PRTPO EXECUTIVE BOARD MEETING

August 16, 2024 | 10:00 – 12:00

Zoom Webinar – Public Login Below

1.	10:00 – 10:10	**Welcome and Introductions**	
2.	10:10 – 10:15	**Approval of Agenda**	ACTION
		Consent Calendar • *Minutes from June 20, 2024 (Attachment A)* • *SFY 2024 Q4 Invoice Approval (Attachment B)*	ACTION
3.	10:15 – 10:20	**Request WSDOT De-federalize HSTP Funding** *(Attachment C)* *The Board is asked to approve a letter to WSDOT requesting that the funds it is offered in 2025 to update the Human Services Transportation Plan be state funds and not federal funds.*	ACTION
4.	10:20 – 10:50	**2024 WSDOT Olympic Region Annual Project Review** *George Mazur will review the program of planned projects that WSDOT Olympic Region intends to include in the Regional Transportation Improvement Program that PRTPO will approve in October.*	PRESENTATION *George Mazur, WSDOT Olympic Region*
5.	10:50 – 10:55	**2024 Title VI Plan - Draft** *(Attachment D)* *WSDOT requires PRTPO to have an FTA-compliant Title VI Plan. Title VI prohibits PRTPO from discriminating on the basis of race, color, or national origin in carrying out its federally funded programs.*	1st Reading
6.	10:55 – 11:05	**2024 Consolidated Grants Process** *(Attachment E)* *This fall PRTPO will participate in WSDOT's Consolidated Grants process by reviewing and grading proposals from this region. This is the proposed process for executing that. This will come back to the Board for approval in October.*	1st Reading
7.	11:05 – 11:15	**Update on Statewide RTPO Funding Issue** *(Attachment F)* *PRTPO's outreach to the other 16 RTPO boards validated the need and proposed funding ask. Input on draft talking points will be used to develop soundbites that members and others can use in their materials. Member insights on alliance coordination and other next steps are welcome.*	DISCUSSION
8.	11:15 – 11:25	**2025 *Transportation Outlook* Legislative Folio Messages** *(Attachment G)* *The Legislative Work Group met twice over the summer to develop a short set of proposed messages to include in the 2025 Transportation Outlook folio. Board members will discuss and refine the messages to best reflect PRTPO legislative priorities. The final draft folio will come to the Board in October.*	DISCUSSION
9.	11:25 – 11:35	**RTP: How PRTPO Will Adopt a New RTP Project List** *(Attachment H)* *In June the Board learned of a new approach for developing and maintaining a current RTP project list and in July, the TAC endorsed the approach. This briefing will walk the Board through the new process, which dovetails with development of the Regional TIP. The Board will adopt its first RTP project list in October using this approach.*	1st Reading / BRIEFING

10. 11:35 – 11:45 **PRTPO Executive Board Retreat – October 18th** *(Attachment I)* DISCUSSION
The Executive Board will meet in person for the first time since February 2020 in October. The extended mini-retreat format maximizes time for one-on-one and small group discussions. Exercises will support upcoming RTP work.

11. 11:45 – 11:50 **Update on the Puget Sound to Pacific Trail Project** BRIEFING
In 2023 several PRTPO members participated in a joint funding effort and secured a federal RAISE grant to complete the planning and design of the "Puget Sound to Pacific Trail" (PS2P) that will extend from the Winslow Ferry Terminal to La Push. A small delegation went to Washington DC in July to talk with legislators. Members who participated will update the Board on the trip, project.

12. 11:50 **Public Comment Period**
This is an opportunity for anyone from the public to address the Executive Board.

PRTPO Member Updates
Information sharing among members on topics of general interest to the region and its partners.

12:00 **Adjourn**

Additional Attachments:

- Upcoming Opportunities to Weigh-in on WTP Statewide Transportation Policy Issues
- PRTPO Letters of Support
- PRTPO Staff Input to Stage 1 of WSDOT's Intercity Bus Program Plan Update

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

Next Executive Board Meeting – October 18 – In-Person Retreat – 10:00 – 3:00

Jamestown S'Klallam Tribe's Red Cedar Hall
Doors open at 9:30 for coffee and socializing

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

Please click the link below to join the webinar:
https://us02web.zoom.us/j/81862765812

Or One tap mobile:
+12532158782,,81862765812# US (Tacoma)

Or Telephone:
+1 253 215 8782 US (Tacoma)
Webinar ID: **818 6276 5812**

PENINSULA RTPO
PRTPO.org

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

Minutes of Meeting

ATTACHMENT A

PRTPO EXECUTIVE BOARD
June 21, 2024
10:00 – 12:00
Via Zoom
Meeting video available on YouTube

CALL TO ORDER

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

ATTENDEES

Executive Board:

Jefferson County	Monte Reinders *(alternate)*
Kitsap County	Christine Rolfes
Mason County	Randy Neatherlin
City of Bremerton	Vicki Grover
City of Port Angeles	Lindsey Schromen-Wawrin, Chair
City of Port Townsend	Ben Thomas, Vice-chair
City of Poulsbo	Ed Stern
City of Sequim	Rachel Anderson
City of Shelton	George Blush
Port of Bremerton	Gary Anderson, Secretary
Port of Port Angeles	Katharine Frazier *(alternate)*
Port of Shelton	Dick Taylor
Clallam Transit	Brendan Meyer
Jefferson Transit	Nicole Gauthier
Kitsap Transit	John Clauson
Mason Transit	Amy Asher
Jamestown S'Klallam Tribe	Wendy Clark-Getzin
Lower Elwha Klallam Tribe	Susan Matthews
Skokomish Tribe	Michael Pegarsch *(alternate)*
Squaxin Island Tribe	Monica Nerney
WSDOT Olympic Region	George Mazur

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

Guests and Others:
Michael Bateman, Poulsbo *(alternate)*
Jim Fetzer, Clallam Transit *(alternate)*
Brad Lambert
Melissa Mohr, Kitsap County *(alternate)*
Miranda Nash, Jefferson Transit *(Fiscal Agent)*

Welcome and Introductions
Chair Schromen-Wawrin welcomed attendees and conducted introductions. Members shared the motto or slogan of their organization.

Approval of Agenda and Consent Calendar

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

Consent Calendar

- ***Minutes from April 19, 2024***
- ***SFY 2024 Q3 Invoice Approval***

Adopt Amendment 1 to the SFY 2024-2025 UPWP
Ms. Black briefed the Board on the need for the mid-biennium update of the Unified Planning Work Program. She explained changes in funding capacity for staff from the draft reviewed in April. Payment of an invoice for another year of GIS services support was not included in the earlier budget estimate. She indicated that PRTPO may be able to backfill that revenue for staffing in some upcoming RTPO funding opportunities.

ACTION: Mr. Thomas moved, and Mr. Taylor seconded to approve Resolution 02-2024 adopting the SFY 2024-2025 UPWP Amendment 1. The motion passed unanimously.

Authorization to Pursue RTPO Funding Opportunity
Ms. Black explained that WSDOT Multimodal Planning Office announced their intent to award up to $40,000 in unprogrammed RTPO funding, possibly as early as July. This would be a good opportunity to backfill SFY 2025 funding for staff. When it is announced, this will likely be a quick-turnaround opportunity that cannot wait until the August meeting for Board approval. The Board is being asked to pre-authorize the Chair to request funding in the amount of $21,500 for staffing when WSDOT releases its notice.

ACTION: Mr. Anderson moved, and Mr. Stern seconded to authorize the chair to request supplemental RTPO funding from WSDOT in the amount of $21,500 to augment staffing support. The motion passed unanimously.

PRTPO Approach to Statewide RTPO Funding Issue
Ms. Black reviewed the Board's discussions about the status of statewide RTPO funding that is meant to support the core work of regional transportation planning organizations. She reminded them that RTPOs were created by the legislature, they are not a WSDOT entity. The RTPO is the Board, the officials from each member; it is not the staff, though it may often seem that way. She summarized the research and findings of the RTPO Funding Work Group the Board tasked with looking into this situation and reporting back.

The Work Group advised that the funding shortfall is real and negatively impacts PRTPO's ability to meet its requirements. This is a chronic statewide issue. PRTPO should join with other RTPOs in seeking an increase in funding.

The proposed increase of $6.8 million would bring total statewide RTPO funding to $11.7 million per biennium. This is enough to ensure every RTPO receives a minimum of $400,000 per biennium, sufficient to fund an FTE's worth of work and fixed costs associated with being an RTPO, though some will receive much more than that.

The Work Group recommends that the PRTPO Board initiate contact with the boards of the other RTPOs. To date, conversations have been between RTPO staff. It would be helpful for the PRTPO Board to know where the other boards stand on this matter before asking this region's legislators to support the funding request. There

are also measures the Board can take in the delivery of its own work program to support this effort, for example, in its *Transportation Outlook* legislative folio and member communications with their legislators.

Mr. Schromen-Wawrin recognized members of the work group: Gary Anderson, Christine Rolfes, Kate Dean, Randy Neatherlin, John Clauson, Miranda Nash. He advised that they are looking for feedback from the Board to be sure this approach makes sense for PRTPO. He reflected on opportunities for members to support this in some of their other work, for example, in their roles on various member associations. He identified opportunities for those affiliated with the Association of Washington Cities, the Washington State Transit Association, the Washington State Association of Counties, and the Public Ports Association. They are natural allies of RTPOs and can support this effort through their own channels.

Ms. Rolfes observed that this may not be the right opportunity but that until PRTPO knows where the other Boards stand, it is difficult to know how to proceed. She added that if there is any hesitation on the part of the other RTPOs, then PRTPO should proceed obtaining its own funding increase.

> **ACTION: Ms. Nerney moved, and Ms. Rolfes seconded to approve the Funding Work Group's recommendation to seek an increase in statewide RTPO funding for a total of $11.7 million, authorize the Chair to initiate communications with other RTPO boards, and incorporate support measures as appropriate into work program activities. The motion passed unanimously.**

2025 Legislative Work Group Recruitment

Ms. Black reminded members that every summer PRTPO appoints a small Legislative Work Group to develop some draft messages and oversee development of the next year's *Transportation Outlook* legislative folio. This typically entails two one-hour meetings in July or early August, to develop working narrative for the Board to consider. The Work Group will also review the draft folio and make revisions in late September or early October, for the Board's final approval draft.

Mr. Schromen-Wawrin encouraged members to volunteer for the group and bring their different government perspectives to this important PRTPO messaging piece. He offered to chair the work group and asked for volunteers. They included Wendy Clark-Getzin, Nicole Gauthier, Christine Rolfes, John Clauson, Ben Thomas. Ms. Black reported that Ms. Dean reached out to express her interest in serving on the Work Group this year, though she could not be at today's meeting.

Update on PRTPO Coordinator Recruitment

Mr. Schromen-Wawrin reminded everyone that Kitsap Transit, as PRTPO's Lead Planning Agency, is responsible for hiring and supervising the PRTPO Coordinator. This is an update to the Board on the results of the PRTPO Coordinator recruitment process that Kitsap Transit just completed.

Mr. Coviello reported that Kitsap Transit received two bids to the RFP they issued in April. The proposal from 3P Transportation Services was the highest scoring proposal based on internal reviews and input from a review committee of PRTPO members. Kitsap Transit staff will recommend to their Authority that a contract be offered to 3P Transportation Services to continue providing planning and support services to PRTPO when the Kitsap Transit Authority meets in July.

RTP: Introducing the RTP Project List Concept

Ms. Black explained that this is an introduction to a new approach for developing an RTP project list. The TAC is taking the lead in developing this approach. It will come to the Board as a recommendation in August, and in October the Board is expected to adopt its first RTP project list using this new approach.

She explained that this process will integrate the RTP project list into development of PRTPO's Regional Transportation Improvement Program (RTIP), which PRTPO does each October. As a part of that process, members will identify specific projects to be included on the RTP list. Those projects, all of which come up from adopted TIPs, will be included in a separate stand-alone appendix that goes through a public review with the draft RTIP and is adopted by reference when the Board adopts the RTIP in October.

This process will accommodate all members, even those from Kitsap County. Kitsap members participate in PSRC's RTIP process, not PRTPO's. But by including the RTP Project List as a separate appendix, it can easily accommodate projects from Kitsap members as well as from the three rural counties.

Every year when PRTPO adopts its new RTIP it will also adopt a fresh RTP Project List. In this way, the RTP Project List will always reflect the latest understanding of priority project needs, cost, and revenue availability. It is expected to be a very efficient process for local and regional staff to administer while adding value to members trying to secure funding for important near-term project needs.

Ms. Clark-Getzin observed that the process will entail a little extra effort on the Tribe's part, to submit the projects. But she was optimistic this could be accommodated. It is important for tribal projects to be included in the RTP.

Ms. Grover noted the alignment between this change and the local comprehensive plan updates that are underway. This could be a good opportunity to get more of Bremerton's projects into PRTPO's regional plan, including some regionally significant trail projects, and improve regional coordination among all the partners.

This will come back to the Board for consideration in detail in August.

RTP: PRTPO's Role in Implementing Its Own RTP

Ms. Black opened up by reminding the Board of some of its work since late last year, evaluating earlier legislative issues that PRTPO has put forward and identifying some major issues to address in the RTP. That led to development of some "tough topics" to dig into further, in search of some near-term steps that can help move the needle on some regional concerns.

This discussion is about the role the Board envisions for itself in implementing the RTP when the update is complete. Ms. Black suggested the Board's actions over the last few years indicate an interest in being something of a catalyst for change more so than just monitoring implementation in a regulatory capacity. She noted some of the Board's activities in the last few years, including efforts to defederalize small rural projects, increase member awareness of and access to EV opportunities, and advocacy for the role of broadband in maximizing access for all.

Ms. Black reviewed some insights from TAC members resulting from work of the RTPO Funding Work Group. TAC members identified several PRTPO activities that add value to them and make their participation worthwhile.

Members discussed some of the ideas that came up from that work. Topics like coordinated data collection and focused deep dives were well received. Members liked the work PRTPO did with convening EV subject matter experts to connect members with new resources and could see that convener role applied to other topics, too, to deepen the knowledge base among members.

Ms. Rolfes spoke to the need for more communication from and with WSDOT in these meetings. There is so much work underway that more regular updates would help keep everyone informed as to what is going on around the region. Mr. Thomas concurred, noting that Board members can convey information to constituents better with more information themselves. Mr. Mazur offered to provide updates as requested. Ms. Black added that he is on the August agenda to provide his annual overview of projects that WSDOT is putting forward in their new TIP.

Mr. Schromen-Wawrin noted the opportunity for more discussion and thinking around the vital transportation and land use connection, adding that it underpins so many of the concerns local and state agencies face. This could bring in staff from other departments, broadening the perspectives around the table and perhaps pointing to some new understandings.

Ms. Rolfes suggested hearing from the new head of Washington State Ferries at an upcoming meeting. It would be good for the Board to get an in-depth update on measures being taken to address issues with specific runs, and the time frame for restoring service on all the WSF runs in the region. She highlighted the Port Townsend and the Bremerton runs as two that are particularly critical to regional circulation.

Mr. Stern added that the new director of the State Broadband Office is another person PRTPO should reach out to and hear from.

Mr. Fetzer commented on the important role of PRTPO as a clearinghouse for information with relevance across the region, where agencies can learn about what is going on elsewhere.

Ms. Frazier suggested an opportunity to share insights among members on effective community engagement strategies would be helpful. It is hard to get peoples attention these days. It would be good to learn from each about measures people find effective and which ones are less useful.

Mr. Schromen-Wawrin commented on the good ideas bubbling up and noted the biggest limiting factor is having enough money to do the work. This points to the importance of adequate funding, since PRTPO is limited in what it can do by the resources available to it.

Public Comments
There were no public comments. [not Mr. Lambert?]

Member Updates
Ms. Rolfes recognized the efforts of WSDOT Olympic Region to secure funding for some Hood Canal Bridge data analysis. Mr. Mazur added that they are doing some data collection now to analyze delay and queuing impacts. He hopes to hear within a week whether the study got funded. Ms. Rolfes thanked him for being so responsive to the Board's concerns.

Mr. Schromen-Wawrin reported that the Elwha River Bridge closure to complete the final construction will be July 12 – July 22. And he reminded members that the October meeting will be in person, at the Jamestown S'Klallam Tribe's Red Cedar Hall, in Blyn.

Adjourn
There being no other business, Chair Schromen-Wawrin adjourned the meeting at 11:40.

DRAFT

ATTACHMENT B

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 16, 2024
Subject: **SFY 2024 4th Quarter Expense Voucher Approval**

REQUESTED ACTION:

Approve 4th quarter expenditures for the SFY 2024 Unified Planning Work Program in the amount of $34,797.38.

Overview

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

The budget summary report is below.

Attachment:

- *SFY 2024 4th Quarter Invoice Reimbursement Package*

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

Work Program Element	SFY 2024 Budget	SFY 2025 Budget	Total 24-25 Biennium	Previous Expenditures	Current Expenditures	Remaining Budget
Program Administration	$ 88,500	$ 88,500	**$ 177,000**	$ 79,820	$ 24,105	**$ 73,075**
Transportation Planning	$ 39,274	$ 39,274	**$ 78,548**	$ 34,980	$ 9,130	**$ 34,438**
Regional TIP	$ 9,200	$ 9,200	**$ 18,400**	$ 3,818	$ 1,562	**$ 13,020**
Other PRTPO Activities	$ -	$ -	**$ -**	$ -	$ -	**$ -**
Totals	**$ 136,974**	**$ 136,974**	**$ 273,948**	**$ 118,618**	**$ 34,797**	**$ 120,533**

Acronyms:

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

RTPO PLANNING INVOICE VOUCHER

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

Vendor # 911209091

Agreement # GCB 3861

Invoice Date 7/19/2024

Billing Time Period
4.1.2024 - 6.30.2024

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

SIGNATURE edward coviello — 7/19/2024

TITLE Transportation & Land Use Planner

TOTAL RTPO REIMBURSEMENT requested this invoice **$34,797.38**

Allocation Authorized	$273,695.00
Biennium Expenditures-to-Date	$153,415.37
Allocation Balance	$120,279.63

WORK ELEMENT	DESCRIPTION	Previous Expenditures TO-DATE	CURRENT PERIOD EXPENDITURES	Biennium Expenditures TO-DATE
Program Administration	Salaries	$44,472.87	$19,419.76	$63,892.63
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$35,347.25	$4,685.37	$40,032.62
		$0.00		$0.00
	Total	$79,820.12	$24,105.13	$103,925.25
Transportation Planning	Salaries	$34,980.00	$9,130.00	$44,110.00
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$0.00		$0.00
		$0.00		$0.00
	Total	$34,980.00	$9,130.00	$44,110.00
Regional TIP	Salaries	$3,171.13	$1,562.25	$4,733.38
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$646.74	$0.00	$646.74
		$0.00		$0.00
	Total	$3,817.87	$1,562.25	$5,380.12
Other PRTPO Activities	Salaries	$0.00		$0.00
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$0.00		$0.00
		$0.00		$0.00
	Total	$0.00	$0.00	$0.00
	TOTAL RTPO Reimbursement	$118,617.99	$34,797.38	$153,415.37

RTPO	Peninsula RTI	GCB 3861
Billing Time Period	04.01.2024 - 06.30.2024	

TPO Reviewer	Date

RTPO UPWP ACTIVITY DETAIL

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

Program Administration

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

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

Title VI Compliance. Developed draft FTA-compliant Title VI Plan for internal WSDOT review. Updated PRTPO website notices. Maintained communications with other rural RTPOs regarding PTD's updated Title VI requirements. Continued to monitor for Title VI complaints; none were received. (on-going)

PRTPO Support. Responded to member requests for information. Maintained PRTPO records and archives. Maintained on-going coordination and communication between lead agencies and Executive Committee and Executive Board. (on-going)

Work Program Management. Supported Executive Board members in researching RTPO funding issues and developing a Board position; helped develop and distribute correspondence with other RTPOs. Developed draft and final SFY 2024-2025 UPWP amendment package and participated in annual WSDOT review meeting. Monitored budget and activities. (on-going)

Accounting. Completed regular accounting and invoicing activities. Completed SFY 2024 Q3 invoicing and budget reports for PRTPO expenses. (on-going)

Consultant/Misc/Travel:

Lead Agency 10% overhead administration charge

$330 correction for 3P Transportation invoice 154 because Kitsap of an error by 3P in the 2nd qtr SFY 24

$188.52 is for the public notice for the RFP for PRTPO Coordinator. The contract expires in August 2024. $275.18 is for website renewal

Transportation Planning

Long-range Regional Planning. Completed Board and TAC evaluation of "tough topics" facing the region and "deep dive" topics for further evaluation. Developed conceptual and prototype approach for marrying the annual RTIP development process with an on-going annual RTP Project List process in collaboration with the TAC. Worked with TAC and Board to identify regional planning activities that generate high value and interest for members. Met with WSDOT data team to review results of Streetlight data queries regarding charactertistics of Hood Canal Bridge travel. Responded to member questions about the RTP and coordination with their own planning processes. (on-going)

Regional Coordination and Collaboration. Participated with members and other stakeholders in WTP Update meeting for the Peninsula Region. Participated in Meeting 1 of the Stakeholder Advisory Group for WSDOT's Intercity Bus Program Plan update. Facilitated final package and completed submittal to FMSIB for regional list of priority freight projects. Participated in quarterly meeting of WSDOT's MPO/RTPO Coordinating Committee. Participated in the quarterly Rural RTPO Coordinators Group. (on-going)

Tribal Collaboration. Participated in kick-off meeting of Transportation Electrification Plan development for Squaxin Island Tribe, Skokomish Tribe, and Jamestown S'Klallam Tribe, with WSU Green Transportation team. Coordinated with WSDOT Tribal Liaison Office regarding future opportunities for information exchange and meeting schedules.

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

Transportation Outlook. Responded to legislative questions concerning RTPO funding support requested by PRTPO and other RTPOs across the state. Monitored status of federal funding swap legislation and supported communication efforts among members. (on-going)

Regional Grants Administration. Facilitated conclusion of PRTPO's 2024-2028 call for Transportation Alternatives projects. Reviewed updated guidance and schedule for Consolidated Grants and scoped options for project review on that timeline. (on-going)

Consultant/Misc/Travel.:

N/A

Regional TIP

Develop and Maintain Regional TIP. Responded to member questions and supported STIP amendment activities. (on-going)

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

Consultant/Misc/Travel.:

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

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

SIGNATURE	TITLE	DATE
edward coviello	Transportation & Land Use Planner	7/19/2024

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

INVOICE

Invoice Date	**7/17/2024**
Invoice ID	**7670**
Printed on 7/17/2024	Page 1

CUSTOMER

JEFFERSON TRANSIT
63 4 CORNERS RD
PORT TOWNSEND, WA 98368

SHIP TO

Please detach and return this portion with your remittance

Customer ID	Customer PO No.	Order Date	Shipped Via	FOB
188		**7/17/2024**		

Terms	Due Date	If Paid By	Deduct	Sold By
	7/17/2024		**$ 0.00**	

Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
19202	Third Party Recovery	1.00				$33,433.05

2024 Second Quarter

Subtotal	$33,433.05
Sales Tax	$0.00
Total	$33,433.05
Total Due	$33,433.05

Kitsap Transit
PRPTO
2024

	Jan 2024	Feb 2024	March 2024	1st Q 2024	April 2024	May 2024	June 2024	2nd Q 2024
Staff Salaries & Wages	$239.76	$635.10	$374.94	$1,249.80	$624.90	$562.41	$374.94	$1,562.25
Staff Fringe Benefit	$43.91	$286.47	$66.20	$396.58	$337.10	$269.38	$151.25	$757.73
Advertising	$0.00	$0.00	$0.00	$0.00	$188.52	$0.00	$0.00	$188.52
Professional & Tech Service	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other Contract Services	$8,140.00	$7,700.00	$9,075.00	$24,915.00	$9,570.00	$0.00	$18,040.00	$27,610.00
Operating Supplies	$1,201.20	$0.00	$0.00	$1,201.20	$0.00	$0.00	$0.00	$0.00
Third Party Recovery	$0.00	$0.00	($50,937.58)	($50,937.58)	$0.00	$0.00	$0.00	$0.00
Casuality Insurance	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Membership, Dues, and Subscription	$4,580.00	$18,595.00	$0.00	$23,175.00	$0.00	$0.00	$275.18	$275.18
Merit Plan	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total	**$14,204.87**	**$27,216.57**	**($41,421.44)**	**$0.00**	**$10,720.52**	**$831.79**	**$18,841.37**	**$30,393.68**

Reports from Invoice Expense:	$28,073.70
Salaries and Wages:	$2,319.98
Total:	**$30,393.68**
Admin 10%	$3,039.37
Total Invoice:	**$33,433.05**

Kitsap Transit
Invoice Expense Allocation Report

Vendor Name / Tax Identification Number	Transaction Date / Transaction Number	Description / Transaction Type	Status	Account Number	Account Description	Amount
3P TRANSPORTATION SERVICES						
3P TRANSPORTATION SERVICES	05/01/2024	PRTPO SERVICES FOR AP				
XXX-XX-1946	157	Invoice	Paid	10-50313-4102	Other Contractual Services	$9,570.00
	06/01/2024	PRTPO SERVICES FOR MA				
	158	Invoice	Paid	10-50313-4102	Other Contractual Services	$8,470.00
	07/01/2024	PRTPO SERVICES FOR JU				
	159	Invoice	Paid	10-50313-4102	Other Contractual Services	$9,570.00
					Totals for 3P TRANSPORTATION SERVICES:	*$27,610.00*
KITSAP SUN NEWSPAPER						
KITSAP SUN NEWSPAPER	04/02/2024	288868 ORDER 1001829(				
	0006352605	Invoice	Paid	10-50301-4102	Legal Advertising	$188.52
					Totals for KITSAP SUN NEWSPAPER:	*$188.52*
REGIONS BANK P-CARD						
REGIONS BANK P-CARD	06/19/2024	PRPTO ANNUAL WEBSITI				
	CC-5510	Invoice	Paid	10-50901-4102	Membership Dues & Subs.	$275.18
					Totals for REGIONS BANK P-CARD:	*$275.18*

Kitsap Transit
Invoice Expense Allocation Report

Account Summary

Account Number	Description		Net Amount
10-50301-4102	Legal Advertising		$188.52
10-50313-4102	Other Contractual Services		$27,610.00
10-50901-4102	Membership Dues & Subs.		$275.18
		GRAND TOTAL:	$28,073.70

3P Transportation Services

INVOICE

Date: May 1, 2024
Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: April 1, 2024 – April 30, 2024
Invoice Number: 157

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

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

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

Description	Hours	Amount
Task 1: Program Administration	54.5	$5,995.00
Task 2: Transportation Planning	29.5	$3,245.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	0	--
Total charge for professional services	84.0	$9,240.00
Invoice 154 Correction		$330.00
Total balance due		$9,570.00

Thank you!!

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

BILLING REPORT – Invoice 157

Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	April 1, 2024 – April 30, 2024

Activity Breakout by UPWP Work Program Elements

Program Administration [54.5 hours]

Executive Committee Meeting – Prepared for, hosted, and participated in the April 4th Executive Committee meeting with Lead Planning Agency and Fiscal Agent and completed follow-up activities.

Executive Board Meeting – Supported the April 19th Executive Board meeting including agenda packet development and distribution, webinar set-ups, website updates, coordination with Chair and LPA staff, and webinar hosting and support. Participated in the meeting, took notes, and debriefed.

PRTPO Support – Scheduled three meetings of the RTPO Funding Work Group. Developed budget and expenditure analyses, prepared briefing materials, hosted, and participated in the Work Group's April 23rd and April 29th meetings. Provided LPA input regarding PRA information request. Developed proposal for Executive Committee and Board consideration regarding in-person meeting in June; followed up with member poll regarding August and October opportunities, in coordination with Chair. Responded to inquiries from members and other stakeholders on a variety of topics and helped connect members with various resources.

Work Program – Developed mid-biennium budget update and prepared draft SFY 2024-25 UPWP Amendment 1 package and Board brief. Participated in annual WSDOT review of the work program. Developed SFY 2024 Q3 invoice work detail for LPA.

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

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

Transportation Planning [29.5 hours]

RTP Update – Developed approach including work plan and schedule for six RTP Deep Dive topics for discussion by the Board. Coordinated further with LPA regarding the RTIP::RTP Project List concept to be fleshed out by the TAC in May and July.

Regional Coordination and Collaboration –

- Statewide:

    - Coordinated with WA State Transportation Commission staff and consultants to promote, and participated in, the April 29th regional work session regarding the WTP update.
    - Participated in Stakeholder Advisory Group meeting 1 of the *Travel Washington* Long-distance Intercity Bus Program update.
- Regional:
    - Coordinated with local agencies pursuing FMSIB funding for freight projects, providing input on projects and draft proposals and tracking down responses from FMSIB regarding agency questions. Developed submittal letter and review package for consideration by the Board and submitted final regional package to FMSIB.

Tribal Collaboration – Attended kick-off meeting for Transportation Electrification Plans with representatives from Squaxin Island Tribe, Skokomish Tribe, and Jamestown S'Klallam Tribe, with the WSU Green Transportation Program. Coordinated with WSDOT's Tribal Transportation Planning Office regarding upcoming meetings and opportunities for information exchange.

Regional Grant Administration – Updated TA funding availability upon notice from WSDOT Local Programs. Develop briefing materials and review package for Executive Board action in April regarding funding awards.

3P Transportation Services

INVOICE

Date: June 1, 2024
Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: May 1, 2024 – May 31, 2024
Invoice Number: 158

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

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

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

Description	Hours	Amount
Task 1: Program Administration	51.0	$5,610.00
Task 2: Transportation Planning	26.0	$2,860.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	0	--
Total charge for professional services	77.0	$8,470.00
Total balance due		$8,470.00

Thank you!!

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

BILLING REPORT – Invoice 158

Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	May 1, 2024 – May 31, 2024

Activity Breakout by UPWP Work Program Elements

Program Administration [51 hours]

Technical Advisory Committee Meeting – Developed and distributed agenda packet for May 16th TAC meeting. Coordinated with Chair and LPA. Prepared for, hosted, and participated in TAC meeting, and completed follow-up activities.

Executive Committee Meeting – Developed and distributed agenda packet for June 6th Executive Committee meeting.

PRTPO Support – Supported Funding Work Group with a poll of TAC members and compiled responses regarding value of regional planning. Developed funding approach, prepared meeting brief, hosted, and participated in the Funding Work Group's May 28th meeting. Corresponded with other RTPOs to inform Work Group discussion. Updated calendar year and biennium schedules in light of Consolidated Grants and Title VI activities, and in-person Board meeting in October. Reached out to new members with orientation materials and support, and updated distribution lists. Responded to inquiries from members and other stakeholders on a variety of topics and helped connect members with various resources.

Title VI – Reviewed site visit findings and developed schedule for completing the 2024 Title VI Plan update. Maintained communications with Community Liaison regarding plan update.

Work Program – Reviewed Q3 actuals and updated expenditure plan for SFY 2024 and 2025 accordingly.

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

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

Transportation Planning [26 hours]

RTP Update – Developed meeting materials for the TAC concerning Deep Dive topics and agenda for TAC lead activities. Coordinated with LPA staff regarding deployment of RTIP::RTP Project List concept and responded to member questions about role of local TIP to RTP project list. Met with WSDOT

Olympic Region team regarding data analysis. Pull relevant notes from Investment Strategy work session for safety discussion with TAC.

Regional Coordination and Collaboration –

- Statewide:
    - Maintained communications with RTPOs statewide regarding coordinated funding education and outreach activities
    - Participated in quarterly WSDOT-MPO-RTPO Coordinating Committee meeting and pre-meeting with MPOs and RTPOs. Regular meeting extended for annual Investment Strategy work session on WSDOT safety planning and investments.
    - Reviewed rural transportation model concept WSDOT supports, for UW students' research project and provided feedback on lack on applicability for PRTPO.

Tribal Collaboration – Fleshed out tribal EV work session concept in collaboration with M Nierney and drafted an approach for further development.

Regional Grant Administration – Reviewed 2024 Consolidated Grants final guidance and schedule, and updated Board schedule to accommodate deadline. Responded to inquiries from WSDOT and members regarding the likely PRTPO process. Supported members in their efforts to get Transportation Alternatives projects in the STIP and prepared for obligation. Responded to public inquiry regarding TA process.

3P Transportation Services

INVOICE

Date: July 1, 2024
Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: June 1, 2024 – June 30, 2024
Invoice Number: 159

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

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

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

Description	Hours	Amount
Task 1: Program Administration	59.5	$6,545.00
Task 2: Transportation Planning	27.5	$3,025.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	0	--
Total charge for professional services	87.0	$9,570.00
Total balance due		$9,570.00

Thank you!!

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

BILLING REPORT – Invoice 159

Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	June 1, 2024 – June 30, 2024

Activity Breakout by UPWP Work Program Elements

Program Administration [59.5 hours]

Executive Committee Meeting – Hosted and supported June 6th Executive Committee meeting.

Executive Board Meeting – Supported the June 21st Executive Board meeting including agenda packet development and distribution, webinar set-ups, website updates, coordination with Chair and LPA staff, and webinar hosting and support. Participated in the meeting, took notes, and debriefed.

PRTPO Support – Worked with chair to develop letter from PRTPO to other RTPOs and developed briefing memo regarding RTPO funding for the Board. Developed three letters of support for member projects. Responded to inquiries from members and other stakeholders on a variety of topics and helped connect members with various resources.

Title VI – Developed draft FTA-compliant Title VI Plan with LEP Plan and demographic profile and submitted to WSDOT for 45-day internal review.

Work Program – Reconciled SFY 2024 expenditures and developed updated estimates for SFY 2024 and 2025 for UPWP Amendment package. Prepared Board briefing memo. Submitted executed amendment package to WSDOT and updated website materials.

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

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

Transportation Planning [27.5 hours]

RTP Update – Developed Board briefing materials to introduce RTIP::RTP project list. Developed Board briefing materials to support its discussion about its role in delivering RTP recommendations and its future work as a regional transportation partner. Collaborated with local agencies in aligning the proposed RTIP::RTP project list approach with their TIP development processes at the local level. Coordinated with LPA on logistics behind this approach.

Regional Coordination and Collaboration –

- Statewide:
    - Participated in quarterly Rural RTPO Work Group meeting.
- Regional:
    - Maintained communications with WSDOT Olympic Region about potential Hood Canal Bridge study, and data queries using Streetlight data.
    - Participated in WSDOT public meeting concerning the *Travel WA* Intercity Bus Plan update and followed up with staff of adjacent RTPOs on the US 101 corridor to gage their interest in further collaboration with PRTPO to get US 101 on the radar for this plan update.

Regional Grant Administration – Engaged with members about the upcoming Consolidated Grants program and PRTPO's role in the WSDOT process.

Kitsap Sun

PART OF THE USA TODAY NETWORK

ACCOUNT NAME		ACCOUNT #	PAGE #
Kitsap Transit Legals		288868	1 of 1
INVOICE #	**BILLING PERIOD**	**PAYMENT DUE DATE**	
0006352605	Apr 1- Apr 30, 2024	May 20, 2024	
PREPAY (Memo Info)	**UNAPPLIED (Included in amt due)**	**TOTAL CASH AMT DUE***	
$0.00	-$5.65	$941.95	

BILLING ACCOUNT NAME AND ADDRESS

Kitsap Transit Legals
60 Washington Ave 200
Bremerton, WA 98337

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

BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@ccc.gannett.com | **FEDERAL ID** 47-1939744

To sign-up for E-mailed invoices and online payments please contact abgspecial@gannett.com.

Date	Description	Amount
4/1/24	Balance Forward	$857.03
4/29/24	PAYMENT - THANK YOU	-$574.44
4/29/24	PAYMENT - THANK YOU	$267.52
4/29/24	PAYMENT - THANK YOU	-$179.64
4/29/24	PAYMENT - THANK YOU	-$87.88

Package Advertising:

Start-End Date	Order Number	Product	Description	PO Number	Package Cost
4/2/24	10018290	BKS Kitsap Sun	Legal 2 Column Full	LBKS0081406 PrtPo	$188.52
4/10/24	10058359	BKS Kitsap Sun	Legal 1 Column	LBKS0085484 Enetai	$167.80
4/15/24	10068199	BKS Kitsap Sun	Legal 1 Column	LBKS0087089 POIT study	$212.20
4/19/24	10091466	BKS Kitsap Sun	Legal 1 Column	LBKS0090407 Vessel monitoring	$90.84

Line #1 10-50301-4102 100 Project KT 24-894 PRTPO Coordinator
Line #2 20-50301-6000 100 Project # KT 24-899 Enetai COI
Line #3 20-50301-6000 100 Project # KT 24-900 POIT Study
Line #4 20-50301-6000 100 Project # KT 24-901 Vessel Monitoring

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

OK TO Pay

Total Cash Amount Due	$941.95
Service Fee 3.99%	$37.58
*Cash/Check/ACH Discount	-$37.58
*Payment Amount by Cash/Check/ACH	$941.95
Payment Amount by Credit Card	$979.53

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME	ACCOUNT NUMBER	INVOICE NUMBER	AMOUNT PAID
Kitsap Transit Legals	288868	0006352605	

CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL CASH AMT DUE*
$659.36	$0.00	$0.00	$288.24	$0.00	-$5.65	$941.95

REMITTANCE ADDRESS (Include Account# & Invoice# on check)	TO PAY WITH CREDIT CARD PLEASE CALL:	TOTAL CREDIT CARD AMT DUE
Kitsap Sun PO Box 52173 Phoenix, AZ 85072-2173	1-877-736-7612	$979.53
	To sign up for E-mailed invoices and online payments please contact abgspecial@gannett.com	

00002888680000000000000635260500094195126l0

PURCHASE ORDER	
Purchase Order No.	13377
Vendor ID	834
6/19/2024	Page 1

VENDOR	SHIP TO
BANK OF AMERICA-BUSINESS CARD (BUS) PO BOX 15796 WILMINGTON, DE 19886-5796	Kitsap Transit
Attention: BANK OF AMERICA-BUSINESS CARD	Attention:

Ship Via	FOB	Terms	PO Date	Buyer
			6/18/2024	
		Department		Confirm To
		Service Development		

Vendor agrees to (1) KT's standard terms and conditions and (2) scope of work, if applicable. Unless stated otherwise, terms of payment are net 30 days of either acceptance of goods or services or receipt of invoice, whichever is later.

Line No.	Product ID	Vendor Part Number	Required	Unit	Quantity	Extended Price
Description			Promised	Unit Price		
1 PRPTO annual website renewal on Squarespace.				$252.000		$252.00
2 June 18, 2024 - June 17, 2025						
					Total	$252.00

Card #6615

6/19/24

$275.18 Squarespace

10.50901.4102

Authorized Signature

Billing Invoices Invoice #137013978

Invoice

#137013978

Charged on Tuesday, June 18, 2024

ISSUED TO

Kitsap Transit
60 washington ave., suite 200
bremerton, wa 98337
United States
Card Number •••• •••• •••• 6615

ISSUED BY

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

Charges

All prices in USD.

Subscription: Business (Annually) - vuvuzela-orb-knke.squarespace.com	$252.00
Subtotal	$252.00
Discount	-
Sales Tax (9.2%)	$23.18
Due	$0.00
Paid	**$275.18**

Activities

Activities

- View All Requisitions
- View My Requisitions
- View Requisitions for Review

Requisition 13774

Created By: JeremiahHolcomb **Approval Rule:** Marketing & Service
Show Rule Details

Status: Approved

Description: PRPTO annual website renewal on Squarespace

Total: $252.00 Attachments 0 Attachments

Line Items

Line #	Line Item Description	Quantity	Unit Cost	Extended Price	Status
1	PRPTO annual website renewal on Squarespace.	-.---	$-.--	$252.00	Ordered View

Vendor: BANK OF AMERICA-BUSINESS CARD (BUS)

Attributes

Attribute Type	Description	Short Description	Date	Required	Comments
Fair and Reasonable	Yes, Past Pricing				

History of Changes

Item Changed	Previous Setting	New Setting	Changed On	Changed By
Status	Editing	Submitted	6/6/2024	JeremiahHolcomb
Status	Submitted	Approved	6/14/2024	Steffanil

Line Item 1 - PRPTO annual website renewal on Squarespace.

Quantity: -.--- Unit:

Unit Price: $-.-- Extended Price: $252.00

External Notes

Internal Notes

Annette I have forwarded the email to you

Peninsula Regional Transportation Planning Organization - Website annual renewal

https://www.prtpo.org/

As a reminder, your website subscription is set to auto-renew on June 18, 2024. Here are the details:
WEBSITE:
vuvuzela-orb-knke
vuvuzela-orb-knke.squarespace.com

WEBSITE PLAN:
$252.00 - Business
CARD:
MasterCard ending in 5655
If you would like to keep your subscription active and accept the above-referenced charge, no further action is required. To use a different payment method, please update your billing information before the renewal date.

Vendor Information

Selected Vendor: BANK OF AMERICA-BUSINESS CARD (BUS)

Purchase Order Information

Date Required: Department:

Ship via: Deliver to:

Ship to: Freight on board:

Buyer:

Distribution Information

Detail View

Amount	$252.00	GL Account:	10-50304-4102	Professional & Technical Serv

Amount	Project	Class	Funding Source
$252.00	100	Unrestricted Net Assets	DEFAULT

Purchase Order Line Item Information

Purchase Order Number	Line Item Number	Date Promised	Quantity Ordered
13377	1		1.0000

History Information

Item Changed	Previous Setting	New Setting	Changed On	Changed By
Last Action	Pending	Approved	6/7/2024	annetteb
Last Action	Pending	Approved	6/7/2024	SanjayB
Approval Status	Pending	Approved	6/14/2024	Steffanil
Last Action	Pending	Approved	6/14/2024	Steffanil
Vendor	ANNETTE BALERA	BANK OF AMERICA-BUSINESS CARD (BUS)	6/18/2024	annetteb
Approval Status	Approved	Ordered	6/18/2024	annetteb

Jefferson Transit Authority
PRTPO Fiscal Agent Expenses

Jefferson Transit Authority
63 4 Corners Rd
Port Townsend WA 98368

Invoice Date: 7/2/2024
Invoice Period: April-June 2024

Staff Salaries & Wages Expenses

Description	Date	Hours	Wages	Benefits	Total
March Bank Reconcilation	4/12/2024	0.50	$ 23.68	$ 12.72	$ 36.41
April Bank Reconcilation	5/29/2024	0.50	$ 23.68	$ 12.72	$ 36.41
WSDOT Q1 Grant Deposit/Checks	6/6/2024	1.00	$ 47.37	$ 25.45	$ 72.81
May Bank Reconcilation	6/11/2024	0.50	$ 23.68	$ 12.72	$ 36.41
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
Total Salaries & Wages			$ 118.41	$ 63.61	$ 182.03

Other Reimbursable Expenses

Description	Date	QTY	Rate	Total
Annual Quickbooks Renewal	31-May	1	$ 1,058.27	$ 1,058.27
				$ -
				$ -
				$ -
Total Reimbursables				$ 1,058.27

Expense Summary for Quarter

	April 4/1/2024 4/30/2024	May 5/1/2024 5/31/2024	June 6/1/2024 6/30/2024	Total
Staff Salaries and Wages	$ 23.68	$ 23.68	$ 71.05	$ 118.41
Staff Fringe Benefit	$ 12.72	$ 12.72	$ 38.17	$ 63.61
Other Reimbursables	$ -	$ 1,058.27	$ -	$ 1,058.27
Subtotal	**$ 36.41**	**$ 1,094.68**	**$ 109.22**	**$ 1,240.30**
Overhead Charge 10%	$ 3.64	$ 109.47	$ 10.92	$ 124.03
TOTAL	**$ 40.05**	**$ 1,204.14**	**$ 120.14**	**$ 1,364.33**

Invoice Total: $ 1,364.33

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

Invoice

Invoice number: 10001311300665
Total: $1,058.27
Date: May 31, 2024
Payment method: VISA ending 8551
Payment authorization code: 05676G

Bill to

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

Payment details

Item	Qty	Unit price	Amount
QuickBooks Online Plus	1	$970.00	$970.00
Sales tax - Standard:			$88.27
Total invoice:			**$1,058.27**

Tax reporting information

Period for annual subscription fees: May 31, 2024 - May 31, 2025
Total without tax: $970.00
Total tax: $88.27

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

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

ATTACHMENT C

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 9, 2024
Subject: **Request WSDOT De-federalize HSTP Funding**

REQUESTED ACTION:

Authorize a letter from the PRTPO Chair to WSDOT requesting that future HSTP planning funds be from state revenues.

Overview

The WSDOT Public Transportation Division (PTD) offers Regional Transportation Planning Organizations funding every four years to update their Human Services Transportation Plans (HSTP).

In 2021, the $80,000 offered to PRTPO was federal funding. PRTPO can only accept and use state funding by virtue of its organizational structure. PTD had no capacity to exchange it for state funds at that time, because it was so late in their funding cycle. Kitsap Transit stepped in with an offer to help, and so PRTPO assigned its funding award to Kitsap Transit. Kitsap Transit managed it separately from PRTPO's regular work program, as a Kitsap Transit project. This is not sustainable going forward.

Decisions being made over the next few months will determine the color of money offered to PRTPO next summer. Now is the time for PRTPO to let WSDOT PTD know that funding for future HSTP updates needs to be state and not federal.

The attached draft letter requests that PTD defederalize the funding used to support PRTPO's Human Services Transportation Plan update.

Next Steps

Upon approval by the Board, we'll execute the letter and submit it to WSDOT Public Transportation Division.

Attachments:

Draft Letter from PRTPO to WSDOT

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

August 16, 2024

Mr. Don Chartock
Deputy Director
WSDOT Public Transportation Division

Dear Mr. Chartock,

The Peninsula Regional Transportation Planning Organization (PRTPO) values the opportunity afforded by your office to engage transportation providers and human services providers in coordinated human services transportation planning. For numerous cycles, the Public Transportation Division has offered PRTPO funding to do this important planning work. Our budget is very small. Without additional support, we are unable to conduct the kind of outreach and collaboration needed to maintain our Human Services Transportation Plan (HSTP) and ensure its strategies reflect current needs in this rural region.

As an independent organization since July 2019, PRTPO operates solely on state funds. By virtue of our organizational structure and financial capacity, PRTPO is unable to use or administer federal funds. We operate on a cash basis accounting system and depend on state revenues for all PRTPO activities.

That is why I am writing to you at this time, to request that funding to support the next HSTP update be state funding and not federal. As you may recall from arrangements in 2021, PRTPO was unable to accept the funds from your office and could only proceed because Kitsap Transit offered to manage the funding award independently from our regular work program. That work around is not a practical strategy for PRTPO going forward.

To its great credit, the Public Transportation Division recognizes that updating these required plans takes additional resources and directs funding to RTPOs every four years for this purpose. We are grateful for that but would appreciate the chance to complete our next update with state funds. It was late in the funding cycle when this surfaced in 2021, and your office had no flexibility to exchange those funds for state funds. We are hopeful that making this request now will provide your team with sufficient lead time to factor PRTPO's constraints into your upcoming statewide funding decisions.

PRTPO has long advocated for WSDOT to defederalize funding for small local projects our members deliver. Now we are asking the same for funding offered to PRTPO itself.

Thank you for your on-going support of coordinated human services transportation planning by RTPOs and for your consideration of this request. If you have any questions, please don't hesitate to reach out to me or to our PRTPO Coordinator Thera Black.

Respectfully,

Lindsey Schromen-Wawrin
Chair, Peninsula Regional Transportation Planning Organization

DRAFT

ATTACHMENT D

1st Reading

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 9, 2024
Subject: **Draft FTA-Compliant Title VI Plan**

REQUESTED ACTION:

No action is requested. This is the Board's first reading of the draft document. It will come back to the Board in October for approval.

Background

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any programs or activities that receive federal financial assistance. As members will recall, PRTPO is unable to accept or use federal funds. But WSDOT is a direct recipient of FTA funds and some of those funds paid for the update of PRTPO's Human Services Transportation Plan in 2021-22. WSDOT determined PRTPO must comply with requirements of Title VI and is using the guidelines for Metropolitan Planning Organizations (MPO) to assess PRTPO's Title VI compliance.

PRTPO has an approved Title VI Plan that was updated in 2021, after the transition from WSDOT Olympic Region. That plan complies with FHWA Title VI requirements, which are not quite the same as FTA Title VI requirements. In summer of 2023, WSDOT Public Transportation Division conducted a review of PRTPO's Title VI Plan and found it to be inadequate. PRTPO was directed to update it to satisfy FTA requirements. Instead of trying to reconcile competing requirements between federal agencies, a separate Title VI Plan has been prepared to satisfy FTA requirements for the use of federal funds.

In accordance with WSDOT's new procedures around Title VI Plans, a draft of the Title VI Plan was submitted to WSDOT 45 days before providing it to the Executive Board for review. As of this writing we have not received comments on the draft plan, though we understand comments are forthcoming. For that reason, the narrative is unchanged in this draft from what WSDOT received.

It should be noted that WSDOT did not single out PRTPO for inadequate compliance with Title VI requirements. Every RTPO in the state was found to be inadequate, even MPOs with previously compliant plans.

Once this new Title VI plan is approved, PRTPO's on-going compliance requirements are minimal given the nature of PRTPO's authorities and its revenue sources. PRTPO's "vital public documents" under Title VI are currently available for download in English, Spanish, and Tagalog on the About Us page of PRTPO's website.

Overview

The new draft plan uses a standardized format typical of MPOs with federally funded programs and authorities. For that reason, some sections have no practical applicability to PRTPO but are included to satisfy those requirements while clarifying where necessary what PRTPO's actual responsibilities entail. Following is an outline of the document.

- Title VI Public Notice in English, Spanish, and Tagalog and ADA Information
- PRTPO Title VI Policy Statement
- Introduction

    - PRTPO Organizational Overview
    - PRTPO Organization Structure
    - Title VI Responsible Entity
- Title VI Overview
    - Review Procedures for Sub-recipients and Contractors
    - Title VI Training
- Title VI Complaint Procedures
    - Right to File a Complaint
    - Complaint Submittal
    - Complaint Tracking
    - Complaint Investigation
    - Letters of Finding and Resolution
    - Appeals Process
    - Three Year Record of Investigations
- Public Participation
    - Outreach Activities
- Limited English Proficiency (LEP)
- Appendix A: Title VI Assurances
- Appendix B: PRTPO Complaint Form (English, Spanish, Tagalog)
- Appendix C: Limited English Proficiency (LEP) Plan
- Appendix D: Demographic Profile

Were PRTPO ever to accept and use federal funds from any source, Title VI requirements will apply not just to that federally funded work, but to all of PRTPO's work program. PRTPO receives no funding from the legislature to comply with Title VI requirements.

Next Steps

Final revisions to this draft will be made when we receive WSDOT comments. A final draft will come back to the Board for approval in October.

Attachments:

Draft FTA-Compliant Title VI Plan

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

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

TITLE VI PLAN

For FTA Compliance

Draft for Executive Board review, with adoption October 18, 2024
WSDOT comments pending from July 3rd review. Comments will be incorporated as appropriate into final draft.

Peninsula RTPO

60 Washington Avenue, Ste 200

Bremerton, WA 98337

360.824.4919

EdwardC@kitsaptransit.com

PRTPO Review Draft

TITLE VI PUBLIC NOTICE

Peninsula Regional Transportation Planning Organization (PRTPO) hereby gives public notice that it is the organization's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or other activity for which PRTPO receives federal finance assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with PRTPO. Any such complaint must be in writing and filed with PRTPO's Title VI Coordinator within one hundred and eighty (180) days following the date of the alleged discriminatory occurrence. For questions regarding PRTPO's Title VI program please contact PRTPO's Title VI Coordinator at 360.824.4919 or by email at EdwardC@kitsaptransit.com.

Aviso de Título VI

Peninsula Regional Transportation Planning Organization (PRTPO) da aviso público de que es política de la organización asegurar el pleno cumplimiento del Título VI de la Ley de Derechos Civiles de 1964, la Ley de Restauración de los Derechos Civiles de 1987 y los estatutos y reglamentos relacionados en todos los programas y actividades. El Título VI requiere que ninguna persona, por motivos de raza, color u origen nacional, sea excluida de la participación, se le nieguen los beneficios o sea objeto de discriminación bajo cualquier programa para la cual PRTPO reciba asistencia financiera federal. Toda persona que considere que ha sido agraviada por una práctica discriminatoria ilegal en virtud del Título VI tiene derecho a presentar una queja formal ante la PRTPO. Cualquier queja de este tipo debe ser por escrito y presentada ante el Coordinador del Título VI de la PRTPO dentro de los ciento ochenta (180) días siguientes a la fecha de la supuesta ocurrencia discriminatoria. Si tiene preguntas sobre el programa Título VI de PRTPO, comuníquese con el Coordinador del Título VI de PRTPO al 360.824.4919 o por correo electrónico a EdwardC@kitsaptransit.com.

Pamagat VI Seguro

Peninsula Regional Transportation Planning Organization (PRTPO) sa pamamagitan nito ay nagbibigay ng paunawa sa publiko na patakaran ng samahan na tiyakin ang ganap na pagsunod sa Pamagat VI ng Batas sa Karapatang Sibil ng 1964, ang Batas sa Pagpapanumbalik ng Mga Karapatan sa Sibil ng 1987, at mga kaugnay na batas at regulasyon sa lahat ng mga programa at mga aktibidad. Kinakailangan ng Pamagat VI na walang sinumang dapat, sa batayan ng lahi, kulay, o pambansang pinagmulan, ay maibukod mula sa pakikilahok, tanggihan ang mga benepisyo, o mapailalim sa diskriminasyon sa ilalim ng anumang aktibidad na kung saan ang PRTPO ay tumatanggap ng pederal na pananalapi tulong. Ang sinumang tao na naniniwala na sila ay naapi ng isang labag sa batas na diskriminasyon na kasanayan sa ilalim ng Pamagat VI ay may karapatang maghain ng pormal na reklamo sa PRTPO. Anumang naturang reklamo ay dapat na nakasulat at isampa sa PRTPO's Title VI Coordinator sa loob ng isang daan at walumpung (180) araw kasunod ng petsa ng hinihinalang paglitaw ng diskriminasyon. Para sa mga tanong tungkol sa Title VI program ng PRTPO, mangyaring makipag-ugnayan sa Title VI Coordinator ng PRTPO sa 360.824.4919 o sa pamamagitan ng email sa EdwardC@kitsaptransit.com.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

Materials can be provided in alternate formats by contacting PRTPO's Title VI Coordinator at 360.824.4919 or by email at EdwardC@kitsaptransit.com.

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B. PRTPO Complaint Form

C. LEP Plan

D. Demographic Profile

E. PRTPO Executive Board Minutes From Meeting Where the Title VI Plan is Adopted (pending)

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TITLE VI POLICY STATEMENT

Peninsula Regional Transportation Planning Organization (PRTPO) assures that no person shall on the grounds of race, color, or national origin as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any PRTPO-sponsored program or activity, program or other activity for which PRTPO receives federal financial assistance.

PRTPO's Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports, and other responsibilities stipulated in Title 23 Code of Federal Regulations (CFR) 200 and 49 CFR 21.

PRTPO's Title VI Plan is posted in English, Spanish, and Tagalog on PRTPO's website at www.PRTPO.org and includes links to complaint forms and contact information for the PRTPO Title VI Coordinator.

_____ October 18, 2024

Lindsey Schromen-Wawrin, PRTPO Chair Date

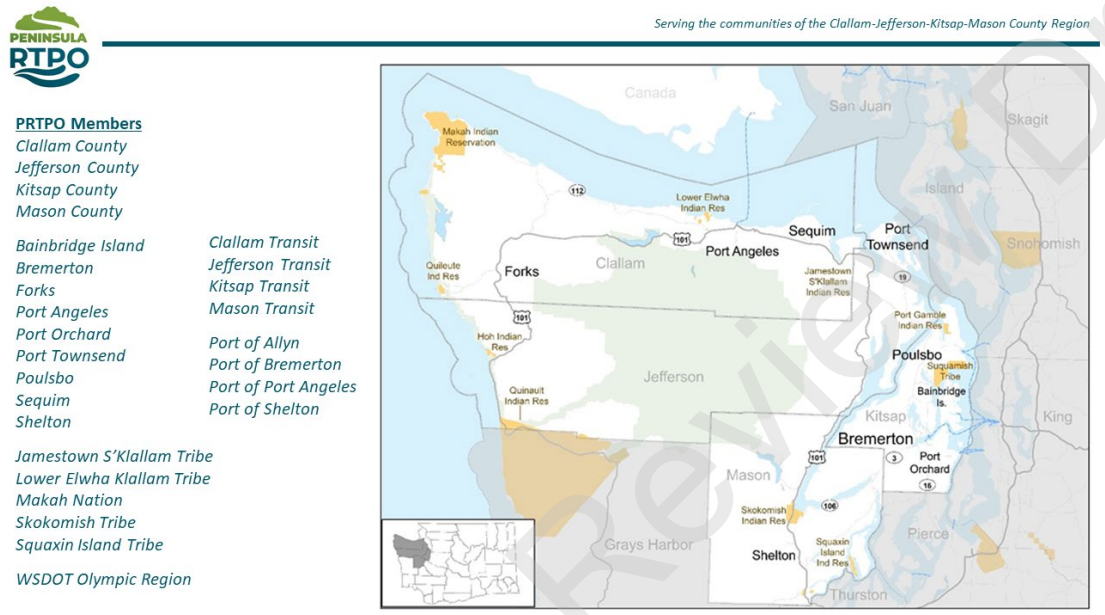
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INTRODUCTION

ORGANIZATIONAL OVERVIEW

PRTPO is a non-metropolitan Regional Transportation Planning Organization established pursuant to Chapter 47.80 of the Revised Code of Washington (RCW). It is a special-purpose planning organization providing coordinated regional transportation planning for the four county Clallam-Jefferson-Kitsap-Mason County region. *(Figure 1)* PRTPO was established in 1991 and administered by the Olympic Region of the Washington State Department of Transportation (WSDOT) until July 1, 2019, at which time it was restructured as an independent, stand-alone organization.

Figure 1: Map of Peninsula Region and 2024 PRTPO Members



Membership in the PRTPO is voluntary and governed by terms of its adopted Bylaws and Interlocal Agreements. In 2024, PRTPO has 27 members. Members include local government cities, counties, port districts, transit agencies, Native American tribes, and WSDOT Olympic Region.

PRTPO operates on $273,948 in the SFY 2024-2025 biennium using state RTPO funds appropriated by the legislature and distributed by WSDOT's Office of Multimodal Planning. Statutory planning requirements are defined in RCW 47.80 and Chapter 468.86 of the Washington Administrative Code. PRTPO's work program and budget are spelled out in an adopted Unified Planning Work Program reviewed and approved by WSDOT. It is the basis for RTPO Agreements between PRTPO and WSDOT.

PRTPO is a state-designated regional planning organization for a highly rural non-metropolitan region. It is a forum for cooperation and coordination among the region's many transportation partners. PRTPO provides no mobility services or support, nor does it acquire or hold real property or construct projects. It has no staff; PRTPO is the policy makers of the 27 member organizations. PRTPO is occasionally asked to rank projects submitted to WSDOT or FMSIB for funding, but PRTPO has no funds itself to award to transportation projects. As a rural RTPO, PRTPO has minimal statutory authority vested to it under state law. PRTPO is not recognized in any capacity by the federal government.

The organization's Bylaws, signed Interlocal Agreements, current representatives, and adopted work program and budget are posted on PRTPO's website at PRTPO.org.

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ORGANIZATIONAL STRUCTURE

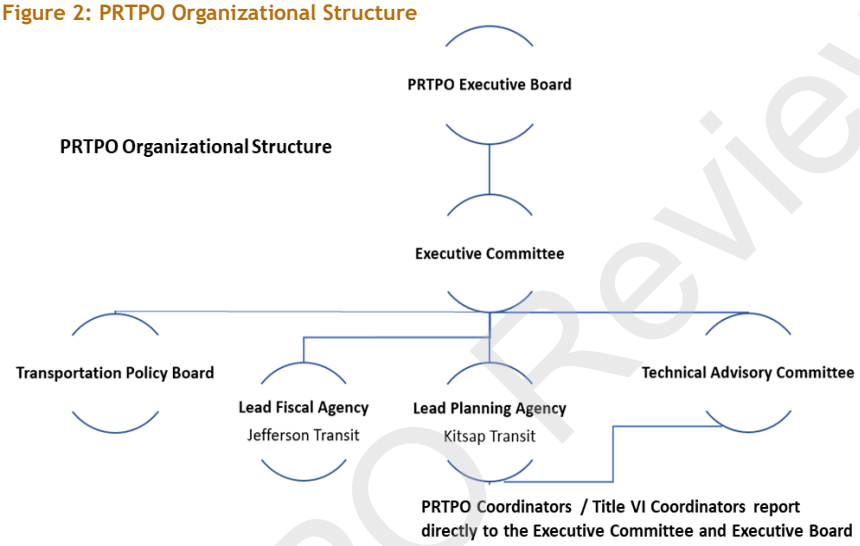
The Executive Board is PRTPO's decision-making body and is comprised of elected officials and senior staff appointed by member organizations. The Executive Board is advised on a wide range of topics by a Technical Advisory Committee (TAC). The TAC is comprised of staff and some elected officials appointed by member organizations. If needed, PRTPO is authorized under state law to convene an advisory Transportation Policy Board that includes representatives from other organizations besides PRTPO members; no such Policy Board body currently exists. An Executive Committee made up of the Chair, Vice-Chair, and Secretary of the Board provides direction and coordination in collaboration with the Lead Planning Agency and Fiscal Agent between the Executive Board's bi-monthly meetings.

PRTPO has no other standing advisory boards or committees.

PRTPO is supported by 0.4 FTE in contracted PRTPO Coordinator services.

Figure 2 depicts PRTPO's organizational structure. It shows the direct line of reporting from the PRTPO Coordinators to the Executive Committee and Executive Board.

Figure 2: PRTPO Organizational Structure



TITLE VI RESPONSIBLE ENTITY

The PRTPO Executive Board is ultimately responsible for assuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related statutes and has directed that non-discrimination is required of all PRTPO staff, contractors, and agents pursuant to 49 CFR Part 21.

PRTPO tasked the PRTPO Coordinators to perform the duties of the Title VI Coordinator and ensure implementation of its Title VI program.

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TITLE VI OVERVIEW

Transportation agencies managing federally funded programs and projects are responsible for ensuring their plans, programs, policies, services, and investments benefit everyone in their jurisdictions equitably.

Three related federal laws have bearing on Title VI Plans:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.)
  Title VI prohibits discrimination on the basis of race, color, and national origin in programs receiving federal assistance.

- E.O. 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (Exec. Order No. 12898, 59 FR 7629 [February 16, 1994])
  EJ focuses on a determination of whether minority and low-income individuals experience disproportionately high and adverse effects at all phases of project planning, design, construction, or as a result of a major change in transit operating service.

- E.O. 13166, Improving Access to Services for Persons with Limited English Proficiency (Exec. Order 13166, 65 FR 159 [August 16, 2000])
  E.O. 13166 requires agencies to make federally funded services, programs, and activities accessible to persons with a limited ability to read, write, speak, or understand English.

REVIEW PROCEDURES FOR SUB-RECIPIENTS AND CONTRACTORS

PRTPO receives no federal funds nor has any federal funds to pass through and so has no federal funding sub-recipients or contractors to monitor. If it does obtain such funds in the future, PRTPO will work with the WSDOT Office of Equal Opportunity to develop a review process and establish the measures it would take to provide assistance to potential sub-recipients in a nondiscriminatory manner as Title VI requires.

TITLE VI TRAINING

PRTPO Coordinators received Title VI training from WSDOT's Title VI Training Coordinator in December 2019. The designated PRTPO Title VI Coordinator regularly receives Title VI guidance as a part of his regular job.

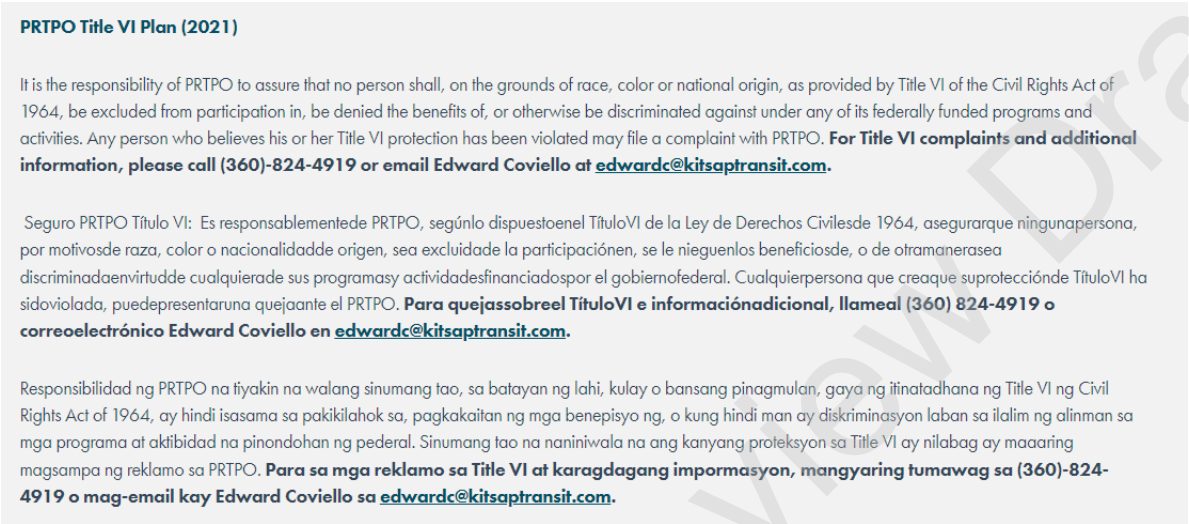
PRTPO has no staff or any subrecipients to offer Title VI training. If that changes in the future then WSDOT's Office of Equal Opportunity will be asked to provide applicable training on FTA Title VI requirements.

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TITLE VI COMPLAINT PROCEDURES

Federal law prohibits discrimination on the basis of race, color, or national origin in any PRTPO program, service, or activity that receives federal funds. This prohibition applies to all work of PRTPO, its contractors, consultants, and anyone else who acts on behalf of PRTPO.

PRTPO posts its Title VI Assurance and complaint information on the **About Us** page of the organization's website. It is provided in English, Spanish, and Tagalog. It includes a link to the Title VI plan as well as to the PRTPO Title VI Coordinator for questions or to register a complaint.



PRTPO Title VI Plan (2021)

It is the responsibility of PRTPO to assure that no person shall, on the grounds of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or otherwise be discriminated against under any of its federally funded programs and activities. Any person who believes his or her Title VI protection has been violated may file a complaint with PRTPO. **For Title VI complaints and additional information, please call (360)-824-4919 or email Edward Coviello at edwardc@kitsaptransit.com.**

Seguro PRTPO Título VI: Es responsablementede PRTPO, segúnlo dispuestoenel TítuloVI de la Ley de Derechos Civilesde 1964, asegurarque ningunapersona, por motivosde raza, color o nacionalidadde origen, sea excluidade la participaciónen, se le nieguenlos beneficiosde, o de otramanerasea discriminadaenvirtudde cualquierade sus programasy actividadesfinanciadospor el gobiernofederal. Cualquierpersona que creaque suprotecciónde TítuloVI ha sidoviolada, puedepresentaruna quejaante el PRTPO. **Para quejassobreel TítuloVI e informaciónadicional, llameal (360) 824-4919 o correoelectrónico Edward Coviello en edwardc@kitsaptransit.com.**

Responsibilidad ng PRTPO na tiyakin na walang sinumang tao, sa batayan ng lahi, kulay o bansang pinagmulan, gaya ng itinatadhana ng Title VI ng Civil Rights Act of 1964, ay hindi isasama sa pakikilahok sa, pagkakaitan ng mga benepisyo ng, o kung hindi man ay diskriminasyon laban sa ilalim ng alinman sa mga programa at aktibidad na pinondohan ng pederal. Sinumang tao na naniniwala na ang kanyang proteksyon sa Title VI ay nilabag ay maaaring magsampa ng reklamo sa PRTPO. **Para sa mga reklamo sa Title VI at karagdagang impormasyon, mangyaring tumawag sa (360)-824-4919 o mag-email kay Edward Coviello sa edwardc@kitsaptransit.com.**

PRTPO's complaint procedure is outlined below. The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complaint.

RIGHT TO FILE A COMPLAINT

Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any federally funded PRTPO program, service, or activity because of their race, color, or national origin may file a complaint with PRTPO. A complaint must be filed no later than 180 days after the date of the alleged discrimination.

COMPLAINT SUBMITTAL

A copy of PRTPO's complaint form is in Appendix B. Complaints should be in writing, signed, and submitted by mail, in person, or via e-mail. Complaints must meet the following requirements:

a. Complaint shall be in writing and signed by the complainant(s).

b. Complaint shall include the date of the alleged act of discrimination or the date on which the conduct was discontinued or the latest instance of the conduct.

c. Complaint shall present a detailed description of the issues, including names of those individuals perceived as parties in the alleged violation.

Allegations received by email will be acknowledged and processed once the identity of the complainant and the intent to proceed with the complaint have been established. For this, the complainant is required to mail or deliver a signed, original copy of the email transmittal for PRTPO to be able to process it. Allegations

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received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing.

Complaints should be submitted to:

PRTPO Title VI Coordinator

c/o Kitsap Transit

60 Washington Avenue, Ste 200

Bremerton, WA 98337

Via email: EdwardC@kitsaptransit.com

Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint. For assistance with submitting a claim, please call 360.824.4919 and ask for the PRTPO Title VI Coordinator.

COMPLAINT TRACKING

Once a complaint is received, it will be reviewed to determine jurisdiction, acceptability, need for additional information, and the investigative merit of the complaint. All complaints are assigned a tracking number and tracked via a Complaint Log. The Complaint log contains the following information for each complaint filed:

- The name and address of the person filing the complaint.
- The date of the complaint.
- The basis of the complaint.
- The disposition of the complaint.
- The status of the complaint.

If a complaint is forwarded to another agency, complainants will be provided the name and contact information of the employee handling the complaint.

The Complaint Log and documentation are destroyed six years after the end of the fiscal year in which the case is closed.

COMPLAINT INVESTIGATION

The investigation will include as appropriate, a review of the pertinent practices and policies of PRTPO, the circumstances under which the possible noncompliance occurred, and other factors relevant to a determination as to whether PRTPO has failed to comply with Title VI.

PRTPO will not investigate a complaint against itself but will request the WSDOT Office of Equal Opportunity to conduct investigations. WSDOT will follow adopted procedures for investigating discrimination complaints according to the current State Title VI Plan. PRTPO will take prompt action whenever a compliance review, report, complaint, or any other information indicates a failure on PRTPO's part to comply with Title VI.

LETTERS OF FINDING AND RESOLUTION

Within sixty (60) days of receipt of the complaint, PRTPO's Title VI Coordinator or WSDOT investigator(s) will make a recommendation to the Executive Board regarding the merit of the complaint and whether remedial actions are needed to provide redress. The PRTPO Chair will transmit to the complainant one of the following two letters based on its findings:

a. A letter of finding indicating that a violation of federal Title VI regulations was not found. This letter will include any explanation of why a violation was not found and provide notice of the complainant's appeal rights. If applicable, the letter can include a list of procedural violations or concerns that

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certain practices are questionable and that without corrective steps, a future violation finding may be possible.

b. A letter of finding indicating that a violation of federal Title VI regulations was found. This letter will include a summary of the allegations and interviews of each violation referenced, a brief description of proposed remedies (including any disciplinary action, additional staff training, or other remedy/action), a notice of an anticipated completion date for the proposed remedies and notification of the complainant's appeal rights.

PRTPO will submit a copy of the complaint, resulting investigative report, letter of finding, and if appropriate any remedial actions to WSDOT's External Civil Rights Branch or other appropriate oversight agency within sixty (60) days of the Executive Board receiving the investigator's report.

APPEALS PROCESS

The letters of finding and resolution will offer the complainant a chance to provide additional information that would lead PRTPO or WSDOT investigators to reconsider the conclusions. Parties in the complaint should provide this additional information in writing to the PRTPO Executive Board within 60 days of the letter of finding being submitted. The request for reconsideration should be sufficiently detailed to contain any items the complainant feels were not fully understood or reviewed during the investigation. After reviewing this information with WSDOT investigators, PRTPO will respond either by issuing a revised letter of resolution or finding to the appealing party, or by informing the appealing party that the original letter of resolution or finding remains in force.

Complainants have the right to file a complaint directly with FTA:

Federal Transit Administration
U.S. Department of Transportation Office of Civil Rights
Attention: Complaint Team
East Building, 5th Floor - TCR
1200 New Jersey Avenue, SE
Washington, DC 20590

Email: FTACivilRightsCommunications@dot.gov

There is no prohibition against a complainant filing a Title VI complaint simultaneously with PRTPO, WSDOT, and FTA.

PRTPO reserves the right to assign any Title VI complaint to Kitsap County's legal counsel for dissolution of any or all parts of this process. If so, Kitsap County's legal counsel will contact the complainant.

THREE YEAR RECORD OF INVESTIGATIONS

No public-transportation related investigations, complaints, or lawsuits pertaining to allegation of discrimination on the basis of race, color and/or national origin in transit-related activities and programs administered by PRTPO have been filed in the last three years.

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PUBLIC PARTICIPATION

PRTPO adopted Public Participation Protocols in June 2021 that describe public engagement procedures for PRTPO's on-going work program and activities. It describes a participation strategy tailored to the needs and resources available to PRTPO for the planning activity at hand. PRTPO has extremely limited resources for anything, including for public participation. It works to establish and maintain a communications network among the region's various transportation system owners and operators and relies on this network to efficiently disseminate information to and solicit input from providers' constituents and clientele.

OUTREACH ACTIVITIES

PRTPO maintains a growing list of contacts across a wide range of sectors. In addition to occasional blanket notifications with general information of broad interest to providers across the region, PRTPO targets some information directly to relevant contacts about upcoming PRTPO opportunities that are of particular interest to them and the clients they serve, for example, promoting information about upcoming funding opportunities to public and tribal transit, non-profit, and NEMT service providers.

PRTPO maintains a small web presence with information about meetings as well as documents and other resources that are available to everyone. PRTPO makes available to the public its Title VI plan, Title VI complaint forms in English, Spanish, and Tagalog, and the FHWA Title VI Assurances on the About Us page as well as an email link and phone number for PRTPO's Title VI Coordinator, in accordance with federal law.

PRTPO Executive Board and Technical Advisory Committee meetings are virtual and open to the public. There is a public comment opportunity at every Executive Board meeting. PRTPO provides a physical location for people to view the meeting remotely in accordance with Washinton's Open Public Meetings Act. That location is at the Kitsap Transit main office at 60 Washington Avenue, Ste 200, in Bremerton, and is fully accessible by transit.

2022 Human Service Transportation Plan Update:

- PRTPO convened an online conference of public, tribal, non-profit, and NEMT service providers early in the update to introduce the update and request support from officials in helping to distribute needs assessments to their clientele.
- Surveys were distributed by service providers through a variety of means, including paper surveys and online surveys, and making forms available in their public spaces and in their vehicles.
- In addition to public notices in the papers of record, comments on the draft plan were solicited via posters and online flyers with QR codes as well as postcards and those same flyers were also handed out by services providers.

A recap of the outreach and findings can be found online in the appendix of PRTPO's Human Services Transportation Plan.

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LIMITED ENGLISH PROFICIENCY

LEP individuals do not speak English as their primary language and self-identify as having a limited ability to read, write, speak or understand English.

The U.S Department of Justice offers guidance on providing meaningful access to LEP individuals to federally funded programs and services. The guidance suggests a "four-factor analysis" process to determine the number and proportion of individuals with LEP and ways to cost effectively provide information services to these people. The Dept. of Justice's Safe Harbor's provision recommends a threshold of five (5) percent of the affected population or 1,000 people affected by federally funded project or activity as a trigger for LEP four-factor analysis.

The four-factor analysis process includes:

1) Determining the number and proportion of LEP persons eligible to be served or likely to be encountered by a program or recipient. The recipient's analysis should consider:
    - How LEP persons interact with the recipient's agency;
    - Identification of LEP communities and assessing the number or proportion of LEP persons from each language group to determine the appropriate language services for each language group;
    - Literacy skills of LEP populations in their native languages, to determine whether language translation will be effective; and
    - Whether LEP persons are underserved by the recipient due to language barriers.

2) Assessing the frequency with which individuals with LEP will come into contact with the program. Recipients should survey key program areas and assess major points of contact with the public, such as:

    - Use of bus and rail service;
    - Purchase of passes and tickets through various technologies;
    - Participation in public meetings;
    - Customer service interactions;
    - Ridership surveys; and
    - Operator surveys.

3) The nature and importance of the program, activity, or service provided by the recipient to people's lives. Generally speaking, the more important the program is in the everyday lives of LEP individuals, the more frequent the contact and the likelihood that language services will be needed.

4) The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach. Resource and cost issues can be reduced by technological advances, reasonable business practices, and the sharing of language assistance materials and services among recipients, advocacy groups, LEP populations, and Federal agencies.

The PRTPO Title VI Coordinator is responsible for assessing LEP needs and recommending a public participation strategy to the Executive Board that meets the information needs of the affected LEP population. Where appropriate, Language Access Provisions will be identified. There are two languages with more than 1,000 individuals in the Region who self-report that they do not speak English very well – Spanish and Tagalog.

When leading a relevant planning effort in a community or part of the region with a large concentration of LEP individuals, PRTPO will translate vital meeting materials and relevant planning documents as appropriate, including oral, written, and/or telephone-based translation services. Whether documents are considered vital will depend on the program or information involved and the consequences to the LEP person or community in

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question if the information is not provided in an accessible or timely manner. Examples of vital public documents identified by FTA with relevance to PRTPO include:

- Notices advising LEP persons of free language assistance
- Title VI Non-Discrimination Statements
- Title VI Complaint Forms
- Translation information on website

PRTPO's Title VI Coordinator receives support from his employer as to LEP resources for language assistance and FTA's Title VI requirements. The PRTPO Title VI Coordinator regularly monitors for Title VI complaints.

Appendix C includes PRTPO's LEP Plan.

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APPENDIX A: Title VI Assurances

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The United States Department of Transportation (USDOT) Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

The **Peninsula Regional Transportation Planning Organization** (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the Washington State Department of Transportation, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

> *"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, "for which the Recipient receives Federal financial assistance from DOT, including the Washington State Department of Transportation.*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted program:

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1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23(b) and 21.23(e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all the Federal-Aid Highway Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

> "Peninsula Regionnal Transportation Planning Organization, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.

4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.

5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.

7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:

   a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
   b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.

8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

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a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
b. the period during which the Recipient retains ownership or possession of the property.

9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, Peninsula Regional Transportation Planning Organization also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing Washington State Department of Transportation access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the Washington State Department of Transportation. You must keep records, reports, and submit the material for review upon request to the Washington State Department of Transportation, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

Peninsula Regional Transportation Planning Organization gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Federal-Aid Highway Program. This ASSURANCE is binding on Washington State, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Federal-Aid Highway Program. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Peninsula Regional Transportation Planning Organization

_____

(***Name of Recipient***)

by _____

(***Signature of Authorized Official***)

DATED October 14, 2020

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APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations**: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Washington State Department of Transportation, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. **Non-discrimination**: The contractor, with regard to the work performed by it during the contract, will 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. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment**: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.

4. **Information and Reports**: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Washington State Department of Transportation to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Washington State Department of Transportation, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance**: In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Washington State Department of Transportation may determine to be appropriate, including, but not limited to:

    a. withholding payments to the contractor under the contract until the contractor complies; and/or
    b. cancelling, terminating, or suspending a contract, in whole or in part.

6. **Incorporation of Provisions**: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The

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contractor will take action with respect to any subcontract or procurement as the Recipient or the Washington State Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

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APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the Peninsula Regional Transportation Planning Organization will accept title to the lands and maintain the project constructed thereon in accordance with Title 23, United States Code, the Regulations for the Administration of the Federal-Aid Highway Program, and the policies and procedures prescribed by the Washington State Department of Transportation of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the Recipient all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto Peninsula Regional Transportation Planning Organization and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the Peninsula Regional Transportation Planning Organization, its successors and assigns.

The Recipient, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the Peninsula Regional Transportation Planning Organization will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended [, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

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APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the Peninsula Regional Transportation Planning Organization, pursuant to the provisions of Assurance 7(a):

A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:

    1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, Peninsula Regional Transportation Planning Organization will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*

C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the Recipient will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the Peninsula Regional Transportation Planning Organization and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

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APPENDIX D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by Peninsula Regional Transportation Planning Organization pursuant to the provisions of Assurance 7(b):

A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.

B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, Peninsula Regional Transportation Planning Organization will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*

C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, Peninsula Regional Transportation Planning Organization will there upon revert to and vest in and become the absolute property of Peninsula Regional Transportation Planning Organization and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

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APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

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APPENDIX B: PRTPO Complaint Form

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PRTPO TITLE VI COMPLAINT FORM

It is the policy of Peninsula Regional Transportation Planning Organization (PRTPO) to assure that no person shall, on the grounds of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or otherwise be discriminated against under any of its programs or activities. Any person who believes his or her Title VI protections have been violated may file a complaint with PRTPO.

Please deliver this completed form to:

PRTPO Title VI Coordinator
c/o Kitsap Transit
60 Washington Avenue, Ste 200
Bremerton, WA 98337

Or via email to: EdwardC@kitsaptransit.com

Call 360.824.4919 and ask for the PRTPO Title VI Coordinator if you need help with this form.

SECTION 1

Name:

Address:

Phone: Email:

SECTION 2

Are you filing this complaint on your own behalf? ☐ Yes ☐ No

If you answered yes, please go to Section 3. If you answered no, please respond to the following.

Provide the name and relationship of the person for whom you are filing this complaint.

Name: _____

Relationship: _____

Explain why you are filing for this aggrieved third party:

Have you obtained permission from this aggrieved third party to file this complaint on their behalf?

☐ **Yes,** I have obtained permission to file ☐ **No,** I have not obtained permission to file

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SECTION 3

I believe the discrimination experienced was based on *(select all that apply):*

☐ Race ☐ Color ☐ National Origin

Date of Alleged Discrimination *(month, day, year)*:

Describe the alleged discrimination. Explain what happened and who you believe was responsible. Indicate if you believe other persons were treated differently than you. Please provide names and contact information of the people involved, if known, including those who discriminated against you and any witnesses. Please use the back of this form if additional space is needed and attach any supporting documentation.	

SECTION 4

Have you filed this complaint with any other federal or state agency or court?

☐ Yes ☐ No

If yes, check each box that applies

☐ Federal agency ☐ Federal Court ☐ State Agency ☐ State Court

Provide contact person and tracking number, if known, where the complaint was filed.

Contact Name:

Contact Phone: Contact Email:

Tracking Number:

Please sign below.

_____ _____

Complainant's Signature Date

(PRTPO Use)

Date Received: _____ Tracking Number: _____

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FORMULARIO DE QUEJA DEL TÍTULO VI DE LA PRTPO

Es política de la Organización de Planificación del Transporte Regional de la Península (PRTPO) garantizar que ninguna persona, por motivos de raza, color u origen nacional, según lo dispuesto en el Título VI de la Ley de Derechos Civiles de 1964, sea excluida de participar en, se le negarán los beneficios o se le discriminará de otro modo en virtud de cualquiera de sus programas o actividades. Cualquier persona que crea que se han violado sus protecciones del Título VI puede presentar una queja ante la PRTPO.

Por favor entregue este formulario completo a:

PRTPO Title VI Coordinator
c/o Kitsap Transit
60 Washington Avenue, Ste 200
Bremerton, WA 98337

Or via email to: EdwardC@kitsaptransit.com

Llame al 360.824.4919 y pregunte por el Coordinador del Título VI de la PRTPO si necesita ayuda con este formulario.

SECCIÓN 1

Nombre:

Dirección:

Teléfono: Email:

SECCIÓN 2

¿Está presentando esta queja en su propio nombre? ☐ Sí ☐ No

Si respondió que sí, vaya a la Sección 3. Si respondió que no, responda a lo siguiente.

Proporcione el nombre y la relación de la persona por quien está presentando esta queja.	Nombree: _____ Relación: _____
Explique por qué presenta la demanda en nombre de este tercero agraviado:	

¿Ha obtenido permiso de este tercero agraviado para presentar esta queja en su nombre?

☐ **Sí,** he obtenido permiso para presentar ☐ **No,** no he obtenido permiso para presentar

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SECCIÓN 3

Creo que la discriminación experimentada se basó en (seleccione todas las opciones que correspondan):

☐ Casta ☐ Color de piel ☐ Origen nacional

Fecha de la presunta discriminación *(mes, día, año)*:

Describa la supuesta discriminación. Explica qué pasó y quién crees que fue el responsable. Indique si cree que otras personas fueron tratadas de manera diferente a usted. Proporcione los nombres y la información de contacto de las personas involucradas, si las conoce, incluidos aquellos que lo discriminaron y cualquier testigo. Utilice el reverso de este formulario si necesita espacio adicional y adjunte cualquier documentación de respaldo.	

SECCIÓN 4

¿Ha presentado esta queja ante alguna otra agencia o tribunal federal o estatal?

☐ Sí ☐ No

En caso afirmativo, marque cada casilla que corresponda.

☐ Agencia Federal ☐ Corte federal ☐ Agencia del estado ☐ Tribunal estatal

Proporcione la persona de contacto y el número de seguimiento, si se conoce, donde se presentó la queja.

Nombre de contacto:

Teléfono de contacto: Email de contacto:

El número de rastreo:

Por favor firme a continuación.

_____ _____

Firma del demandante Fecha

(PRTPO Use)

Date Received: _____ Tracking Number: _____

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PRTPO TITLE VI REKLAMO FORM

Patakaran ng Peninsula Regional Transportation Planning Organization (PRTPO) na tiyakin na walang tao, sa batayan ng lahi, kulay o bansang pinagmulan, gaya ng itinatadhana ng Title VI ng Civil Rights Act of 1964, ay hindi isasama sa paglahok sa, pagkaitan ng mga benepisyo ng, o kung hindi man ay diskriminasyon laban sa ilalim ng alinman sa mga programa o aktibidad nito. Sinumang tao na naniniwala na ang kanyang mga proteksyon sa Title VI ay nilabag ay maaaring magsampa ng reklamo sa PRTPO.

Mangyaring ihatid ang nakumpletong form na ito sa:

PRTPO Title VI Coordinator
c/o Kitsap Transit
60 Washington Avenue, Ste 200
Bremerton, WA 98337

O sa pamamagitan ng email sa: EdwardC@kitsaptransit.com

Tumawag sa 360.824.4919 at hingin ang PRTPO Title VI Coordinator kung kailangan mo ng tulong sa form na ito.

SEKSYON 1

Pangalan:

Address:

Telepono: Email:

SEKSYON 2

Naghahain ka ba ng reklamong ito para sa iyong sarili? ☐ Oo ☐ Hindi

Kung oo ang sagot mo, mangyaring pumunta sa Seksyon 3. Kung sumagot ka ng hindi, mangyaring tumugon sa sumusunod.

Ibigay ang pangalan at kaugnayan ng taong pinaghaharapan mo ng reklamong ito.

Pangalan: _____

Relasyon: _____

Ipaliwanag kung bakit ka nagsampa para sa agrabyado na third party na ito:

Nakakuha ka ba ng pahintulot mula sa naagrabyado na ikatlong partidong ito upang ihain ang reklamong ito sa kanilang ngalan?

☐ **Oo,** Nakakuha ako ng pahintulot na mag-file ☐ Hindi**,** Hindi ako nakakuha ng pahintulot na mag-file

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SEKSYON 3

Naniniwala ako na ang diskriminasyong naranasan ay batay sa *(piliin ang lahat ng naaangkop)*:

☐ Lahi ☐ Kulay ng balat ☐ Pambansang lahi

Petsa ng Di-umano'y Diskriminasyon *(buwan, araw, taon)*:

Ilarawan ang sinasabing diskriminasyon. Ipaliwanag kung ano ang nangyari at kung sino ang pinaniniwalaan mong responsable. Ipahiwatig kung naniniwala kang iba ang pagtrato sa ibang tao kaysa sa iyo. Mangyaring magbigay ng mga pangalan at impormasyon sa pakikipag-ugnayan ng mga taong sangkot, kung kilala, kabilang ang mga taong nagdiskrimina laban sa iyo at sinumang saksi. Mangyaring gamitin ang likod ng form na ito kung kailangan ng karagdagang espasyo at maglakip ng anumang sumusuportang dokumentasyon.	

SEKSYON 4

Naihain mo na ba ang reklamong ito sa alinmang ibang pederal o estadong ahensya o korte?

☐ Oo ☐ No

Kung oo, lagyan ng tsek ang bawat kahon na naaangkop

☐ Pederal na ahensya ☐ Federal Court ☐ Ahensya ng Estado ☐ Hukuman ng Estado

Magbigay ng contact person at tracking number, kung alam, kung saan inihain ang reklamo.

Pangalan ng contact:

Makipag-ugnayan sa Telepono: Contact Email:

Bilang na palatandaan:

Pakipirma sa ibaba.

_____ _____

Lagda ng Nagrereklamo Petsa

(PRTPO Use)

Date Received: _____ Tracking Number: _____

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APPENDIX C: LEP PLAN

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LEP PLAN: ASSESSMENT OF LIMITED ENGLISH PROFICIENCY IN THE PENINSULA REGION

INTRODUCTION

RTPO adheres to guidance from the U.S. Department of Transportation and U.S. Department of Justice to ensure meaningful access to its federally funded programs and activities by individuals with Limited English Proficiency (LEP). Providing language access is a requirement for all agencies and organizations that receive federal financial assistance.

LEP individuals are people five years of age and older who speak a language other than English at home and who speak English less than "very well." This data is collected by the Census Bureau as a part of the American Community Survey (ACS).

LEP is not the same as speaking a language other than English at home. Thousands of people in the Peninsula Region speak other languages at home but they also speak English "very well."

What does it mean to speak English less than "very well?"

When respondents indicate they speak a language other than English at home they are asked how well they speak English. Those who respond "very well" are not considered to be LEP. Those who respond "Well," "Not Well," or "Not at All," are considered to have difficulty with English and are counted as LEP individuals.

This LEP Plan is concerned about those individuals who speak a language other than English AND speak English less than very well. The objective is to ensure language barrier is not being used in a discriminatory manner that violates Title VI rights of LEP individuals, intentionally or unintentionally, in accessing PRTPO's federally funded services, programs, and activities. The Department of Justice "Safe Harbor Provision" recommends translating vital information into every language used by 5% of the population or 1,000 people who do not speak English very well, whichever is less.

REGIONAL ASSESSMENT OF LIMITED ENGLISH PROFICIENCY

The Peninsula Region is a four-county region including all of Clallam, Jefferson, Kitsap, and Mason Counties. Data used for this assessment is Census data from the American Community Survey (ACS) 2015 data set, the most current time period with substate-level data as of June 2024. As per federal guidance, the assessment used Table B16001, and data was extracted for the four counties making up the region.

Based on the ACS data set, 93% of the region speaks English at home. Thirty-seven different languages and groups of languages are spoken at home by the other 7% of residents but most of them speak English "very well." Only 2% of the region's residents speak a language other than English at home AND don't speak English well.

No one LEP language accounts for five percent or more of the population in the Peninsula Region. However, two languages are spoken by more than 1,000 individuals who also speak English less than "very well" – Spanish and Tagalog. Those are the two language groups that PRTPO identified for four-factor analysis[1]. Four-factor analysis is recommended for assessing the significance of language barriers to the affected populations eligible to access federally funded programs and services and determining what reasonable steps PRTPO should take to ensure meaningful access to its regional planning activities by those who speak English less than "very well."

[1] PRTPO has no federally funded programs or services that an LEP individual might encounter. To provide the requested LEP assessment, PRTPO's four-factor analysis was applied to its state-funded activities.

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The four factors include:

1. **The number or proportion of LEP individuals that could encounter a PRTPO work program activity or decision.**

   - *4,785 people are Spanish-speaking LEP individuals (1.2% total Peninsula Region population)*

   - *1,514 people are Tagalog-speaking LEP individuals (0.4% total Peninsula Region population)*

2. **The frequency with which LEP individuals who speak Spanish or Tagalog are likely to come into contact with a PRTPO work program activity.** *The likelihood of direct contact between LEP individuals in these groups and day-to-day PRTPO regional planning activities is minimal due to the nature of PRTPO's responsibilities and budget. PRTPO is a policy forum established under state law to foster coordination between local and state transportation agencies. Few individuals come into contact with it outside of their member representatives.*

   Every four years an update of the Human Services Transportation Plan strives to engage service providers who work with vulnerable communities, including those supporting LEP individuals. It includes some engagement with individuals, but extensive individual engagement is not practical due to the nature of the plan, its purpose, its budget, and regional geography.

   Similarly, PRTPO conducts updates of its 20-year Regional Transportation Plan, a policy and long-range planning guidance document to ensure coordination between local and state agencies. As a part of the update underway, PRTPO will solicit public feedback on the draft plan, but individuals are not typically involved in developing the actual plan, whether they are LEP individuals or not.

3. **The nature of PRTPO work program activities and the likely direct consequential risk or benefits they might have on the lives of LEP individuals.**

   There is insignificant consequential risk or disparate opportunities for these LEP individuals that can be attributed to the activities that PRTPO undertakes as a part of its on-going work program. PRTPO has no legislative authority or capacity to conduct work that is likely to have direct consequential risk or benefit to the lives of LEP individuals. The closest example is participating in WSDOT's ranking process that feeds into its funding recommendations to the legislature about Consolidated Grants awards, the process of which PRTPO completes using state RTPO funds. That is not indicative of direct consequence.

4. **Resources available to ameliorate impacts and the cost to PRTPO of deploying those resources relative to the magnitude of impacts to be mitigated or avoided.**

   PRTPO will translate vital meeting materials and planning documents as appropriate, including oral, written, and/or telephone-based translation services when requested. Whether documents are considered vital will depend on the program or information involved and the consequences to the LEP person or community in question if the information is not

PRTPO Review Draft

provided in an accessible or timely manner. PRTPO will make every effort to ensure equitable access to information that allows LEP individuals to participate in the regional planning process and provide input to PRTPO decisions.

If PRTPO engages in community planning activities in the vicinity of Forks or Shelton, it will provide vital documents in Spanish as well as English as this is where Spanish-speaking LEP individuals are most likely to be found. If PRTPO engages in community planning activities in the vicinity of Bremerton, where LEP members of the Filipino community may come into contact with the planning process, PRTPO will provide vital documents in Tagalog / Filipino as well as English.

"Vital documents" for FTA compliance include but are not limited to: consent and complaint forms; written notices of rights; notices of denials or decreases in benefits or services; and notices advertising LEP individuals of free language assistance services. Failure to provide this in an alternate language could result in PRTPO denying an eligible LEP person access to its federally funded services and be the basis for discrimination on the basis of national origin. All PRTPO vital documents recognized by FTA are currently available in English, Spanish, and Tagalog.

If an additional language plan is needed due to the nature of work and resources available, as a subrecipient PRTPO will rely on the Language Assistance Plan of WSDOT, as the primary recipient of FTA funding and as described in FTA Circular 4702.1B in Chapter III-2.

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APPENDIX D: DEMOGRAPHIC PROFILE

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DEMOGRAPHIC PROFILE – SELECT POPULATION CHARACTERISTICS

INTRODUCTION

PRTPO maintains a Human Services Transportation Plan that identifies vulnerable segments of the community and engages service providers in assessing the aggregate mobility needs of their clientele and identifying practical strategies to improve access to the basic needs of daily life for all residents. PRTPO's Human Services Transportation Plan is concerned with the mobility needs of those who do not drive either due to age, income, or disability. Readers of this appendix who are interested in understanding more about these vulnerable populations and the means by which PRTPO works with their service providers are encouraged to review the Human Services Transportation Plan, found on the Documents page of PRTPO's website at www.PRTPO.org.

Select population characteristics specific to that planning process are presented here. Unless noted otherwise, all data included in this appendix are from the 2016-2020 U.S. Census American Community Survey (2020 ACS) five-year estimates. Information is presented for the four-county region. PRTPO is a rural RTPO and has no independent metropolitan benefit area to report on.

Those looking for additional demographic details on race, color, ethnicity, and languages spoken are encouraged to contact the Washington State Department of Transportation. As a primary recipient of FTA funds, WSDOT maintains detailed demographic information to satisfy its reporting requirements and demonstrate that its programs comply with Title VI requirements. State DOTs maintain this information for its own detailed Title VI reporting and make it available for use by non-metropolitan subrecipients in accordance with FTA Title VI policy.[1]

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[1] Note to Elizabeth – what is the link I should include here? That information is not accessible in the Community Portal. I may be looking for it in the wrong place. Title 49 CFR Section 21.9(b) states "Primary recipients should provide the following information to subrecipients [for their use in complying with DOT's Title VI regulations] … Demographic information on the race and English proficiency of residents served by the subrecipient. This information will assist the subrecipient in assessing the level and quality of service it provides to communities within its service area and in assessing the need for language assistance."

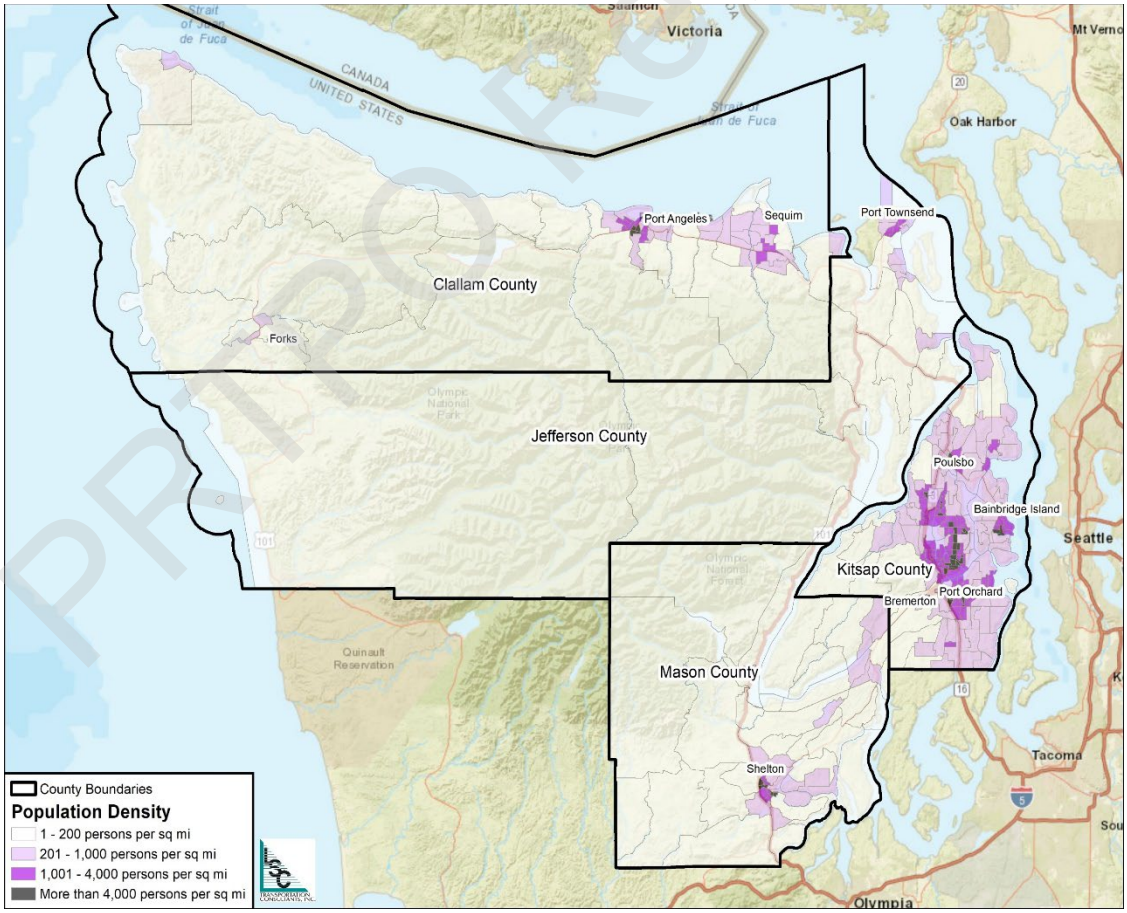
PENINSULA REGION VULNERABLE POPULATION CHARACTERISTICS

Table 1: Estimated Population Characteristics in the Peninsula Region

		Clallam County	Jefferson County	Kitsap County	Mason County	Region Total
Area (sq mi)		2668.7	2187.9	565.7	1051.3	6,474
Population		76,482	31,825	268,945	65,326	442,578
Households		33,197	15,051	105,758	25,242	179,248
Seniors (65-74 years)	Total	12,693	6,995	29,075	9,059	57,822
	Percentage	17%	22%	11%	14%	13%
Seniors (75 years and older)	Total	9,022	4,043	17,069	5,324	35,458
	Percentage	12%	13%	6%	8%	8%
Persons with Disabilities	Total	14,748	5,623	34,645	11,910	66,926
	Percentage	19%	18%	13%	18%	15%
Low-Income Population	Total	10,115	4,226	21,312	8,339	43,992
	Percentage	13%	13%	8%	13%	10%
Zero-Vehicle Households	Total	2,286	647	4,979	944	8,856
	Percentage	7%	4%	5%	4%	5%
Veterans	Total	8,820	3,896	32,540	7,781	53,037
	Percentage	12%	12%	12%	12%	12%
American Indian and Alaska Native Population	Total	5,430	1,267	8,636	3,692	19,025
	Percentage	7%	4%	3%	6%	4%

Source: US Census Bureau, American Community Survey 2020, LSC 2022

Population Density



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POPULATION 65 AND OLDER

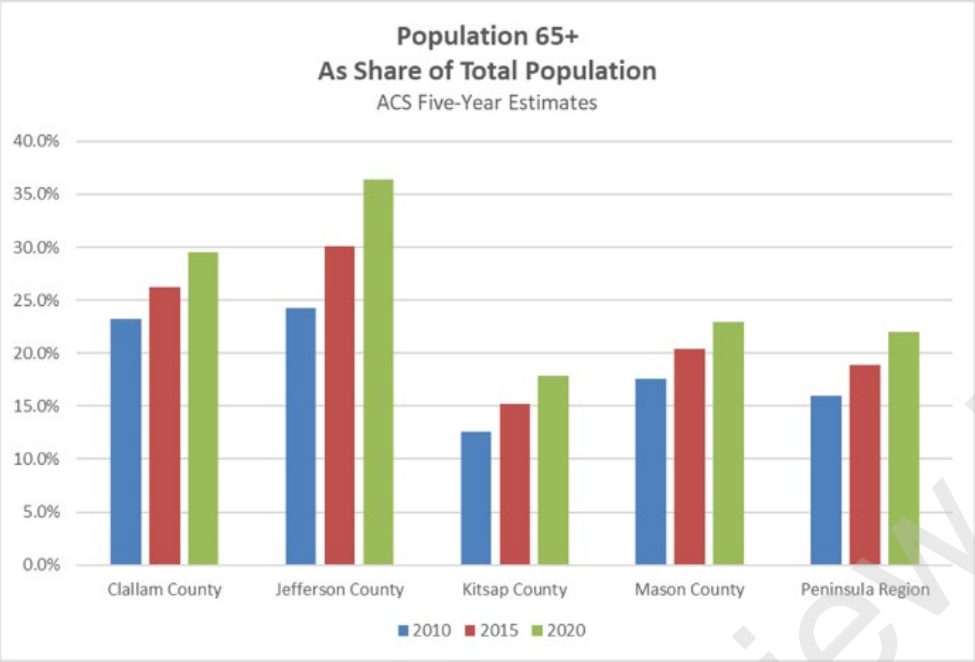
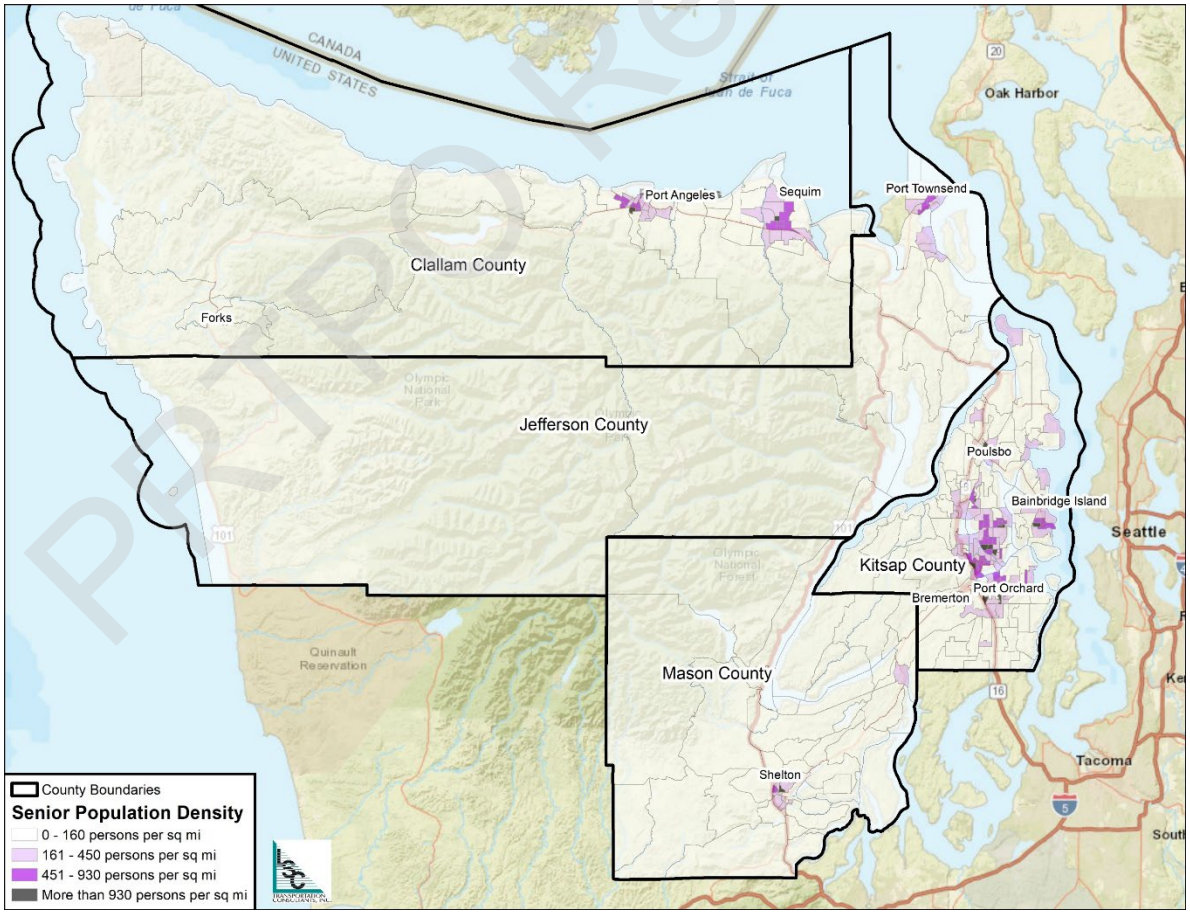


Figure 4: Population Density of Seniors



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PEOPLE WITH DISABILITIES

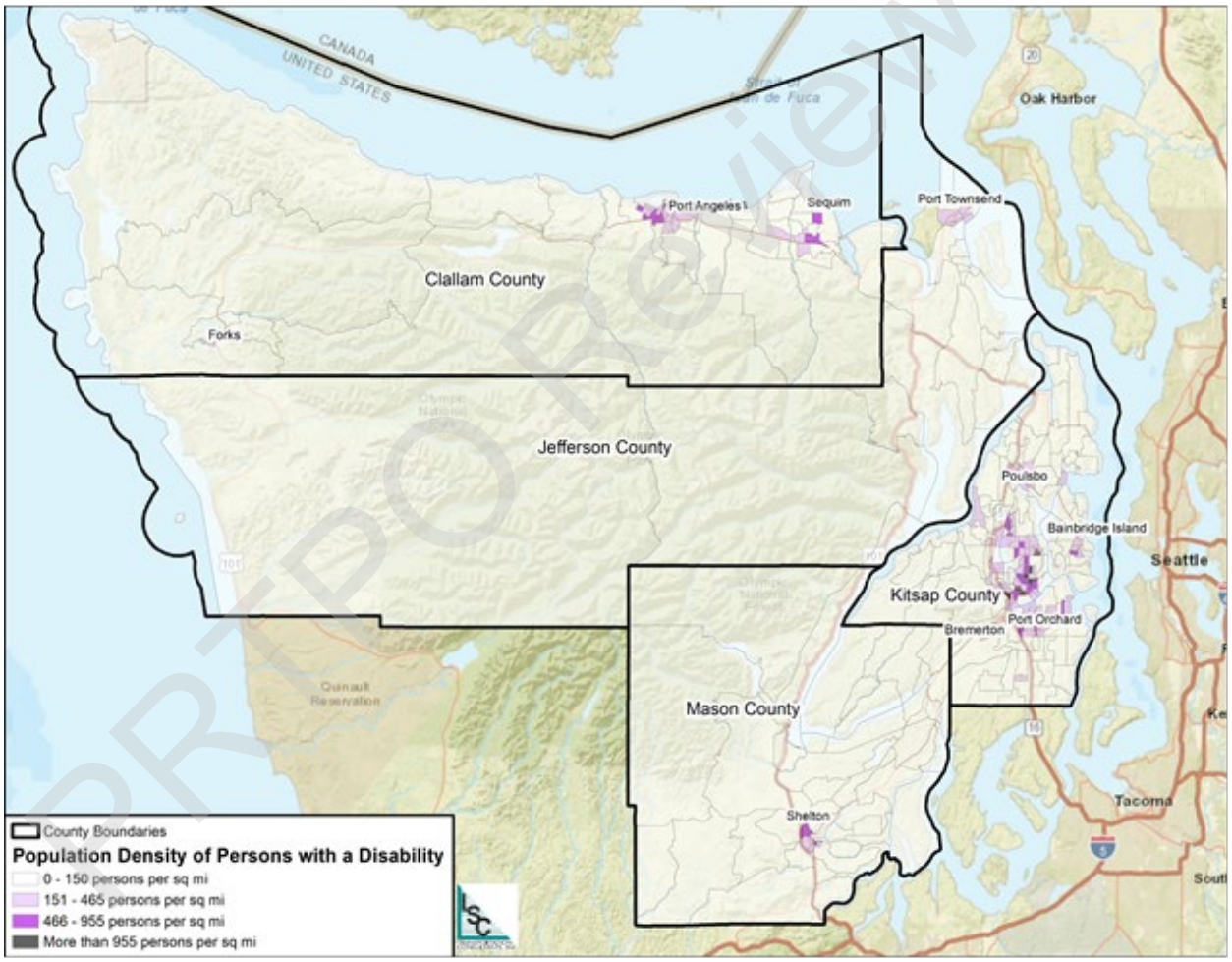
Table 2: Detailed Disability Characteristics in the Peninsula Region

	Clallam County	Jefferson County	Kitsap County	Mason County	Region Total	Region Percent
Independent Living	4,959	1,617	11,370	4,144	22,090	33%
Self-Care	7,056	2,301	24,643	6,668	40,668	61%
Ambulatory	11,807	4,279	36,985	10,803	63,874	95%
Cognitive	9,618	3,048	30,037	7,877	50,580	76%
Vision	7,703	2,558	30,181	7,645	48,087	72%
Hearing	11,304	3,977	35,567	9,224	60,072	90%

Source: US Census Bureau, American Community Survey 2020, LSC 2022

Note: Total Persons with One or More Disability - 66,926 persons

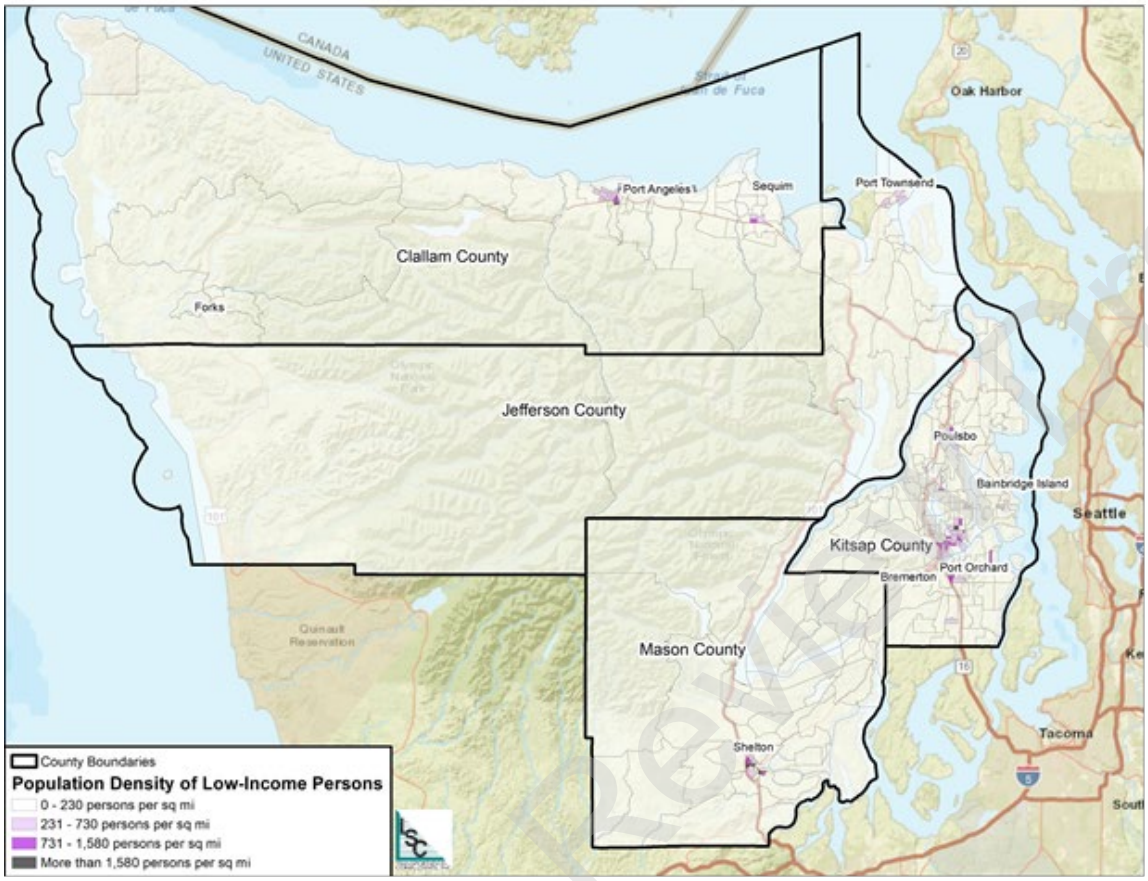
Figure 5: Population Density of Persons with Disabilities



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PEOPLE WITH LOW INCOME

Figure 6: Population Density of Low-Income Persons



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APPENDIX E: MINUTES OF PRTPO BOARD MEETING WHEN TITLE VI PLAN IS ADOPTED (PENDING)

PRTPO Review Draft

ATTACHMENT E

1st Reading

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 9, 2024
Subject: 2024 Consolidated Grants Prioritization Process

Requested Action

No action is requested. Feedback on the proposed approach of relying on the Technical Advisory Committee for input to the Board on ranking is sought. The Board will be asked to launch the 2024 Consolidated Grants ranking process in October.

Overview

This is about a WSDOT funding program called Consolidated Grants and the role PRTPO plays in that process. Consolidated Grants is a statewide competitive process administered by the Public Transportation Division of WSDOT.

Every two years WSDOT identifies projects to receive awards from a variety of funding sources in a single statewide Consolidated Grants call for projects. Eligible applicants include public and tribal transit agencies and a wide array of other partners who operate mobility services for the public. Through its Consolidated Grants awards, WSDOT funds projects that support strategies in the Human Services Transportation Plans (HSTP) each RTPO is required to maintain. These are important projects that help connect people to the programs and services they need, with a particular focus on those who don't drive due to age, income, or disability.

As a part of its scoring criteria, WSDOT relies on Regional Transportation Planning Organizations to grade projects that WSDOT receives from each region. Projects will receive an A, B, C, or D grade in accordance with WSDOT parameters. These ranking grades confer points to each project's overall score in the statewide competitive process. How a project places in regional ranking can make the difference between it being funded or not. Applicants from the Peninsula Region tend to compete well in statewide scoring.

We do not yet know how many projects will be submitted by applicants from the Peninsula region. Applications are not due to WSDOT until September 17th and WSDOT will not complete its internal review of applications until October 31st. But we do know that the deadline for WSDOT to receive PRTPO's recommendation on ranking grades is January 28, 2025 and so the Executive Board must take action in December. That is why the Board is being asked now to provide feedback on the proposed process so that it can be executed most efficiently in the narrow window available to complete this important work.

Proposed Approach

Following is an overview of the proposed approach for developing PRTPO's recommendation to WSDOT for the 2024 Consolidated Grants process.

Applicant Notification: PRTPO staff will reach out to potential applicants to let them know how the regional grading process will work so that they are ready to participate as required when the process launches in October.

Review Materials: Project review will rely on relevant narrative fields and key information included in each applicant's original WSDOT application materials. PRTPO will not require applicants to complete new application materials for this process. Applicants will attest that WSDOT's Consolidated Grant application grows longer every funding cycle. It includes detailed financial and operational sections as well as certifications and other content that are not germane to PRTPO's review. PRTPO staff will use the template created in 2022 to pull relevant narrative fields verbatim from the full applications to facilitate project review but will also make the full WSDOT application available for each project.

WSDOT concludes its internal review at the end of October, and then allows applicants until November 19th to submit corrected applications. PRTPO cannot wait until then to proceed. In the unlikely case that a substantive change is needed, PRTPO staff will make note of change(s) required and manually correct the response, highlighting the correction. Historically, the majority of corrections are associated with technical components of the application that PRTPO is not concerned with, and they are rarely significant. The most significant correction would be a determination by WSDOT of project ineligibility, in which case that application would be handled differently.

Evaluation and Grading of Proposals: This part of the proposed process is a departure from how this has been done historically. For many cycles of Consolidated Grants, PRTPO has convened an independent review panel that met separately to evaluate the projects, talk with applicants, and develop a recommendation that was then forwarded to the TAC and then the Board for approval. This included recruiting volunteer participants outside of PRTPO and outside the Peninsula Region in addition to some PRTPO member volunteers. It is a time-consuming process for PRTPO staff to conduct, for the individuals recruited to participate in, and for the applicants, several of whom also attend subsequent TAC and Board meetings to answer possible questions.

Timing is also an issue. Effective with the 2022-23 cycle, WSDOT requires the RTPO grading process to conclude in late January. To facilitate Board action in December, with WSDOT's internal review not concluding until the end of October, puts PRTPO's ranking process right around the holidays, further complicating logistics for a separate and independent review process.

In trying to resolve logistics for this upcoming process, I looked to the TAC. The TAC plays a direct role in evaluating and ranking Transportation Alternatives projects for Board consideration, in a process where PRTPO has a much more direct role in determining what member projects will and will not get funded than it does with Consolidated Grants. TAC members regularly demonstrate their ability to objectively review each other's projects alongside their own in these processes in a collegial and professional manner, and to make sound recommendations to the Board.

In discussing the possibility they might assume a similarly direct role in ranking Consolidated Grants projects for Board consideration, the TAC agreed in July that this is an appropriate role for them. And insights gained may have ripple effects elsewhere as engineers and planners consider issues driving the Consolidated Grants project proposals and the problems they're trying to address. The TAC's regularly scheduled meeting in November is also well-suited for this, timing-wise. ***This approach would rely on the TAC instead of an independent review panel to evaluate projects and develop a recommendation for the Board.***

PRTPO regularly uses a Pairwise Forced-Choice tool for ranking Consolidated Grants projects. This technique best supports evaluation of the wide range of project types that vie for funding in this process. PRTPO is likely to see projects ranging from the purchase of battery electric buses to operating support for a volunteer driver program that gets highly rural seniors to medical appointments.

Applicants would be asked to attend the TAC meeting on November 21st to answer any questions and listen in on the discussion. In another departure from the last two processes, ***this proposed approach would eliminate the video-recorded presentation for each project.*** Based on feedback from several reviewers over the last two funding cycles,

these presentations added little value to the review but took a fair amount of time to watch. It was an additional time burden for applicants and PRTPO staff as well. Past videos are available on PRTPO's YouTube channel.

The TAC will develop its recommendation to the Board as to which projects should receive As, Bs, Cs, and if necessary, Ds, with any supporting information to justify its recommendations.

Public Comment: Public comment will be invited on the projects, their proposed ranking, and their suitability for inclusion in PRTPO's Human Services Transportation Plan.

Review and Action: In December the Board will receive the TAC's recommendation along with project information and any comments received during the public review period. The Board will consider the TAC's recommendation before making its own final determination of grades.

Board action will include a recommendation to WSDOT regarding Consolidated Grants grades as well as an amendment to the 2022 HSTP amending these projects into that plan. This ensures that projects WSDOT recommends for funding to the legislature are included in PRTPO's Human Services Transportation Plan.

Regional Ranking Grades: WSDOT's regional ranking criterion involves a specified number of grade "slots" for project rankings assigned by WSDOT. Each region is assigned a set number of "A," "B," and "C" slots with corresponding points for each. In 2022, PRTPO was assigned 21 grade slots, 7 each for "A," "B," and "C". Since then, WSDOT revised its formula for these grade slots in a way that is advantageous to this region. In 2024 PRTPO is assigned 22 grade slots, now with 8 of the coveted "A" slots. Not all will be available for assignment in this process, though. This year PRTPO will assign 3 "A" grades, 6 "B" grades, and 7 "C" grades to projects in this process. Those sixteen projects will get a boost to their overall statewide scores commensurate with their grade. PRTPO stakeholders will again go into this statewide process with a good likelihood of success if they are putting forth strong proposals.

A copy of PRTPO's grade ranking from the 2022 process is attached. All projects ranked by PRTPO were selected for funding. Those interested in a more complete overview of the 2022 process and examples of application review materials can find that here on PRTPO's website.

Next Steps

Board discussion about the proposed approach, the role of the TAC in developing a recommendation, or more details on its implementation are encouraged. We will bring this back for Board approval in October but will go ahead and begin prepping potential applicants on what to expect regarding this aspect of the WSDOT process. Upon Board approval in October of the approach, we will launch the PRTPO process and begin coordinating with applicants to obtain the information needed to conduct this process.

Attachment:

Results of PRTPO's 2022 Consolidated Grants Review and Prioritization Process

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

Consolidated Grants Review Panel Recommendation

(7) A Ranked Projects

Clallam Transit	Paratransit Services - Clallam County
ECHHO	Jefferson County Volunteer Driver Program
Jamestown S'Klallam Tribe	Sustain Rte 50 Service to Blyn
Jefferson Transit	East Jefferson Operating Assistance
Jefferson Transit	West Jefferson Operating Assistance
Makah Tribe	Makah Transit Operations
Mason Transit	Sustain Dial-a-Ride Services in Mason County

(5) B Ranked Projects

Jamestown S'Klallam Tribe	Electric Shuttle Bus for Healing Clinic
Kitsap Transit	Paratransit (ACCESS) Bus Purchase
Mason Transit	Replace Three 35' Buses
Squaxin Island Tribe	Operating Assistance for Squaxin Transit
Squaxin Island Tribe	Squaxin Transit Capital Equipment

(3) C Ranked Projects

Jamestown S'Klallam Tribe	CTR Study and Plan for Tribe's Employees
Coastal CAP	Thurston-Mason ADA Van Replacement
Coastal CAP	Thurston-Mason Driven to Opportunity

ATTACHMENT F

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 9, 2024
Subject: **Update on Statewide RTPO Funding Issue**

REQUESTED ACTION

No action is requested. This is a status update on the RTPO funding issue and associated activities. Discussion and guidance on Board interests are helpful.

OVERVIEW

PRTPO has been looking at the issue of core funding for RTPOs since late last year. RTPOs were created by the Legislature as a part of the Growth Management Act, back in 1990. The Legislature appropriates funding every biennium to support the coordinated regional transportation planning work RTPOs are tasked with doing.

As the Board knows, the funding appropriated for this work statewide - $4.9 million per biennium – is inadequate to do this work in a reasonable manner. By virtue of its composition, PRTPO receives a bigger RTPO distribution than all but three regions and that amounts to less than $137,000 a year. That is not enough to sustain a minimal regional work program, much less identify and tackle regional planning priorities.

The Board appointed a Funding Work Group to research this issue (Lindsey, Kate, Randy, Christine, Gary, John, Miranda). They met three times and reported back in June with some recommended strategies. The June briefing memo provides a summary of their research and recommendations. This included reaching out directly to the chairs of other RTPO boards to verify the PRTPO Board's understanding and to gage interest in a coordinated approach. The Board reviewed a draft letter and authorized the Chair to send it on their behalf.

What follows is a status update since June and some working narrative for future outreach.

RTPO Community Response to PRTPO's Letter

The letter approved by the Board was sent to the chairs of the other 16 RTPOs and their associated staff. We have not heard from all the RTPOs, but we have heard from most, either formally or informally. I've also heard from a few colleagues that formal responses are forthcoming. Like PRTPO, a few meet only bi-monthly.

All concur with PRTPO's understanding of the RTPO budget situation and agree with the funding request of $11.7 million per biennium, adjusted periodically for inflation. This includes an understanding that the additional $6.8 million will be distributed evenly among the 17 RTPOs, generating $400,000 each for core planning responsibilities and fixed expenses each biennium. This is about an FTE's worth of effort for the core work program. This increase in program funding will trigger revisions to the formula used to distribute the existing $4.9 million in RTPO funding, with some regions receiving much more than $400,000 due to their size or complexity.

A policy maker from the "other PRTPO" – Palouse RTPO – expressed interest in collaborating with other policy makers on ways to move this forward. I expect there will be a few others, too. ***Please let me know if you want to be included in any cross-region collaboration over the next couple of months.*** I don't know what, if anything, that will be. But knowing in advance who is interested in being part of collaboration efforts between regions will make it possible for me and RTPO staff from those other regions to efficiently coordinate those who are interested.

We have also begun a list of RTPO representatives who sit on member associations on behalf of their agencies (e.g. Association of WA Cities, WA State Transit Association). The purpose of this list is to help Board members from different RTPOs recognize each other on these various association boards. This can lead to some new cross-region alliances that are good for RTPOs and their members. A copy of the starter list is attached. ***Please let me know if you are affiliated with a member association that we should include on this list.***

Included in the attachments are copies of the formal letters PRTPO received from other RTPOs.

A Coordinated Response

This memo is being written before a quarterly meeting of MPO and RTPO staff on Monday, August 12th. At that meeting staff will discuss core talking points that each RTPO can incorporate into their various communication pieces. An example of what that may look like comes from the Skagit Council of Governments. In their response to PRTPO's letter, SCOG leadership wanted to share back what they and their members are using in their outreach. A copy of the one-page fact sheet is attached.

In its own discussions about this topic, the PRTPO Executive Committee suggested that a joint letter could be a powerful message. A letter to the Chairs of the House and Senate Transportation Committees signed by multiple RTPOs would demonstrate widespread support from communities across an array of legislative districts. It could be easily adapted to use with the Governor (and new governor) and the Secretary of Transportation, too, as well as with the boards of allied member associations like WSAC and AWC.

I will bring this topic up with the statewide MPO-RTPO working group on August 12th. A letter that is relevant to all the RTPOs, from the tiny Okanogan Council of Governments to the Puget Sound Regional Council will, by necessity, be high level. PRTPO may want to offer its own legislators something a bit more tailored to the specific interests of this region.

To that end, a rough working draft concept of a PRTPO funding request letter is attached along with a companion educational brief. As written, it would be from the Board to the region's twelve legislators. But aspects of it could be lifted and easily adapted for communication with the House and Senate Transportation Chairs, the Governor's office, or even to garner support among allied associations. It is offered here for some initial reaction to determine if this is worth further pursuit. The companion background piece fills a knowledge gap we are running into about RTPOs, for those who don't work with them regularly.

Next Steps:

I will report out on what was discussed at Monday's statewide MPO-RTPO work group meeting. Insights and direction from the Board will inform PRTPO's next steps and communications with our legislators as well as with other regions.

As noted earlier, any PRTPO members who want to be included in emerging cross-region coordination and collaboration opportunities should let me know. You can also drop me an email. I will add you to the list of statewide RTPO Board members who will be contacted as opportunities arise.

Attachments

SCOG Talking Points on RTPO Funding Issue

Allied Board Member Representatives

Working Narrative – PRTPO Request Letter and Background Piece

Letters in Response to PRTPO Communications

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

SCOG
SKAGIT COUNCIL OF GOVERNMENTS
315 South Third Street, Suite 100 • Mount Vernon • WA • 98273 www.scog.net

Restoring Capacity of Washington's Regional Transportation Planning Organizations (RTPOs)

Established by the legislature in 1990, the RTPO program is the state's strategy for ensuring that Washington's transportation system is interconnected and that planning and facility development, at all jurisdictional levels, is coordinated between state, regional, and local comprehensive plans.

The RTPO program is at a financial tipping point. Three factors have combined to compel the state's 17 Regional Transportation Planning Organizations to issue this collective call for action and urge our legislature to fix this untenable situation:

1. Two RTPOs were added in 2017 with no corresponding change to the state-wide appropriation;

2. RTPOs' duties have steadily increased with several new responsibilities added in the 2023 legislative session; and

3. The original biennial appropriation for the state-wide RTPO program was $3.4 million and is currently at $4.9 million. The increases over the program's 34-year life have not kept up with the need to implement the legislative requirements.

For these three reasons, the SCOG Transportation Policy Board on July 17, 2024, acted to request to increase the RTPO program by $6.8 million bringing the total program to $11.7 for the SFY 2026-2027 biennium and thereafter, adjusted by inflation and to establish a minimum of $400,000 per biennium per RTPO.

The RTPO program is at a critical juncture. The biennial appropriation needs a long-overdue realignment with legislated responsibilities.

Examples of additional/increase in RTPO duties for SCOG in recent years:

- Increase in **State Planning efforts** involving coordination and work done by RTPOs (Active Transportation Plan, Cascadia and Ultra-High-Speed rail, Highway System Plan)
- Involved in more **statewide project selection/decision processes** (WSDOT Freight and Rail prioritization, Freight Mobility Strategic Investment Board prioritized list of projects)
- Increased involvement in **project delivery** and ensuring local projects meet the obligation authority targets set by WSDOT annually
- Establishment and coordination of **Multimodal Level of Service Standards** (HB 1181)
- **Vehicle Miles Travel and Greenhouse Gas Emissions** analysis and required reductions be demonstrated as part of plans (HB 1181)
- Assessment of plans and actions within plans on **impacts to overburdened and vulnerable populations** (HB 1181)

Affiliation of RTPO Representatives with Allied Associations (Statewide)

RTPO representatives often sit on the boards of allied member associations. This is a list of those RTPO representatives and their affilia
This can help RTPO Board members recognize other RTPO representatives and possibly grow new cross-regional alliances.
Please add other individuals and/or allied organizations as appliable.

ALLIED ORGANIZATION	RTPO	REPRESENTATIVE	AGENCY
WA State Association of Counties	SCOG	Lisa Janicki	Skagit County
WA State Transit Association	Peninsula RTPO	Amy Asher	Mason Transit
Public Works Trust Board	Peninsula RTPO	Ed Stern	City of Poulsbo

[full member letterhead, with appropriate salutation – personal to each of the 12 legislators, or as group letter?] **WORKING NARRATIVE CONTENT FOR BOARD DISCUSSION – AUG 16TH**

This letter is submitted by the Peninsula Regional Transportation Planning Organization (PRTPO). Our issue is one shared by every RTPO in Washington State – the base funding appropriated by the Legislature for regional transportation planning is inadequate for the work we are tasked by the Legislature with doing.

PRTPO is writing to ask your support for an increase in base RTPO funding to $11.7 million per biennium, adjusted periodically for inflation. This increase of $6.8 million will enable all 17 of the state's Regional Transportation Planning Organizations to fulfill their core duties and serve as this important forum for coordinated transportation planning in every corner of Washington State.

Regional Transportation Planning Organizations are funded through appropriations the Legislature makes from the Motor Vehicle Account for this purpose. That level of funding - $4.9 million per biennium - is nearly unchanged for twenty years. Inflation has greatly eroded the buying power of that limited funding capacity. At the same time:

- RTPO responsibilities and expectations for regional participation have grown
- The number of RTPOs has increased from 15 to 17 as organizations evolved

RTPOs cannot fulfill their state responsibilities for the $4.9 million appropriated for this purpose.

While every RTPO is grossly underfunded, rural regions like PRTPO do not have the federal metropolitan planning funds to augment our RTPO work program like the large urban regions do. This leaves Washington's rural regions and their members particularly disadvantaged when it comes to regional collaboration, coordination, and participation in statewide activities.

Consequently, PRTPO is missing from many WSDOT and other transportation planning processes. We are limited in our capacity to connect members with available resources. There is little we can do to support our smallest members as they try to respond to new technologies and fast-moving funding opportunities. We can make plans, but we have little ability to implement them. PRTPO must leave good opportunities for collaboration on the table because we just can't stretch the $137,000 a year we receive that far. These are missed opportunities that can be rectified with a more adequate base level of RTPO funding.

The following brief spells out in more detail why the PRTPO Executive Board believes that adequate funding for regional transportation planning is in the interest of the State of Washington and merits your support.

On behalf of the Peninsula RTPO, I ask your support to increase the base RTPO program funding to $11.7 million per biennium, adjusted periodically for inflation. I welcome the chance to discuss this request with you and your staff.

Thank you for your consideration.

Respectfully,

Lindsey Schromen-Wawrin, Chair
Peninsula Regional Transportation Planning Organization
City of Port Angeles Councilmember, Clallam Transit Authority Board Member

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[draft narrative for companion background / education brief]

PRTPO is joining RTPOs facross the state in asking the Legislature to increase base funding for regional transportation planning from $4.9 million to $11.7 million per biennium, adjusted periodically for inflation.

This brief lays out the case why a more reasonable level of RTPO program funding is a good legislative investment for Washington State.

Legislative interest in RTPOs

The Legislature created RTPOs in 1990, establishing a regional forum where local, state, tribal, and other transportation stakeholders could come together regularly, in an independent setting, to coordinate their different systems and cooperate in decision-making in a continuous, on-going way. RTPOs are a voluntary association of the governments across each region: Cities, Counties, Tribes, State, Transit, Ports, and others depending on the character of each region.

For 34 years, PRTPO has been that regional forum for our transportation partners across Clallam, Jefferson, Kitsap, and Mason Counties. PRTPO is the collective voice of the 27 governments working together to support transportation across the Peninsula Region. Together, with WSDOT and many other entities we collaborate in a regional fashion, often on matters that are much bigger than any one of our individual organizations.

This kind of coordination didn't exist before RTPOs were created, except in major urban areas. That may be why Regional Transportation Planning Organizations were modeled on familiar Metropolitan Planning Organization concept at the time. But ***RTPOs are distinctly Washingtonian in our origin***, not federal. ***And RTPOs are not part of WSDOT.*** RTPOs are a child of the Legislature, part of the Growth Management Act, and funded through biennial distributions from the Motor Vehicle Account the Legislature appropriates for regional transportation planning.

Coordinated statewide planning tailored to the needs of each region

The original 15 RTPOs are now 17, as RTPOs adjusted to regional needs over the last three decades in their organizational structures. Between us, we cover every part of the state except San Juan County. We reflect the individual character and complexity of each of our regions, in urban parts of the state and in highly rural places, and everywhere between. And as legislators, you are by law ex officio members of our boards.

Like us, you know that transportation plays a role in so many decisions we make as elected officials, even if we're not talking about transportation specifically. PRTPO – like every RTPO in Washington State – is the only venue for the many different owners and operators of Washington's transportation system to come together, as partners with a shared mission: of keeping our economies strong, our services and programs accessible, and our systems resilient in the face of the transportation challenges we face in the 21st century. What PRTPO does matters to our members and the cities, counties, tribes, and other districts we represent. This is true for every RTPO in the state.

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The cost of being an RTPO

The basic core RTPO program spelled out in state law is about one FTE's worth of effort. That is the minimum needed to support us – the officials who make up RTPO governing boards. We need adequate resources to hire people to provide us with the planning, data, and facilitation support we need to make good decisions as RTPO governing boards. A few big RTPOs need much more than that, but the bare minimum most of us need to do the job we're tasked with is one FTE's worth of support, or about $400,000 per biennium.

Do you know how much RTPOs receive to do their work? The entire statewide RTPO program operates on only $4.9 million a biennium, to support the work of 17 RTPOs. That amount is almost unchanged since 2004!

Were that divided evenly, it would provide each RTPO with $288,000 a biennium – just $144,000 a year – for staffing, technical support, communications, and other expenses to:

- comply with planning, reporting, and certification requirements of RCW 47.80
- represent the RTPO in various WSDOT Headquarters and WSDOT Region planning processes
- participate in local comprehensive planning processes
- provide input to the Legislature, WSDOT, FMSIB, and others on funding priorities
- engage with other transportation stakeholders in coordinated planning activities
- facilitate the collection and coordination of regional input to inform WSDOT processes
- coordinate cooperative approaches to data collection and technical services
- convene members and other stakeholders in long-range planning, coordination, and prioritization activities tailored to the unique needs of each of each region
- generate the necessary data and public engagement to support RTPO decision-making
- support Executive Board and Technical Advisory Committee meetings, activities, coordination, communication, and information needs

The core work of RTPOs can't be done for $144,000 a year. We know.

Despite receiving more RTPO funding than most regions, PRTPO operates on less than $137,000 a year. We stretch our resources and make efficient use of our funds. But every biennium our RTPO allocation is flat or decreases while our fixed costs – insurance, software licenses, membership fees, audits, overhead – go up, leaving less and less for basic staffing and planning.

The case for adequate RTPO base funding

PRTPO can't do it on today's appropriation, and we receive more RTPO funding than most regions by virtue of having four counties. That means:

- PRTPO is not at the table for most WSDOT statewide planning activities.

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- PRTPO cannot support its members with data requests or grant support.
- PRTPO can engage only superficially in the comprehensive planning activities of its members and adjacent regions.
- PRTPO cannot participate in relevant emerging planning efforts with broad member benefit.
- PRTPO is unable to initiate planning activities to address needs we've identified.

We curtail value-added regional activities to respond to growing WSDOT compliance requirements which are unfunded and sometimes ill-suited to our circumstances.

This plays out in similar ways across the state and is especially true for the other rural RTPOs like PRTPO. We cannot supplement our state planning funds like urban RTPOs do with their federal MPO planning and program funds.

PRTPO must take baby steps over a long period of time to get anything done, but we do get things done. Imagine what a partner PRTPO could be if we had an adequate base budget!

Now, more than ever, local communities need RTPOs to be strong partners and allies our members can turn to as we prepare for and respond to future uncertainties. Washington State needs the unique forum for regional cooperation and collaboration that RTPOs offer to be robust and resilient, responsive to the diverse communities we serve.

Our 2025 request of the Legislature

RTPOs are funded by the Legislature. That is why PRTPO, and RTPOs across the state, are coming to you with this request:

Increase the regular biennial appropriation for RTPO funding from $4.9 million per biennium to $11.7 million per biennium, adjusted periodically for inflation.

This increase of $6.8 million per biennium will ensure every RTPO receives at least $400,000 a biennium, enough to fully fund an FTE's worth of core work program activities and the fixed overhead expenses associated with being an RTPO, with some receiving much more due to their size or complexity. $11.7 million is the minimum needed to carry out the important work the Legislature intended RTPOs to do in each of our regions.

DRAFT

Palouse Regional Transportation Planning Organization

Serving Asotin, Columbia, Garfield, and Whitman Counties

1610 NE Eastgate Blvd, Ste. 401
Pullman, WA 99163
509-339-7100
www.palousertpo.org

July 18, 2024

Dear Peninsula RTPO Chair,

On behalf of the Palouse RTPO Transportation Policy Board, I am writing in response to your letter dated June 28, 2024, regarding a proposed funding increase for RTPOs statewide. We greatly appreciate the effort of the Peninsula RTPO on this matter. We want to communicate our support for the proposal to increase program funding by $6.8 million among the 17 RTPOs. We understand that this will provide a minimum additional $400,000 per biennium to each RTPO.

The Palouse RTPO agrees that statewide RTPO base funding is inadequate for the required work described in RCW 47.80, and that an increase is long overdue. We agree with the proposed amount of increase per RTPO. We also agree that formulaic adjustments to the $4.9 million currently supporting RTPOs can be adjusted once an adequate base funding level is established. This will account for the additional responsibilities of large or otherwise complex organizations.

One of our long-time Transportation Policy Board members, Robert Ward, is interested in connecting with policymakers for a strategic discussion about approach, messaging, and other opportunities to sustainably fund our regional transportation planning organizations. Robert is from the Town of Rosalia, serves on the Transportation Policy Board Executive Committee as past President and has been dedicated to the work of the Palouse RTPO for the past decade. Robert can be reached at rwardstreet@gmail.com. Please include Palouse RTPO Director, Rebecca Couch, on email correspondences as well (rebecca@palousertpo.org).

Once again, the Palouse RTPO thanks you for the time and effort the Peninsula RTPO has dedicated to the proposal of increased RTPO base funding. We realize there is a lot of work ahead to make this proposal a reality. We fully support the proposed increase amount and will do our best to assist with this effort to gain support from our district legislatures.

Sincerely,

Jennie Dickinson
President – Palouse RTPO Transportation Policy Board

1300 Franklin Street, Ste 185
P.O. Box 1366
Vancouver, WA 98666-1366

564-397-6067
564-397-6132 fax
https://www.rtc.wa.gov

Member Jurisdictions
Clark County
Skamania County
Klickitat County
City of Vancouver
City of Camas
City of Washougal
City of Battle Ground
City of Ridgefield
City of La Center
Town of Yacolt
City of Stevenson
City of North Bonneville
City of White Salmon
City of Bingen
City of Goldendale
C-TRAN
Washington DOT
Port of Vancouver
Port of Camas-Washougal
Port of Ridgefield
Port of Skamania County
Port of Klickitat
Cowlitz Indian Tribe
Metro
Oregon DOT
14th Legislative District
17th Legislative District
18th Legislative District
20th Legislative District
49th Legislative District

July 12, 2024

Lindsey Schromen-Wawrin, Chair
Peninsula Regional Transportation Planning Organization
(Transmitted via email to: lswawrin@cityofpa.us)

Thera Black, Coordinator
Peninsula Regional Transportation Planning Organization
(Transmitted via email to: TheraB@PeninsulaRTPO.org)

Dear Chair Schromen-Wawrin

The Southwest Washington Regional Transportation Council (RTC) received your correspondence related to RTPO funding. In the spirit of collaboration, both I and the RTC Executive Director have compiled a brief response to your inquiry.

Funding and the Legislature's and WSDOT's commitment to the RTPO program is a matter of general awareness. This past December (2023), the RTC Board of Directors was briefed on a funding increase proposal statement, and consented to have the RTC Executive Director liaison with peer agencies and advocate with legislators in pursuit of additional RTPO funding.

With that background in mind, here are our high-level responses to your specific feedback questions:

1) Is there any disagreement that statewide RTPO base funding is inadequate for the work described in RCW 47.80 and should be increased?
- No general disagreement.
- This matter was discussed at the December 5, 2023 RTC Board of Directors meeting. At that time, the Board of Directors consented to have the agency's Executive Director engage with other partners and legislators on this matter, and, to have the Executive Director to sign-on to a legislative outreach/position paper.

2) Is there any disagreement that statewide RTPO program funding should be increased by $6.8 million per biennium and distributed to provide $400,000 per biennium to each RTPO, sufficient to fund an FTE's worth of work?
- No general disagreement.

- RTC endorsed December 2023 legislative outreach/position paper identified a new funding request of: net $7,100,000 ($12 Million total; increasing from the existing $4.9 Million appropriation).
- In that regard, the total amount of new funding requested should likely range from between $6.8 M - $7.1M, as a starting point for legislative discussions. Further, RTC believes there is some flexibility in negotiating around the final request.

3) Is there any disagreement that formulaic adjustments to the $4.9 million currently supporting RTPOs can be adjusted once an adequate base funding level is established, to account for the additional responsibilities of large or otherwise complex regions? Such adjustments would be developed in collaboration between the RTPOs and WSDOT; formula adjustments would not be addressed specifically in this legislative funding request.
   - No general disagreement.
   - The distribution/allocation formula among RTPO's should be re-considered (and adjusted as needed) to reflect an increase of RTPO funding. This should be done among all parties to the RTPO program, and in conjunction with WSDOT.

4) Finally, is one or more of your Board members interested in connecting with other policymakers for a strategic discussion about approach, messaging, and other opportunities to sustainably fund our regional transportation planning organizations?
   - RTC Board of Director leadership changes each year, with Board Officer elections occurring in December. Due to this recurring change-over, the incoming Board Chair, who would be serving during the 2025 legislative session, should be engaged on this matter. The RTC Executive Director will follow-up with those briefings.
   - The Executive Director is available for recurring legislative outreach and coordination on this matter

On the whole, and for many of the reasons you articulate in your letter, RTC is supportive of engaging with the legislature and advocating for increased and committed RTPO funding to serve the communities we represent. Please outreach with the RTC Executive Director for continuity after this year, and in the meantime, don't hesitate to reach out for further dialogue.

Sincerely,

Jack Burkman, Board Chair
Port of Vancouver, Commissioner
(email: JBurkman@portvanusa.com)

Matt Ransom
Executive Director
(email: MattRansom@rtc.wa.gov)

From: Scott Korthuis
To: Thera Black
Cc: Lindsey Schromen-Wawrin; Hugh Conroy
Subject: RE: PRTPO Executive Board Correspondence for WCOG
Date: Wednesday, July 10, 2024 10:20:43 AM

Thera,

I am the Chairman of the Whatcom Council of Governments (WCOG) which manages the local RTPO.

At WCOG's December 2023 meeting we briefly discussed the inadequate funding for RTPOs' work described in RCW 47.80 and voted to approve support for the state-wide funding increase as then summarized by the working group of RTPO directors. We are in agreement that base funding should increase and support the proposal described in Chair Schromen-Wawrin's June 28 letter. The plan to distribute $400,000 per biennium to each RTPO to fund an FTE seems like a very good plan for small RTPOs. This uses up all the new money (17 x $400,000 = $6.8 million). Consequently, we would agree that the formula to distribute the remaining funds should be modified. The details of the new distribution plan would have to be worked out once the new funding is in place.

At a previous meeting we briefly discussed the inadequate funding for RTPOs work described in RCW 47.80. We are in agreement that base funding should increase. Your request of $6.8 million per biennium seems reasonable. The plan to distribute $400,000 per biennium to each RTPO to fund an FTE's seems like a very good plan for small RTPOs. This uses up all the new money (17 x $400,000 = $6.8 million). Consequently, we would agree that the formula to distribute the remaining funds should be modified. The details of the new distribution plan would have to be worked out once the new funding is in place.

I will check with our board members to see if anyone has a desire to work with other policymakers regarding a strategic plan.

We will inform our lobbyist Tom McBride regarding our position and hopefully he can help you secure the new funding.

Let me know if you need anything else from our organization.

Regards,

Scott Korthuis
WCOG Chairman

Scott Korthuis
Mayor

City of Lynden
300 Fourth Street
Lynden, WA 98264
360-255-7111
korthuiss@lyndenwa.org
My incoming and outgoing email messages are subject to public disclosure requirements

Our Vision: Cultivating Exceptional Service for Our Extraordinary Community
We Value: Community – Communication – Teamwork – Integrity - Excellence

---

From: Thera Black <TheraB@PeninsulaRTPO.org>
Sent: Tuesday, July 2, 2024 11:54 AM
To: Scott Korthuis <KorthuisS@LYNDENWA.ORG>
Cc: Lindsey Schromen-Wawrin <LSWawrin@cityofpa.us>; Hugh Conroy <Hugh@wcog.org>
Subject: PRTPO Executive Board Correspondence for WCOG

You don't often get email from therab@peninsulartpo.org. Learn why this is important

Good morning – attached please find a letter from the Peninsula RTPO Executive Board concerning RTPO funding. Specifically about efforts to increase base funding statewide by $6.8 million to ensure every RTPO receives a minimum of $400,000 per biennium, with some receiving much more according to size and responsibilities. PRTPO's Executive Board is developing a strategy to achieve this and is interested in knowing where the Whatcom Council of Governments stands on this matter.

Mr. Lindsey Schromen-Wawrin, Peninsula RTPO Chair and Port Angeles City Councilmember, is included in the cc to facilitate correspondence. He will report back to the full PRTPO Board at its next meeting what he learns from other RTPO policymakers.

PRTPO's Executive Board welcomes input from WCOG before finalizing their position about how to approach this issue.

Thank you in advance for your timely consideration.

Thera

Thera Black
PRTPO Coordinator
360.878.0353 | TheraB@PeninsulaRTPO.org
www.PRTPO.org

Beware the malware! AI is changing the landscape. Be vigilant ~

ATTACHMENT G

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 9, 2024
Subject: **2025 *Transportation Outlook* Legislative Folio Messages**

Overview

PRTPO develops an annual *Transportation Outlook* folio that calls attention to a handful of near-term priorities of particular interest to policy makers. It is formatted as a legislative brief, helping to keep the region's twelve legislators informed about areas of particular interest to PRTPO members ahead of the upcoming session. It also summarizes for other stakeholders some of the topics that PRTPO is tracking, which can lead to further collaboration. The legislative forum at the Board's December meeting gives policy makers a chance to talk with the region's legislators in more depth about these matters and hear about their legislative priorities this next year and opportunities to advance regional interests.

PRTPO convenes a subcommittee of Board members each year – the Legislative Work Group - to lead development of the folio. This year's Work Group includes Lindsey, Kate, Ben, Christine, Nicole, and John. The Work Group identifies topics and guides development of draft narrative for the Board's consideration in August.

Board direction at that time on messaging, tone, and other narrative edits is used to complete a formatted draft document for the Technical Advisory Committee to review in September. The TAC also develops a companion project list. The resulting draft folio is sent to the Work Group one more time for review and editing in late September before presentation to the Board for final approval in October.

This is the time in the development process for feedback from Board members about the working draft narrative under consideration – the priorities themselves, the messaging, tone and clarity, other narrative edits. Thoughts on the general use of emphasis within a paragraph are appreciated as well, as this will influence formatting of the draft folio.

As in years past, I will invite TAC members to submit one or more projects for inclusion on the *Transportation Outlook* project list. The list was reformatted in 2023, greatly simplifying the content and increasing legibility. A copy of last year's list is attached, for reference.

There have been no restrictions on what project(s) a member might put forward, though we avoid projects from non-members unless our members are a part of it. If the Board prefers a different approach to the project list development, this would also be the time to provide that direction.

Next Steps

Board direction will be used to develop a working draft folio for review with the TAC, who will also contribute projects for the list. A draft will be sent to the Legislative Work Group in late September for review, possibly with a follow-up meeting in early October. A final draft will come to the Board for review and approval in October.

Attachments:

- Draft Message Narrative for Board Review
- 2024 *Transportation Outlook* Project List

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

Major Messages – Working Draft for Executive Board Discussion
August 9, 2024

PRTPO's folio format is traditionally a two-page piece. The front page is more space constrained than the back page due to the letterhead and opening salutation. A small Contact Info box occupies the bottom of page 2. A separate page 3 lists agency projects.

This year's approach proposes a single "major message" on page 1, with page 2 devoted to three other timely issues on PRTPO's radar followed by a recap of the major message.

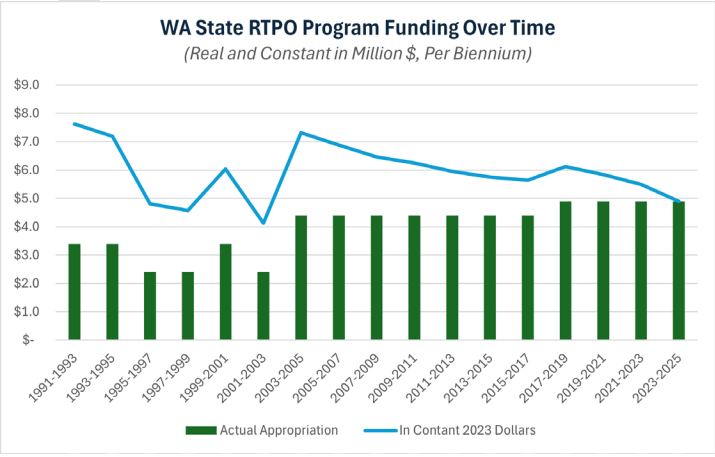
Page 1 Narrative Content

"Relationship building. Knowledge sharing. Peer-to-peer interaction. Increased awareness. Better communications between local agencies and WSDOT."

These are a few of the benefits members identify as value-adds for participating in PRTPO's regional transportation planning activities. Regional collaboration has far-reaching benefits for staff and policy makers of the 27 governments that make up the Peninsula RTPO. That in turn benefits the rural, tribal, and small city communities we serve.

That's why PRTPO is joining with RTPOs across the state in asking the Legislature to **increase base RTPO funding to $11.7 million**. This will ensure every RTPO in the state has the minimum resources needed to adequately support their core RTPO programs.

The Legislature recognized the value of regional collaboration and cooperation when it created RTPOs in 1990. But over the decades, funding for regional planning stayed flat. In that same time, inflation eroded the value of the dollar. RTPO responsibilities increased. And today, revenue appropriated by the Legislature for regional planning supports 17 RTPOs, not 15 as it did in 1991.



PRTPO's own RTPO funding goes down every biennium while our fixed costs increase, leaving ever less for the planning we should be doing. PRTPO operates on less than half an FTE to carry out all of our work and represent our regional concerns in statewide planning processes. We need a full FTE for this.

PRTPO joins with RTPOs statewide in asking the Legislature to increase the RTPO allocation to $11.7 million per biennium, adjusted periodically for inflation. This increase of $6.8 million per biennium will ensure every RTPO has a minimum of $200,000 per year to support the on-going policy maker engagement, facilitation, and coordination at the core of regional work programs in every corner of the state.

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Page 2 Narrative Content

Fix our Ferries!

PRTPO supports legislative efforts to ***boost ferry maintenance and accelerate the recruitment efforts needed to restore reliable state ferry service***. The cancellation in 2023 of 3,500 trips is unacceptable. Every one of this region's state ferry routes is down a vessel, greatly impacting residents and businesses across the region. Kitsap Transit's Fast Ferry is helping to pick up the slack, with support from the Legislature. Let's keep it up! Terminal improvements near Coleman Dock will enable Kitsap's Fast Ferry to play a bigger role in supporting vital cross-Sound service while WSF works to restore its system.

Allocate Toll Credits to the Dungeness Line to Secure Future Service

We are concerned about the Dungeness Line losing its federal funding match. This important intercity service runs twice daily roundtrips between Port Angeles and SeaTac airport via Seattle-area medical centers and VA services. The Dungeness Line needs to be increased to three daily roundtrips, but first we need to secure a new funding match. Use of toll credits to sustain the Dungeness Line supports Legislative transportation investment policy objectives. We encourage the Legislature to ***direct WSDOT to use toll credits to offset federal match requirements for the Dungeness Line*** and enable 100% federal funding for this important rural intercity bus service.

Revisit Coast Guard Policies Governing Hood Canal Bridge Openings for Big Sailboats

Communities from Bremerton to Port Angeles feel every opening of the Hood Canal Bridge. There are costs for commerce, transit, emergency responders, freight, and everyday people trying to catch a ferry or keep an appointment when traffic stops so a large sailboat can pass. PRTPO is laying the groundwork for a Hood Canal Bridge work group to revisit with the Coast Guard its policies about bridge openings for extra-tall sailboats. We are grateful for the operational analysis WSDOT Olympic Region is conducting, in response to PRTPO Board concerns. It is important context for this effort. ***We may need legislative support in this effort, too.*** We invite you to join us as we work to establish more sensible Coast Guard policies that better balance the economic and mobility impacts on communities across the Kitsap and Olympic Peninsulas with those of sailors whose boats are too tall to pass under the fixed bridge span. Working together, we can make things better for everyone with smarter Coast Guard policies governing bridge openings for big sailboats. This buys us a little time while we work towards improving holding facilities and traffic management on the east end.

This is why you should support adequate RTPO funding! Shared concerns about Hood Canal Bridge operations and strategies on how PRTPO can move the needle on this tough topic emerged during the regular interagency collaboration and regional inquiries PRTPO policy makers engage in. What we do has value to our communities and the State. We just need adequate resources to do it right. **Please increase RTPO funding to $11.7 million per biennium,** ensuring PRTPO, and RTPOs across the state, have the minimum resources to do the kind of work RTPOs were created to do.

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FROM 2024 TRANSPORTATION OUTLOOK FOLIO

PRTPO 2024 *Transportation Outlook*

Transportation Investment Needs in the Peninsula Region

Project	Agency	LD#	Total Cost	Already Secured
SR 108/Old Olympic Highway Safety Project Install (2) compact roundabouts at US 101/SR 108 ramp terminals and construct non-motorized pathway with pedestrian 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. This is a *Connecting WA* project. Though it has funding commitments, it remains a PRTPO priority concern until built.	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. This is a *Move Ahead WA* project.	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
SR 305 Construction - Safety & Mobility Construct safety and mobility improvements at 12 locations on SR 305 from the Bainbridge ferry terminal to Hostmark St in Poulsbo. Four locations have been funded in whole or in part. Additional funds are needed to address other corridor locations.This is a *Connecting WA* project.	WSDOT	26, 23	$78 M	$40.3 M
Sound to Olympics (STO) Trail - Sakai Pond to Madison Ave Segment Complete the next half-mile segment of the STO Trail connecting the Sakai Pond segment to Madison Avenue.	Bainbridge Island	26,23	$3.5 M	$0.5 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, and Olympic National Park coastal trailheads.	Clallam County	24	$13 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
Puget Sound to Pacific Trail - Planning and Design Complete planning and design for a 200 mile trail corridor from the Bainbridge Island ferry terminal to La Push, connecting and completing the Olympic Discovery Trail and Sound to Olympics Trail. Port Angeles received a RAISE grant to lead multi-agency coordination for this 13-agency project	Port Angeles w 12 local, tribal, and state project partners	24, 26, 23	$16.1 M	$16.1 M
SR 117 Truck Route at US 101 Interchange Improvement Enable full directionality at interchange, reconfiguring interchange to improve efficient freight access and overall safety, minimize conflicts with other uses.	Port Angeles	24	$ 7.8 M	$0.26 M
SR 104 Kingston Congestion Mitigation Construct SR 104 realignment from Main Street and congestion/safety improvements. Though it has funding commitments, until it is built it will remain a PRTPO priority concern.	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	$33.1 M	$22.7 M

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 vehicles and infrastructure, trails and pathways, sidewalks, airport runways, port terminals, and technology. Existing revenues are insufficient and unreliable for maintaining a State of Good Repair across the region.

ATTACHMENT H

DISCUSSION ITEM / 1st Reading

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 9, 2024
Subject: **RTP: How PRTPO Will Adopt a New RTP Project List**

REQUESTED ACTION:
No action is requested. This is a discussion about the process endorsed by the TAC that PRTPO will use to adopt a new RTP Project List in October. This is a chance to raise any questions or concerns before being presented with a list of projects at your next meeting.

Background
In June, Board members heard about the concept under development for maintaining an RTP Project List that better supports members' needs. As it was explained, the RTP project list will reflect the near-term system needs and the means by which they will be funded. Inclusion on an RTP project list can add points to a grant applicant or convey regional significance to a legislator. And it shows the public "at a glance" the projects they're likely to see take shape in the next few years across the region.

Revamping the approach to the RTP project list is an activity the TAC took the lead on. The TAC wrapped up its review in July and recommended the Board use the approach spelled out in the attached process brief to develop its first RTP Project List for adoption in October.

Linking the RTIP and the RTP Project List
The proposed process aligns with the annual development of PRTPO's Regional Transportation Improvement Program. The process spelled out is underway right now. We will learn together – TAC and PRTPO Coordinators – as we implement this approach over the next few weeks for the first time. .

Going forward, when PRTPO adopts its new RTIP every October it will also update its RTP project list, ensuring that the RTP list always reflects the most current understanding of project need, cost, and funding priorities of those who own and operate the Peninsula Region's transportation system. It also provides the most fundamental demonstration possible of consistency between local, regional, and state TIPs and the regional RTP.

The attached process overview describes how members will submit projects for inclusion on the RTP Project List. It is the game plan for how this first list will be developed. It is recommended that PRTPO revisit this approach with the TAC early next summer to make any refinements necessary, based on our experience this year.

Attachment:

- RTIP::RTP Project List – Proposed Approach

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

RTIP :: RTP Project List

As recommended to the Executive Board by the Technical Advisory Committee. July 2024

Purpose

Establish a perpetual RTP project list that reflects current local and state project needs and funding priorities, to be maintained in conjunction with PRTPO's Regional Transportation Improvement Program.

Intent

Transform the RTP Project List into a useful resource that supports the efforts of PRTPO members in securing funding for their priority projects, and which can be maintained over time with minimal effort by local and regional staff. The RTP Project List will serve to highlight those projects that member agencies identify in their own plans as near-term funding priorities. Such a list will demonstrate consistency between local and regional plans.

Process Overview

The RTP Project List will be developed in tandem with the Regional Transportation Improvement Program (RTIP) that PRTPO produces every year. It will be a stand-alone appendix in the RTIP when it is adopted in October.

In order for a project to be included on the RTP Project List, it must come from that member's current locally adopted TIP, Tribal-TIP (T-TIP), or Capital Improvement Program (CIP). For cities, counties, state, and transit, those projects must come through the RTIP process. For tribes and ports not participating in the regular RTIP process, projects need to come from an adopted T-TIP (tribes) or CIP (ports) with reference to the adopting document.

This list will include projects from all members. Projects from Kitsap members that are included in the PSRC RTIP or come from an adopted T-TIP or CIP are eligible for inclusion on PRTPO's list.

Projects nominated for inclusion on PRTPO's RTP Project List will go through a round of public review at the same time the RTIP is noticed for public review.

The current RTP Project List will be easy to find as a stand-alone document on PRTPO's website, for reference or citation.

The current RTP Project List will remain in effect until PRTPO adopts its new RTIP next October, with its fresh RTP Project List. Projects do not roll over from year to year, and will need to be resubmitted. That is a very simple activity to complete.

RTP Project List Development

1. PRTPO member agency adopts a Transportation Improvement Program (TIP), Tribal Transportation Improvement Program (T-TIP), or Capital Improvement Program (CIP) after an opportunity for public review and comment. From there, the process depends on whether the member is required to participate in the RTIP or not, and the geography of the member.

2. **If the member participates in the TIP process (cities, counties, state, transit, and optional for all others),** the following applies.

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Member decides which projects from the locally adopted TIP to include in the RTIP. Projects that are not already in the "STIP" format need to be entered into the SAW database or input through PSRC's system.

i. **For members in Clallam, Jefferson, and Mason County:** Forward the projects in SAW to PRTPO Coordinator Edward Coviello, for inclusion in the RTIP, and notify him by email indicating what project(s), if any, should also be included on the RTP Project List.

ii. **For members in Kitsap County:** Notify Ed by email which project(s) submitted to the PSRC RTIP should be included on the PRTPO RTP Project List. He will extract that project info in the SAW format.

3. **If the member is not required to participate in the TIP process (tribes, ports),** and prefers not to, the following applies.

   Member notifies PRTPO Coordinator Edward Coviello of the project(s) to be included on the RTP Project List and emails a pdf of the project page and documentation of the plan it is from (copy of the adopting resolution or other evidence is sufficient). We will strive to find a suitable format for these projects that is compatible with the STIP format generated by the SAW database.

4. Deadline for RTIP submittals and other requests for RTP Project Lists will be August 1st though that will apply in 2025, after we've had a chance to walk through this in real time.

5. PRTPO Coordinator assembles a compendium of RTP projects using the SAW database to extract content. Other formats will be accommodated as well as we can. The folio of project pages will be formatted for a stand-alone appendix and highlighted as such in the draft RTIP.

6. PRTPO Coordinator reviews the draft RTIP and RTP Project List with the TAC in September, seeking a recommendation to the Board on adoption of the RTIP and of the RTP Project List.

7. PRTPO Coordinator notifies the public of an opportunity to review and comment on the draft RTIP and the draft RTP Project List. Coordinator presents any public comments to the Board for its consideration in October.

8. PRTPO Executive Board considers the draft RTIP and the draft RTP Project List and adopts them by resolution in October. The final RTIP with RTP Project List as well as the RTP Project List as a stand-alone appendix document will be posted on PRTPO's website.

9. The entire process repeats itself each summer, when agencies adopt their new TIPs and PRTPO begins developing its new RTIP and RTP Project List. Every October thereafter the Executive Board will adopt the current six-year RTIP and current RTP Project List, which will supersede previous documents upon adoption.

PRTPO will review this process in 2025 and 2026 to be sure it is working effectively and make any refinements necessary to ensure it meets the purpose and intent of this effort.

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ATTACHMENT I

Discussion Item

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 9, 2024
Subject: **PRTPO Executive Board Retreat – October 18, 2024**

REQUESTED ACTION

No action is requested. The Board is asked to weigh in on plans for the October 18th in-person PRTPO retreat.

OVERVIEW

In April the Board discussed options for meeting in person. The last time the Board met in person was February 2020. Members have expressed interest over the past year in an opportunity for the Executive Board to meet in person again. Many new members have come onto the Board since February 2020 and old relationships are overdue for renewal.

After some discussion and polling of members, October 18th was selected as the most opportune time for members to meet in person. This will be just over five years since PRTPO transitioned to an independent, Board-driven organization.

The game plan discussed in April remains intact. In accordance with direction from the Executive Committee, the agenda creates opportunity for interaction and the kind of back-and-forth dialogue that is hard to achieve on Zoom. TAC members are invited to attend and participate in activities if they can.

The working agenda laid out below meets the necessary business needs of PRTPO but is primarily geared towards policy maker activities and discussion.

Working Agenda for October 18th PRTPO Board Meeting

Location: Red Cedar Hall, Blyn - Jamestown S'Klallam Tribe

Time: 10:00 – 3:00. Doors open at 9:30 for coffee and socializing. Afterwards there will be an optional walking field trip on the ODT for those wanting a close look at a fish passage restoration project on a crisp fall afternoon.

Format: Morning

- Business meeting covering only the essential action items and housekeeping activities
- Presentation from a relevant stakeholder or ally (TBD) working in a related arena[1]

[1] We want to invite a speaker from a different kind of regional organization with overlapping transportation interests who can introduce their organization's work to PRTPO and help the Board understand areas of overlapping interests and coordination opportunities. One of these would be a good candidate for a :20 minute briefing.

- Seth Englund, from Western Federal Lands. For some reason PRTPO and WFL have no established relationship, despite significant federal lands, coordination, and investment opportunities across the region.
- Karen Affeld, from North Olympic Development Council (NODC). NDOC is a regional economic development organization that includes many PRTPO member agencies. Regional mobility and system reliability underpin many of their local economic initiatives. NODC just received a $35 million federal Recompete grant on behalf of a broad regional partnership to further coordinated economic vitality efforts across the North Olympic Peninsula.
- Miranda Burger, from Olympic Community of Health. OCH is the legislatively designated equivalent of a regional planning organization for health care providers and social service entities across Clallam, Jefferson, and Kitsap Counties. OCH works with many dozens of health professionals who identify transportation access to health care as a major issue they face daily, with concerns that echo key issues in PRTPO's own Human Services Transportation Plan.

- Hands-on interactive RTP mapping exercise to document those areas where *Complete Streets / Main Street* treatments are most needed - rural commercial hubs and hamlets, "main street highways," transit crossroads, etc. The aim is to provide WSDOT Olympic Region with useful RTP guidance as they work to implement the Complete Streets budget proviso with the limited resources available for them, investing those scarce resources where they will do the most good.

Afternoon

- Deep Dive Discussion: PRTPO's Role as a Regional Transportation Partner – facilitated full-group and table breakout discussions about the role(s) PRTPO sees for itself as it moves forward as an independent, self-determining organization. What kind of regional partner does PRTPO envision itself being? What role does the Board see itself playing in carrying out the Regional Transportation Plan and where can it provide the most value to its members? What are PRTPO's assets and its liabilities, and who are its untapped allies and partners? Is PRTPO a catalyst for change or better suited as a regulatory entity? This includes PRTPO's role if funding remains unchanged, as well as what is feasible if PRTPO receives more sustainable base funding in the future. Board discussion will inform PRTPO's strategic agenda for the RTP, and its future capacities as RTPO for the region.
- Round-robin wrap-up and takeaways from the day's discussions and activities, insights about the route forward.

Optional Post-Event Walking Field Trip

Members will recall that Red Cedar Hall is located on the banks of Discovery Bay, with the Olympic Discovery Trail right outside the door. For those members who can linger longer, there will be ample opportunity for exploration and engagement. Wendy identified a fish passage restoration project nearby that allows close-up access to see what really goes into these important projects. Maybe it will even be in use in October. And the Jamestown S'Klallam Tribe's beautiful new museum gallery is right next door. The collection of native handiwork is stunning.

Throughout there will be breaks that provide more opportunities for members to catch up and make new connections.

What about lunch?

We have not yet worked out details regarding lunch. The Tribe is generously making its Red Cedar Hall available to PRTPO at no charge, but PRTPO has no resources for meals. This is something for Board members to discuss. Possibilities include chipping in a refreshment donation, turning everyone loose for a long lunch on their own, or making this a brown-bag luncheon that can spill out onto to the patio overlooking Discovery Bay. Member perspectives will be helpful in determining the best approach for lunch.

Will there be a hybrid Zoom option for people who can't attend in person?

No hybrid option is planned. A hybrid meeting option is not compatible with interactive, hands-on activities and group discussions, and PRTPO does not have the capacity to conduct a parallel but separate set of online activities in real-time for those attending virtually.

Can I leave before the day is done?

We realize that an extended event may be more than some can accommodate, schedule-wise. That is why the business meeting is right up front. If you can only attend for part of the day, we need a quorum to do business so come for the start and stay as long as you can.

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

NOTICE OF UPCOMING OPPORTUNITIES TO SHARE YOUR THOUGHTS ON STATEWIDE TRANSPORTATION ISSUES

Greetings Transportation Partners,

Your insight is needed at our upcoming Washington Transportation Plan (WTP) workshops. The Washington State Transportation Commission is in the process of updating the state's 20-year transportation plan that establishes a high-level, long-term roadmap for the statewide transportation system. As part of this process, the commission is holding workshops in August and September to take input at this early stage of the planning process.

All workshops will be conducted via Zoom and will be from **10:00 to 11:30 a.m.** on their given dates. Below are the topics of each workshop along with the topic that will be covered at each meeting and the link to register:

1. **Climate and resiliency – Thursday, Aug. 15**; Zoom Registration
   What's needed to ensure our transportation system can sustain itself under increasing serious climate events, and how do we proactively prepare for them?

2. **Long-term funding – Thursday, Aug. 22;** Zoom Registration
   What types of funding solutions will help to meet transportation maintenance and operations, safety, and preservation needs?

3. **Connecting communities – Thursday, Aug. 29;** Zoom Registration
   How can we make our transportation system, neighborhoods, and communities safer while improving access to opportunity?

4. **Equity in transportation – Thursday, Sept. 5;** Zoom Registration
   How can transportation planning and investments be more inclusive of historically under-represented communities, including rural areas?

Each workshop will contain insights from practitioners in the field, including representatives from state agencies, regional agencies, and non-governmental organizations. The workshops will feature an interactive discussion on:

1. Where do you think the state is making progress with respect to the topic?
2. What do you feel is the most important work yet to be done?
3. What do you see as potential solutions to address the pressing challenges?

We hope you can join us and share your perspectives and expertise! If you have questions or would like more information, please contact, Jon Overman, JOverman@camsys.com or Paula Reeves at paula.reeves@wstc.wa.gov.

INFORMATION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 9, 2024
Subject: **PRTPO Letters of Support Tendered Since Last Board Meeting**

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

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

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

Attached Letters:

- *Clallam Transit – WSDOT Regional Mobility Grant – Paratransit Vehicle Purchase Project*
- *Jefferson Transit – WSDOT Regional Mobility Grant – Kingston Express Cutaway Replacement Project*
- *Jefferson Transit – WSDOT Regional Mobility Grant – Replace 3 Cutaway Vehicles Project*

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

June 24, 2024

Brian Lagerberg
WSDOT Public Transportation Division
PO Box 47387
Olympia, WA 98504-7387

Re: Clallam Transit Paratransit Vehicle Purchase Project

Dear Mr. Lagerberg,

Peninsula RTPO supports Clallam Transit's proposal to purchase five paratransit vehicles through a Regional Mobility Grant. Clallam Transit connects people to services and opportunities across this highly rural county and beyond. This includes a robust paratransit program, *Clallam Connect*, that provides wheelchair-accessible paratransit service for those who are unable to use its fixed-route services. *Clallam Connect* service extends beyond the ¾ mile ADA paratransit boundary required by FTA to serve all of Clallam County. Clallam Transit replaces its vehicles in accordance with State of Good Repair best practices reflected in its Transit Asset Management Plan which ensures safe, reliable *Clallam Connect* paratransit services are available to vulnerable residents with few other travel options.

Paratransit helps to ensure a degree of independence for those who do not drive and connects them to the services and activities of everyday life. PRTPO recognizes the importance of this in its Human Services Transportation Plan and its Regional Transportation Plan. Both of those plans recognize the importance of asset management measures like vehicle replacement in supporting that service.

Clallam Transit is an active member of PRTPO. Clallam Transit coordinates service connections with Makah Transit, Quileute Community Shuttle, Lower Elwha Transit, and Jamestown S'Klallam Tribe services. Its long history of collaboration with other transit agencies and partners enables Clallam County residents to make convenient service connections with Jefferson Transit, Kitsap Transit, and with state ferry service on Bainbridge Island via the Strait Shot. This careful attention to customer demand and cross-system coordination with other agencies is the foundation of the robust regional transit network that supports the highly rural Peninsula region.

This project is fully consistent with PRTPO's Regional Transportation Plan and Human Services Transportation Plan and is included in Clallam Transit's 2024-2029 Transit Development Plan. PRTPO will expedite amendment of this project into the STIP upon notice of funding award.

On behalf of the Peninsula Regional Transportation Planning Organization, I encourage your support of Clallam Transit's paratransit vehicle purchase project.

Respectfully,

Lindsey Schromen-Wawrin, PRTPO Chair
City of Port Angeles

June 20, 2024

Brian Lagerberg
WSDOT Public Transportation Division
PO Box 47387
Olympia, WA 98504-7387

Re: Jefferson Transit "Kingston Express Cutaway Replacement" Project

Dear Mr. Lagerberg,

Peninsula RTPO supports Jefferson Transit's proposal to replace an aging cutaway vehicle serving the Kingston Express route with an electric vehicle through a Regional Mobility Grant. Jefferson Transit introduced a new regional service with its Kingston Express program in 2022, connecting Jefferson County residents with the Washington State Ferry at Kingston for walk-on passage to and from Edmonds. Replacing this aging cutaway vehicle is consistent with State of Good Repair best practices. Recent charging infrastructure upgrades in Kingston and advances in vehicle technology enable Jefferson Transit to replace this aging vehicle with an electric vehicle, advancing broader environmental and sustainability goals while meeting regional access and asset management objectives.

Residents in a highly rural region such as this regularly rely on services or other opportunities not available in the Peninsula Region. Ferries are an important part of the regional transportation system; well over half of all ferry trips in the state begin or end in this region. Walk-on passenger ferries are the most efficient on several counts. For most people that means transit needs to get them to the ferry terminal and back. Jefferson Transit's innovative *Kingston Express* service demonstrates public demand for this important service connection between Jefferson County and Kingston. This vehicle replacement project will support continued service connections with a smaller footprint by replacing the old vehicle with a zero-emissions electric vehicle.

Jefferson Transit is an active member of PRTPO. Its long history of collaboration with other transit agencies and partners enables Jefferson County residents to make convenient service connections like this with the Kingston ferry in Kitsap County. Jefferson County residents have access to a robust and affordable regional transit network through this careful attention to customer demand and cross-system coordination with other agencies

This project is fully consistent with PRTPO's Regional Transportation Plan and is included in the 2024-2029 Regional TIP. PRTPO will expedite amendment of this project into the STIP upon notice of funding award.

On behalf of the Peninsula Regional Transportation Planning Organization, I encourage your support of Jefferson Transit's "Kingston Express Cutaway Replacement" project.

Respectfully,

Lindsey Schromen-Wawrin, PRTPO Chair
City of Port Angeles

June 20, 2024

Brian Lagerberg
WSDOT Public Transportation Division
PO Box 47387
Olympia, WA 98504-7387

Re: Jefferson Transit "Replace 3 Cutaway Vehicles" Project

Dear Mr. Lagerberg,

Peninsula RTPO supports Jefferson Transit's proposal to replace three cutaway vehicles through a Regional Mobility Grant. Jefferson Transit provides a vital service to the communities on the west coast of the Olympic Peninsula through its *Jefferson Transit Olympic Connections* (*JTOC*) program. Its deviated route service provides the only transit in places like Forks, Amanda Park, and the Quinault Indian Nation. *JTOC* connects west end communities to services and opportunities on the Olympic Peninsula and beyond. Replacing these aging vehicles is key to maintaining a State of Good Repair and ensuring safe, reliable *JTOC* service in this highly rural region.

Transit has a positive impact on these remote communities served by *JTOC*, expanding access to economic opportunity and ensuring a degree of independence for those in rural places who do not drive. PRTPO recognizes the importance of this in its Human Services Transportation Plan and its Regional Transportation Plan, as well as the need for asset management measures like vehicle replacement to support that service.

Jefferson Transit is an active member of PRTPO. Its long history of collaboration with other transit agencies and partners enables Jefferson County residents to make convenient service connections with Clallam Transit, Kitsap Transit, Grays Harbor Transit, and Mason Transit as well as with state ferry service in Kingston and Port Townsend. Jefferson County residents have access to a robust and affordable regional transit network through this careful attention to customer demand and cross-system coordination with other agencies

This project is fully consistent with PRTPO's Regional Transportation Plan and is included in the 2024-2029 Regional TIP. PRTPO will expedite amendment of this project into the STIP upon notice of funding award.

On behalf of the Peninsula Regional Transportation Planning Organization, I encourage your support of Jefferson Transit's "Replace Three Cutaway Vehicles" project.

Respectfully,

Lindsey Schromen-Wawrin, PRTPO Chair
City of Port Angeles

Nina offered me an opportunity to submit some regional comments to augment the few public comments generated during their Olympic Region open house earlier in July. I drew from Board and TAC discussions over the last year and insights from the HSTP update to supplement the understanding she gained from the public meeting. This is a copy of those comments.

19 July 2024

Hi, Nina – thank you for the opportunity to offer some more aggregate regional perspective in addition to the individual responses you are looking for. My points are in reference to travel supported by the Dungeness Line specifically and to more regional need in general.

I can tell you that in my conversations with medical practitioners on the North Olympic Peninsula (NOP), the surge in senior population has not been followed by a commensurate increase in geriatric or specialty health services. In fact, even basics like Ears, Nose, and Throat (ENT) care is no longer available on the NOP. "Care navigators" in each medical practice help patients figure out how to get to and from the specialized treatments they need in the Seattle area, well beyond the service area of any of our four transit agencies. ECHHO (Ecumenical Christian Helping Hands Organization) is a non-profit group that transports Jefferson County seniors to and from dialysis treatments in Seattle with volunteer drivers, but that is a small program serving a small part of the region. Fully 30% of Clallam County residents and a whopping 35% of Jefferson County residents are 65 or older; those shares are increasing; they're not leveling out. At the regional level we see the demand for long-distance travel attributed to medical trips growing.

Another big travel need between the NOP and Seattle area/Tacoma is for veterans' services. Sometimes Disabled American Veterans (DAV) can provide that transportation, but their services are sparse in this rural region given the demand for services. I was surprised to learn that Traumatic Brain Injury (TBI) victims lose their ability to drive legally. TBI is a common disability for many of our veterans, impacting not just their lives but often the lives of family members who must provide them with transportation to necessary medical appointments outside the Olympic region. Again, outside of an expensive Rocket trip, the Dungeness Line is often the only viable option for our veterans to access VA services.

In my conversations with transportation and health care providers during the update of PRTPO's Human Services Transportation Plan in 2022, I heard repeatedly that the Dungeness Line is an important part of that transportation jigsaw puzzle they are constantly working to piece together. Clallam Transit and Jefferson Transit both make coordinated connections with the Dungeness Line and its operators use their facilities. Those Care Navigators in all the different medical practices factor its scheduling into their planning when coordinating specialty treatments for their patients. In fact, the only criticism I heard of the Dungeness Line is that it needs another daily roundtrip that offers a later Seattle departure.

> For that reason, from a regional perspective it would be PRTPO's position that the Dungeness Line be expanded to three roundtrips per day. If a local match is needed to secure federal 5311 funds, then toll credits are an appropriate source and should be applied.

In addition to those Human Services Transportation Plan insights, the PRTPO Executive Board recognizes the importance of intercity bus travel for this rural region in its legislative priorities and it has identified this as a regional priority concern in the update of its Regional Transportation Plan currently underway.

- Tribal members shared personal stories about making long distance trips by local buses, transferring from system to system as they made their way to a cultural event or family gathering far away, sometimes over the course of a few days.

- We have heard of a small but growing niche of ecotourism taking hold in the NOP. We don't know but suspect that we see more of it there than elsewhere in the region, in part, because of the access afforded by the Dungeness Line. Anecdotally we've also heard that this is an attractive connection to and from the Black Ball Ferry (the Coho) that connects Port Angeles and Victoria, BC. City leaders described local and regional tourism efforts to attract more out-of-area tourists via transit instead of driving. They are working to enhance local access for those arriving without a car by expanding bike lanes and Olympic Discovery Trail connections, promoting transit to popular wilderness trailheads, and establishing transit-priority access to Hurricane Ridge.
- Transit partners talk about the ways that system connections expand access for all the region's residents. More intercity bus service expands that access exponentially and can strengthen west end communities up and down the US 101 corridor, including in Grays Harbor, Pacific, and Wahkiakum Counties, as well as Jefferson and Clallam. In this way the tiny operating budgets of these highly rural transit systems can generate significant mobility benefits for their residents through careful coordination with any new intercity bus services. PRTPO will work with its transit partners and those from adjacent regions over this next year to explore inter-system coordination opportunities, with and without new intercity service on the US 101 corridor. We expect a scenario that includes just a modest introduction of west end corridor service will demonstrate much greater regional benefit overall and enhanced access for the nine tribes along the corridor.

    For that reason, from a regional perspective it would be PRTPO's position that additional intercity bus service on the US 101 corridor is warranted, in addition to the Dungeness Line. West end service connecting the tiny rural communities and tribes along the US 101 corridor from Port Angeles to Aberdeen with connections to Olympia is needed and would complement similar US 101 corridor service from the Long Beach Peninsula to Aberdeen.

Finally, please remember that Western Washington extends beyond the I-5 corridor. Not all of rural Washington is east of the Cascades. Enhancing intercity bus service on the US 101 corridor generates mobility benefits well beyond that of the *Travel WA* program investment because our local transit agencies coordinate around that intercity service, offering their residents so much more access than they possibly could with their tiny operating resources. Intercity bus can connect our communities and connect our communities to the rest of the world.

Thank you for affording us the opportunity to submit these comments. We look forward to collaborating in the rest of the plan's development.

Thera Black.
PRTPO Coordinator