW 43.09.210.

B. Collect money and make deposits into such fund as provided and directed by the PRTPO and in coordination with the Lead Planning Agency.

C. Issue warrants, electronic payments, cash transmittals or other disbursements on behalf of PRTPO and upon PRTPO's instruction for such payments in accordance with the approved Unified Planning Work Program and Budget (UPWP).

D. Prepare monthly invoices for expenses incurred for the review and approval of the PRTPO before submission to WSDOT.

E. On behalf of the PRTPO and at its request, Jefferson Transit and Kitsap Transit, as the Lead Planning Agency, may seek grant funding to assist the PRTPO in carrying out its work program. If awarded, Jefferson Transit and Kitsap Transit will coordinate grant management responsibilities.

F. Ensure that the PRTPO Fund is maintained in accordance with the Budgeting Accounting & Reporting System (BARS) and RCW 43.09.200.

G. Maintain software adequate to track PRTPO finances.

H. Make regular reports to the PRTPO regarding PRTPO finances at least yearly or monthly as requested by the PRTPO. The reports shall include a summary of work performed during the course of the year and costs incurred.

I. Maintain correct and complete financial books and records related to the PRTPO Fund.

J. Cooperate with and respond to any independent audit conducted on the PRTPO Fund in coordination with PRTPO.

K. Provide all information, data, and services as may be necessary to carry out the financial obligations of the PRTPO and forward annual financial records and audit reports to the Lead Planning Agency for archival purposes.

L. Perform such other financial duties as may be assigned by the PRTPO.

All invoices for services and other PRTPO-related deposits and withdrawal direction from the PRTPO should be addressed to Jefferson Transit Authority for processing at the following address:

Jefferson Transit Authority
Nicole Gauthier, General Manager
63 Four Corners Road
Port Townsend, WA 98368

3. Responsibilities of the Peninsula Regional Transportation Planning Organization

The PRTPO agrees that it shall be responsible for:

A. Submitting proper documentation for deposits and withdrawals of PRTPO moneys into and from the PRTPO Fund as approved by the PRTPO.

B. Complying with any and all laws, regulations, ordinances and grant funding requirements, including but not limited to RCW 43.09.210, fiscal reporting, monitoring and record retention.

C. Cooperating with and responding to any independent audit conducted on the PRTPO fund in coordination with JTA.

4. Compensation

A. Amount

JTA will be compensated for its actual direct and related indirect costs for performing the duties and responsibilities under this Agreement. The rate and total compensation under this Agreement shall not exceed the budgeted amounts approved in the adopted UPWP. All costs must be consistent with cost principles contained in 2 CFR 200 when federal funds are used.

All out-of-state travel must have prior written approval of the PRTPO to be eligible for reimbursement. Current Washington State Department of Transportation (WSDOT) travel regulations and rates shall apply to all in-state and out-of-state travel for which reimbursement is claimed during the term of this Agreement.

Any equipment purchased under this Agreement must be purchased, managed, and disposed of in accordance with 2 CFR 200 when federal funds are used.

B. Invoices

At least once a quarter and not more than once a month, JTA will receive a RTPO Planning Invoice Voucher and RTPO Unified Planning Work Program (UPWP) Activity Detail form from the Lead Planning Agency (LPA) detailing LPA work and request for payment. JTA shall amend the Invoice Voucher and Activity Detail to include any charges incurred by JTA for services they performed on behalf of the PRTPO. JTA shall maintain back up documentation for any charges included on the Invoice Voucher.

JTA shall then submit the consolidated RTPO Planning Invoice Voucher and Activity Detail to the Executive Committee for approval prior to submission to WSDOT. The PRTPO shall review and approve each invoice in an expeditious manner. Promptly following PRTPO approval, JTA shall submit the invoice for payment to TRCOfiscal@wsdot.wa.gov.

C. Payment

JTA shall maintain appropriate accounting records for the amounts invoiced by the LPA and the FA. Upon receipt of payment from WSDOT, JTA shall promptly disburse funds in accordance with the approved invoice.

5. Records

A. Maintenance

JTA shall maintain all records in support of all costs incurred and actual expenditures in accordance with procedures prescribed by the Division of Municipal Corporations of the State Auditor's Office, the U.S. Department of Transportation (USDOT), and WSDOT. All such records shall be retained by JTA as required under state or federal law or grant agreements. Copies thereof shall be furnished to the PRTPO or WSDOT if requested. Year-end financial records shall be provided to the Lead Planning Agency to be included in PRTPO's archival documentation.

B. Access

All files and other documents maintained by JTA under this Agreement shall be files of the PRTPO and both the PRTPO and WSDOT, and any of their agents or representatives, shall have full access to and the right to examine, during normal business hours and as often as they deem necessary, all records with respect to all matters covered by this Agreement. Both the PRTPO and WSDOT, and any of their agents or representatives, shall be permitted to audit, examine, and make excerpts or transcripts from such records and to make audits of all contracts, invoices, materials, payrolls, and other matters covered by this Agreement.

C. Audits

If the applicability of 2 CFR 200 is triggered, JTA shall arrange for audit of funds expended under this Agreement consistent therewith.

6. Indemnification and liability

Each party to this Agreement shall be responsible for damage to persons or property resulting from the negligence on the part of itself, its employees, its agents, or its officers. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.

Solely for the purposes of this provision, each party waives its immunity under Title 51 (Industrial Insurance) of the Revised Code of Washington and acknowledges that this waiver was mutually negotiated by the parties.

No liability shall attach to either party or to WSDOT by reason of entering into this Agreement except as expressly provided herein.

7. Insurance

Prior to and during the performance of this Agreement, JTA shall provide the PRTPO with evidence that it has obtained and maintains in full force and effect during the term of this Agreement a policy of liability insurance, and or errors and omissions insurance, providing coverage of at least $1,000,000 for liability or errors and omissions in connection with the work to be performed by JTA under this Agreement. JTA shall furnish the PRTPO with a certificate of insurance and endorsement for review by the PRTPO. The PRTPO shall also be provided 30 days'written notice of any cancellation of such liability insurance.

8. Dispute Resolution

If any dispute arises under this Agreement, the parties shall first engage in an informal attempt to find a mutual resolution to the dispute. If no informal resolution is accomplished, the parties may engage a mediator or a dispute resolution process that is mutually agreeable.

9. Termination

Either party may terminate this agreement with or without cause upon six (6) months written notice to the other party. Termination shall not affect any of the rights or obligations of any party to the other accruing prior to the termination date.

10. Amendment

This Agreement may be amended only in writing and only by agreement by both parties.

11. Notice

Any notice required by this Agreement shall be made in writing to the representatives below:

PRTPO Peninsula RTPO Chair c/o Kitsap Transit 60 Washington Street Bremerton, WA 98337	JTA Jefferson Transit Authority Nicole Gauthier, General 63 Four Corners Road Port Townsend, WA 98368

12. Miscellaneous

A. Compliance

JTA shall comply with all federal, state and local laws and ordinances applicable to the work to be done under this Agreement, including but not limited to the following:

1. Equal Employment Opportunity. JTA agrees to abide by all State and Federal regulations with respect to employment. This includes, but is not limited to, equal opportunity employment, nondiscrimination assurances, project record keeping, audits, inspection, and retention of records.

2. Title 6, Civil Rights Act of 1964. JTA will comply with 49 CFR Part 21, which are regulations of the US Department of Transportation relative to nondiscrimination in federally assisted programs. As provided therein:
    i. JTA shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment.
    ii. JTA shall not participate either directly or indirectly in prohibited discrimination, including employment practices when the contract covers a program set forth in Appendix A-11 of 49 CFR Part 21.
    iii. In all solicitations, either by competitive bidding or negotiation and including for procurements of materials or equipment, JTA shall notify each potential subcontractor or supplier of the obligations under this Agreement and 49 CFR Part 21 relative to nondiscrimination on the grounds of race, color, or national origin.
    iv. JTA shall provide all information and reports required by 49 CFR Part 21 or any orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined necessary by WSDOT or USDOT or the Federal Highway Administration (FHA) to ascertain compliance with such regulations, orders, and instructions. Where any information required of JTA is in the exclusive possession of another who fails or refuses to furnish this information, JTA shall so certify to WSDOT, or FHA as appropriate, and shall set forth what efforts it has made to obtain the information.
    v. Any noncompliance with the nondiscrimination provisions of this contract, WSDOT shall impose such contract sanctions as it or the FHA may determine to be appropriate.
    vi. JTA shall include the above provision in every subcontract unless otherwise exempt by 49 CFR Part 21 or any orders or instructions issued pursuant thereto. JTA shall also take such action as directed by WSDOT or the FHA to enforce these provisions against any subcontractor, including sanctions for noncompliance. Provided, however, that in the event JTA becomes involved in, or is threatened with litigation with a subcontractor or supplier as a result of such direction, JTA may request the state to enter into such litigation to protect the interest of the United States.

B. Assignment

JTA shall not assign, sublet, or transfer any of the work provided for under this Agreement without prior written approval from the PRTPO, and the PRTPO shall review and approve any consultant agreement prior to execution. JTA shall comply with all federal and state laws and regulations governing the selection and employment of consultants. The PRTPO reserves the right to appoint a representative to serve on any consultant selection committee. Subcontracts greater than $10,000 must contain all the required provisions of this contract.

C. Independent Contractor

JTA shall be deemed an independent contractor for all purposes and the employees of JTA or any of its contractors, subcontractors, and the employees thereof, shall not in any manner be deemed to be employees of the PRTPO.

D. Integration

This Agreement constitutes the entire agreement between the parties. No other understandingor representations, oral or written, regarding the subject matter of this Agreement, unless expressly referenced herein, will be deemed to exist or bind the parties.

E. Severability

If any of the provisions of this Agreement are deemed illegal, invalid or unenforceable, theremaining provisions shall remain in full force and effect.

13. Effective date and duration

This Agreement shall be effective on July 1, 2023. This agreement shall remain in effect for 2 years unless terminated earlier in accordance with Section 9 or extended by written agreement as set forth in Section 10.

14. Authorization

Each party signing below warrants to the other party, that they have the full power and authorityto execute this Agreement on behalf of the party for whom they sign.

JEFFERSON TRANSIT AUTHORITY	**PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION**
_____	_____
Nicole Gauthier	**Bek Ashby**
General Manager	**Chair**

ATTACHMENT E

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: June 9, 2023
Subject: **Obtain Additional GIS Service Hours**

REQUESTED ACTION:

The Board is asked to approve PRTPO's acquisition of 33 hours of additional service credit through the GIS Consortium.

Overview

PRTPO requested and received $21,100 in supplemental funding from WSDOT in end-of-biennium revenues. These are revenues that must be spent by June 30th or be turned back. Funds were requested to obtain another year of GIS services through the AWC GIS Consortium and to augment staff funding through the end of the year.

The supplemental request provided more for staff funding than can be reasonably accomplished by the end of June. This creates an opportunity to purchase some additional GIS service credit that will support RTP development getting underway in earnest starting July 1st.

PRTPO can acquire an additional 33 hours of GIS service credit and fulfill its cost recovery expenses with the roughly $5,800 in Q4 funding available, adding to the 100 hours it obtained with the original supplemental request.

Board approval is required to execute this transaction.

Next Steps

Pending Board approval PRTPO will execute a purchase order with the AWC GIS Consortium to increase service credit in the current contract by 33 hours.

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

ATTACHMENT F

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: June 9, 2023
Subject: **Follow-up to PRTPO 2023 Biennial Bylaws Review**

REQUESTED ACTION:

No action is requested, but members are sought for two follow-up subcommittees as described below.

Overview

The PRTPO bylaws adopted in June 2019 specify they will be reviewed and updated as necessary every two years. The first such review was conducted in 2021 and resulted in no changes to the bylaws. Chair Ashby sought volunteers from the Board in April to participate in the 2023 review and present its findings to the Board in June for follow-up. This memo summarizes the findings and outcome of that review and proposes next steps in follow-up.

Bylaws Review

On May 18th a subcommittee met to assess the bylaws to determine if any changes are warranted. Participants on the 2023 bylaws review subcommittee included Lindsey Schromen-Wawrin, Mike French, Wendy Clark-Getzin, Randy Neatherlin, Miranda Nash, and Bek Ashby.

In its review the subcommittee identified a small number of typos and clarifications in the bylaws that can be easily cleaned up. Comments identifying these will be found in the pink highlighted text in the attached review draft of the current bylaws. Members also identified two areas that warrant more detailed follow-up.

- The first of these pertains to PRTPO's process for providing letters of support to projects applying for grants. While the original bylaws identified policies that PRTPO needed and now has, this was not one of them. During the review meeting Chair Ashby explained to subcommittee members that PRTPO needs a policy specifying what requests the Chair is authorized to sign on behalf of PRTPO and what should come to the full Board for approval. PRTPO has no formal policy as to when and how it will provide letters of support and the process for responding to those requests for support. A simple policy can spell out the process and provide clarity for the Chair and for grant applicants alike. Subcommittee members agreed with Chair Ashby that a formal PRTPO policy is needed. This led to discussion that a corresponding change to the bylaws may also be needed to authorize the execution of any such policy. Subcommittee members found this warrants a coordinated approach to developing a PRTPO "letters of support" policy and complementary bylaws revision for Board consideration.

- The second area identified for more detailed follow-up is specific to how the Membership section of the bylaws addresses tribal membership in PRTPO. Comments on this will be found in the green highlighted section in the attached bylaws. As written, the language is confusing and suggests that tribal membership entails more than executing PRTPO's Interlocal Agreement. State laws govern tribal membership in Regional Transportation Planning Organizations, and this can be better clarified in PRTPO's bylaws. Other suggestions relate to how PRTPO solicits participation by non-member Tribes and the ILA language. Suggested revisions are more substantial than clean-up copy edits and so warrant a more focused look and legal review.

Members of the review subcommittee agreed that more detailed follow-up is needed prior to presenting the Board with a draft amendment package for its consideration. Chair Ashby directed that Board members be actively engaged in this

process.

Next Steps

The nature of the Review Subcommittee findings suggests the need for two different subcommittees to investigate and respond to the identified follow-up areas.

- One group will work with the Chair and staff to develop a Letter of Support policy for PRTPO and draft any necessary language for the bylaws needed to facilitate that policy.

- A second group will work with the Chair and staff to review the concerns raised about how the PRTPO bylaws address tribal membership and draft language to clarify those outstanding questions.

A legal review of all proposed changes will be conducted to ensure the bylaws stay in compliance with applicable laws.

Once these two subcommittees complete their work, proposed bylaws revisions from both groups would be brought to the Board for consideration along with the minor housekeeping changes highlighted in the attached review copy as part of a formal bylaws amendment package later this year.

Attachment:
Annotated PRTPO Bylaws indicating areas warranting revision as identified by the Bylaws Review Subcommittee

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

Bylaws for the Peninsula Regional Transportation Planning Organization

Original Adoption:	September 20, 2013
Amendments:	November 20, 2015
	January 18, 2019
	June 21, 2019

Biennial Review Completed:	June 18, 2021
Next scheduled review:	*June 2023*

Findings from May 18th Bylaws Review Subcommittee:

- "Clean up" edits and needed clarifications are indicated by text highlighted in pink and associated comments
- Substantial clarification on tribal membership is indicated by text highlighted in green and associated comment
- In addition, revised language may be needed to enable a new PRTPO policy governing letters of support



BYLAWS

for the

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

1. Organization

The Peninsula Regional Transportation Planning Organization (PRTPO) was established in 1990 through an Interlocal Agreement (ILA) to encompass the territory physically lying within the counties of Clallam, Jefferson, Kitsap and Mason Counties as authorized by chapter 47.80 RCW and chapter 468-86 WAC.

2. Membership

A. Voting membership

Any entity that is authorized by the ILA to execute and has executed the Interlocal Agreement or any amendment thereof, shall be a voting member of the PRTPO. The term "member" as used in this ILA shall refer to the entity itself and not the representative or alternate of the member. Following the initial execution of the Interlocal Agreement, new voting members may be added upon approval of the Executive Board as provided herein.

An entity seeking to become a voting member after September 30, 2019 shall submit a letter of application to the Chair stating the rationale for membership. The Chair shall consult with the other officers to consider whether the membership request furthers the purpose of the PRTPO and to verify that voting membership is open to the entity as provided in the ILA. The Chair shall present this information and make a recommendation to the Executive Board at a regular meeting. Membership requests require a vote of the Executive Board.

Any federally recognized tribe that holds reservation or trust lands within the PRTPO planning area and is not already a voting member shall be invited to execute the ILA and become a voting member when the composition of PRTPO Executive Board is modified in the ILA or every two years following the execution of this ILA.

B. Nonvoting membership

Entities that are not authorized to become voting members of the PRTPO may become nonvoting members as provided herein.

An entity seeking to become a nonvoting member shall submit a letter of application to the Chair of the Executive Board stating the rationale for membership. The Chair shall consult with the other officers to consider whether the entity may provide useful perspectives to regional transportation planning. The Chair shall present this information and make a recommendation to the Executive Board at a regular meeting. Membership requests require a vote of the Executive Board.

Washington legislators whose districts are wholly or partially within the PRTPO boundary are automatically considered ex officio nonvoting members.

C. Representatives

Members shall designate representatives to attend meetings on their behalf and to vote on behalf of the voting member. All representatives must have authority to speak for the entity. Members must submit a letter naming the designated representative and up to two alternates. Letters from voting members shall specifically authorize the representative and alternate(s) to vote on the member's behalf. Representatives may be changed at any time upon written notice to the Executive Board.

D. Responsibilities

All members, representatives, and alternates must be fully engaged in the activities of the PRTPO. Representatives/alternates are expected to regularly attend, prepare for, and actively participate in scheduled meetings and in other special meetings and committees as appropriate. It is important that all members and their representatives/alternates maintain a regional perspective on matters coming before the Executive Board and work within a collegial atmosphere that strives for informed consensus in all of its decisions while respecting the viewpoints of others. Representatives/alternates are responsible for conveying pertinent information discussed or presented at meetings back to their respective entities for information or action.

3. <u>The Executive Board</u>

A. Purpose and responsibility

The Executive Board shall constitute the decision-making body of the PRTPO and shall direct, operate and set the transportation policy goals of the PRTPO. It shall be composed of one representative from each voting member. The Executive Board shall comply with all applicable local, state and federal laws.

B. The Officers

The Executive Board shall have at least three officers: Chair, Vice Chair, and Secretary.

i. The Chair

The Chair shall preside at all meetings, approve the agenda for the meetings, call special meetings, and set the time and place of meetings in consultation with the membership. In addition, the Chair has authority to establish committees and their membership for the purpose of making recommendations on the budget and making recommendations to the Executive Board on policy issues and other matters being addressed by the Executive Board.

ii. The Vice Chair

The Vice Chair shall serve in the Chair's absence.

iii. The Secretary

The Secretary shall serve in the absence of the Chair and Vice Chair. The Secretary will also ensure that the agenda and meeting minutes are distributed and published on the PRTPO website.

iv. Officer elections

Officers positions are for two-year terms. Officers shall be elected during the first meeting of each calendar year in which a position is open. Prior to the first meeting of the calendar year, the Chair shall solicit nominations in writing from all the voting members. At the first meeting, the presiding Chair shall present the slate of nominees to be considered for each position and take nominations from the floor. The newly elected officers shall take office at the close of the meeting at which they were elected. Officers may serve no more than two consecutive terms in the same office. In the event there is a vacancy prior to the expiration of a term, the Executive Board shall elect a new officer to serve the unexpired portion of the term.

C. Executive Committee

The officers may function as an executive committee to make recommendations to the Executive Board on matters relating to the budget, the work program, or other policy issues as requested by the Executive Board, including the establishment of procedures and policies. Such procedures and policies may relate, but are not limited, to, procurement, processing of invoices, making disbursements, drafting and adoption of the Unified Planning Work Program and Budget, and code of conduct. The Executive Committee may also approve expenditures and reimbursements that are authorized by the budget, are within the approved budget, and are consistent with any authorizing contract.

D. Executive Board meetings

Executive Board meetings are held in accordance with the schedule set by the Executive Board at the last meeting of each year for the following year. The Secretary shall ensure that official minutes are taken for each meeting and approved by the Executive Board. Notices of meetings and draft agendas shall be sent to all representatives and alternates, and published on the website, at least 5 business days prior to the date of the meetings.

The Chair may call a special meeting and provide notice to all Executive Board representative and alternates by telephone or email. When email notice is used, the notice must be sent at least 5 business days prior to the meeting and a quorum must respond affirmatively to the notice at least 3 business days. The notice for a special meeting must

include the date, time, location and the specific agenda item(s) to be addressed.

Robert's Rules of Order will be observed at all meetings

E. Executive Board quorum

A quorum is required to conduct any business of the Executive Board. A quorum will consist of the presence of a majority of voting members, so long as all of the following occurs:

i. Two members are from within the boundaries of at least 3 of the 4 counties.
ii. One of the two members described in (i) must be a duly elected representative.
iii. One tribe is represented.
iv. Two counties and two cities are represented.

Each voting member shall be given one vote regardless of how many representatives and alternates are present. The Chair will determine if a quorum exists prior to any action item and the presence of a quorum will be reflected in the meeting minutes. Exhibit A attached hereto is a list of all members who have executed the Interlocal Agreement. Exhibit A shall be automatically updated upon the addition of a new voting member without the need to amend these Bylaws.

F. Executive Board voting

A simple majority vote of the quorum is required for approval of an action. Any vote can be taken by voice, raising of hands, roll call (yeas and nays) or other means. Any member present during the vote, whether voting or nonvoting, may request that the vote be taken in such a way as to verify that a majority vote has occurred.

4. Transportation Policy Board

A. Purpose and responsibility

The purpose of the Transportation Policy Board (Policy Board) is to provide transportation policy advice to the Executive Board as requested, in accordance with RCW 47.80.040.

B. Policy Board membership

The Policy Board shall be comprised of both voting and nonvoting members of the PRTPO on a voluntary basis or as requested by the Executive Board.

C. Policy Board meetings

Meetings of the Policy Board shall occur concurrently with the Executive Board, provided that voting on PRTPO business occurs solely by the Executive Board.

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5. Technical Advisory Committee

A. Purpose and responsibility

The Technical Advisory Committee (TAC) is a standing committee and advisory body whose purpose is to provide technical guidance to the Executive Board on policy and programs relating to regional transportation issues. The Executive Board shall provide direction to TAC regarding the TAC work plan for the year.

B. TAC membership

The TAC shall be comprised of both voting and nonvoting members of the PRTPO on a voluntary basis or as requested by the Executive Board. Representatives that sit on the TAC shall be the State Transportation Improvement Program contact for their member.

The TAC shall have two officers, Chair and Vice Chair. Those representatives eligible to serve as Chair and Vice Chair are those with members on the Executive Board. TAC officers shall serve two-year terms and no more than two consecutive terms in the same office. Elections shall occur during the first TAC meeting of the calendar year in which officer positions are open.

C. TAC Meetings

TAC meetings shall be held in accordance with the yearly schedule set by the TAC at the last TAC meeting of the calendar year. A quorum is required to conduct any business of the TAC and a quorum will consist of the presence of a majority of voting members. Only those members who are also voting members of the Executive Board shall have authority to vote on TAC recommendations and each member shall only have one vote regardless of how many representatives are present. The TAC shall nevertheless strive for consensus to move issues forward to the Executive Board.

6. The Lead Planning Agency

A. Appointment

The Executive Board will appoint a Lead Planning Agency (LPA) for the PRTPO by resolution. The LPA will act on behalf of the Executive Board and only as directed by the Executive Board.

The LPA may be changed at any time, provided that all voting members have been given a minimum of 30 days' notice of the proposed change, and that the LPA or Executive Board has been given at least 6 months' notice to allow for orderly transition.

B. Duties of the LPA

The LPA shall perform such duties as required by RCW 47.80.023 and as assigned by the

Executive Board within the limits of available funding. Regular duties shall include, but are not limited to, providing staff support to the Executive Board, the Policy Board and the TAC; developing and implementing the Unified Planning Work Program (UPWP), the Regional Transportation Plan (RTP), the Regional Transportation Improvement Program (RTIP), and the Human Services Transportation Plan (HSTP); preparing a biennial or annual budget; providing regular budget reports to the Executive Board; hiring, supervising, and administering contract personnel as directed by the Executive Board; and providing information, data inventories, and services as may be necessary to carry out the purpose of the PRTPO.

The LPA is also authorized to apply for any federal, state or private funding of any nature that may be available to assist the PRTPO in carrying out its goals and policies. Any funds obtained may be used for, but not limited to, services under contract for a fee to member agencies as long as such services are within the authority of the Executive Board to obtain.

7. Fiscal Agent

A. Appointment

The Executive Board will appoint a Fiscal Agent for the PRTPO by resolution. The Fiscal Agent will act on behalf of the Executive Board and only as directed by the Executive Board.

The Fiscal Agent may be changed at any time, provided that all voting members have been given a minimum of 30 days' notice of the proposed change and that the Fiscal Agent or Executive Board has been given at least 6 months' notice to allow for orderly transition.

B. Duties of the Fiscal Agent.

The Fiscal Agent shall perform such duties as assigned by the Executive Board within the limits of available funding. Regular duties shall include, but are not limited to, keeping charge, care and custody of all funds of the PRTPO in accordance with its full legal fiduciary duty to the PRTPO; keeping correct and complete financial books and records of accounts; collecting and disbursing funds in accordance with the UPWP and the Budget; and performing such other financial duties as may be assigned by the Executive Board.

8. Unified Planning Work Program and Budget

The purpose of the UPWP is to demonstrate adherence to the state minimum planning standards, to document the planning work, and to produce a plan that will provide a foundation for establishing a budget and funding agreement with WSDOT. The Executive Board shall develop and adopt either a two-year UPWP and Budget or an annual UPWP and Budget. The choice shall be at the Executive Board's discretion. Where the UPWP and Budget cover two years, both shall be reviewed and adjusted as necessary at least once in the two-year period.

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A. UPWP

The LPA shall prepare a draft UPWP as directed by the Executive Board. The UPWP shall be prepared in conformance with the UPWP Guidance from WSDOT and any policies and procedures adopted by the Executive Board.

B. Budget

The LPA shall prepare a draft Budget as directed by the Executive Board. The Budget shall be developed in accordance with the mission of the PRTPO as expressed in the UPWP and shall be based on WSDOT allocations and other revenues at a level of detail that correlates to UPWP tasks.

The Executive Board shall approve a final budget. No increase or decrease to the final budget shall occur without approval of the Executive Board. Status reports on the budget shall be provided to the Executive Board on a regular basis by the LPA.

9. Contract Services

The Executive Board may contract with member agencies, jurisdictions, tribal entities and/or other organizations to provide or secure services, so long as these contracts support the overall mission, roles, and function of the PRTPO, are consistent with the UPWP, and are consistent with procurement policies adopted by the Executive Board. The Executive Board shall also ensure that there are adequate resources to undertake and complete the work.

The Executive Board Chair is authorized to sign and execute contracts/agreements following approval by the Executive Board. The voting procedure of the Executive Board is covered in Section 3.

10. Open public meetings

To ensure appropriate notice, public involvement, and effective regional decision-making, all meetings of the PRTPO, and each committee or board thereof, will be conducted consistent with the requirements of the Washington Open Public Meetings Act, chapter 42.30 RCW.

11. Public records and records retention

The PRTPO shall maintain books, records, documents and other materials relevant to the operation of the PRTPO for a period of six years following the termination of this Agreement or such longer period as may be required by law and any litigation under this Agreement.

PRTPO records shall be subject to inspection, review and audit by the public in accordance with the Public Records Act, chapter 42.56 RCW, by members of the PRTPO, and by the Washington State Auditor's Office. Should any member require copies of any records, they agree to pay the costs thereof. The LPA shall serve as the PRTPO public records officer.

12. Claims

Any claim for damages made under chapter 4.96 RCW shall be filed with the LPA at:

Kitsap Transit
Clerk of the Board
60 Washington Avenue Suite 200
Bremerton, Washington 98337

Upon receipt of a claim for damages, or any other claim, a copy of the claim will be provided to each member of the Executive Board.

13. Bylaw Review and Amendments

These bylaws will be reviewed at least every two years. Any amendments to the bylaws maybe approved by two thirds majority of the voting members present. Proposed changes shall be presented one meeting prior to the meeting at which action by the Executive Board will be taken.

These Bylaws are hereby ADOPTED by motion of the Peninsula Regional Transportation Planning Organization on the 21st day of June, 2019 at Sequim, Washington.

Peninsula Transportation Planning Organization

Annette Nesse

Annette Nesse, PRTPO Chair

Original adoption:	September 20, 2013
Amendments:	November 20, 2015
	January 18, 2019
	June 21, 2019

EXHIBIT A

Membership for Determining a Quorum for Executive Board Business

Clallam	Jefferson	Kitsap	Mason	Tribes
Clallam County	Jefferson County	Kitsap County	Mason County	Jamestown S'Klallam Tribe
City of Forks	City of Port Townsend	City of Bainbridge Island	City of Shelton	Lower Elwha Klallam Tribe
City of Port Angeles	Jefferson Transit Authority	City of Bremerton	Port of Allyn	Makah Tribe
City of Sequim		City of Port Orchard	Port of Shelton	Skokomish Indian Tribe
Port of Port Angeles		City of Poulsbo	Mason Transit Authority	Squaxin Island Tribe
Clallam Transit System		Port of Bremerton		
		Kitsap Transit		

Quorum requirements from Section 3(E) of the Bylaws:

i. Two members must be from within county boundaries of at least 3 of the 4 counties.
ii. One of the two members described in (i) must be a duly elected representative.
iii. One tribe is represented.
iv. Two counties and two cities are represented.

ATTACHMENT G

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: June 9, 2023
Subject: **Legislative Work Group to Draft 2024 Transportation Outlook**

REQUESTED ACTION:

No action is requested. The Board is asked to appoint a Legislative Work Group to develop draft messages and content for Board consideration in the 2024 *Transportation Outlook* folio.

Overview

Since 2019 PRTPO has convened a Legislative Work Group, a small working group of members who meet a few times during the summer and fall to develop a draft legislative agenda and materials for the Executive Board's review and approval. This has become PRTPO's annual *Transportation Outlook,* a primary communication and education tool that communicates a select few regional priorities for legislators and other stakeholders for consideration during the upcoming session.

A copy of the 2023 *Transportation Outlook* is attached.

This annual outreach effort includes a small legislative forum, typically in November.

Members of the Executive Board are needed to serve on this year's Legislative Work Group.

Next Steps

Staff will coordinate an initial meeting of the Work Group, likely to be in mid-July.

Attachment:
2023 Transportation Outlook

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

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

Thank you for all you accomplished in 2022 to improve transportation funding and policy direction for our local partners. This annual collaboration with you, our legislative delegation, supports the work of our partners who build, operate, maintain, and manage all aspects of our transportation system and keep our communities moving. We value your partnership.

We look to 2023 with anticipation for what lies ahead and a sober dose of reality. Our major accomplishments this past year were just the next few steps on the challenging road before us, but they were important steps in the right direction.

We appreciate your support for completion of our remaining *Connecting WA* projects and timely delivery and coordination of the new *Move Ahead WA* investment package. These will have benefits throughout the region. And increased taxing authority for Transportation Benefit Districts is a welcome addition to the funding toolbox available to local agencies. It offers much-needed discretionary transportation revenue to take care of hard-to-fund essentials like the upkeep of neighborhood roads.

Your on-going efforts to increase the fairness and sustainability of transportation revenues helps our local partners working to assemble the complicated revenue packages necessary to finance big projects. It can take 10-20 years for a big project to go from plan to construction, whether it is a street realignment, ferry terminal upgrades, transit fleet transitions, or completion of the Olympic Discovery Trail. Our local partners must stack multiple revenue sources, each with their own constraints and timelines, and juggle the many different revenue requirements to deliver projects as efficiently as they can over a decade or longer.

One way to do more with existing revenue is by de-federalizing small local projects, swapping federal "STBG funds" for state funds. A pilot program to evaluate the merits of this federal funding exchange is included in the JTC's Federal Funding Work Group recommendation to the Governor. PRTPO urges you to support this program and join us in requesting that Clallam, Jefferson, and Mason Counties be included in this pilot program. The experience of these three counties and their local partners will be an asset in standing up an equitable funding swap program and documenting the financial and project delivery benefits for local agencies and the traveling public. Our members can demonstrate the value of this pragmatic funding exchange for rural counties across the state and the benefits this will have for Washington State.

PRTPO urges you to support this federal funding swap pilot program and request that Clallam, Jefferson, and Mason Counties be included

PRTPO and its members continue to look for ways to increase the resiliency of our rural, tribal, and small urban communities, reducing system disruptions and increasing the ability to respond and recover when disruptions do occur. Transportation and access are the foundation of rural resilience.

Your efforts to **make broadband access universal** is one such measure that not only addresses gaps in coverage but contributes to a more resilient region. Our communities have responded to these recent opportunities and are working to close service gaps and expand access to 21st century opportunities. We encourage your continued support for broadband while our partners work to connect every community in the region to high-speed internet.

Other regional resiliency needs will entail a combination of measures and innovative partnerships. A priority for PRTPO and its members is to **make Hood Canal Bridge operations more efficient and reduce disruptions** on both sides of this critical lifeline connection between the Kitsap and Olympic Peninsulas. Impacts of bridge closures are felt from Silverdale to Port Angeles. Closures directly impact commerce, emergency services, and transit in addition to the tens of thousands of passenger vehicles traveling this corridor every day. The reasons for bridge closures must be commensurate with the impacts those closures cause. Improvements will take coordination and collaboration among diverse stakeholders. Working together, we can improve system performance today and create greater capacity to recover from unexpected disruptions in the future with a mix of investments and coordination. ***It's time to start this discussion.***

Finally, we are grateful for the increased opportunities your efforts have produced to expand electric vehicle infrastructure into our rural and tribal communities. This is an important equity consideration where **rural economies of scale can't compete with metro areas and interstate corridors for EV infrastructure**. Impacts of these investments in our under-served communities will have far-reaching benefits and help ensure our rural, tribal, and small urban communities and businesses are on equal footing with access to the same funding resources for decarbonizing transportation and reducing fossil fuel dependency as their more urban counterparts. Continued support for funding criteria that recognize EV infrastructure needs of tribal and other rural communities will help our partners making the transition to a greener and more resilient transportation future.

Thank you for your on-going interest and support. We look forward to working with you this next year to improve mobility throughout the Peninsula region and keep travel safe and reliable.

Peninsula RTPO Key Contacts
www.PRTPO.org

Chair	Bek Ashby	bashby@portorchardwa.gov	360.731.0778
Vice-Chair	Randy Neatherlin	randyn@co.mason.wa.us	360.427.9670 x419
Secretary	Lindsey Schromen-Wawrin	lswawrin@cityofpa.us	360.406.4321
Lead Planning Agency	John Clauson	johnc@kitsaptransit.com	360.478.6223
PRTPO Coordinator	Thera Black	therab@peninsulartpo.org	360.878.0353
PRTPO Coordinator, LPA	Edward Coviello	edwardc@kitsaptransit.com	360.824.4919

Transportation Outlook 2023
Peninsula RTPO Transportation Investment Priorities

Project	Agency	LD#	PRTPO Priority Project Characteristics: Multiple Modes	Shovel-ready	Economic Chokepoint	System Preservation	Improve Safety	Special Needs Mobility	Increase Resiliency	Connecting WA	Reduces Enviro/GHG Impacts	Included in Local TIP	Total Cost	Already Secured
Johns Prairie Road and SR 3 Intersection Improvements *Reconstruct skewed, sub-standard major T-intersection to modern standards, realigning, grading, and channelizing for safety & efficiency*	Mason County	35	*		*		*	*	*			*	$15 M - $20 M	$0
SR 3 and North Bay Road Intersection Improvements *Design & construct modern intersection that benefits multiple modes of travel, improves economic chokepoint, and improves safety & resiliency*	Mason County	35	*		*		*	*	*				$5 M - $10 M	$0
SR 108/Old Olympic Highway Safety Project *Install (2) compact roundabouts at US 101/SR 108 ramp terminals and construct non-motorized pathway with lighting through interchange*	Squaxin Island Tribe / WSDOT	35	*				*					*	$ 3.3 M	$0
SR 3 Freight Corridor *(Belfair Bypass)* *Construct new corridor parallel to SR 3 in Belfair, providing alternate route and improved freight access*	WSDOT / Mason County	35	*	*	*		*		*	*		*	$78.9 M	$78.9 M
SR 3/16 Gorst Project - Resiliency, Mainline Capacity, & Non-Motorized Connectivity *Improve SR 3/16 in Gorst*	Kitsap County	26, 35	*		*		*		*		*		$425 M	$74.0 M
Sedgwick Rd/SR 160 Corridor Improvements *Design and construct near-term improvements described in WSDOT's 2018 SR 16 Corridor Congestion Relief Study.*	Port Orchard	26	*		*		*		*		*	*	$6.0 M	$0
Elwha River Bridge Replacement *Replace deficient 1926 bridge with new structure designed to current standards with secured funding in an efficient and timely manner*	WSDOT / Clallam County	24	*	*		*			*			*	$30.3 M	$30.3 M
Olympic Discovery Trail - Forks to La Push *Complete next 13 mile segment of the ODT connecting Forks to La Push and the Quileute Nation, Olympic National Park coastal trailheads*	Clallam County	24	*				*		*			*	$21 M	$7.6 M
SR 19 Chimacum Rhody Drive Ped-Bike Improvements *Construct pedestrian/bicycle facilities along SR 19 from HJ Carroll County Park to Chimacum Crossroad*	Jefferson County	24	*	*			*		*			*	$1.8 M	$0.3 M
Olympic Discovery Trail - Larry Scott Trail - US101 S Discovery Bay *Construct accessible 10.12 mile segment of the ODT and Pacific NW National Scenic Trail systems (East Olympic Peninsula)*	Jefferson County	24	*				*		*			*	$15.6 M	$3.8 M
Peabody Creek/Lincoln Street Culvert Repair *Critical culvert repair to minimize potential for collapse and property damage, and improve fish passage*	Port Angeles	24	*			*	*	*	*		*	*	$ 3.9 M	$0.6 M
SR 112 Repair and Repaving Project - Clallam Bay to Neah Bay *Complete repairs and repaving of 23 mile state highway from Clallam Bay to Neah Bay, the only road access to the Makah Nation*	Makah Nation / WSDOT	24	*	*		*	*		*				$30 M	$0
N Sequim Avenue Sidewalk and Bike Lane Project *Improve N Sequim Ave from US 101 thru Sequim with urban sidewalk & bike facilities, lighting, turn lanes, stormwater & RAB upgrades*	Sequim / WSDOT	24	*	*			*	*				*	$4.2 M	$2.0 M
SR 104 Kingston Congestion Mitigation *Construct SR 104 realignment from Main Street and congestion/safety improvements*	Kitsap County	23	*	*	*		*	*				*	$20 M	$20.0 M
Noll Road Corridor Improvements *Three phases of corridor projects will improve multimodal mobility, increase system safety, and improve traffic flow along SR 305 corridor*	Poulsbo	23	*		*		*		*	*		*	$32.0 M	$25.0 M
PRTPO PRIORITY FREIGHT PROJECTS FOR FMSIB/LEGISLATIVE FUNDING PACKAGE														
SR 117 Truck Route at US 101 Interchange Improvement *Enable full directionality at interchange, reconfiguring interchange to improve efficient freight access and overall safety*	Port Angeles	24	*		*		*		*			*	$ 7.8 M	$0.26 M
US 101 Intersection Improvements - Knapp Road to Old Gardiner *Analyze & design (3) intersection improvements for safety and efficiency for trucks and recreational vehicles in commercial/recreation center*	Jamestown S'Klallam Tribe	24	*		*		*		*			*	$ 0.40 M	$0.04 M
Yarr Bridge Replacement *Replace the Yarr Bridge before weight restrictions force long detours on the only corridor between Chimacum and US 101 at Quilcene*	Jefferson County	24	*		*	*			*			*	$ 3.5 M	$0
Pavement Preservation, Asset Management, and State of Good Repair *PRTPO stands with its local, state, and tribal partners in reiterating the need for adequate, predictable funding to preserve and maintain the existing transportation system - streets and highways, bridges, ferry terminals and vessels, transit infrastructure, trails and pathways, sidewalks, airport runways, port terminals, and technology. Existing revenues are insufficient or unreliable for maintaining State of Good Repair.*														

ATTACHMENT H

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: June 9, 2023
Subject: **New RTP Work Plan and Schedule**

REQUESTED ACTION:

No action is requested but feedback on the proposed work plan and schedule is encouraged. Work on the RTP formally commences July 1st.

Overview

In April Board members began sharing perspectives on regional transportation needs, approaches to coordinated planning, and aspirations for the new Regional Transportation Plan (RTP). They spoke of the historic context for PRTPO's planning and the chance to cue up big opportunities in the future. This month, Board members are asked to provide feedback on the proposed work plan and schedule for completing the update.

This will be a streamlined planning process that results in a simplified and different kind of plan than PRTPO has now, so it is especially important to verify before starting that the proposed approach matches up with policy maker expectations. PRTPO will not have capacity to make big adjustments once underway without great difficulty.

There are a few points to highlight in the attached work plan:

- **Board and TAC will work on concurrent planning activities.** The proposed approach maintains concurrent efforts with the Executive Board leading primary work in policy development and strategic planning and the TAC leading primary work in technical arenas, project development, and in the refinement of local-regional consistency coordination. Important milestones mark coordination points between the Board and TAC and other key decision-points. The work plan is coordinated so that milestones align with regularly scheduled meetings of the Board and TAC. Other RTP work underway is not indicated with milestones. Aspects of regional transportation planning will be a big part of Board and TAC agendas for the next two years.

- **Focus on what matters.** Not all elements of a regional transportation plan are equally important. To get the most from everyone's limited time and resources the proposed work plan concentrates Executive Board and TAC efforts on those elements of the plan and process with the most likely consequence for the region. Staff will take the lead in drafting more perfunctory elements of the plan that satisfy compliance requirements but offer little more, for review and refinement as appropriate by Board and/or TAC. The work plan calls out those areas where Board and TAC energies will be focused.

- **Right-size the analysis.** Many believe an RTP update requires travel demand modeling. It does not, especially in a highly rural region such as the Peninsula Region. The work plan clarifies that and describes some of the resources that will support a robust analysis and assessment of regional issues.

- **Make engagement easy and interesting.** PRTPO does not have the resources to conduct a series of in-person public events around the region. Instead, it will develop effective engagement tools that have both immediate and long-lasting value. Online tools let PRTPO take public engagement to the people – in their living rooms, on

the ferry, at the library, wherever they have an internet connection – and at whatever hour is most convenient for them. This will increase public access to the planning process in ways PRTPO couldn't achieve with a few in-person meetings. Plus, resources and comment boards can be kept open for on-going education and engagement. There are unique opportunities for coordinated messaging and engagement with local agencies that are working during this same time on their local Comprehensive Plan updates, too. The Board will consider the proposed Public Participation Plan for this RTP update in August. ***June is a particularly good time to share insights, ask questions, and discuss ideas for community engagement.***

As the work plan and schedule makes clear, there are a lot of moving pieces in a regional transportation plan. Key to staying on track is to clarify up front that the approach makes sense. Once we nail down the framework, the details on how to deliver the plan can be hammered out.

This is not the only thing PRTPO will do over the next two years. In addition to the RTP update PRTPO will: develop two legislative folios and forums; conduct a call for Transportation Alternatives projects; complete administrative policies and bylaws amendments; prioritize Consolidated Grants projects; develop and amend two RTIPs; and develop and maintain its Unified Planning Work Programs, in addition to responding to requests for participation or information from WSDOT and other matters that will pop up. Time spent now clarifying expectations and areas of focus will pay off later when there are far fewer options to change.

Next Steps

Feedback from the Board will be used to refine the approach and incorporate a detailed work plan into the rest of the work program. In August the Board will consider the draft Public Participation Plan before launching into an overview of the regional planning context for this update and providing early direction on vision and purpose.

Attachment
Proposed Work Plan for the PRTPO Regional Transportation Plan Update (June 16, 2023)

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

Proposed Work Plan for the PRTPO Regional Transportation Plan Update

For Executive Board Review and Discussion

June 16, 2023

BACKGROUND

Between July 1, 2023 and June 30, 2025 PRTPO will complete an update of its Regional Transportation Plan (RTP). This will be an overhaul of the existing plan, not a refresh. This update will simplify the plan, migrate it to an online Storymap platform, and give it a long but useful shelf-life. The vision and strategic direction will reflect the collective insights and experience of an RTPO that began drafting its first coordinated regional transportation plan in July 1993 for adoption in 1995 and which became a self-governing organization in 2019. This will be PRTPO's first regional transportation plan as an independent RTPO.

Through the development process we will not only satisfy all WSDOT compliance requirements, but also try to increase the practical usefulness of the RTP to PRTPO and to all of its members. We will try to more fully integrate it into the on-going regional planning program. It needs to not just meet state compliance requirements but also support future PRTPO Board members trying to understand and prepare their communities for an increasingly uncertain and disruptive future. We can design it for relatively seamless future updates that keep the RTP current and responsive to emerging conditions over the next decade or more.

RCW 47.80 mandates that Regional Transportation Planning Organizations like PRTPO develop a long-range regional plan and identifies numerous factors to be considered. It also provides great latitude to each RTPO in determining how to best meet those requirements given their regional context and resources.

This Work Plan outlines the proposed approach and schedule for delivering a final RTP for review and adoption by the Executive Board in June 2025. It reflects the existing budget in PRTPO's SFY 2024-2025 Unified Planning Work Program and is supported by the GIS services agreement PRTPO maintains through the Association of Washington Cities GIS Consortium. Though it's a streamlined process it can generate long-lasting value to PRTPO, its members, and communities across the region.

APPROACH

Plan development and community engagement are necessarily constrained by the budget and so efficiency and simplicity are primary considerations behind the proposed approach and schedule.

Board and TAC Engagement

The planning approach assumes active engagement by the Executive Board and the TAC throughout the process. Because there is not enough time or budget for both groups to delve deeply into all aspects of developing the new plan, the Board will provide primary direction on policy matters and strategic direction while the TAC will provide primary input on technical matters, local-regional planning coordination, and project development. These separate tracks will intersect at key junctures for feedback and coordination between both groups.

The intent is to engage the Board and TAC most deeply on content of highest value to PRTPO and this region. Some parts of any regional plan are somewhat rote. We'll concentrate the limited time that members have to invest in this process on those parts of the plan that matter most to PRTPO after this process is done. Staff will take the lead in drafting perfunctory compliance elements such as the financial forecast and system inventory for vetting and refinement and will offer initial working language for other elements like the vision and goals as a starting point for policy maker discussions. In this way we will work together to keep things moving steadily while providing good opportunity for dialogue and exploration of regional considerations all along the way.

Analysis Appropriate for this Region

This update will not entail any travel demand modeling or other system operational analyses that metropolitan plans typically include. This is a rural plan for a rural region. Most of the regionally significant system deficiencies and system vulnerabilities are well known even if the solutions are elusive.

The update will incorporate data and spatial analysis though. PRTPO's GIS services agreement provides important technical support in developing demographic profiles and mapping tools that refresh regularly as data updates are released over the years, giving it a long shelf life and expediting future RTP updates.

Community Engagement

PRTPO must be efficient in its engagement but that does not mean an insufficient process. Effective online engagement and educational resources can reach many more people than a small number of in-person meetings can and it stretches PRTPO's budget further. In addition to public outreach, the process will include member in-reach to ensure the plan and planning process benefit from broad member input. The Board will review a Public Participation Plan describing the proposed engagement strategy for the RTP update.

Draft Plan Development

The primary format of the new RTP will be an online, interactive Storymap. The aim is to create an interesting, readable, informative plan that speaks to a wide range of audiences and which is a portal to more information.

Different users have different needs at different times. We will balance content that satisfies the needs of those looking for top line information with content for those with a deeper understanding of issues and opportunities. Where possible the new plan will summarize relevant points from analyses and provide easy-to-access links to authoritative data sources, reports, and other resources. The aim is to keep the plan itself concise and readable.

The game plan is to develop working draft content as we go so that when it is time to develop a draft plan we are refining that draft more so than starting to write it. We will strive for simplicity and try to minimize extraneous content that has little value in advancing regional priorities. Online formats open up new ways to connect people with information but we will also produce a very thin summary of RTP highlights akin to an Executive Summary that can be easily downloaded as a pdf.

A Busload of Good Ideas

This process will generate ideas, raise questions, and uncover issues or opportunities that are important but don't fit in the RTP itself. We will capture those throughout and look for opportunities to integrate them later as the plan progresses or elsewhere in the work program or, if applicable, forward them to more appropriate entities. We won't lose good ideas or important questions just because they don't fit within the RTP now.

Schedule and Tasks

Following is an overview of the tasks and an outline of the schedule for plan development, highlighting notable decision points for the Board and TAC. Milestones align with regular Board and TAC meetings throughout the process. There is not a lot of room for schedule slide or scope increase along the way.

It is important to the success of this effort to clarify up front the framework for this approach and be sure it satisfies the Board's early expectations about the proposed process before it gets going. Expanding effort in one area will entail reductions in another. Once the general approach is set, staff will scope various details of the work plan and integrate it with the rest of PRTPO's work program. All of PRTPO's regular work program activities are happening concurrently. With forethought, the RTP update can accommodate those other activities.

TASK AREA SUMMARY

The attached schedule schematic illustrates the approximate work flow in seven different but inter-related task areas, described below. There are few hard lines between these task areas; work in one area usually relates to another area. Some activities are conducted concurrently to make best use of the time available.

A. PLANNING FRAMEWORK

This work establishes the foundation on which the rest of the plan is built. It drafts the vision, purpose, goals, and policies that underpin the plan and sets the planning horizon. It confirms which elements of the regional transportation system are addressed in PRTPO's plan and how regional Level of Service standards are applied. It clarifies PRTPO's approach to coordination with local, tribal, and state partners.

B. REGIONAL CONTEXT

This work establishes the planning context for the update. It includes geographic and demographic profiles of the region, growth projections, and economic characteristics. It will identify critical factors shaping mobility in this region such as the mountains and sea, U.S. Navy bases, rural proximity to the Seattle metro area, and funding capacity. PRTPO's own history with coordinated regional planning is relevant context.

C. SYSTEM INVENTORY

This work documents elements of the regional transportation system, pertinent characteristics of each element, and their significance to the overall system. It will address state highways, major streets and roads, ferry systems, public and tribal transit systems, regional trails, airports, marine terminals, park-and-ride lots, and EV charging stations. Possibly also broadband, human transportation services, CTR programs, and more.

D. REGIONAL EVALUATION

This scope entails several work sessions to identify issues and opportunities affecting the regional transportation system and determine which to address in this plan. PRTPO will explore measures to address concerns and evaluate how the RTP could best support needed efforts. It will result in an agreed upon list of priority concerns affecting the regional system and an understanding of potential measures that can help.

E. PRIORITY RECOMMENDATIONS

This work builds on the regional evaluation to develop draft RTP recommendations. This is expected to include recommendations about an RTP project list as well as strategic actions to address programmatic needs and/or respond to unanswered questions or future uncertainties identified in the process. It will also clarify the proposed process for supporting consistency between regional, tribal, local, and state plans.

F. DRAFT RTP DEVELOPMENT

To the extent practical, content for the draft RTP will be developed with input from TAC and Board members throughout the planning process with the aim of fine-tuning a draft plan for public review once the various elements have been compiled during completion of the task areas above.

G. COMMUNITY ENGAGEMENT

A Public Participation Plan specific to this RTP update will be the first work product the Board receives. It will describe outreach activities for the general public and inreach activities to ensure coordination and input from PRTPO members throughout the update process. Engagement will rely on interactive online tools.

16 June 2023

PRTPO Work Plan for RTP Update
Preliminary Scoping Timeline
Major activity areas

EB milestones: 1 • 2 • 3 • 4 • 5 • 6 • 7 • 8 • 9

2023 | Jul | Oct | Jan | Apr | Jul | Oct | Jan | Apr | June | 2025

TAC milestones: 1 • 2 • 3 • 4 • 5 • 6 • 7 • 8

A **PLANNING FRAMEWORK:** Vision. Goals and Policies. Levels of Service. Establish planning horizon. Confirm regional system. Compliance. Consistency, coordination.

B **REGIONAL CONTEXT:** Geography. Demographics. History. Unique factors. Travel characteristics. Funding profile.

C **SYSTEM INVENTORY:** Regional transportation system inventory and use characteristics. Future capacity, other system performance considerations.

D **REGIONAL EVALUATION:** Qualitative. Describe issues, opportunities. Confirm key regional themes. Explore and evaluate strategies. Clarify priority regional concerns.

E **PRIORITY RECOMMENDATIONS:** Multiple work sessions to develop and refine. Strategic Action Plan. Regional Project List. Consistency Coordination Framework.

F **DRAFT PLAN DEVELOPMENT:** Online Storymap format. On-going development throughout the planning process. Elements may be used as part of initial outreach.

G **COMMUNITY ENGAGEMENT:** Public Participation Plan describes inreach with members and outreach with public. Two public events + comment period and responses.

#1 #2 Comment

Some facet of RTP development will be on every Executive Board and TAC agenda between July 2023 and June 2025

MILESTONES

The schedule indicates numerous milestones and decision-points for the Executive Board and Technical Advisory Committee throughout this process. Concurrent efforts will be underway. Milestones often mark coordination points when one group is handing its work to the next for review and input or approval. The following are primary milestones identified in the work plan. Milestones are not identified for all work.

①	TAC	Jul 2023	Review and recommend to the Board the draft Public Participation Plan
❶	EB	Aug 2023	Review and accept or revise the draft Public Participation Plan
②	TAC	Sep 2023	Confirm core assumptions underpinning this update including specific elements of the regional transportation system, applicable LOS standards, suitability of HPMS data for traffic volume and VMT estimates, methodologies for projected growth rates
❷	EB	Dec 2023	Complete draft Vision statement, purpose of the RTP, horizon year, and regional strategy and send to the TAC for feedback
③	TAC	Mar 2024	Finalize Transportation Atlas and approve release to the Board and public
❸	EB	Apr 2024	Complete draft Goals and Policies and send to the TAC for feedback
④	TAC	Jul 2024	Review/refine strategy for developing RTP project list and send to the Board for feedback
❹	EB	Aug 2024	Complete draft list of priority regional issues to address in RTP and send to the TAC for feedback
⑤	TAC	Sept 2024	Recommend RTIP projects to EB as initial list of projects in draft RTP and the procedural mechanism for keeping the RTP list current
❺	EB	Oct 2024	Take action on TAC recommendation regarding RTIP projects as initial list of projects in draft RTP and integrate into RTIP approval process
⑥	TAC	Nov 2024	Recommend draft consistency review framework to the EB
❻	EB	Dec 2024	Complete draft Strategic Action Plan as part of RTP recommendations and send to the TAC for feedback
⑦	TAC	Jan 2025	Recommend to EB release of a draft RTP for public review and comment
❼	EB	Feb 2025	Approve release of the draft RTP and draft SEPA checklist for public review
❽	EB	Apr 2025	Close public comment period and provide direction on necessary revisions to draft plan
⑧	TAC	May 2025	Recommend to EB adoption of new RTP
❾	EB	Jun 2025	Adopt new Regional Transportation Plan

ADDITIONAL ENCLOSURE

INFORMATION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: June 9, 2023
Subject: **PRTPO Letters of Support Tendered January - June**

PRTPO regularly provides letters of support to members applying for state or federal grants. Applicants often get a competitive bump from having a letter from PRTPO affirming the value of the project to the regional transportation system. PRTPO encourages its members to reach out for support letters when appropriate.

PRTPO has encouraged members to seek letters for almost four years. Chair Ashby asked that these letters be included as information attachments in the Board agenda packets. From this point on the Executive Board agenda packet will include a copy of all letters tendered since the last meeting. The packet this month includes letters going back to the first of the year.

Anyone with interest in prior letters or with questions about how to request a letter of support for a project grant are encouraged to get in touch with me.

Attachment:

- *PRTPO Letters of Support January – June 2023*

1 June 2023

Secretary Pete Buttigieg
US Department of Transportation
1200 New Jersey Avenue SE
Washington DC, 20590

Re: *Pacific NW Rural Community Charging: Electric Vehicle Infrastructure Alliance (EVITA)* Proposal for CFI Grant

Dear Secretary Buttigieg,

Peninsula Regional Transportation Planning Organization (PRTPO) supports the *Pacific Northwest Rural Community Charging: Electric Vehicle Infrastructure Transportation Alliance (EVITA)* funding package from Energy Northwest for a Charging and Fueling Infrastructure grant. This rural Washington investment package corrects EV infrastructure gaps on the US 101 corridor as called for in state and federal plans, enhancing the overall EV-readiness of the entire Olympic Peninsula. US 101 is one of Washington's six federally recognized Alternative Fuel Corridors and is the northern segment of the West Coast Green Highway corridor. Notably, it is the major missing element in both of those EV networks.

This project will bring the US 101 corridor up to the National Electric Vehicle Infrastructure (NEVI) standards called for in the WA State Plan for Electric Vehicle Infrastructure Deployment (July2022). Of the dozen sites in the proposal, six are in the Peninsula Region:

- Kamilche, at the Squaxin Island Tribe's Little Creek Casino *(Mason County)*
- Shelton, at the Mason General Hospital *(Mason County)*
- Quilcene, at the Quilcene Village Store *(Jefferson County)*
- Port Ludlow, at the Village Center parking lot *(Jefferson County)*
- Sequim, at the Clallam PUD's Sequim Substation *(Clallam County)*
- Forks, at the Forks Motel *(Clallam County)*

The six committed facility locations in the Peninsula region were developed in collaboration with public sector, tribal, and small business partners committed to expanding public access to high-speed vehicle chargers. The locations help address "range anxiety" of rural EV travelers who must travel longer distances than their urban counterparts. Not only does this support the needs of regional residents transitioning to electric vehicles, but it is also important in a region that relies heavily on recreational tourism from Seattle and other metropolitan areas to support its local economies. Urban residents are increasingly traveling by electric vehicle and need convenient, reliable charging in rural places.

The Energy NW collaboration makes it possible for this region's small communities and businesses to tap this funding opportunity. Energy NW and its partner, EV Charging Solutions, will execute lease agreements for use of parking areas and pay rent for each site. They will install, own, and operate the chargers, making it possible for public agencies, tribes, and small businesses to offer public EV charging facilities without having to get into the actual business of EV charging. Technical and fiscal aspects of public EV charging present a barrier for some small rural communities and businesses.

On behalf of the members of the PRTPO I urge your office to support this ***Pacific NW Rural Community Charging: EVITA*** proposal from Energy NW. PRTPO stands ready to help expedite approval of this project into the Statewide Transportation Improvement Program upon notice of funding award.

Sincerely,

Bek Ashby, Chair
Peninsula Regional Transportation Planning Organization

25 May 2023

Secretary Pete Buttigieg
US Department of Transportation
1200 New Jersey Avenue SE
Washington DC, 20590

Re: *Squaxin Transit Bus Barn for FTA Tribal Transit Discretionary Grant Funding*

Dear Secretary Buttigieg,

The Peninsula Regional Transportation Planning Organization (PRTPO) supports the Squaxin Island Tribe proposal for a Tribal Transit Discretionary grant from the Federal Transit Administration. The *Squaxin Transit Bus Barn* project will construct an enclosed storage facility for the Tribe's transit fleet, providing vehicle security and protection from the elements.

The Squaxin Island Tribe operates Squaxin Transit, a free transit service for tribal members and others accessing tribal services. Squaxin Transit is an important mobility partner in the Peninsula Region. Services provided by Squaxin Transit help address critical mobility gaps identified in PRTPO's Human Services Transportation Plan, keeping people connected to opportunities and services in this highly rural region. Close coordination with Mason Transit and Grays Harbor Transit ensures tribal residents have safe, convenient, and affordable travel options to school, jobs, food, health care, and other essential services across three counties and beyond. Customized Dial-a-Ride services ensure the most vulnerable tribal members can meet their mobility needs and maintain an independent lifestyle even if they don't drive. In a highly rural region such as this, Squaxin Transit's convenient, reliable service reduces household burden and improves quality of life for individuals and families, enhancing the whole community.

PRTPO's Executive Board regularly recommends applications from the Tribe for vehicles and operating support to the Washington State Department of Transportation for funding. This proposed project will enable the Tribe to protect those buses from vandalism and weather impacts, consistent with its asset management plan.

This project directly supports the Human Services Transportation Plan and its implementation strategies and is consistent with PRTPO's Regional Transportation Plan. PRTPO stands ready to expedite approval of this project into the Statewide Transportation Improvement Program upon notice of funding award.

On behalf of the 27 members of the PRTPO and in support of the riders who depend on services provided by Squaxin Transit, I encourage your funding support of the Tribe's *Squaxin Transit Bus Barn* project. Thank you for your consideration.

Sincerely,

Bek Ashby

Bek Ashby, Chair
Peninsula Regional Transportation Planning Organization

March 8, 2023

The Honorable Derek Kilmer
United States House of Representatives
2059 Rayburn House Office Building
Washington, D.C. 20515-4706

Dear Representative Kilmer,

The Peninsula Regional Transportation Planning Organization (PRTPO) is pleased to submit this letter in support of the Squaxin Island Tribe's **SR 108 Safety Project** funding request. This project will improve pedestrian safety and vehicular mobility at the SR 108 / Old Olympic junction with the US 101 interchange at Kamilche. It will enhance access between the Tribe's residential areas east of US 101 and its commercial enterprises and services west of US 101.

Responding to concerns raised by its community members, the Tribe completed a detailed safety study of this interchange area in 2019 with extensive input from its members. That study concluded a pair of compact roundabouts at the two ramp terminals could provide long-term safety and congestion relief benefits and tame traffic while the associated shoulder and pedestrian improvements will make non-motorized travel safer and easier.

Currently tribal members who do not drive – many young and older members as well as others who cannot afford a car - must walk through this stressful interchange to access jobs and services, passing under the wide US 101 overpass on a narrow shoulder next to fast-moving cars and trucks, without any illumination in the shadows. They must also cross wide, busy ramp terminals with no pedestrian markings or signage, where drivers are not expecting pedestrians.

Meanwhile, drivers report anxiety and fear at making left hand turns to or from the ramp terminals due to close spacing of the terminals coupled with high, fast-moving vehicle volumes. The Tribe has taken a leadership role in trying to resolve recurring safety and congestion issues at this location, in coordination with state and county agencies.

An award of $3.2 million for this important project would have far reaching benefit for tribal members, tribal enterprises, and the traveling public for years to come.

This project is included in PRTPO's Regional Transportation Improvement Program so that it can move expeditiously into the Statewide Transportation Improvement Program (STIP) upon notice of funding approval. This will enable the Tribe to obligate funds and begin work on the needed safety improvements this year.

On behalf of PRTPO and our regional partners, I urge your support for this important project.

Sincerely,

Bek Ashby
Chair, Peninsula Regional Transportation Planning Organization

February 23, 2023

Pete Buttigieg
U.S. Department of Transportation
1200 New Jersey Avenue SE
Washington, DC 20590

Re: FY 2023 RAISE Grant for the Jamestown S'Klallam Tribe's Big Quilcene River Bridge Replacement Project

Dear Secretary Buttigieg,

The Peninsula Regional Transportation Planning Organization (PRTPO) urges your support of the Jamestown S'Klallam Tribe's Big Quilcene River Bridge Replacement Project being considered for a RAISE grant. This construction-ready project will replace an obsolete bridge over the Big Quilcene River and remove legacy infrastructure that has impacted the floodplain for a century, improving transportation system resilience and safety while restoring vital salmon habitat.

This project is the result of ten years of coordinated efforts between the Tribe, Jefferson County, and the Hood Canal Salmon Enhancement Group. This partnership worked with the adjacent local Quilcene community to evaluate environmental and mobility impacts of the substandard infrastructure. They developed an elevated roadway design that will not only address the recurrent flooding that isolates part of this rural community but will also provide for bicycle and pedestrian access within and through the area. Importantly, by elevating the roadway and replacing the old bridge structure with a longer span and removing the legacy levees that failed to eliminate flooding, this project will allow the floodplain to once again function in ways that benefit humans and salmon alike with a structure that is much more resilient in the face of future impacts from climate change and sea level rise and easier to maintain in a state of good repair.

The partnership has acquired the necessary remediation properties to support floodplain restoration though construction will occur on existing county right-of-way. They are working with state and federal agencies to complete the permitting process and 90% design is underway. If they can secure the funds now they will put a construction-ready project out for bid this summer. This will enable completion of final design in late 2023-early 2024 with construction starting in summer 2024, timed to avoid impacts during the salmon spawning season.

A RAISE grant will recognize the work of this tribal/local/non-profit partnership and their ambitious initiative to address a multi-pronged problem with an innovative and collaborative solution. PRTPO stands ready to expedite approval of this project into the Statewide Transportation Improvement Program upon notice of a funding award.

On behalf of the 27 members of the Peninsula RTPO, I urge your support of this regionally significant project with a RAISE grant to complete the final design and construction of the Big Quilcene River Bridge Replacement.

Thank you for your consideration.

Sincerely,

Bek Ashby, Chair
Peninsula Regional Transportation Planning Organization

February 23, 2023

Pete Buttigieg
U.S. Department of Transportation
1200 New Jersey Avenue SE
Washington, DC 20590

Re: FY 2023 RAISE Grant for the City of Port Angeles' Tumwater Truck Route Interchange Project

Dear Secretary Buttigieg,

The Peninsula Regional Transportation Planning Organization (PRTPO) urges your support of the City of Port Angeles' Tumwater Truck Route Interchange Project being considered for a RAISE grant. This project addresses safety and efficiency issues for freight traveling between US 101 and the Port of Port Angeles while removing heavy trucks from downtown Port Angeles in support of the city's revitalization efforts.

The project will reconfigure the existing interchange to enable trucks departing the Port's marine terminal and industrial properties to go either west or east on US 101. Currently there is only westbound access so eastbound trucks must travel through the heart of downtown Port Angeles to get back to US 101. This is hard on a small city in a highly rural region working to reinvigorate its downtown into a vibrant, people-oriented mixed-use center aligned with 21st century values. It's also inefficient for freight transport.

Your support of this project will enable:

- More efficient truck access to and from the Port of Port Angeles' seaport terminal and industrial properties, eliminating conflicts with incompatible uses. Integration of advanced technologies in the interchange design will preserve these efficiencies for decades to come.
- A safer and more inviting downtown environment for people to live, work, shop, and play. Pedestrians generate important walk-up traffic for the small local businesses breathing a second life into the old downtown core and stimulate investment interest in transportation-efficient housing and commercial services downtown.
- Greenhouse gas reductions and other air quality benefits by eliminating trucks idling through an old downtown street grid trying to gain access to US 101 in an eastbound direction.
- Reduced wear and tear on local roads by keeping heavy freight on facilities built for that kind of traffic.
- A more attractive downtown and local business environment to support the region's essential tourism economy. Downtown Port Angeles is the gateway to Victoria, British Columbia via international ferry service and the entryway for Canadians visiting Olympic National Park and other destinations here and beyond.

PRTPO included this Tumwater Truck Route Interchange Project on its list of priority freight projects submitted last year to Washington's Freight Mobility Strategic Investment Board for funding. Though it serves an international port and supports workforce development in this area of Persistent Poverty, a preconstruction project has a hard time competing for state grants against large construction-ready freight projects from the Seattle-Tacoma area or major agricultural centers in eastern Washington. That is why this RAISE grant opportunity is so important for Port Angeles and our rural region. PRTPO stands ready to expedite approval of this project into the Statewide Transportation Improvement Program upon notice of a funding award.

On behalf of the 27 members of the Peninsula RTPO, I urge your support of this regionally significant project with a RAISE grant that will complete preconstruction planning and design activities for the Tumwater Truck Route Interchange project.

Thank you for your consideration.

Sincerely,

Bek Ashby, Chair
Peninsula Regional Transportation Planning Organization

February 23, 2023

Pete Buttigieg
U.S. Department of Transportation
1200 New Jersey Avenue SE
Washington, DC 20590

Re: FY 2023 RAISE Grant for the Port Angeles Puget Sound to Pacific Trail Planning Project

Dear Secretary Buttigieg,

The Peninsula Regional Transportation Planning Organization (PRTPO) submits this letter of support for Port Angeles' Puget Sound to Pacific trail planning project being considered for a RAISE grant. Port Angeles is the Lead Applicant for a consortium of local, tribal, state, and non-profit entities from across the Clallam, Jefferson, and Kitsap County parts of our region, each with a different stake in this project. The proposed project will expand on the extensive investments partner communities have already made in the Olympic Discovery Trail and the Sound-to-Olympics Trail, leveraging them to complete the westernmost segment of the Great American Rail-Trail. The intent of this proposal is to complete gaps in the existing trail systems and improve safety and connectivity, ultimately building out a coordinated interlacing network of non-motorized facilities from the Winslow ferry terminal all the way to LaPush on the Pacific Coast.

PRTPO has long supported investments in trails and has funded several elements of the Olympic Discovery Trail over the years. The economic impact of the ODT, as it is affectionately known by locals and visitors alike, is notable in a highly rural region that relies on tourism to support local economies. Trails align with the outdoor recreation experience that so many come to this region to enjoy. Completing gaps in the ODT and the Sound-to-Olympics trail and providing logical linkages between the two systems as proposed in the Puget Sound to Pacific project will enhance opportunities for outdoor recreation and promote tourism in the small communities along its length.

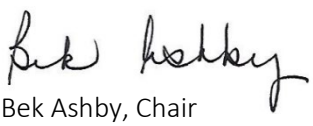
PRTPO completed a Non-Motorized Connectivity Study in January 2019. Input from that study is being used to help identify and understand some of the gaps and connectivity issues to be addressed in this Puget Sound to Pacific project. The resulting work will help position our partners for important implementation funding needed to complete some of those gaps and identify other areas for further study.

A RAISE grant will enable the ambitious initiative of this local/tribal/state/non-profit partnership to move forward now in a concerted fashion. PRTPO stands ready to expedite approval of this project into the Statewide Transportation Improvement Program for Port Angeles upon notice of a funding award.

On behalf of the 27 members of the Peninsula RTPO, I urge your support of a RAISE grant for Port Angeles' Puget Sound to Pacific trail planning project.

Thank you for your consideration.

Sincerely,



Bek Ashby, Chair
Peninsula Regional Transportation Planning Organization

February 15, 2023

The Honorable Patty Murray
United States Senate
154 Russell Office Building
Washington, D.C. 20510

Dear Senator Murray,

The Peninsula Regional Transportation Planning Organization (PRTPO) is pleased to submit this letter in support of the Squaxin Island Tribe's **SR 108 Safety Project** funding request. This project will improve pedestrian safety and vehicular mobility at the SR 108 / Old Olympic junction with the US 101 interchange at Kamilche. It will enhance access between the Tribe's residential areas east of US 101 and its commercial enterprises and services west of US 101.

Responding to concerns raised by its community members, the Tribe completed a detailed safety study of this interchange area in 2019 with extensive input from its members. That study concluded a pair of compact roundabouts at the two ramp terminals could provide long-term safety and congestion relief benefits and tame traffic while the associated shoulder and pedestrian improvements will make non-motorized travel safer and easier.

Currently tribal members who do not drive – many young and older members as well as others who cannot afford a car - must walk through this stressful interchange to access jobs and services, passing under the wide US 101 overpass on a narrow shoulder next to fast-moving cars and trucks, without any illumination in the shadows. They must also cross wide, busy ramp terminals with no pedestrian markings or signage, where drivers are not expecting pedestrians.

Meanwhile, drivers report anxiety and fear at making left hand turns to or from the ramp terminals due to close spacing of the terminals coupled with high, fast-moving vehicle volumes. The Tribe has taken a leadership role in trying to resolve recurring safety and congestion issues at this location, in coordination with state and county agencies.

An award of $3.2 million for this important project would have far reaching benefit for tribal members, tribal enterprises, and the traveling public for years to come.

This project is included in PRTPO's Regional Transportation Improvement Program so that it can move expeditiously into the Statewide Transportation Improvement Program (STIP) upon notice of funding approval. This will enable the Tribe to obligate funds and begin work on the needed safety improvements this year.

On behalf of PRTPO and our regional partners, I urge your support for this important project.

Sincerely,

Bek Ashby
Chair, Peninsula Regional Transportation Planning Organization

January 4, 2022

Nicole Gauthier, General Manager
Jefferson Transit Authority
63 4 Corners Road
Port Townsend, WA 98368

Re: Jefferson Transit – Build Additional Maintenance Bay Project
WSDOT 2023-2025 State Bus and Bus Facilities Grant

Dear Nicole:

The Peninsula Regional Transportation Planning Organization is pleased to support Jefferson Transit's proposal to add an additional maintenance bay to your transit facility on 4 Corners Road in Port Townsend. Jefferson Transit is expanding its fleet to include zero-emissions vehicles. A third bay is needed to support routine maintenance needs for these vehicles and keep them in a state of good repair.

Jefferson Transit provides vital fixed route and demand response service on both the west and east sides of the Olympic Peninsula, connecting residents with jobs, school, health care, and other destinations throughout Jefferson County. Jefferson Transit has a long history of coordinated services with transit systems in Kitsap, Mason, Clallam, and Grays Harbor Counties, the Quinault Nation, and with the Washington State Ferry system so Jefferson County residents enjoy access to a robust regional transit network. Without this transit service many of the region's most vulnerable residents – those who cannot drive due to age, disability, or income – would find their access to jobs and basic services severely limited.

Jefferson Transit's fleet expansion to include zero-emissions vehicles will reduce greenhouse gas emissions. This is a timely transition that aligns with local, regional, state, and federal objectives. It is important that Jefferson Transit's maintenance facility is expanded to keep up with the new demands of this technology transition. This project merits funding from WSDOT.

On behalf of the Peninsula RTPO, I offer this letter of support for this important project. Good luck with your funding effort.

Sincerely,

Bek Ashby, Chair
Peninsula RTPO