PRTPO EXECUTIVE BOARD MEETING

February 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 December 15, 2023 (Attachment A)* • *SFY 2024 Q2 Invoice Approval (Attachment B)* • *CY 2023 RTP Biennial Currency Review (Attachment C)*	ACTION
3.	10:15 – 10:20	**Funding Offer to PRTPO to Support RTP Update** *(Attachment D)* *WSDOT Olympic Region has offered PRTPO $30,000 to support the update of its Regional Transportation Plan. The funding will be used to obtain some additional GIS support and augment planning funds needed to develop the plan. Jefferson Transit, as Fiscal Agent, has agreed to administer the funds.*	ACTION
4.	10:20 – 11:00	**Annual Check-in with WSDOT Olympic Region Administrator** *This is PRTPO's annual check-in with WSDOT Olympic Region Administrator Steve Roark. As members learned in 2023, there is a lot of work underway across the Peninsula Region, extending right through 2024. This is a great time to get useful insights as to what Olympic Region has on deck this year, ask questions, and explore opportunities to improve coordination and communication ahead of a busy construction season.*	DISCUSSION *Steve Roark, Olympic Region*
5.	11:00 – 11:10	**Recruitment for PRTPO Coordinator Position** *(Attachment E)* *Kitsap Transit staffs PRTPO primarily via a contracted Coordinator position. That five-year contract expires in August. Kitsap Transit will update the Board on its plans to conduct a recruitment process for a Coordinator and solicit volunteers to serve on a recruitment committee.*	DISCUSSION / Committee Appointment
6.	11:10 – 11:15	**RTPO Base Program Funding Strategy** *(Attachment F)* *A small committee is being formed to develop a strategic proposal for PRTPO participation in a statewide effort to increase the base funding for RTPO work programs. The Board will consider the proposal in June. Details to be determined, but it may entail three meetings. Volunteers are sought.*	DISCUSSION / Committee Appointment
7.	11:15 – 11:35	**RTP: Board Direction on Tough Topics for a Deeper Dive** *(Attachment G)* *In December Board members considered "tough topics" – those big gnarly issues with no easy solutions that raise concerns about regional mobility. This month members will look at results of a Board poll about which topics merit a "deep dive" for this RTP update along with insights from the TAC. The aim is to get Board feedback on the proposed direction for developing a strategic regional agenda for follow-up action.*	DISCUSSION

8.	11:35 – 11:40	**Guidance on SFY 2025 UPWP Amendment** *(Attachment H)* *As PRTPO approaches the midpoint of the biennium it is necessary to refresh the Unified Planning Work Program (UPWP) and calibrate it to existing conditions. No major new work items are proposed for the second half of the biennium. The Board will consider a draft UPWP amendment in April.*	UPDATE
9.	11:40 – 11:45	**Election of Officers for 2024-2025 Term** *(Attachment I)* *Per the PRTPO bylaws the Executive Board elects its officers at the end of the first meeting of the new year.*	ACTION
10.	11:45	**Public Comment Period** *This is an opportunity for anyone from the public to address the Executive Board.*	
		PRTPO Member Updates *Information sharing among members on topics of general interest to the region and its partners.*	
	12:00	**Adjourn**	

Bek Ashby, Chair

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

Next Executive Board Meeting – April 19, 2024 - 10:00-12:00

Award $2 Million in Transportation Alternatives Funding to Local Projects
SFY 2025 UPWP Amendment – 1st Reading
RTP: PRTPO Strategic Agenda for the Peninsula Region

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

PENINSULA RTPO
PRTPO.org

Please click the link below to join the webinar:
https://us02web.zoom.us/j/82121939170

Or One tap mobile:
+12532158782,,82121939170# US (Tacoma)

Or Telephone:
Dial(for higher quality, dial a number based on your current location):
+1 253 215 8782 US (Tacoma)
Webinar ID: 821 2193 9170

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

Minutes of Meeting ATTACHMENT A

PRTPO EXECUTIVE BOARD
December 15, 2023
10:00 – 12:00
Via Zoom
Meeting video available on YouTube

CALL TO ORDER

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

ATTENDEES

Executive Board:

Clallam County	Mike French
Jefferson County	Monte Reinders *(alternate)*
Kitsap County	Christine Rolfes
Mason County	Randy Neatherlin, Vice-Chair
City of Bainbridge Island	Leslie Schneider
City of Forks	Paul Hampton *(alternate)*
City of Port Angeles	Lindsey Schromen-Wawrin, Secretary
City of Port Orchard	Bek Ashby, Chair
City of Port Townsend	Ben Thomas
City of Poulsbo	Ed Stern
Port of Bremerton	Gary Anderson
Port of Shelton	Dick Taylor
Clallam Transit	Brendan Meyer
Jefferson Transit	Nicole Gauthier
Kitsap Transit	John Clauson
Jamestown S'Klallam Tribe	Wendy Clark-Getzin
Squaxin Island Tribe	Tracy Parker
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)*
David Forte, Kitsap County *(alternate)*
Miranda Nash, Jefferson Transit *(Fiscal Agent)*
Representative Steve Tharinger, 24th Legislative District

Welcome and Introductions, PRTPO Legislative Forum
Chair Ashby welcomed attendees and explained that the first part of the meeting is devoted to PRTPO's annual legislative forum. The Board's regular business meeting will commence when the forum ends. Representative Steve Tharinger from the 24th Legislative District arrived, and Chair Ashby conducted a video-conference roll call.

Chair Ashby opened the forum with an overview of priority topics in the 2024 *Transportation Outlook* developed by PRTPO policy makers. Copies of the *Transportation Outlook* were distributed to legislators across the region to update them on key concerns identified by the Board. She invited members to provide more context for Representative Tharinger.

- Mr. Forte reiterated the importance of ferries to the regional transportation and the need to improve system reliability.
- Ms. Schneider commented on the RAISE grant for coordinated trail planning, adding that members will come forward with specific projects for construction funding in the next few years.
- Mr. French spoke to the importance of defederalizing small projects. The funding swap pilot program implemented a year ago has promise, but the duration is too short given the technical challenges in getting it up and running. Extending the program by a few years will provide a clearer picture of funding swap benefits for local agency project delivery.

Following up on the funding swap issue, Representative Tharinger clarified the issues with the original program and specific measures the legislature can take to improve upon it. Representative Tharinger noted his appreciation for issues that can be addressed with legislative fixes.

Chair Ashby drew attention to the Hood Canal Bridge issue on PRTPO's legislative agenda. The issue is bigger than PRTPO but is another example of a policy fix. Ms. Black provided an overview of the issue. The request is for state and federal legislators to ask the Coast Guard to review and update its policies to better reflect the effects these openings have on the transportation system and users.

Representative Tharinger noted that maritime laws go back centuries and are tricky to resolve. The last such review was in 2012, when Senator Rolfes led the effort. He acknowledged the need to review those policies. Getting the region's federal delegation involved is smart as is getting a broad stakeholder coalition putting forward the same message from different constituencies.

Building on the role of ferries in the region's transportation system, Mr. Clauson spoke about the partnership between Kitsap Transit and Washington State Ferries in helping to backfill the gaps in state service. Mr. Clauson explained that Kitsap Transit has been operating supplemental service to fill in some of the missed service runs. Washington State Ferries has some funding in the Governor's Budget to continue providing that service.

Mr. Forte noted the coordination between the region's transit agencies to make reliable connections with these ferry services. Clallam Transit's *Strait Shot* and Jefferson Transit's new *Kingston Express* service provide direct, reliable connections between North Olympic Peninsula communities and the Seattle ferries. It's important for the ferries to be reliable, too. Chair Ashby added that the Hood Canal Bridge plays into that reliability equation.

Representative Tharinger commented on the important role of ferries for communities across the peninsulas and the challenge of maintaining service. He and Mr. Clauson talked about the nature of the passenger-only service Kitsap Transit provides from Kingston, Bremerton, and Southworth to Seattle as it backfills WSF service. Some of the routes have higher walk-on demand than others, but all three are helping to fill in gaps in state ferry service. That can only continue with state funding support.

Ms. Gauthier echoed earlier comments on the importance of reliable ferry service and improved predictability about Hood Canal Bridge operations since there is a strong demand for connecting service from Jefferson Transit riders. She explained the coordinated connections with Kitsap Transit services that benefit people from Jefferson County. She and Representative Tharinger talked about the growing ridership demand for these intercounty services and the rollout of Jefferson Transit's *Kingston Express* service in 2022. He expressed support for these

services and ways that Jefferson Transit is adapting its services to meet demand. The Climate Commitment Act is generating new revenue that should help rural transit agencies like Jefferson Transit to grow services like this.

Mr. Anderson talked about the important economic work of the Port of Bremerton and the growing role of its airport. He noted the Port's ability to fulfill that role will depend in large measure on WSDOT resolving SR 3 traffic issues in Gorst. He commended the legislature for putting some money towards addressing those problems. This part of Kitsap and Mason Counties are expected to accommodate future industrial and residential growth, but legacy traffic issues are holding it back.

Chair Ashby recognized Mr. Anderson and the Port of Bremerton as the recipient of the Washington Public Port Association's top port in 2023.

Safety was the top concern for PRTPO's 2024 *Transportation Outlook*. Ms. Clark-Getzin commented on the pending safety projects on SR 104. Representative Tharinger talked about the two roundabouts under design and the benefits they'll provide. They're expected to go to construction in summer 2024.

Mr. Neatherlin described his meeting with Secretary Millar to talk about safety. In the course of their discussion, he explained, they realized the SR 3 Freight Corridor is not just a local economic development project but a regional safety investment. When looked at in that light the proposed intersection locations make sense. He noted this helped to get the project back on track.

Mr. Meyer commented on another freight-oriented project, the Port Angeles SR 117/Tumwater Truck Route project. That project will get trucks headed eastbound from the Port of Port Angeles to US 101 without going through downtown Port Angeles.

Mr. Neatherlin raised a topic with Representative Tharinger about local match for state grants. He explained that some local agencies are willing and able to put up a larger share of the cost themselves to get a project moving faster. He encouraged consideration of program criteria that reward agencies for putting up higher match than those that propose only the minimum match. It is a way of making the money go further and reward agencies for doing more with their own resources.

Representative Tharinger reviewed with members the funding situation facing the legislature in 2024. Project costs have skyrocketed, and the State may have to cancel or suspend a number of large projects. Mega projects on the I-5 corridor have ballooning costs. This is partly due to supply chain issues and labor shortages. Plus consultants are so busy that agencies are not getting competitive bids. The legislature must resolve a transportation budget that is underwater, and everyone is protective of their budgets. There is not a lot of willingness from other state programs to bail out transportation. He found it hard to imagine any new transportation funding proposals getting support in 2024.

Chair Ashby emphasized the role a federal funding swap program could play in driving down project delivery costs and stretching funds further. She explained that tiny cities like Forks have difficulty accessing and administering federal funds. Staff in small communities often wear multiple hats. They don't have resources for specialists who manage complex grants, and so important funding opportunities pass them by.

Mr. Reinders explained the complexity of using federal funds and some of the challenges in standing up the funding swap pilot program. He reiterated the potential value of the program and spoke in favor of extending it, adding it will make better use of federal funds the state receives than directing them to small local projects. Representative Tharinger acknowledged the work of Clallam County in bringing this issue forward over the years, noting that many other states have already implemented such a program. He was optimistic that if a good bill came to the legislature to improve the program it would get support. Members agreed with his suggestion

that it may be good to extend the program indefinitely instead of just a few more years. When dollars are hard to come by it is important to be efficient with the dollars available.

Mr. Hampton expressed appreciation for recognition of Forks and other small communities struggling to make use of federal funds for local projects.

Ms. Rolfes joined the meeting and exchanged greetings. She reiterated the need to resurrect earlier efforts around Coast Guard policies governing the opening of Hood Canal Bridge for recreational sailboats. She has pulled out some of the old studies. It is time to direct attention to this issue again. This includes policies but also improvements to better manage traffic holding on the east side of the bridge. Mr. Reinders added that improvements to the east side of the bridge will have significant benefits for Jefferson County too, noting that holding area improvements in Kitsap County may be the most important project for Jefferson County.

Mr. Reinders also highlighted Jefferson County's recent effort to bring attention to the SR 19 and SR 20 corridors serving Port Townsend. Multi-agency partnerships are forming, to work together to upgrade these corridors.

Mr. Stern updated Representative Tharinger on the importance of completing the broadband buildout and the cost challenges and permitting delays facing that effort. He spoke of the need for better coordination between utility service providers and agencies in order to keep state and federal funds flowing and meet service coverage objectives. Representative Tharinger discussed how the utility poles have become revenue generators as utility providers charge ever more for the right to hang cables on those poles.

As the forum wrapped up, Representative Tharinger commented on the value of PRTPO and the regional coalition it represents. It helps him and other legislators to move big issues forward when they understand the shared concerns and priorities. It helps them direct funding to the kind of projects that will benefit communities across the region. Meetings like this help him appreciate what everyone is working on and ways that PRTPO members and the legislature can team up to get things done. He cited the federal funding swap program as an example of a legislative fix that PRTPO brought to his attention.

Members thanked him for taking the time to meet with them and expressed appreciation for his work.

Members resumed the normal PRTPO business meeting at 11:00.

Approval of Agenda

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

Consent Agenda

ACTION: Mr. Neatherlin moved and Ms. Clark-Getzin seconded to approve the Consent Agenda. The motion passed unanimously.

- ***Minutes from October 20, 2023***
- ***SFY 2024 Q1 Invoice Approval***
- ***CY 2024 Legal Services Contract***

Forum Debrief

Chair Ashby expressed her appreciation for Representative Tharinger's participation and invited member observations. There was general support for the format and the opportunity to share insights from the broad range of PRTPO member perspectives. With only one legislator in attendance, it was an opportunity for more in-depth discussion of issues. Ms. Rolfes noted the challenge in trying to get several legislators to attend. Chair Ashby advised this is a suitable format to use on an annual basis and may offer some predictability to legislators as to when this region meets.

Approve Launch of 2024 Transportation Alternatives Call for Projects

Ms. Black reviewed previous discussions about the call for projects and updated the Board on process details included in the approach recommended by the TAC. If approved by the Board, this process will launch a call for projects by December 20th to award $2 million in federal Transportation Alternatives funding to projects located in Clallam, Jefferson, and Mason Counties. Kitsap members participate in the PSRC process. Applications will be due March 4th, and the TAC will conduct an in-depth review and evaluation in March. In April the Board will receive the TAC's recommendation and review the projects before making its funding decision.

> **ACTION: Ms. Rolfes moved, and Ms. Clark-Getzin seconded to approve the launch of the Transportation Alternatives 2024 call for projects as presented. The motion passed unanimously.**

Support Statewide Increase in Base Program Funding for RTPOs

Ms. Black described a coordinated effort to increase the base program funding for RTPOs, which PRTPO is being asked to participate in. Board approval is necessary before PRTPO can support the effort.

She reviewed the source of funding for RTPOs, noting that planning revenue in 2023 is almost unchanged from 2004. Every RTPO in the state struggles to meet state requirements with what they receive. Large metropolitan regions have subsidized their state RTPO funding with federal planning and STBG funds for over two decades, but rural RTPOs have just made do with ever smaller budgets and scaled-back efforts.

At this time no decision has been made as to the formula that would be used to distribute increased funds. Much of the formula is set in statute. PRTPO would receive an increase in funding, but the level of that increase is not known at this time. The Board will be directly responsible for determining what additional work PRTPO might do if it were better resourced.

Ms. Black explained that an increase is important for PRTPO's sustainability. As the Lead Planning Agency, Kitsap Transit hires a contract employee to deliver PRTPO's work program. She advised that when her contract is up, Kitsap Transit will have a hard time recruiting qualified contractors unless it has a bigger budget to work with.

Chair Ashby reviewed the process by which this came to her attention. The Executive Committee discussed this and directed a letter be drafted for Board consideration. Chair Ashby noted that if approved, she would help develop a strategy for getting this to legislators. She recognized the unfortunate timing that prevented her from bringing this up with Representative Tharinger, but the Board had not considered this previously. Mr. Neatherlin added that while he is skeptical this will pass right away, this is an important first step in moving it forward.

> **ACTION: Mr. Schromen-Wawrin moved, and Mr. Thomas seconded to authorize the Chair to sign the draft letter of support for an increase in statewide RTPO funding. The motion passed unanimously.**

RTP Biennial Currency Review

Ms. Black explained the purpose of the biennial statement of currency for the Regional Transportation Plan. It is a compliance requirement. The 2023 report finds the RTP continues to meet minimum state requirements and provide support to the Board in managing its work program; the update currently underway ensures it continues to support Board work over the next several years. The update will also better integrate the RTP with the rest of PRTPO's products. This will come back to the Board for approval in February as a part of the Consent Calendar.

There were no questions.

RTP: PRTPO's Role in Addressing Tough Topics

In October the Board began talking about issues and concerns the RTP might address as well as the kinds of opportunities that the PRTPO presents for coordination and collaboration. Ms. Black explained Board members

are asked to participate in a short homework assignment to get more insights on which big issues to look at closer. Before reviewing that poll, she walked members through some of the data and information tools being developed to support the RTP and the planning needs of PRTPO and its members.

For the homework assignment, Board members are asked to respond to 20 statements about priority regional issues that PRTPO has identified in the last several years as a part of the annual *Transportation Outlook* or other processes. They cover a wide range of topics. Through a Survey Monkey poll, members are asked if they agree the topic should be included for a closer look in the RTP, if they disagree, or if they are indifferent. There are also opportunities to comment on those topics of particular interest as well as identify new topics for consideration.

This is an exercise for the Board. Input will feed into work the TAC will do in January before it comes back to the Board in February for discussion. She requested input by January 7th to be included in that upcoming process.

Slate of Officers for 2024 and Request for Nominations

Chair Ashby explained she and Mr. Neatherlin will term out of their positions in February and reviewed PRTPO's policy for electing new officers. She briefed the Board in October about this, when she invited anyone interested in serving as an officer to get in touch with her. She received no responses and so contacted people directly to serve. Chair Ashby explained how she considered PRTPO's geography, governmental make up, and other factors. She was intentionally looking to nominate members who serve their communities in an elected capacity.

Chair Ashby presented the following slate of candidates to the Board:

Chair	Lindsey Schromen-Wawrin, Port Angeles
Vice-Chair	Ben Thomas, Port Townsend
Secretary	Ted Jackson, Port of Allyn

She invited any nominations from the floor. None were received. She will ask for nominations one more time in February before asking the Board to take action on the proposed slate of candidates.

2024 Updates and Webinar Logistics for Board Meetings

Ms. Black advised that Outlook calendar appointments will go out shortly for all of 2024. They will be updated before each meeting with the agenda packet and general public webinar link. Members will receive their own personal login link via email from Zoom one week before each meeting and again one hour before the meeting. If it is more convenient, members can use the public link and staff will get them into the Board's chamber. She encouraged anyone with questions to reach out. She reminded members that member appointments or revalidation of existing appointments is coming up in January.

Public Comments

There were no public comments.

Member Updates

Members discussed their interest in meeting in person sometime in 2024. It could be combined with a field trip of some sort. Long-term PRTPO members talked about an annual outing done in years past, with travel by bus provided by one of the region's four transit agencies. Those outings enhanced understanding of each other's communities and strengthened member relationships. This would be a good thing to pursue in 2024 if it can be accommodated in the budget. The Board has not met in person since February 2020 and many members have never met.

Adjourn

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

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: February 9, 2024
Subject: **SFY 2024 2nd Quarter Expense Voucher Approval**

REQUESTED ACTION:

Approve 2nd quarter expenditures for the SFY 2024 Unified Planning Work Program in the amount of $31,010.15.

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 2nd Quarter Invoice Reimbursement Package*

Peninsula Regional Transportation Planning Organization
2024-25 UPWP Budget Report - SFY 2024 Quarter 2
October 1, 2023 - December 31, 2023

Work Program Element	SFY 2024 Budget	SFY 2025 Budget	Total 24-25 Biennium	Previous Expenditures	Current Expenditures	Remaining Budget
Program Administration	$ 88,500	$ 88,500	**$ 177,000**	$ 16,159	$ 16,752	**$ 144,089**
Transportation Planning	$ 39,274	$ 39,274	**$ 78,548**	$ 12,760	$ 12,595	**$ 53,193**
Regional TIP	$ 9,200	$ 9,200	**$ 18,400**	$ 2,155	$ 1,663	**$ 14,582**
Other PRTPO Activities	$ -	$ -	**$ -**	$ -	$ -	**$ -**
Totals	**$ 136,974**	**$ 136,974**	**$ 273,948**	**$ 31,074**	**$ 31,010**	**$ 211,864**

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 1/23/2024

Billing Time Period
10.1.2023 - 12.31.2023

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 — 1/23/2024

TITLE Transportation & Land Use Planner

TOTAL RTPO REIMBURSEMENT requested this invoice **$31,010.15**

Allocation Authorized	$273,948.00
Biennium Expenditures-to-Date	$62,084.02
Allocation Balance	$211,863.98

WORK ELEMENT	DESCRIPTION	Previous Expenditures TO-DATE	CURRENT PERIOD EXPENDITURES	Biennium Expenditures TO-DATE
Program Administration	Salaries	$13,329.77	$13,966.44	$27,296.21
	Travel			$0.00
	Consultants			$0.00
	Miscellaneous	$2,829.60	$2,785.34	$5,614.94
				$0.00
	Total	$16,159.37	$16,751.78	$32,911.15
Transportation Planning	Salaries	$12,760.00	$12,595.00	$25,355.00
	Travel			$0.00
	Consultants			$0.00
	Miscellaneous			$0.00
				$0.00
	Total	$12,760.00	$12,595.00	$25,355.00
Regional TIP	Salaries	$1,860.00	$1,311.13	$3,171.13
	Travel			$0.00
	Consultants			$0.00
	Miscellaneous	$294.50	$352.24	$646.74
				$0.00
	Total	$2,154.50	$1,663.37	$3,817.87
Other PRTPO Activities	Salaries			$0.00
	Travel			$0.00
	Consultants			$0.00
	Miscellaneous			$0.00
				$0.00
	Total	$0.00	$0.00	$0.00
	TOTAL RTPO Reimbursement	$31,073.87	$31,010.15	$62,084.02

RTPO	Peninsula RTI	GCB 3861
Billing Time Period	10.1.2023 - 12.31.2023	

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. Completed website updates to address Title VI findings during site visit. Continued to monitor for Title VI complaints; none were received. (on-going)

PRTPO Support. Completed PRTPO Letter of Support policy and biennial bylaws amendment. Updated legal services agreement with Kitsap County. 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. Worked with Chair in developing information for the Executive Committee and Board regarding long-term staffing and budget considerations for a sustainable regional work program. Monitored budget and activities. (on-going)

Accounting. Completed annual audit. Completed regular accounting and invoicing activities. Completed SFY 2024 Q1 invoicing and budget reports for PRTPO expenses. (on-going)

Consultant/Misc/Travel.:

Lead Agency 10% overhead administration charge

Transportation Planning

Long-range Regional Planning. Developed briefing materials and online exercises to support TAC and Executive Board discussions of tough topics and key issues to evaluate closer. Compiled results for discussion with both groups. Worked to secure additional funding to support RTP development and GIS tools. Completed draft biennial RTP currency review for a first reading by the Executive Board and TAC. Developed online architecture of the RTP transportation data portal for review by the TAC. Responded to member questions about the RTP and coordination with their own planning processes. (on-going)

Regional Coordination and Collaboration. Coordinated with RTPOs statewide regarding base funding for RTPO work programs. Responded to request for Sandy Williams project information from WSDOT. Participated on MPO-RTPO panel in briefing to WA State Transportation Commission. Provided input to the WSTC Annual Report. Finalized coordination with local agencies and Census Bureau concerning questions with base data. Met with stakeholders to discuss RTP update and possible alignment with their activities. Participated in quarterly meeting of WSDOT's MPO/RTPO Coordinating Committee. Participated in the quarterly Rural RTPO Coordinators Group. (on-going)

Tribal Consultation. Collaborated with Squaxin Island Tribe-Skokomish Tribe-Jamestown S'Klallam Tribe partnership with WSU on scope of work for transportation electrification planning grant they received. (on-going)

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

Transportation Outlook. Finalized PRTPO's 2024 *Transportation Outlook.* Convened Executive Board legislative forum. Developed briefing memo and drafted PRTPO support letter for legislative increase in base program funding for RTPOs. (on-going)

Regional Grants Administration. Worked with TAC and Board to develop and finalize Transportation Alternatives grant program materials, distributed information and updated the website, and launched the 2024 TA call for projects. Completed TA Annual Report and submitted to Local Programs. (on-going)

Consultant/Misc/Travel.:

N/A

Regional TIP

Develop and Maintain Regional TIP. Developed final 2024-2029 RTIP for adoption by the Board. 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	1/23/2024

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

INVOICE

Invoice Date	1/17/2024
Invoice ID	7272
Printed on 1/17/2024	Page 1

CUSTOMER

& 9 8 3 6 8 6 &
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		1/17/2024		

Terms	Due Date	If Paid By	Deduct	Sold By
	1/17/2024		$ 0.00	

Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
17918	Eligible 4th Quarter Expenses	1.00				$30,418.71

4TH QUARTER 2023

Subtotal	$30,418.71
Sales Tax	$0.00
Total	$30,418.71
Total Due	$30,418.71

Kitsap Transit
PRPTO
2023

	Jan 2023	Feb 2023	March 2023	1st Q 2023	April 2023	May 2023	June 2023	2nd Q 2023	July 2023	Aug 2023	Sept 2023	3rd Q 2023	Oct 2023	Nov 2023	Dec 2023	4th Q 2023
Staff Salaries & Wages	$364.44	$714.67	$613.69	$1,692.80	$467.99	$359.64	$719.28	$1,546.91	$539.46	$1,177.85	$299.70	$2,017.01	$719.28	$599.40	$179.82	$1,498.50
Staff Fringe Benefit	$95.19	$285.96	$153.57	$534.72	$76.17	$148.70	$187.90	$412.77	$203.29	$498.12	$134.77	$836.18	$455.42	$325.46	$31.75	$812.63
Advertising	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$646.74	$646.74	$0.00	$0.00	$0.00	$0.00
Professional & Tech Service	$266.40	$0.00	$0.00	$266.40	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other Contract Services	$0.00	$16,995.00	$9,130.00	$26,125.00	$10,111.20	$11,715.00	$11,825.00	$33,651.20	$8,525.00	$8,690.00	$7,671.21	$24,886.21	$8,380.00	$8,470.00	$8,140.00	$24,990.00
Operating Supplies	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Third Party Recovery	$0.00	$0.00	($50,449.92)	($50,449.92)	$0.00	$0.00	($41,199.32)	($41,199.32)	$0.00	$0.00	($28,033.90)	($28,033.90)	$0.00	$0.00	$0.00	$0.00
Casuality Insurance	$3,821.00	$0.00	$0.00	$3,821.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Membership, Dues, and Subscription	$300.00	$17,710.00	$0.00	$18,010.00	$0.00	$0.00	$5,588.44	$5,588.44	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Merit Plan	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total	**$4,847.03**	**$35,705.63**	**($40,552.66)**	**$0.00**	**$10,655.36**	**$12,223.34**	**($22,878.70)**	**$0.00**	**$9,267.75**	**$10,365.97**	**($19,281.48)**	**$352.24**	**$9,554.70**	**$9,394.86**	**$8,351.57**	**$27,301.13**

Expenses not billed prior billing	$352.24
Expenses in current billing period	$27,301.13
Total Eligible Expenses	$27,653.37
Management Fee 10%:	$2,765.34
Total Billed:	$30,418.71

$20.00

Kitsap Transit

PURCHASE ORDER	
Purchase Order No.	12721
Vendor ID	834
9/29/2023	Page 1

VENDOR

BANK OF AMERICA-BUSINESS CARD (BUS)
PO BOX 15796
WILMINGTON, DE 19886-5796

Attention: BANK OF AMERICA-BUSINESS CARD

SHIP TO

Kitsap Transit

Attention:

Ship Via	FOB	Terms	PO Date	Buyer
			9/29/2023	
		Department		Confirm To
		Service Development		

Line No.	Product ID	Vendor Part Number	Required / Promised	Unit / Unit Price	Quantity	Extended Price
Description						
1						$20.00
PRTPO Domain Name Annual Registration				$20.000		
					Total	$20.00

Square Space
$20.00

BOA M/C

Annette Balera

From: Edward Coviello
Sent: Friday, September 22, 2023 10:31 AM
To: Annette Balera
Cc: Jeremiah Holcomb
Subject: FW: [EXTERNAL] You will be charged for your domain renewal in 15 days

Hi Annette,

We will be charged $20.00 shortly for the PRTPO website back up URL. We are ready to pay this at your convenience.

Ed

From: Squarespace <no-reply@squarespace.com>
Sent: Thursday, September 21, 2023 5:02 PM
To: Edward Coviello <EdwardC@KitsapTransit.com>
Subject: [EXTERNAL] You will be charged for your domain renewal in 15 days

SQUARESPACE

DOMAINS

You will be charged for your domain renewal in 15 days

Hi Edward,

As a friendly reminder, your Squarespace Domain is set to auto-renew on Oct 6, 2023. To keep your domain online and accept the charge to the credit card below, no action is needed.

- If you no longer need the domain, disable auto-renew by Oct 5, 2023.
- If you want us to charge a different card, please update your billing information before the renewal date.

Here are the details for your domain:

DOMAIN:
prtpokitsaptransit.com

SUBSCRIPTION PAYMENT:
$20.00

CREDIT CARD:
MasterCard ending in 5655, expires 5/2027

UPDATE YOUR BILLING INFORMATION

We're here to help

Our award-winning Customer Care Team is available 24/7. If you have any questions, please visit support.squarespace.com.



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**	
0005901601	Sep 1- Sep 30, 2023	October 20, 2023	
PREPAY (Memo Info)	**UNAPPLIED (included in amt due)**	**TOTAL CASH AMT DUE***	
$0.00	-$170.76	**$769.80**	

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
9/1/23	Balance Forward	$765.00
9/28/23	PAYMENT - THANK YOU	-$347.44

Package Advertising:

Start-End Date	Order Number	Description	PO Number	Package Cost
9/10/23	9246194	Legal		$352.24

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!

Total Cash Amount Due	$769.80
Service Fee 3.99%	$30.72
*Cash/Check/ACH Discount	-$30.72
*Payment Amount by Cash/Check/ACH	$769.80
Payment Amount by Credit Card	$800.52

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME		ACCOUNT NUMBER		INVOICE NUMBER		AMOUNT PAID
Kitsap Transit Legals		288868		0005901601		
CURRENT DUE	**30 DAYS PAST DUE**	**60 DAYS PAST DUE**	**90 DAYS PAST DUE**	**120+ DAYS PAST DUE**	**UNAPPLIED PAYMENTS**	**TOTAL CASH AMT DUE***
$352.24	$161.88	$0.00	$0.00	$426.44	-$170.76	**$769.80**

REMITTANCE ADDRESS (Include Account# & Invoice# on check)

Kitsap Sun
PO Box 52173
Phoenix, AZ 85072-2173

TO PAY WITH CREDIT CARD PLEASE FILL OUT BELOW:

☐ VISA ☐ MASTERCARD ☐ DISCOVER ☐ AMEX

Card Number _____

Exp Date ____/____/____ CVV Code _____

Signature _____ Date _____

TOTAL CREDIT CARD AMT DUE
$800.52

0000288868000000000000005901601000076980126l5

3P Transportation Services

INVOICE

Fun: 10
Post Date: Dec 2023
Purchase Order Number: 12027
Project #:
Account Code:
Funding Source: Per PO
Signed: S. Lillie

Date: January 2, 2024
Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: December 1, 2023 – December 31, 2023
Invoice Number: 153

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	36	$3,960.00
Task 2: Transportation Planning	38	$4,180.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	0	--
Total charge for professional services for PE 31 Dec 2023	77.0	$8,140.00
Outstanding balance for Invoice 152		$8,470.00
Total balance due		$16,610.00

Thank you!!

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

BILLING REPORT – Invoice 153

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

Activity Breakout by UPWP Work Program Elements

Program Administration [36 hours]

Executive Board Meeting – Supported the December 15th Executive Board meeting including agenda packet development and distribution, website updates, coordination with Chair and LPA staff, and webinar hosting and support. Participated in the meeting, took notes, and debriefed. Downloaded and processed meeting video and uploaded to YouTube channel with link from PRTPO website, completed meeting recap, and conducted follow-up activities.

PRTPO Support – Coordinated with Chair and other RTPOs in drafting a letter of support to increase RTPO base funding, for review and approval by the Board, with briefing memo and final executed letter. Created updated calendar year and fiscal year program tracking files for quarterly invoicing. Provided 2024 scheduling support to members. Met with LPA staff to review contract expiration and PRTPO process considerations. Executed legal services contract with Kitsap County. Prepped for January meeting with WSDOT regarding additional program funding support. Archived calendar year files and began developing close-out Resource Manual for 2023. Responded to inquiries from members and other stakeholders on a variety of topics and helped connect members with various resources.

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 [38 hours]

RTP Update – Assembled major topics from prior Board legislative folios and issues discussion to compile a draft list of potential RTP topics for Board review and input. Developed simple online tool to collect input and distributed to Board members for completion. Worked on digital elements for the draft plan. Responded to member questions about relationship of RTP to their plans and projects. Developed draft 2023 RTP Biennial Currency Review report with briefing memo for Board's first read.

Regional Coordination and Collaboration –

- Statewide Coordination:

3P Transportation Services

INVOICE

Fund: 10
Post Date: Nov Oct 2023
Purchase Order Number: 12027
Project #: 100
Account Code:
Funding Source: Per PO
Signed:

Date: November 1, 2023
Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: October 1, 2023 – October 31, 2023
Invoice Number: 151

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	40.5	$4,455.00
Task 2: Transportation Planning	35.5	$3,905.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	0	--
Total charge for professional services	76.0	$8,360.00

Thank you!!

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

BILLING REPORT – Invoice 151

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

Activity Breakout by UPWP Work Program Elements

Program Administration [40.5 hours]

Executive Committee Meeting – Supported the October 5th Executive Committee meeting with Lead Planning Agency and Fiscal Agent, including meeting hosting and support, and follow-up.

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

PRTPO Support – Prepared adoption packages and briefs for Letter of Support policy and bylaws amendment package. Maintained distribution lists and scheduling requests. Responded to inquiries from members and other stakeholders on a variety of topics and helped connect members with various resources.

Title VI Compliance – reviewed language access compliance updates and other guidance from WSDOT as well as remaining measures to be completed before year end.

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 [35.5 hours]

RTP Update – Developed briefing materials and preparation for Board meeting. Reviewed status of GIS work products. Began setup for online engagement tool for TAC and Board work sessions.

Regional Coordination and Collaboration –

- Statewide Coordination:
    - Worked with WSDOT staff and Chair on quick turn-around request for information and response on *Connecting Communities* funding priorities and follow-up coordination

    - Participated on an MPO-RTPO panel briefing for the WA State Transportation Commission as the representative from a rural RTPO
- Regional Coordination:
    - Facilitated participation of members in a planning forum regarding role of hydrogen in electrifying heavy transport
    - Corresponded with Census Bureau geographers and local agency staff to clarify methodology and confirm accuracy of preliminary urban area boundaries in rural parts of Clallam, Jefferson, and Mason Counties

Tribal Consultation – cooperation with tribal members in exploring new electrification and decarbonization opportunities available to all tribes and ways that PRTPO can support their coordination efforts through its regional forum.

Transportation Outlook – Prepared for, facilitated, participated in, and debriefed after the final Legislative Work Group session. Solicited input and revised the folio in accordance with guidance and prepared a briefing memo to accompany it in the Board agenda packet. Responded to Board direction with minor revisions before finalizing the folio and distributing to the region's legislative delegation with an invitation to the December 15th Legislative Forum.

Regional Grant Administration – Developed Board briefing materials for discussion about a 2024 Transportation Alternatives call for projects.

3P Transportation Services

INVOICE

Date:	December 1, 2023
Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	November 1, 2023 – November 30, 2023
Invoice Number:	152

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

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	36	$3,960.00
Task 2: Transportation Planning	41	$4,510.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	0	--
Total charge for professional services	77.0	$8,470.00

Thank you!!

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

BILLING REPORT – Invoice 152

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

Activity Breakout by UPWP Work Program Elements

Program Administration [36 hours]

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

Executive Committee Meeting – Developed and distributed agenda packet for November 30th Executive Committee meeting with Lead Planning Agency and Fiscal Agent. Prepared for, hosted, and participated in meeting and completed follow-up activities.

PRTPO Support – Supported Fiscal Agent with audit materials. Corresponded with other RTPOs and Chair regarding RTPO funding initiative. Reviewed RTP funding considerations with WSDOT. Completed PRTPO input for Transportation Commission's Annual Report. Coordinated with Kitsap County Prosecutor's Office regarding CY 2024 legal services. Initiated final archival update of Resource Manual. Responded to inquiries from members and other stakeholders on a variety of topics and helped connect members with various resources.

Title VI Compliance – Developed Title VI mandatory statements and complaint forms in Spanish and Filipino and updated website.

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 [41 hours]

RTP Update – Developed briefing materials and "issues whiteboard" for TAC meeting. Met with GIS services team and LPA staff regarding contract status. Developed framework for Board exercise. Explored RTP SEPA considerations with WSDOT Olympic Region staff.

Regional Coordination and Collaboration –

- Statewide Coordination:

    - Participated in the quarterly MPO-RTPO-WSDOT coordination meeting and the MPO-RTPO pre-meeting, with follow-up regarding RTPO funding initiative with Chair and Executive Committee
- Regional Coordination:
    - Met with new *Connecting Communities* grant coordinator for WSDOT to discuss the funding program, that office's approach to equity analysis and project selection, and opportunities for effective regional collaboration going forward

Transportation Outlook – Maintained communications with legislative aides ahead of the December forum. Obtained direction from Executive Committee on aspects of the agenda and logistics.

Regional Grant Administration – Researched new Transportation Alternatives program requirements introduced with the Bipartisan Infrastructure Law and incorporated into PRTPO process. Developed draft process materials for review by the TAC for a 2024 call for projects, including applicant guide, application form, and briefing memo. Updated materials based on direction from TAC, for Board review and approval.

PRTPO Fiscal Agent Expenses
Jefferson Transit Authority
October-December 2023

		October	November	December	Total	Notes
Staff Salaries and Wages		$ 23.34	$ 256.69	$ 70.01	$ 350.03	
Staff Fringe Benefit		$ 12.51	$ 137.61	$ 37.53	$ 187.65	
Other Reimbursables		$0.00	$ -	$0.00	$ -	
	Subtotal	**$ 35.85**	**$ 394.30**	**$ 107.54**	**$ 537.68**	
Overhead Charge 10%		$ 3.58	$ 39.43	$ 10.75	$ 53.77	
	TOTAL	**$ 39.43**	**$ 433.72**	**$ 118.29**	**$ 591.44**	

Reimbursables:

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

Salary Break out data:		**hrs**	**Wages**	**Benefits**	**Total**
Nash PRTPO Bank Rec./ Invoicing	10/10/2023	0.50	$ 23.34	$ 12.51	$ 35.85
Nash PRTPO Annual Report	11/2/2023	4.00	$ 186.68	$ 100.08	$ 286.76
Nash PRTPO Annual Report	11/3/2023	1.00	$ 46.67	$ 25.02	$ 71.69
Nash PRTPO Bank Rec./ Invoicing	11/14/2023	0.50	$ 23.34	$ 12.51	$ 35.85
Nash PRTPO Bank Rec./ Invoice/Deposits/checks	12/11/2023	1.50	$ 70.01	$ 37.53	$ 107.54
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ 350.03	$ 187.65	$ 537.68

Invoice Total: **$ 591.44**

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: **February 9, 2024**
Subject: **Approve 2023 Biennial Currency Review of Regional Transportation Plan**

REQUESTED ACTION:

Approve the 2023 Biennial Currency Review of the PRTPO Regional Transportation Plan for submittal to WSDOT.

Overview

A requirement in state law governing activities of Regional Transportation Planning Organizations is the need to review the long-range regional transportation plan two years after it is adopted and every two years thereafter to determine if it is still "current" – that is, whether it still complies with state requirements. If regionally significant changes have occurred in the previous two years that make some or all of the adopted RTP sufficiently outdated, then a plan update may be warranted. The RCW calls for findings of this biennial review to be forwarded to WSDOT.

The currency review PRTPO employs consists of two tests to evaluate the RTP and determine if an update is warranted. In December the Board considered the findings of those two tests, which are described more completely in the report:

- Statutory compliance:
  The RTP continues to meet minimum state requirements for a regional transportation plan.
- Executive Board guidance:
  While the RTP continues to shape the Board's work program, an update of the plan is warranted to ensure it best meets PRTPO's needs in the years ahead.

The Board had no questions or comments at the time.

The draft Currency Review was presented to the TAC in January. The TAC had no concerns, and recommended Board approval.

Next Steps

Upon Board approval the Biennial Currency Review will be submitted to WSDOT. The next review will be in two years.

Attachment:

2023 Biennial Currency Review of the PRTPO Regional Transportation Plan

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

Biennial Currency Review of the PRTPO Regional Transportation Plan

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

2023 Statement of Currency

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

The next biennial review will occur in late 2025.

Biennial Review Documentation

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

1 – It continues to meet minimum RCW and WAC requirements

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

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

1. Meet Minimum RCW and WAC Requirements

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

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

a. Identify existing and planned facilities of regional significance

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

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

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

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

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

c. Include a financial plan

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

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

d. Promote preservation and efficiency of existing system

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

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

e. Regional transportation goals and objectives

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

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

f. Regional transportation strategy

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

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

g. Needs, deficiencies, data requirements, and assumptions

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

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

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

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

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

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

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

j. Least cost planning

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

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

2. Support for PRTPO Work Program and Decision-Making

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

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

a. Work Program Support

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

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

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

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

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

b. Decision-making Support

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

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

For More Information:

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

ATTACHMENT D

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: February 9, 2024
Subject: **Funding Offer to PRTPO to Support RTP Update**

REQUESTED ACTION:

Approve Resolution 01-2024, accepting $30,000 in funding from WSDOT Olympic Region to support the regional transportation plan update.

Action on this item may be deferred to April 19th if requested by a Board member, to allow more time for consideration.

Overview

PRTPO is updating its Regional Transportation Plan (RTP) this biennium. It has about $30,000 budgeted for this effort in its two-year work program. That is a miniscule budget even for a modest RTP update.

Steve Roark, Regional Administrator of WSDOT Olympic Region, offered PRTPO $30,000 to augment base program funding for the RTP update. These supplemental funds would be used to obtain GIS support and develop the online architectural framework and functionality for the updated plan. The scope of work to be funded is included in the attached items.

Supplemental funds are associated with this biennium and need to be fully expended by June 30, 2025, though it is expected that most or all this work will occur over the next six months.

This revenue is separate from PRTPO's budgeted funds in the SFY 2024-2025 Unified Planning Work Program (UPWP) and is contracted directly with WSDOT Olympic Region. Jefferson Transit, as PRTPO's Fiscal Agent, has agreed to administer the funds on PRTPO's behalf.

This action item is coming to the Board for approval on its first reading. If any Executive Board member requests, this item will be deferred to April to afford more time for consideration before acting on the funding offer.

Next Steps

Upon approval by the Board, PRTPO and Jefferson Transit will work with WSDOT Olympic Region to get the funds under contract. Minor changes in the final contract language may be made when Olympic Region and PRTPO receive the new 2024 contract template. Board members will monitor project delivery and review expenditures as a part of its regular quarterly invoice review and approval process.

Attachment:

Resolution 01-2024: Accepting Funds from WSDOT Olympic Region to Support the Regional Transportation Plan Update

Draft Agreement Between WSDOT Olympic Region and Peninsula Regional Transportation Planning Organization

Attachment A: Scope of Work and Budget

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

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 01-2024

Accepting Funds from WSDOT Olympic Region to Support the Regional Transportation Plan Update

Recitals

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

WHEREAS, the WSDOT Olympic Region is an active member of the PRTPO and the two organizations maintain a collaborative working relationship; and

WHEREAS, the WSDOT Olympic Region offered PRTPO $30,000 to support its update of the Regional Transportation Plan (RTP); and

WHEREAS, the PRTPO Fiscal Agent, Jefferson Transit, has confirmed its capacity to administer this grant on PRTPO's behalf; and

WHEREAS, said funding would be used to support activities in the attached scope of work, in coordination with other RTP planning activities PRTPO is undertaking.

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

THAT the Agreement with WSDOT Olympic Region regarding administration and performance of the supplemental RTP funding (attached hereto) be approved, with understanding that minor changes in language may be made in the final contract; and

THAT Jefferson Transit is authorized to submit necessary invoices and reports to WSDOT Olympic Region on behalf of PRTPO.

APPROVED, this 16th day of February, 2024.

ATTEST:

_____

Bek Ashby, Chair

ATTEST:

_____

Randy Neatherlin, Vice-Chair

Final language may be slightly different based on updated template

Special Transportation Planning Study Agreement Work by Planning Organization - Actual Cost		Organization and Address **Peninsula RTPO** **60 Washington Avenue, Ste 200** **Bremerton, WA 98337** Statewide Vendor No.:
Agreement Number **GCB xxxx**	Total Amount Authorized **$30,000**	Project Title and Description **Support for Peninsula RTPO Update of RTP**
Project Manager **George Mazur**	Agreement Expiration Date **06/30/2025**	**This project will support GIS and website development needs for PRTPO's update of the Regional Transportation Plan, in coordination with other RTP update efforts.**

This Agreement is between the Washington State Department of Transportation (WSDOT) and the above-named organization (Planning Agency Planning Agency) hereinafter referred to individually as the "Party" and collectively as the "Parties."

Recitals

1. WSDOT and the Planning Agency recognize the need for the transportation planning project, herein after Project, as described above, and

2. It is deemed in the best interest of WSDOT to participate in funding said Project for the mutual benefit of local and state roadway planning in the area of the Project, and

3. WSDOT and the Planning Agency now wish to define responsibility for preparation of the transportation planning Project.

Now therefore, pursuant to chapter 47.80 RCW, the above recitals, which are incorporated herein as if set forth below, and in consideration of the terms, conditions, covenants, and performances contained herein, and in the Exhibits attached hereto and hereby made a part of this Agreement, it is mutually agreed as follows:

1. Scope of Work

1.1 The Planning Agency shall undertake the Project as described above, which shall include the tasks set forth in Exhibit A, attached hereto.

2. Period of Performance

2.1 This Agreement shall be effective upon execution and shall terminate upon the expiration date listed above or final payment has been accepted.

3. Payment

3.1 WSDOT agrees to reimburse the Planning Agency's actual direct and related indirect costs of

the Project. The maximum amount that WSDOT shall reimburse the Planning Agency shall not exceed the "Total Amount Authorized" listed above. Payment by task shall be made as set forth in Exhibit B. All costs must be consistent with the Federal cost principles contained in 2 CFR 200.

3.2 The Planning Agency may submit requests to the STATE for reimbursement of funds as they are expended on activities at any time, but not more frequently than one (1) such request every month. Such requests for reimbursement shall document the amount of funds that have been expended during the contract period, as well as for the current billing period. The request for reimbursement shall contain sufficient detail to inform WSDOT and any other entities providing funding for the work as to the progress on the planning effort. WSDOT shall review and approve each request for payment and shall reimburse the Planning Agency thirty (30) business days after the date of receipt of invoice.

3.3 All indirect costs will be consistent with the federal de minimus rate found in 2 C.F.R. 200 or based on an indirect cost rate proposal that is approved by Planning Agency annually and maintained on file by for audit purposes. If indirect costs are based on an approved indirect cost allocation plan, the Planning Agency will provide a copy to WSDOT annually, or when updated.

4. Modifications or Amendments

4.1 Either Party may request changes in these provisions. Such changes which are mutually agreed upon shall be incorporated as written amendments to this Agreement. No variation or alteration of the terms of this Agreement shall be valid unless made in writing and signed by authorized representatives of the Parties hereto.

5. Audits, Inspection, and Retention of Records

5.1 All records related to this Agreement shall be held and kept available for inspection and audit for a period of six (6) years from the date of termination of this Agreement or any final payment authorized under this Agreement, whichever is later. Each Party shall have full access to and right to examine said records, during normal business hours and as often as deemed necessary. In the event of litigation or claim arising from the performance of this Agreement, the Parties agree to maintain the records and accounts until such litigation, appeal or claims are finally resolved. This section shall survive the termination of this Agreement.

5.2 In accordance with 2 CFR 200, the Planning Agency is required to arrange for audit of funds expended.

5.3 The Public Records Act, RCW 42.56 shall apply to all information and documents, both paper and electronic, submitted to WSDOT. If federal funds are applied the Planning Agency understands and agrees that the Freedom of Information Act (FOIA), 5 U.S.C. § 552 shall also apply to all information and documents, both paper and electronic, submitted to WSDOT. The Planning Agency should therefore be aware that all applications and materials submitted will become agency records and are subject to public release through state and federal disclosure requests.

6. Termination

6.1 Termination for Convenience. WSDOT and/or the Planning Agency may suspend or terminate this AGREEMENT, in whole or in part, and all or any part of the financial assistance provided herein, at any time by written notice to the other Party. WSDOT and the Planning Agency shall agree upon the AGREEMENT termination provisions including but not limited to the settlement terms, conditions, and in the case of partial termination the portion to be terminated. Written notification must set forth the reasons for such termination, the effective date, and in case of a partial termination the portion to be terminated. However, if in the case of partial termination, WSDOT determines that the remaining

portion of the award will not accomplish the purposes for which the award was made, WSDOT may terminate the award in its entirety. The Parties may terminate this AGREEMENT for convenience for reasons including, but not limited to, the following:

6.1.1 The requisite funding becomes unavailable through failure of appropriation or otherwise;

6.1.2 WSDOT determines, in its sole discretion, that the continuation of the Project would not produce beneficial results commensurate with the further expenditure of funds;

6.1.3 The Planning Agency is prevented from proceeding with the Project as a direct result of an Executive Order of the President with respect to the prosecution of war or in the interest of national defense; or an Executive Order of the President or Governor of the State with respect to the preservation of energy resources;

6.1.4 The Planning Agency is prevented from proceeding with the Project by reason of a temporary preliminary, special, or permanent restraining order or injunction of a court of competent jurisdiction where the issuance of such order or injunction is primarily caused by the acts or omissions of persons or agencies other than the Planning Agency; or

6.1.5 The State Government determines that the purposes of the statute authorizing the Project would not be adequately served by the continuation of financial assistance for the Project.

6.2 Termination for Default. WSDOT may suspend or terminate this AGREEMENT for default, in whole or in part, and all or any part of the financial assistance provided herein, at any time by written notice to the Planning Agency, if the Planning Agency materially breaches or fails to perform any of the requirements of this AGREEMENT, including:

6.2.1 Takes any action pertaining to this AGREEMENT without the approval of WSDOT, which under the procedures of this AGREEMENT would have required the approval of WSDOT;

6.2.2 Jeopardizes its ability to perform pursuant to this AGREEMENT, United States of America laws, Washington state laws, or local governmental laws under which the Planning Agency operates;

6.2.3 Fails to make reasonable progress on the Project or other violation of this AGREEMENT that endangers substantial performance of the Project; or

6.2.4. Fails to perform in the manner called for in this AGREEMENT or fails, to comply with, or is in material violation of, any provision of this AGREEMENT. WSDOT shall serve a notice of termination on the Planning Agency setting forth the manner in which the Planning Agency is in default hereunder. If it is later determined by WSDOT that the Planning Agency had an excusable reason for not performing, such as events which are not the fault of or are beyond the control of the Planning Agency, such as a strike, fire or flood, WSDOT may: (a) allow the Planning Agency to continue work after setting up a new delivery of performance schedule, or (b) treat the termination as a termination for convenience.

6.3 WSDOT, in its sole discretion may, in the case of a termination for breach or default, allow the Planning Agency ten (10) business days, or such longer period as determined by WSDOT, in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions. If the Planning Agency fails to remedy to WSDOT's satisfaction the breach or default within the timeframe and under the conditions set forth in the notice of

termination, WSDOT shall have the right to terminate this AGREEMENT without any further obligation to Planning Agency. Any such termination for default shall not in any way operate to preclude WSDOT from also pursuing all available remedies against Planning Agency and its sureties for said breach or default.

6.4 In the event that WSDOT elects to waive its remedies for any breach by Planning Agency of any covenant, term or condition of this AGREEMENT, such waiver by WSDOT shall not limit WSDOT's remedies for any succeeding breach of that or of any other term, covenant, or condition of this AGREEMENT.

6.5 If this AGREEMENT is terminated, whether for convenience or for default, before the specified end date set forth in the caption header, “Term of Agreement”, WSDOT and the Planning Agency shall execute an amendment to this AGREEMENT identifying the termination date and the reason for termination.

7. Applicable Laws

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

8. Indemnification

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

8.2 Further, the Planning Agency specifically assumes potential liability for actions brought by its own employees or agents against WSDOT and, solely for the purpose of this indemnification and defense, the Planning Agency specifically waives any immunity under State industrial insurance laws, Title 51 RCW.

8.3 The provisions of this Section shall survive the termination of this Agreement.

9. Subcontracting

9.1 The services of the Planning Agency are to be directed by the Project Manager identified above. The Planning Agency shall not assign, sublet, or transfer any of the work provided for under this

Agreement without prior written approval from WSDOT, and WSDOT shall review and approve the Planning Agency's consultant agreement prior to execution. The Planning Agency shall comply with all Federal and State laws and regulations governing the selection and employment of consultants. WSDOT reserves the right to appoint a representative to serve on the Consultant Selection Committee. Subcontracts greater than $10,000 must contain all the required provisions of this contract.

10. Travel

10.1 Current state travel rates shall apply to all in-state and out-of-state travel for which reimbursement is claimed during the term of this Agreement. Reimbursement of travel expenses is limited to travel necessary for the completion of the Scope of this Agreement. All travel by the Planning Agency using state funds is subject to state travel rules as outlined in the State Administrative & Accounting Manual (SAAM). All travel by the Planning Agency using federal funds is subject to federal rules and regulations as outlined in 2 C.F.R. pt. 200. In addition, all travel by the Planning Agency using federal funds must be in compliance with its own internal policies, those of the fiscal agent, or the State's policies, whichever is more restrictive.

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

11. Liability

11.1 No liability shall attach to WSDOT or the Planning Agency by reason of entering into this Agreement except as expressly provided herein.

12. Venue

12.1 In the event that either Party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, the Parties hereto agree that any such action shall be initiated in the Superior Court of the State of Washington situated in Thurston county. The Parties agree that the laws of the State of Washington shall apply.

13. Independent Contractor

13.1 The Planning Agency shall be deemed an independent contractor for all purposes and the employees of the Planning Agency or any of its contractors, subcontractors, and the employees thereof, shall not in any manner be deemed to be employees of WSDOT.

14. Severability

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

15. Equipment

15.1 All equipment to be purchased under this Agreement shall be listed in the scope of work. All equipment must be purchased, managed, and disposed of in accordance with 2 CFR 200

16. Counterpart and Electronic Signature

16.1 This Agreement may be signed in multiple counterparts, each of which constitutes an original and all of which taken together constitute one and same Agreement. Electronic signatures or signatures transmitted via e-mail in a "PDF" may be used in place of original signatures on this Agreement. The Parties intend to be bound by its electronic or "PDF" signature on this Agreement, are aware that the other Parties are relying on its electronic or "PDF" signature and waives any defenses to the

DRAFT

enforcement of this Agreement based upon the form of signature.

In Witness Whereof, the Parties hereto have executed this Agreement as of the Party's date last signed below

Planning Agency	**WASHINGTON STATE DEPARTMENT OF TRANSPORTATION**
Sign and Date: Print Name: Bek Ashby	Sign and Date: Print Name:
Title: Chair, Peninsula RTPO	Title: Assistant Region Administrator, Olympic Region

DRAFT

WSDOT Olympic Region Planning Support for Peninsula RTPO

Scope of Work and Budget

WSDOT will contract with the Peninsula RTPO (PRTPO) to supplement PRTPO's work program budget for updating the long-range regional transportation plan (RTP). This contract will augment on-going RTP work approved in the adopted Unified Planning Work Program (UPWP) and will be coordinated with those efforts. Work will be directed by the PRTPO Executive Board.

Scope of Work

Task 1: GIS Services

Obtain additional technical support services from the AWC GIS Consortium with the following deliverables:

1. Extend PRTPO's current service contract by 45 hours with associated PRTPO staff support
2. Provide ongoing support service oversight and guidance from PRTPO Staff

Task 2: RTP Web Design

Develop a multifunctional site layout that can support core elements of the long-range regional transportation plan, serve as a portal to external resources and GIS tools, and support outreach and engagement activities. The task deliverable is as follows:

1. Develop site architecture and framework for RTP content

Budget:

Task 1: $13,000

Task 2: $17,000

TOTAL: $30,000

Period of Performance:

January 1, 2024 – June 30, 2025

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ATTACHMENT E

INFORMATION ITEM

To: PRTPO Executive Board
From: Edward Coviello
Subject: **LEAD PLANNING AGENCY (LPA) CONTRACT FOR PRTPO COORDINATOR SERVICES**

Information:

Overview

In 2019, the PRTPO coordination was passed to Kitsap Transit to serve as the LPA. As part of this role, Kitsap Transit posted a Request for Proposal for PRTPO Coordinator services. Kitsap Transit staff and PRTPO Board members selected 3P Transportation to provide services for two years with an option to extend the contract for three 1-year extensions until August of 2024.

Kitsap Transit will be posting a new RFP in the spring of 2024 for PRTPO Coordinator Services. The Executive Board should discuss any needed changes related to the contract and RFP. Additionally, the makeup of the RFP evaluation team should be determined in consultation with Kitsap Transit. This discussion by the Executive Board will help Kitsap Transit staff in developing the new RFP and contract.

For More Information:

Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com

ATTACHMENT F

Discussion Item

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: February 9, 2024
Subject: **RTPO Base Program Funding Strategy**

REQUESTED ACTION

No action is requested. A subcommittee is being assembled to explore statewide RTPO funding strategies and bring back to the full Board a proposal for PRTPO's participation moving forward. Volunteers from the Board are sought.

OVERVIEW

In December the Board considered core funding issues facing PRTPO and other Regional Transportation Planning Organizations (RTPOs) across the state. With the Board's approval, PRTPO signed onto early efforts by RTPOs to secure legislative support for an increase in programmatic funding. A copy of that support letter is attached.

It was not the right year to pursue this issue, nor were enough details worked out for legislators to consider a specific request. That said, early efforts generated useful insights. Importantly, legislators from this region and beyond expressed interest in the issue and requested more information when it is available.

The Executive Committee recommended that a small ad hoc committee be formed to look at these statewide matters and opportunities in more depth before bringing back to the full Board a proposed strategy for advancing a specific budget request with the region's legislators for the 2025 session. [Reminder: PRTPO's twelve legislators are ex officio members, per state law. Board members engage with them before each new session.] While the details are not yet ironed out, this group will likely meet a handful of times between early March and early June with the aim of bringing a well-informed strategy to the Board in June.

Brief Background

The legislature approves an allocation of state funds every biennium for RTPOs to carry out their work programs and comply with state requirements. This is a line item in WSDOT's budget totaling $4.9 million statewide every two years. That is then apportioned between all the RTPOs using a formula governed in large part by state statute. This is just a little more than what was allocated for regional planning in 2004. PRTPO is operating with very nearly the same budget today as it was twenty years ago.

Allocations RTPOs receive to carry out state-mandated requirements and suggested activities are inadequate and have been for some time. Metropolitan regions have subsidized their state funding with federal funds for over twenty years, but rural regions don't have access to those same resources.

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

What is needed is an increase in the on-going programmatic base funding for all RTPOs. WSDOT has its own funding priorities it needs to press with the Governor's Office and the Legislature, and so RTPOs across the state are working to make the case directly and secure legislative support for the work they do.

Like every RTPO in the state, PRTPO has a vested interest in this issue and its outcome. Without more adequate program funding, PRTPO will face increasingly difficult choices about what aspects of its planning program to trim. Additional funding would enable the Board to better support members with information and connections to new resources.

It is too soon to speculate how much more revenue PRTPO might receive as a result of this effort due to a number of variables. The original "ask" for the 2024 session would generate roughly $350,000 a year for PRTPO planning were it distributed in a similar way to today's funding formula. That level of funding would open new doors for the Board to consider when developing its work program, making possible more strategic initiatives to support the region.

PRTPO Funding Subcommittee

As it became clear that this is more of a 2025 initiative than a 2024 legislative initiative, the Executive Committee considered how PRTPO can be effective in articulating the need and garnering support for a request of this nature. It was agreed that a small group of policy makers could dive efficiently into budget and policy details of the legislative process, identify other stakeholders, and bring a strategy back to the Board for consideration.

This working group will focus primarily on the statewide RTPO funding question that PRTO and every other region is pursuing. There may also be an opportunity to provide feedback to the Board on the funding formula used to distribute the base program funding. Input and insights from the subcommittee will come back to the Board for deliberation in June. The Board's final direction will likely inform other RTPO efforts around the state.

Volunteers are sought for this subcommittee, which is expected to meet 3 times between early March and early-June.

Next Steps

I will follow up with the Chair to scope the work group agenda and then work with everyone to schedule the first meeting in March.

Attachment:

Letter of Support for RTPO Base Program Funding Increase (Dec 2023)

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

December 15, 2023

PRTPO Members

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

www.PRTPO.org

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

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

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

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

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

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

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

Sincerely,

Bek Ashby, Chair
Peninsula RTPO

DISCUSSION ITEM

To: PRTPO Executive Board

From: Thera Black, PRTPO Coordinator

Date: February 9, 2024

Subject: **RTP: Board Direction on Tough Topics for a Deeper Dive**

REQUESTED ACTION:
No action is requested but Board input on the priority topics presented for further development is appreciated.

Overview
In December Board members were presented with an array of priority topics to be refined for further evaluation. "Tough topics" were derived from the *Transportation Outlook* legislative agendas PRTPO develops each year as well as considerations from early Board and TAC discussion on the RTP. Board members were asked to complete a short poll to weigh in on topics they felt merited a closer look during this update.

This briefing will review results of that poll and subsequent considerations by the Technical Advisory Committee (TAC). After any refinement by the Board, a select few topics will be scoped out for further evaluation, for consideration by the Board in April. The selected topics will shape the subsequent Board and TAC agendas through the end of the year. That work will result in a package roughly this time next year of strategic regional concerns and proposed actions for public review as a part of a draft RTP update.

Tough Topics for a Deeper Dive

We are striving for six topics to look at in more detail in shaping a strategic regional agenda for future follow-up and action. Input from the Board's poll was used to develop a short list of proposed topics for further exploration, listed below:

- Measures to improve the operational efficiency of the Hood Canal Bridge
  - *Includes Coast Guard policies regarding opening and infrastructure considerations on the east end*
- How to effectively support long-distance intercity bus travel
  - *Includes inter-connectivity between agencies, coordination with ferries, and rural considerations*
- Issues and opportunities regarding ferries and the region's marine highways
  - *Includes vessel and terminal modernization, service reliability, and future passenger ferry considerations*
- Innovative measures to increase resilience and preparedness in the Peninsula Region
  - *Includes regional collaboration around countywide emergency management plans, coordination with state and federal land management agencies in planning for emergency routing, and future uncertainties*
- Regional strategies to promote safer travel for all
  - *Includes state highway "Main Street" considerations and collaboration with WSDOT on maximizing Complete Streets opportunities in coordination with adopted land use plans*

A sixth measure for consideration is very specific to PRTPO. It arises from comments offered by Board members in the poll as well as concurrent discussions about statewide funding available for RTPO work program activities.

- PRTPO's vision for itself and its role in implementing the Regional Transportation Plan and partnering with its members
  - *Includes Board reflection on its role as a regional partner and how to leverage its capacity as an RTPO*

Two high priority topics from the poll are underway though incomplete. They might be considered as "stay the course" topics. They serve as an example of how PRTPO, with the resources in its small work program, can be a catalyst for change.

- Defederalize small local projects
    - *Over the last four years PRTPO developed an understanding of the issues local agencies face, established alliances with other stakeholders interested in this issue, educated legislators about the issue and solution, and followed up to refine the resulting funding swap program.*
- Expand the region's EV-readiness
    - *Over the last four years PRTPO developed and maintains a small EV-resource portal on its website for members, it convenes an EV Infrastructure Exchange Group to share information and support networking among the many new stakeholders suddenly working together, it hosts periodic webinars on relevant topics with subject matter experts, it provides input to state agencies looking to make their EV grants and funding processes more accessible to communities like PRTPO members, and it serves as a liaison between state and federal organizations with resources to offer PRTPO members.*

Through a series of small steady efforts, PRTPO has helped to move the needle on these two issues and expand opportunities for its members and their communities.

What happened to the other topics?

No topic has been eliminated at this time though a few related topics have been combined for this purpose; for example, three different ferry concerns were combined into a single ferries/marine highway topic for exploration. Topics not targeted for a "deep dive" or "stay the course" will be fleshed out to a lesser degree and kept on a "watch list" of priority concerns that PRTPO is keeping an eye on and may respond to at some point. This includes:

- Agencies need sustainable, reliable funding for transportation
- Regional trails connect communities and support the region's tourism economy
- Continue to support prior funding commitments (*Connecting WA and Move Ahead WA projects)*
- The workforce capacity of local agencies limits their ability to obtain and administer grants
- Expanded broadband access connects rural communities to 21st century opportunities
- Pavement preservation is underfunded and is further complicated by weight of new EV trucks and school buses
- Coordination between service providers can improve provision of human services transportation options
- Retrofit of salmon habitat barriers involves many partners and not just WSDOT

Three new topics emerged from comments and questions submitted by Board members in their poll responses and in discussion with the TAC:

- Role of advanced technology and connected/highly autonomous vehicles in the region's future (NEW)
- Implications of replacing gas tax with a per-mile fee for travelers and agencies alike (NEW)
- Data collection needs are expanding faster than local agencies can meet them (NEW, from TAC meeting)

The watch list can expand to include other emerging concerns that arise during PRTPO's explorations this year.

What Is a Deep Dive?

Before knowing if the right topics are on the table for a deeper dive, it's helpful to know what that entails. In the context of this RTP update, a "deep dive" is a chance for policy makers and staff to better understand the issue at hand, why it matters, who else is working on it or might be a stakeholder to engage, and identification of what some useful early "first steps" might be. Depending on the topic, this could be briefings from a lead agency or expert, topic-specific work sessions, a work group or subcommittee evaluation and report out, or a short research brief.

In all cases, deep dives are constrained by budget and time. They may feel shallow more so than deep for those who regularly engage in detailed analysis and modeling, but this is meant to be a higher level exercise. The intent is for policy makers to get enough information to understand issues and context sufficiently that some meaningful measures can be identified to begin addressing these issues and understand the next, and likely harder, steps that will be needed.

There is no expectation that the RTP will solve any of these – they are tough for a reason – but the RTP can shed light on what is needed to start moving these issues forward, whether by PRTPO or other entities. Practical solutions begin in the RTP.

What happens to the first steps or meaningful measures that result from the deep dives?
Resulting measures will be included in the RTP as planning needs, alongside the traditional project lists from local, tribal, and state partners. They can inform future updates of the Unified Planning Work Program (UPWP) as resources allow. They can provide a reference point for *Transportation Outlook* legislative priorities or serve as a resource for future grant pursuits or end-of-biennium funding requests. New insights gained from these early measures may result in additional strategies to include in future RTP updates.

The RTP is a tool PRTPO can use to bring attention to important topics that may not be getting the attention they deserve, topics with long-term consequences for communities across the Peninsula Region. Measures from these first deep dive explorations will populate that initial list and provide some forward momentum for regional activities when the update is adopted.

Where are results from the Executive Board poll on tough topics?
A summary of poll results and comments is included in the attached documentation. Additional details from the TAC meeting and discussion are available for those interested. Please let me know.

Next Steps

Board members are asked to comment on the proposed list of topics on page 1 to scope for a "deep dive," and offer any other feedback on the assessment of results and proposed approach. A mini-work plan for deep dive topics will come back to the Board for discussion in April.

Attachment
Results of Executive Board 'Tough Topics' Poll – 16 Jan 2024

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

RTP: Further Inquiry Into Tough Topics and Tactics

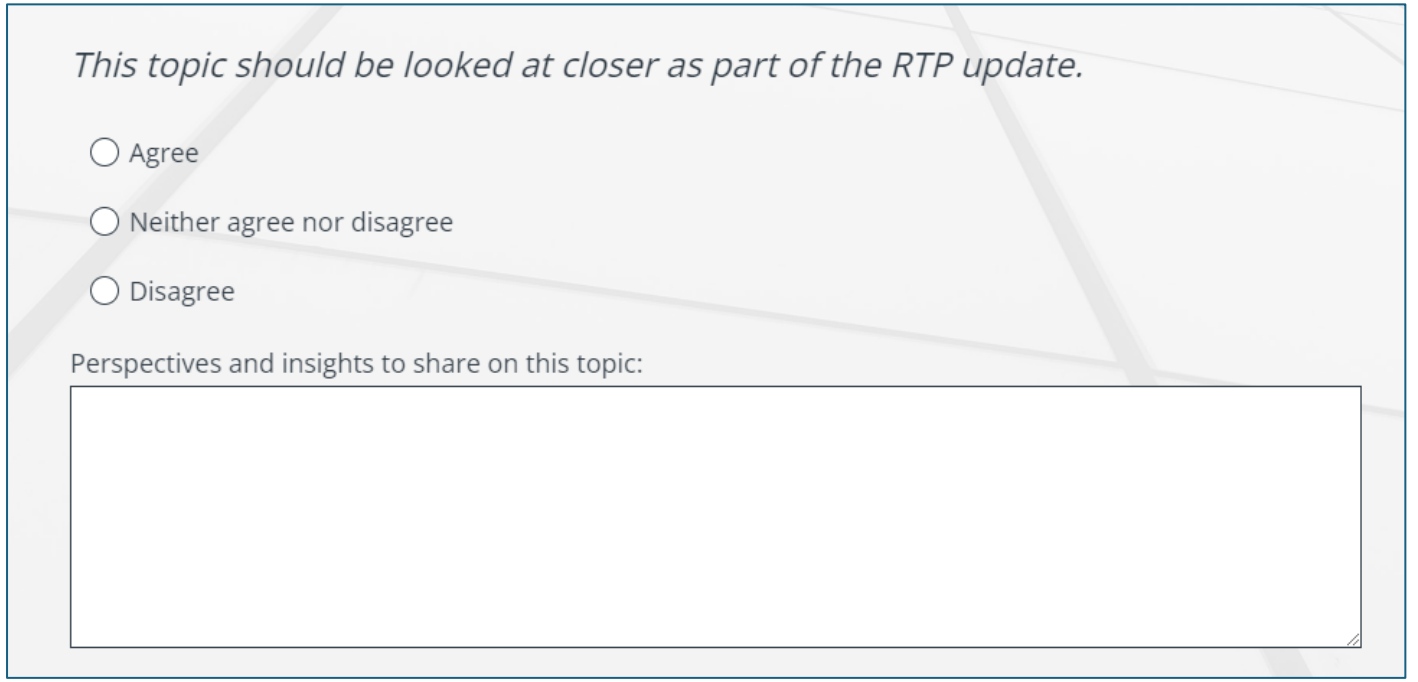
Executive Board Poll of PRTPO Topics

Board members were polled on twenty topics as to whether they should be looked at closer and invited to share perspectives or insights. 15 Board members responded.

IMPORTANT CLARIFICATION:

"Disagree" does ***not*** mean this is not an important topic of interest to PRTPO, just that it is not a priority for a deeper dive right now in the update process.

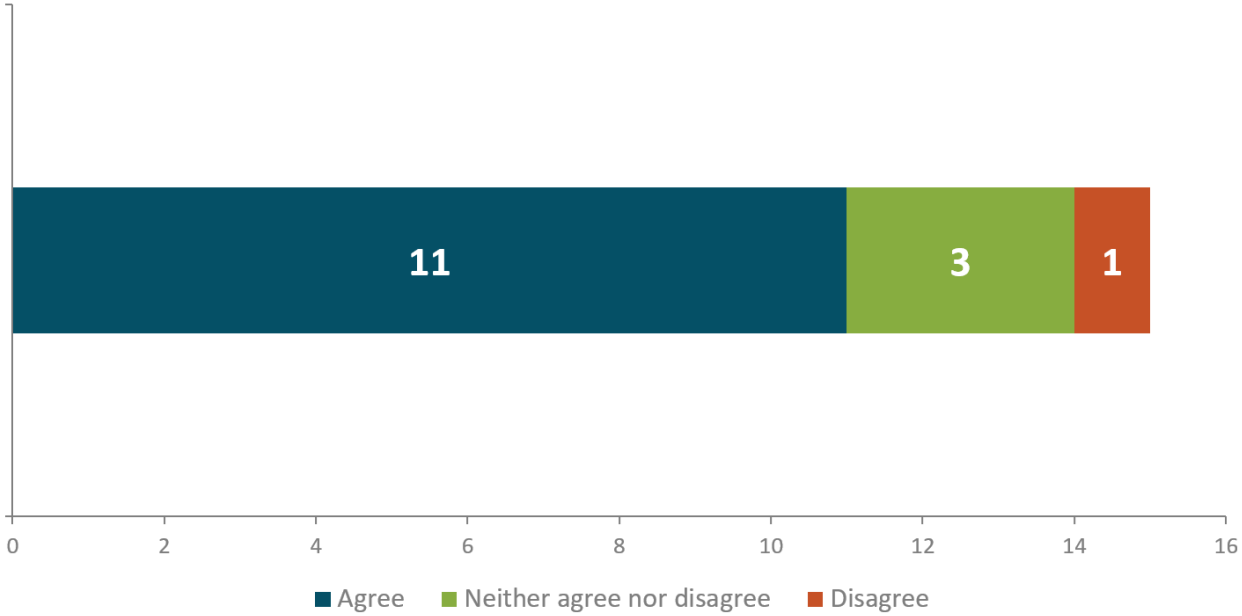
EB Poll is just a tool to help us figure out where to focus our efforts for the next several months.



Regionally Significant Issues Meriting a Deeper Dive: PRTPO Executive Board Insights on Tough Topics Facing the Peninsula Region

Tuesday, January 16, 2024

Q1: Follow through on previous funding commitments.This topic should be looked at closer as part of the RTP update.



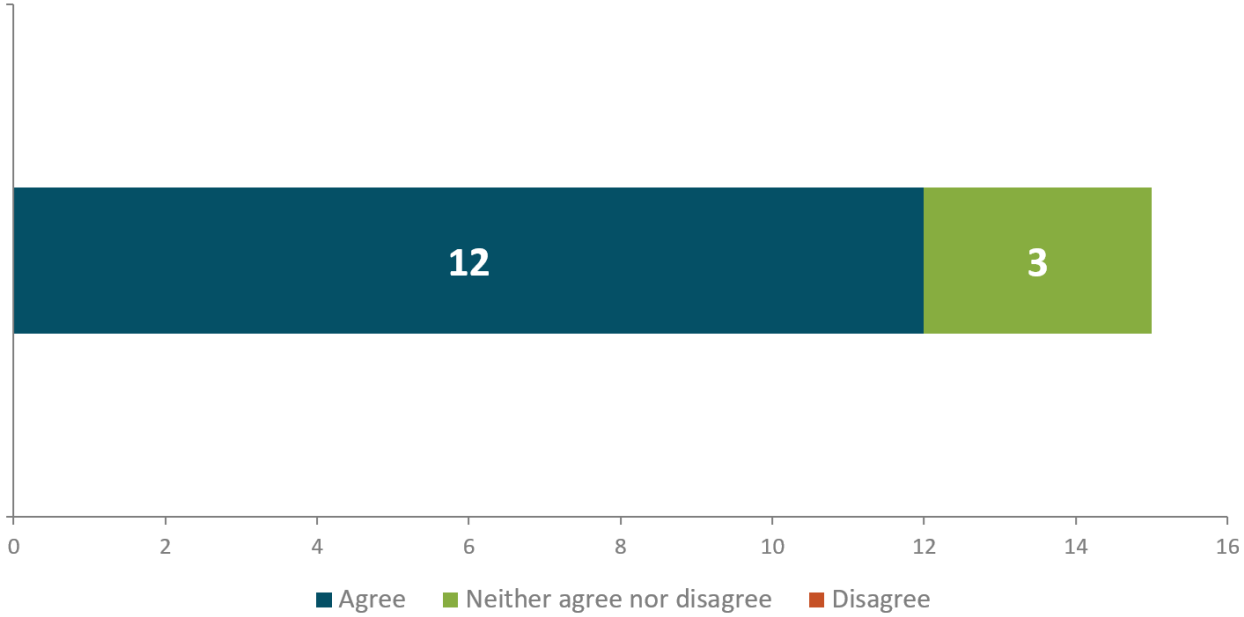
Comments

"The timing of funding for projects can be mentioned at a regional level. It is more of a jurisdictional issue to make sure funding is available in a timely manner."

"It will age the document. Only unfunded projects should be discussed."

"Project costs have increased dramatically, leading to even worse funding gaps for previously planned (and sometimes partially funded) projects."

Q2: Renew emphasis on safe streets for all travelers.This topic should be looked at closer as part of the RTP update.

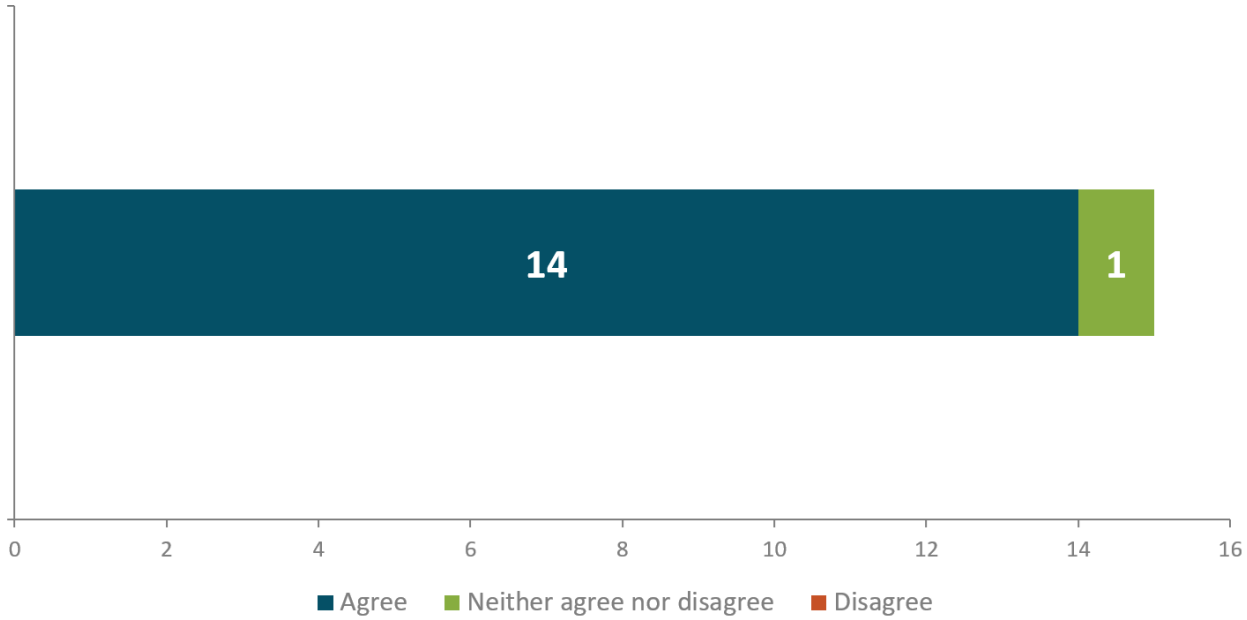


Comments

"Identify what we mean by Target Zero. Systemic, Proven Countermeasures and who has a local systemic safety plan and who doesn't. The answer is surprising."

(excerpted) "Please include analysis of trends that show cars and trucks getting heavier and deadlier over time …Deaths in motor vehicle crashes rose more than 33% from 2011 to 2021. Since 2010, pedestrian deaths nationwide have climbed a shocking 77%, compared with a 25% increase in all other types of traffic fatalities," …rules have created public spaces where it is safer to be inside a vehicle than outside."

Q3: Defederalize small local projects to make more efficient use of existing funds.This topic should be looked at closer as part of the RTP update.



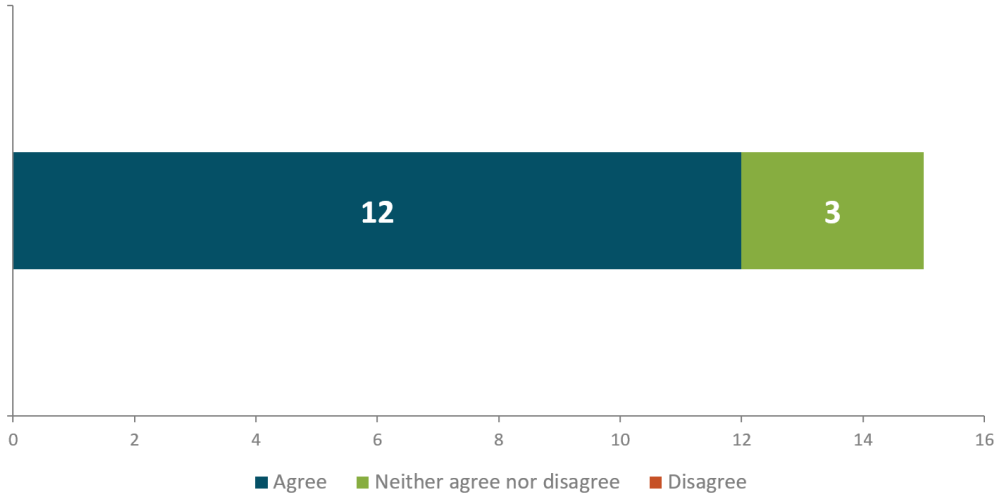
Comments

"If a solution is not already at hand, the efficient use of transportation funding is critical. The availability of funds, the compliance with federal reporting and administration and coordinating various funding sources complicate the use of federal dollars."

"Deprogramming of federalized projects needs to happen. TIB has experience tactfully requesting local agencies to defund projects so they can supplant with state funds. TIB has monitored the success measures which would be interesting to place in context with PRTPO."

"Absolutely. Federal funding is out of the question for rural transit agencies. It sounds great but we simply don't have the staff available to manage those grants."

Q4: Agencies need reliable, predictable, sustainable transportation funding.This topic should be looked at closer as part of the RTP update.



Comments

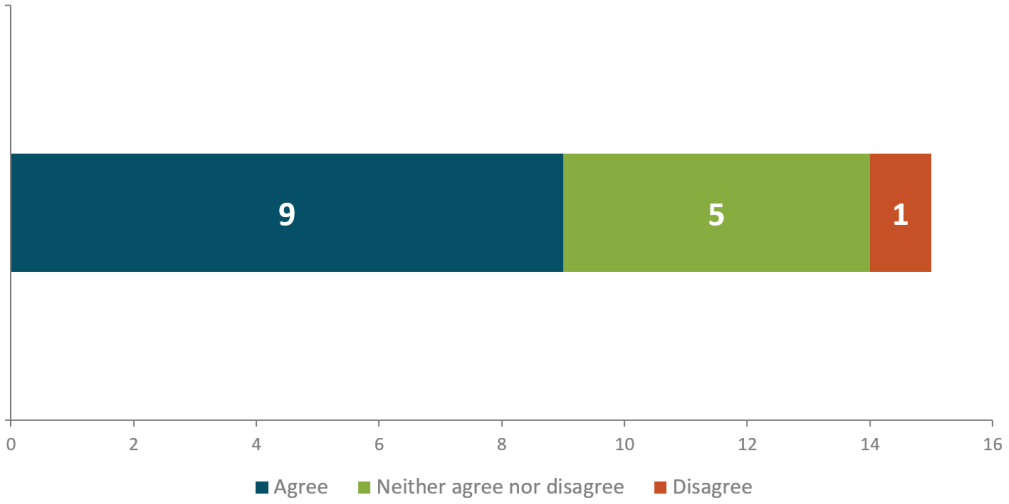
"Well, duh"

"This issue was somewhat addressed by the legislature when the .1% sales tax increase was allowed. This has resulted in predictable funds. Counties had this option previously. Now cities have an opportunity to fund local transportation needs via a sales tax. This does not work so well for cities which do not have a strong retail base. So, the issue should remain on the our radar in the background."

"Can be discussed in theory. Request increase in reporting to have more allocation or program shares. Introduce CRAB and how they function on a legislative model language (WAC and RCW) as bylaws to distribute reliable semi-predictable funds."

"I love this statement. Transit agencies spend so much time and effort tying to obtain funding and then trying to keep the funding that they're granted. It's exhausting."

Q5: Deferring pavement preservation is driving preservation costs higher and making the funding deficit worse.This topic should be looked at closer as part of the RTP update.



Comments

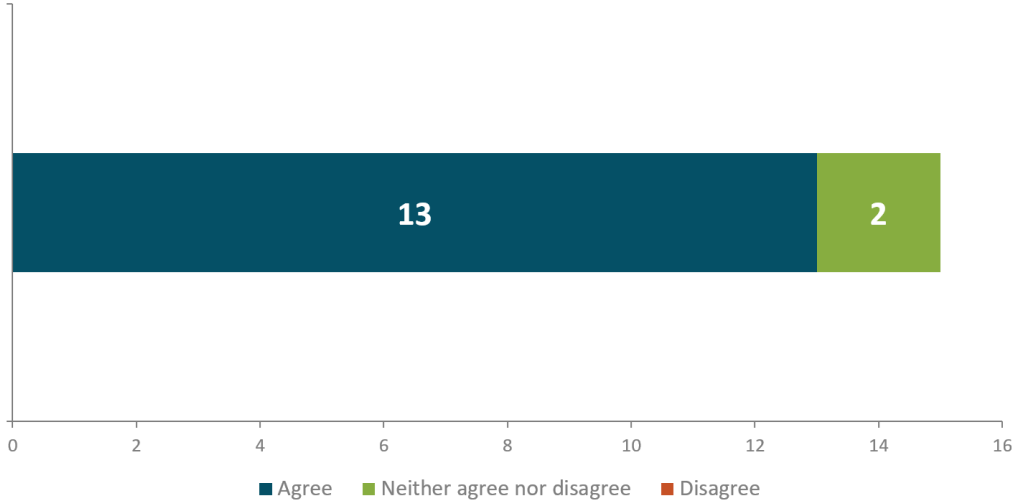
"Competing with salmon restoration projects clouds the picture for resource allocation."

"Not sure what this is saying except that if jurisdictions delay preservation, it will only cost more in the future. Well, yeah. It is more of a statement that funding is needed for preservation. Goes back to the sustainable issue from question 4. Would the comment in the RTP indicate preservation projects should be prioritized or construction projects?"

"We already know this and does not need to be incorporated in a planning document. What's been noticed is chip seal and other road maintenance being planned in the same time frame as an improvement; i.e. tearing up a recent preservation project to make changes for the programmed project."

"I agree with this statement."

Q6: Coast Guard policies regarding Hood Canal Bridge openings for large recreational sailboats need review in light of the congestion and economic impacts, from Port Angeles to Bremerton, that each opening creates.This topic should be looked at closer as part of the RTP update.



Comments

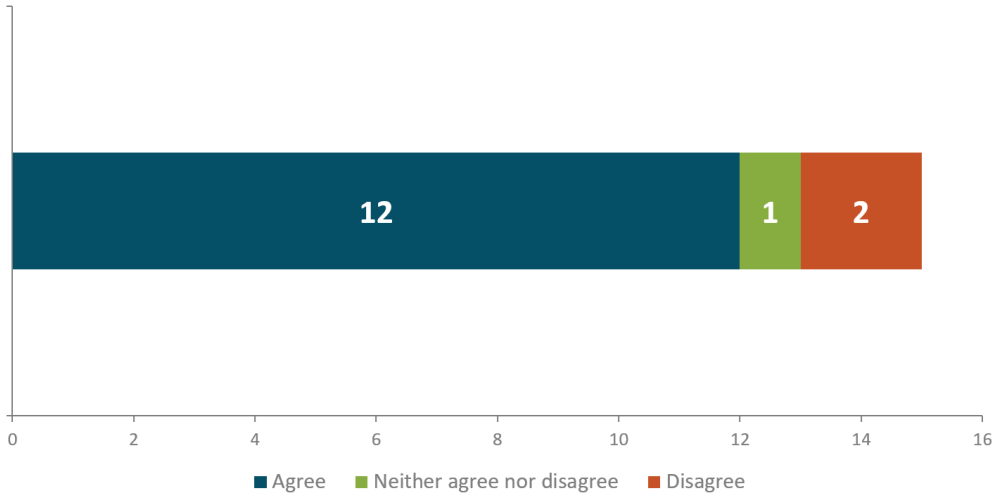
"Aggregate demand for this service."

"The Hood Canal Bridge openings are an issue beyond the PRTPO's limited influence. However, the bridge traffic flow is important for access to the Olympic Peninsula. The issue needs to be highlighted in order to move any solution forward. In addition to bridge openings and roundabouts on the west side (at Shine and Hwy 19) a roundabout to replace the traffic light oin the east side should be considered."

"Let the RTP make a case for better and more consistent monitoring of the bridge openings. Make a recommendation to move away from traditional peak commute periods and more into the economic engine for weekend tourism. Remote work from home has changed once was conceived as a solution for bridge openings."

"It is increasingly difficult to operate reliable transit service when delays at the bridge can cause extended delays."

Q7: WA State Ferry service is unreliable, with the majority of the region's five WSF routes chronically operating "one boat down" and failing to meet the state's own performance objectives.This topic should be looked at closer as part of the RTP update.



"Increased collaboration between WSF and local transit agencies is vital. Kitsap Transit is running fast and efficient passenger ferries however this means that people need to have options for navigating communities without their vehicles."

Comments

"But what is the action item or solution we are proposing with this? Simply to look at it more closely?"

"Already a state priority."

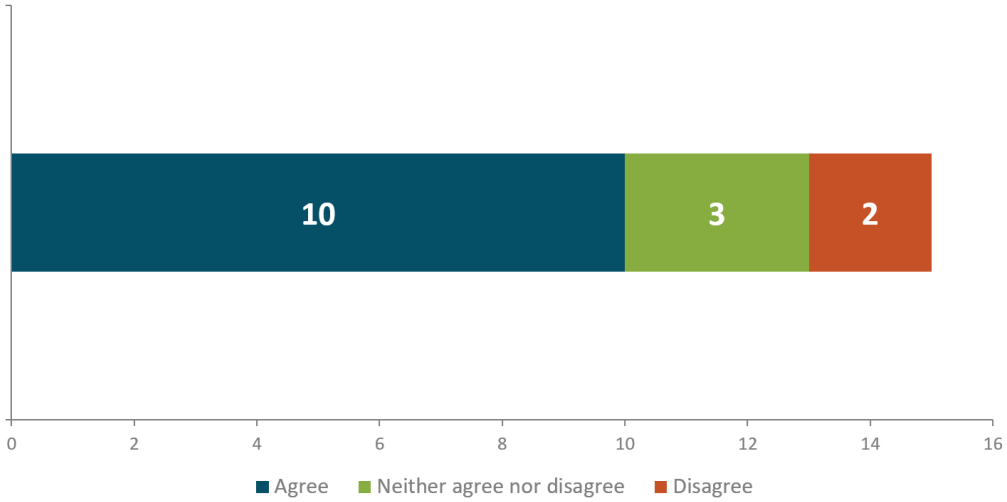
"Question 11 – Water transportation is covering several of the questions."

"Redundancy with passenger ferry plans for key locations such as Diamond Point, Port Ludlow, Kala Point, and Port Townsend should be considered."

"Competing with the ferry system for money seems odd. Maybe smaller disadvantaged communities would benefit from having separate money allocated for them."

"This situation is impacting communities and local business economies across the peninsula."

Q8: Broadband connects communities and is expanding access to information and services without the need to travel.This topic should be looked at closer as part of the RTP update.



Comments

"This is simply a low-cost Physical Transportation alternative, as well as an Essential Service to our citizenry and should be a parallel Priority to traditional transportation pursuits."

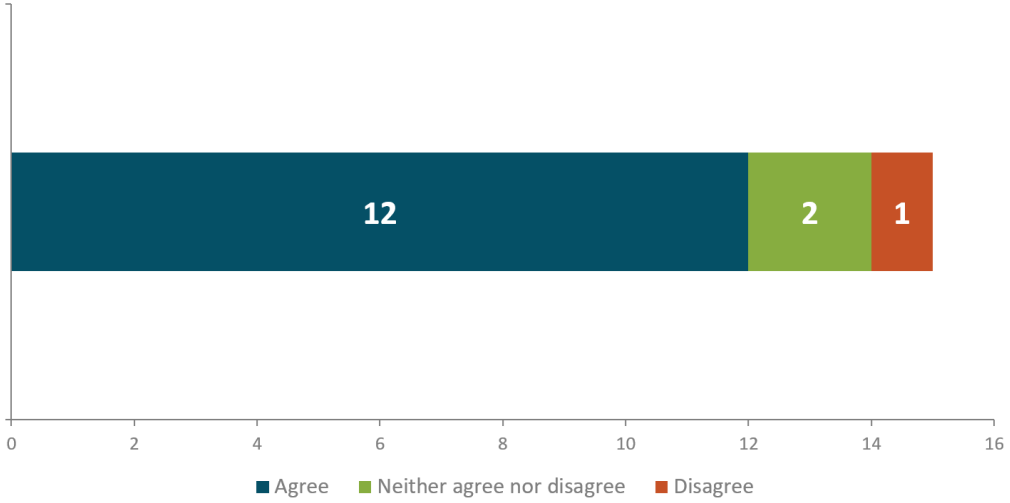
"Broadband is another resiliency solution."

"The RTP should continue to clearly support broadband connection and expansion. This effort is well-underway in communities and counties in our region and being supported by other local and regional planning efforts. Given PRTPO's limited resources does not need to be a major RTP implementation focus."

"Starlink has been a saving grace to mountain valley and coastlines. We need to determine how to deliver affordable high speed broadband."

"It is changing the character of our more rural areas and is worthy of discussion."

Q9: Rural communities need to be ready to accommodate electric vehicles (EV), for the traveling public as well as for their municipal fleets and transit agencies, but this is a complex topic with new stakeholders, contracting partners, and unfamiliar issues that are difficult to navigate.This topic should be looked at closer as part of the RTP update.



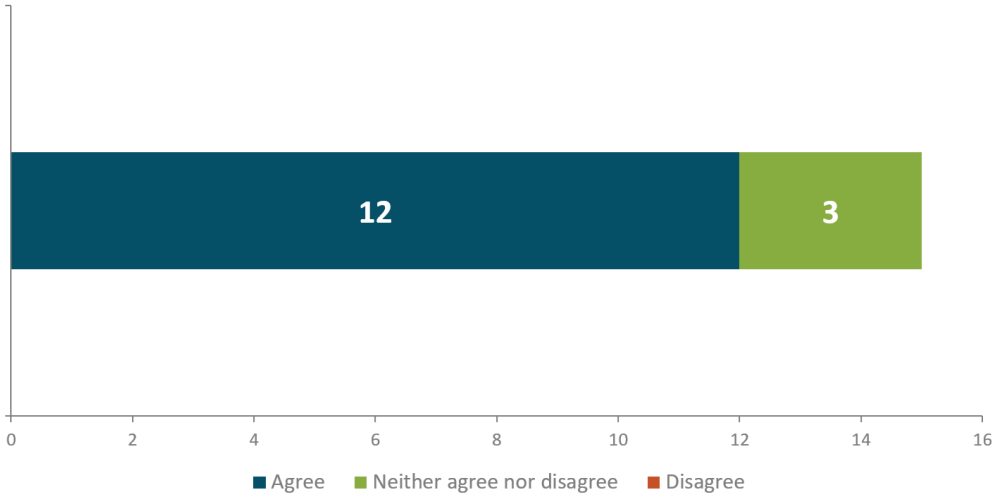
Comments

"Please include autonomous EV as making room for the future and think now how land use will change to accommodate lower cost of driving and more VMT."

"Electrification of transit fleet is a big heavy lift for rural agencies. My agency is currently navigating it but is extremely difficult with a limited number of employees. Buying an electric bus is the easy part. Building out the infrastructure is expensive and complicated."

"This infrastructure pays for itself. Roads should come first."

Q10: The ability of communities across the region to respond to and recover from future disasters and disruptions will require a resilient transportation system and innovative strategies to improve route redundancy and coordination.This topic should be looked at closer as part of the RTP update.



"We should be looking at climate resiliency and emergency response, but not necessarily redundancy which would be very expensive to implement."

Comments

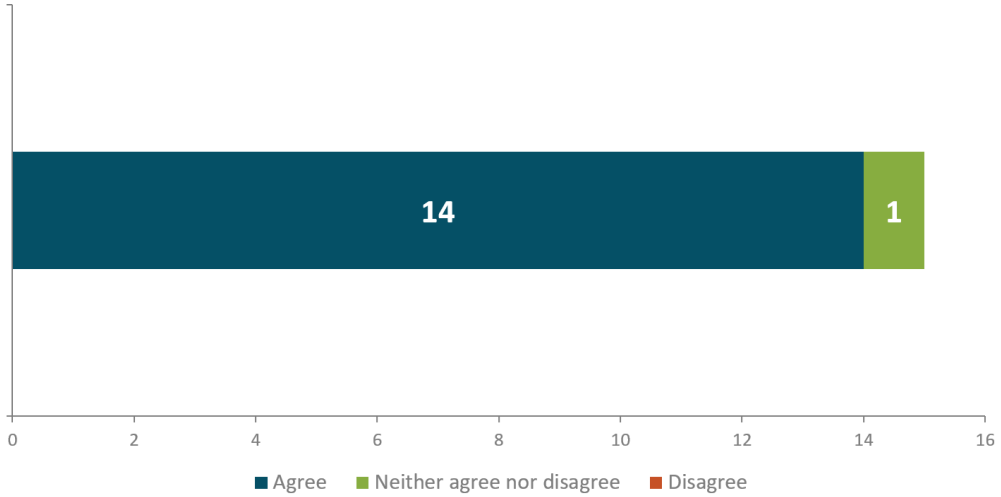
"Yes, and we live on peninsulas in rural areas. Creating redundant road systems will lead to suburban sprawl. See book "How Cities Work: Suburbs, Sprawl, and the Roads Not Taken" by Alex Marshall. So, especially for the Olympic Peninsula, if we want to be a rural region we need to accept that there is some inherent inconvenience to being rural."

"Broadband buildout and redundancy of routing is a key component of "survivability" and "sustainability."

"Jamestown S'Klallam Tribe has been working towards this redundancy question in East Sequim for some time."

"RTP needs to be included in each county emergency management team. Alternate routes in our rural counties are rarely discussed."

Q11: Long-distance intercity bus service is an essential travel choice for rural communities, providing reliable and cost-effective travel to distant destinations and offering coordinated connections with other systems and services.This topic should be looked at closer as part of the RTP update.

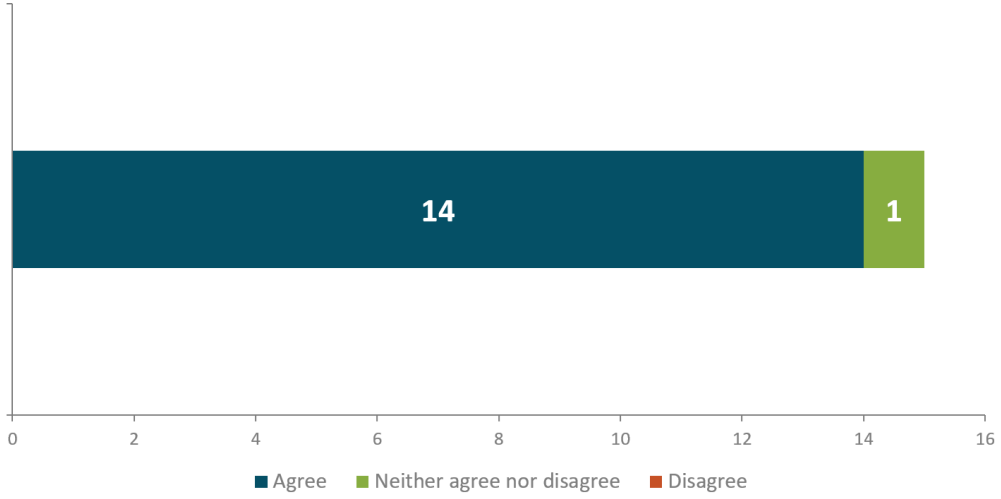


Comments

"Again, another important topic. How deep the dive?"

"Poor Jefferson Transit always meeting other Transit Agencies outside of their PTBA. What can be done to build their system and spread the responsibility evenly."

Q12: Ferries are an essential part of the regional transportation system and require replacement vessels and modern ferry terminals to fulfill that function.This topic should be looked at closer as part of the RTP update.



Comments

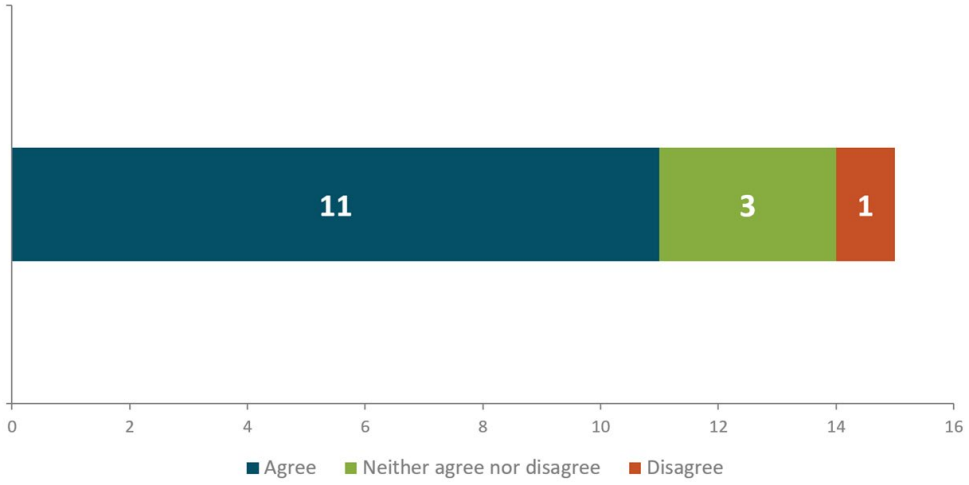
"While I agree with the statement, what is the role of the PRTPO here? How will this be represented in the RTP update?"

"Already a state priority."

"The water traffic system and its future needs to be considered – not just the state ferries but passenger only services like offered by Kitsap Transit. Water Transportation may be part of the resiliency solution."

"Look at the electrification or hydrogen fueled ferry replacement system and terminals that do not have fossil fueled vehicles over shorelines. Look at new ways to recharge vehicles while they wait or parked on vessel."

Q13: Regional trails not only support local multimodal needs but contribute to the region's tourism appeal and outdoor recreation opportunities.This topic should be looked at closer as part of the RTP update.



Comments

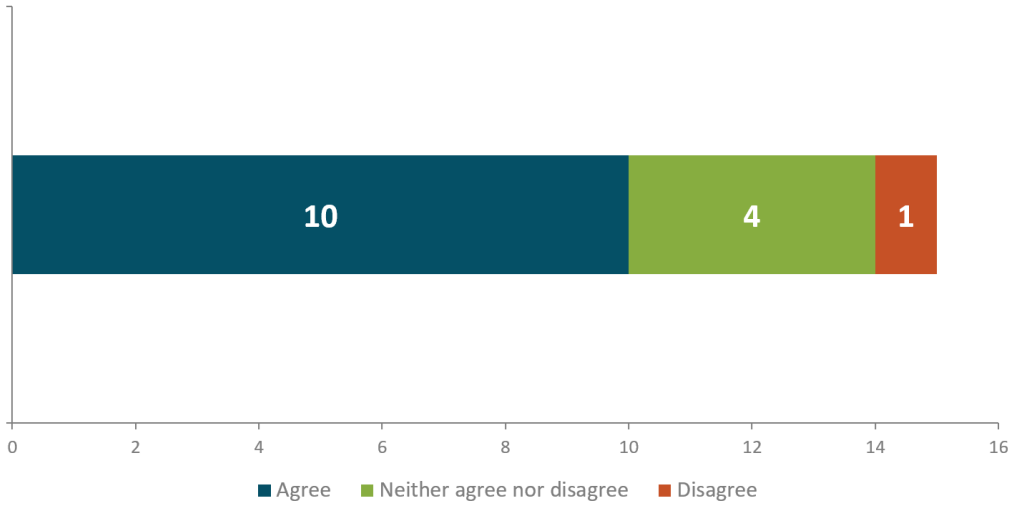
"RAISE grant speaks to this"

"Trails and multimodal systems are important and deserve a place in the RTP."

"The regional gaps are significant, however filling one by one. The next concern is to connect origins and destinations to the regional trail with feeder trails. City of Port Angeles has been calling out north south ODT trail options, other communities need to do the same."

"Within reason. Trails should not come before roads."

Q14: A passenger ferry study will help communities better understand the potential for future expansion of the system and any associated planning considerations for land use and transportation that may be needed in the near-term.This topic should be looked at closer as part of the RTP update.



"At a time when the ferry system is experiencing staffing shortages, and mechanical issues, I think it's important to look at how we can be doing things differently. Passenger ferries offer a less expensive solution than car ferries."

Comments

"Passenger ferries are an extension of transit, while WA DOT ferries are an extension of the highway system. We need both, but we shouldn't restrict the potential of passenger ferries in the fear that it lets car ferries off the hook."

"I agree but didn't Puget Sound Regional Council just do this?"

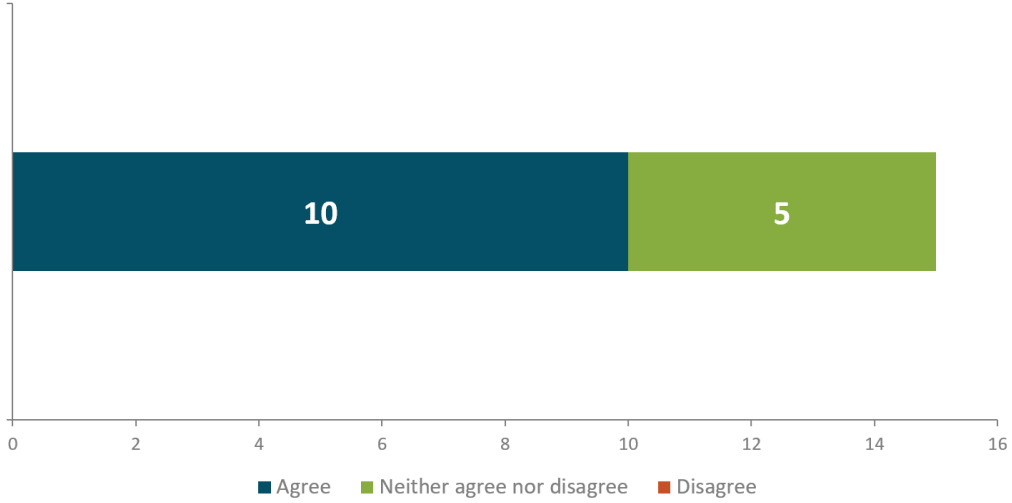
"Kitsap Transit is the leader in our state I am proud to say."

"Back to question 11. The RTP is looking to the future."

"I do not know enough about the current studies available to determine whether the RTP needs to take a closer look."

"Every five years or during a comp plan process, passenger ferry studies should be accessory to an RTP."

Q15: Small communities don't have the staff resources and in-house expertise needed to monitor and research all the grant programs coming out, develop proposals, administer contracts, and manage the projects, and so pursuit of unprecedented funding opportunities is out of reach to many communities that need them most.This topic should be looked at closer as part of the RTP update.



"This would be great. It would be nice to work together and possibly piggyback projects that are close together."

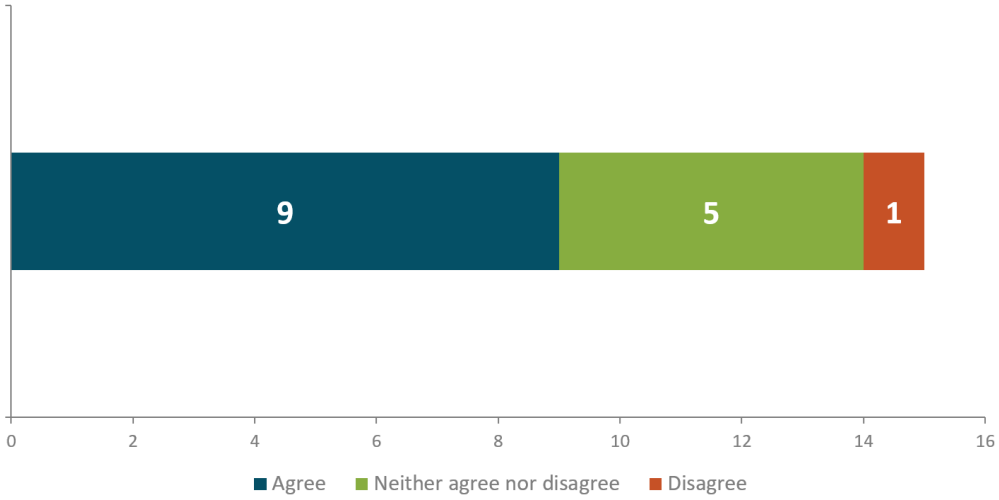
Comments

"Technical Assistance for small jurisdictions is a priority at both MRSC and the PWB."

"This issue is real. Does it rise to a deeper dive? Not sure."

"Conflicted that times are changing and there isn't a good excuse to not try to seek external revenue. Grants are simple and elaborate. Small Communities need to get better at executing projects so the grants funds are a good investment. Training opportunities are boundless. PRTPO would sound wimpy if we noted the limited technical capacity of our government employees. We would also be short-sighted if we didn't acknowledge the many minority/women owned businesses who are prepared to enter professional services agreement to write grants for small communities."

Q16: Battery electric vehicles reduce GHG emissions but they are also 30% - 50% heavier and are accelerating the pavement deterioration agencies are struggling to address so this should in some way be mitigated through EV revenue streams or other fees.This topic should be looked at closer as part of the RTP update.



Comments

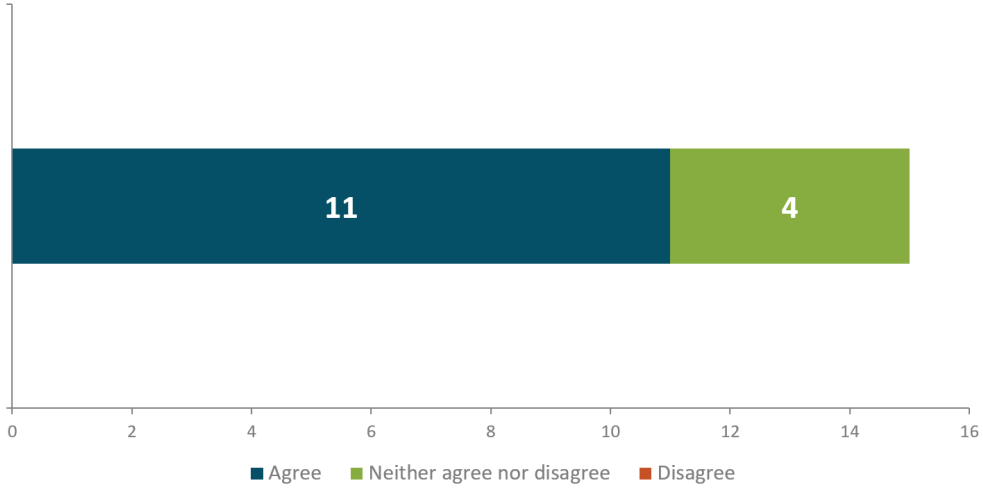
"This complicated topic needs to be demystified. Gas tax revenues for local jurisdictions are very important."

"As transit agencies are being directed to look at zero-emission vehicles this is a very real concern for city and county roads. New mandates should come with additional dollars for projects that will be affected by those new mandates."

"EV owners and companies should be paying for this."

"This impact is particularly difficult for local municipalities in their local street network. Funding sources for non-classified local streets is particularly lacking. Delivery trucks in particular have increased dramatically in both volume and vehicle weight as a result of changes in purchasing patterns as wel as the change to electrification."

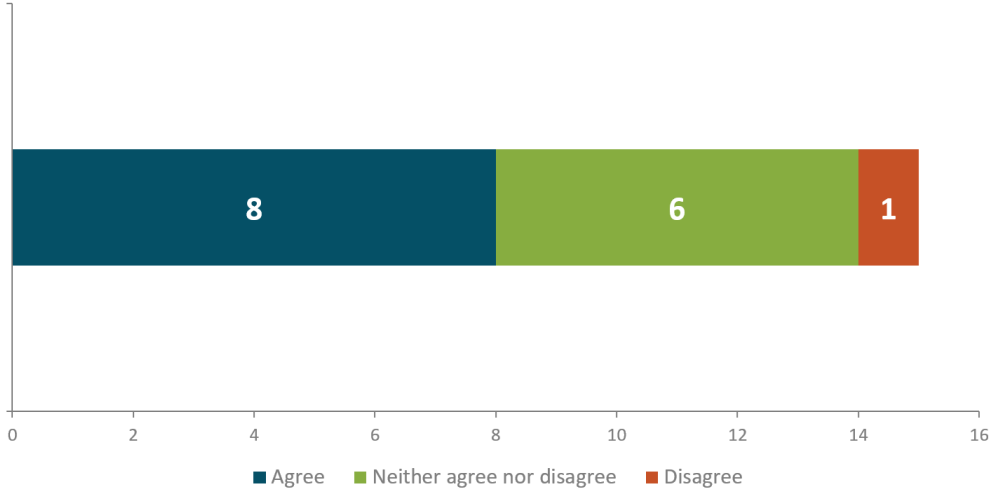
Q17: Many rural and heavy transportation needs cannot be met with battery electric vehicles, so state and national efforts to accelerate the availability of clean, affordable hydrogen to power fuel-cell electric vehicles like buses, trucks, and ships is an important measure to reduce GHG emissions.This topic should be looked at closer as part of the RTP update.



Comments

"Without a pipe line for hydrogen or some generator/conversion from agriculture by-products, hydrogen will not be on the Peninsula at a savings to the environment."

Q18: The 2022 Human Services Transportation Plan recognized that providers across the region duplicate some special needs trip dispatching and coordination functions that might be more efficiently processed through a one-click/one-call service center, but further work is needed to determine if such a program is feasible in a region this size.This topic should be looked at closer as part of the RTP update.



Comments

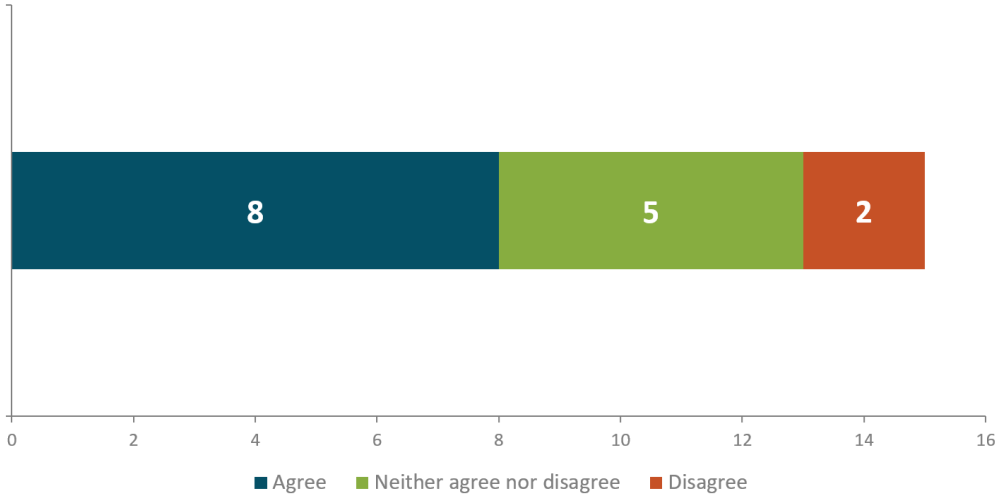
"How deep the dive?"

'Long over due for our aging population."

"I don't think that this is one of the top concerns for the PRTPO."

"No expertise in this subject area."

Q19: WSDOT's salmon habitat restoration projects are retrofitting significant culvert barriers on salmon-bearing streams but culverts on upstream and downstream facilities owned by others diminish benefits of the state projects.This topic should be looked at closer as part of the RTP update.



"Stay away from the legal responsibilities of WSDOT. Nothing is being diminished over time. State correction is not enough recovery for lost time."

Comments

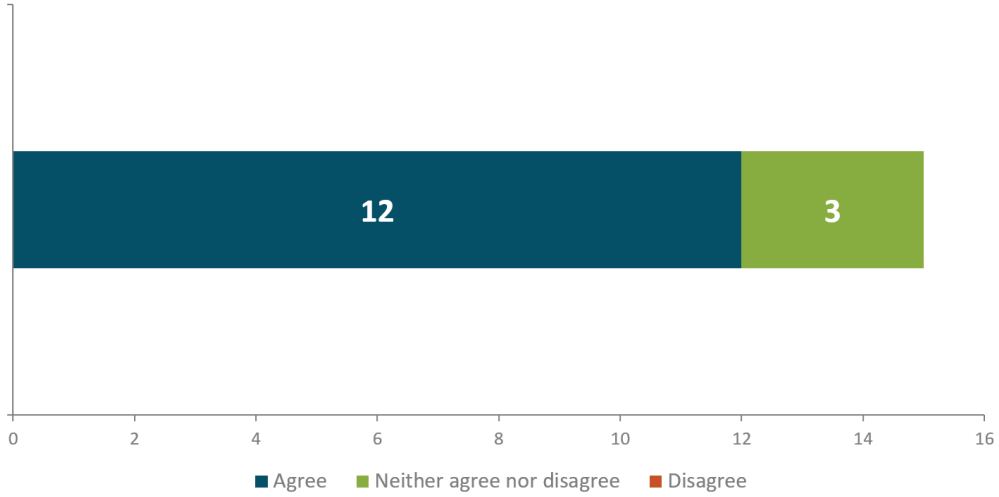
"I would want to hear from the tribes about any change in the prioritization of funds and any strategies for improving the benefits of the projects that do happen."

"Another 'duh'"

"This is an important issue and should be included in the RTP. The question is, at what level?"

"Priorities for upstream and downstream culvert replacement fish restoration projects are already being addressed by local lead entities. The RTP should support funding programs to address fish passage improvement projects on local roads. Specific work on identifying and prioritizing projects should be through lead entities."

Q20: Main Street in many communities across the region is a state highway that needs to accommodate all modes of travel and not just cars and trucks, and that often entails Complete Streets retrofits with difficult decisions and trade-offs made on a case-by-case basis.This topic should be looked at closer as part of the RTP update.

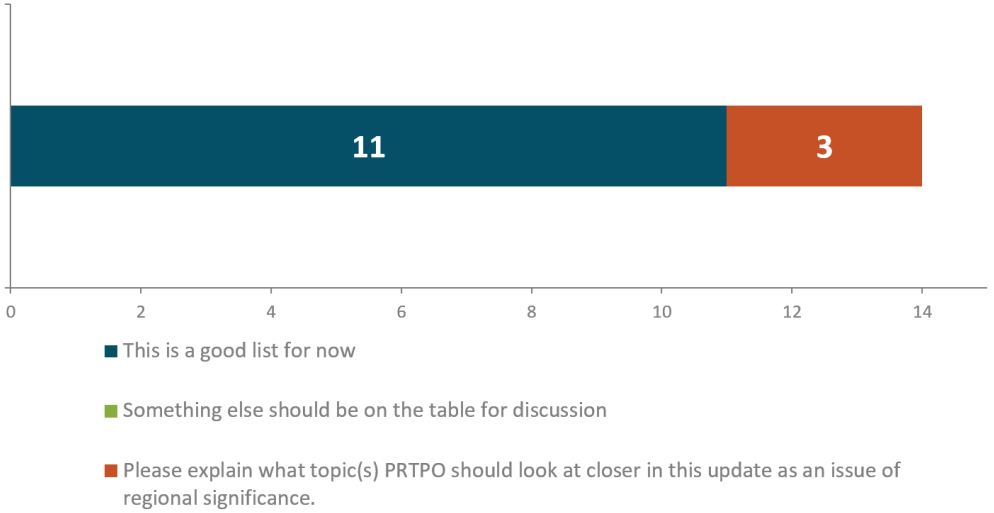


Comments

"Most of the PRTPO jurisdictions have a state highway going through the middle of town. The traffic impact of development needs to address the state highwaty in addition to local roads. The state highway needs to understand the needs of commerce in the downtown areas."

"Complete Streets should not be difficult with trade-offs benefiting the traveler, we have been working on this notion for decades. It's very important when going through an UGA, like Port Hadlock SR 116, Carlsborg US 101, Forks US 101, or a tribal reservation Blyn US 101. Many exo work from to increase safety and reduce Levels of Stress."

Q21: What's missing? Is there a regionally significant transportation issue that hasn't come up yet but ought to be on the table now for consideration? Why is this an important issue? Are there other potential stakeholders? Please share your thoughts below. Thank you!



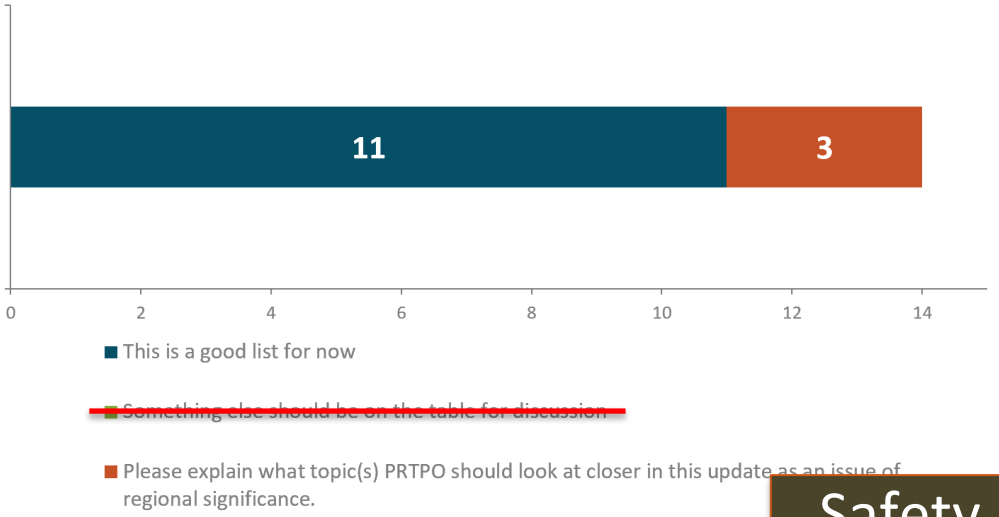
"Tsunami inundation zones and functional classification, decommissioning of roads as a pre-event choice, prepare for tidal flooding with DNR maps, road diets, stormwater BMPs for ESA."

Comments

"GMA periodic updates: the transportation system and land use system are inherently intertwined, and if we don't do land use planning well then we will create financially unsustainable infrastructure systems to try to support bad land use patterns, which will just continue to exacerbate the funding challenges."

"Finding new and innovative ways to increase safety and decrease serious injuries and fatalities on our roadway networks is an increasingly important issue, with seemingly elusive opportunities for solutions. And 'traditional' roadway safety improvements are clearly not sufficient to mitigate the dramatic increase in driver aggression, distraction, speeding, following too close etc. It will take societal changes to alter driver behavior in addition to other traditional solutions. It's clearly a much larger issue,but drive for change will need to come from many directions."

Q21: What's missing? Is there a regionally significant transportation issue that hasn't come up yet but ought to be on the table now for consideration? Why is this an important issue? Are there other potential stakeholders? Please share your thoughts below. Thank you!



Resilience

"Tsunami inundation zones and functional classification, decommissioning of roads as a pre-event choice, prepare for tidal flooding with DNR maps, road diets, stormwater BMPs for ESA."

Safety

Trans/Land Use Connection (education)

Comments

"GMA periodic updates: the transportation system and land use system are inherently intertwined, and if we don't do land use planning well then we will create financially unsustainable infrastructure systems to try to support bad land use patterns, which will just continue to exacerbate the funding challenges."

"Finding new and innovative ways to increase safety and decrease serious injuries and fatalities on our roadway networks is an increasingly important issue, with seemingly elusive opportunities for solutions. And 'traditional' roadway safety improvements are clearly not sufficient to mitigate the dramatic increase in driver aggression, distraction, speeding, following too close etc. It will take societal changes to alter driver behavior in addition to other traditional solutions. It's clearly a much larger issue,but drive for change will need to come from many directions."

RTP: Further Inquiry Into Tough Topics and Tactics

Executive Board Polling Results



	AGREE	NEUTRAL	DISAGREE
Defederalize small local projects	14	1	0
Support more intercity long-distance bus travel choices	14	1	0
Ferry service requires updated vessels and terminals	14	1	0
Address Hood Canal Bridge policy re openings	13	2	0
Agencies need reliable, predictable funding	12	3	0
Transportation resilience underpins regional resilience	12	3	0
Renew emphasis on safe streets for all	12	3	0
When Main Street is a state highway, retrofits often needed	12	3	0
Rural EV-readiness is important but complex	12	2	1
WSF service is critical but unreliable	12	1	2
H2 FCEV will be option where battery EV won't work	11	4	0
Regional trails support multiple regional objectives	11	3	1
Follow through on prior funding commitments	11	3	1
Lack of resources hamper agencies' ability to get funds	10	5	0
Passenger ferry study is needed to identify new routes	10	4	1
Broadband access needs to be expanded	10	3	2
EVs reduce GHG but weight adds to preservation issues	9	5	1
Deferring preservation makes matters worse	9	5	1
Coordinate special needs transport services via a center	8	6	1
Identify and address culvert barriers off the state system	8	5	2

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: February 9, 2024
Subject: **SFY 2025 UPWP Amendment Kick-off**

REQUESTED ACTION:

No action is requested though input is helpful at this time. The Board will be asked to review a draft SFY 2025 UPWP Amendment in April before submittal to WSDOT for review. The Board will adopt the final SFY 2025 amendment in June.

Overview

The Unified Planning Work Program (UPWP) is PRTPO's budget and work plan. It identifies how PRTPO will use the state funds it receives to accomplish its requirements as a Regional Transportation Planning Organization (RTPO) in accordance with RCW 47.80. PRTPO receives an allocation of state RTPO funds each biennium. The 2024-2025 biennium funding amount totals $273,947 to support all of PRTPO's planning and administrative functions.

In June 2023, the Board adopted its SFY 2024-2025 UPWP (attached). It lays out the PRTPO work program, from July 1, 2023 through June 30, 2025. PRTPO's UPWP Development Policy calls for review and amendment of that two-year UPWP at the mid-point, to make adjustment if needed to the Year 2 work program or budget.

This is the kick-off to that amendment process. The rest of this memo provides an overview of the UPWP itself and insights on the budget and work program status at this point in the biennium.

Orientation to the UPWP

PRTPO's UPWP is organized around four primary work elements:

Work Element 1 – Program Administration includes all activities needed to support PRTPO's organizational needs such as meeting support, member services, accounting and legal services, general communications, Title VI compliance, and developing and maintaining the UPWP. It also includes fixed costs such as insurance, software licenses, membership fees, cost recovery fees, public notices, and other recurring expenses.

Work Element 2 – Transportation Planning includes most of the on-going planning functions of PRTPO such as updating and implementing the Regional Transportation Plan and Human Services Transportation Plan, and grant administration for Transportation Alternatives and Consolidated Grants. It includes regional coordination efforts with WSDOT planning processes and with other RTPOs, collaboration and GMA coordination with local partners, and tribal consultation as well as PRTPO's annual Transportation Outlook with legislators.

Work Element 3 – Regional TIP includes development, amendment, and maintenance of the Regional TIP throughout the year as well as monitoring compliance with state Obligation Authority targets.

Work Element 4 – Other PRTPO Activities identifies those activities above and beyond the core program activities in any year that PRTPO will accomplish with its existing resources. The Executive Board identifies these activities throughout the biennium as funding and staff capacity allows.

Appendix A of the adopted UPWP identifies a small number of Unfunded Planning Needs that could be undertaken with additional resources. These ideas come up through the TAC and Executive Board processes.

PRTPO's UPWP Development Policy spells out how the UPWP will be developed and amended, and which this process complies with. PRTPO also receives guidelines from WSDOT that are factored into the work program.

There is regular and on-going coordination between the PRTPO Coordinators, Lead Planning Agency, Fiscal Agent, and the Executive Committee throughout the year in monitoring and managing the UPWP, but the Executive Board is responsible for adopting and amending the UPWP and setting the overall work program direction.

Budget Summary for the SFY 2024-2025 UPWP

This is a summary of the work program budget adopted by the Executive Board last June and the current budget status after the first six months of the biennium.

The base program budget of $273,947 for the 2024-2025 biennium was a little lower than the last biennium, which was lower still from the biennium before that. PRTPO relies on state RTPO funds, which have been stagnant since 2004. The topic of RTPO program funding elsewhere on the Board's agenda.

The expenditure rate is consistent with expectations. PRTPO has several large expenditures in Q3 for insurance and membership dues that do not show up in this accounting.

PRTPO SFY 2024-2025 UPWP Budget and Status as of SFY 2024 Quarter 2 (12.31.23)

Work Program Element	SFY 2024 Budget	SFY 2025 Budget	Total 24-25 Biennium	Previous Expenditures	Current Expenditures	Remaining Budget
Program Administration	$ 88,500	$ 88,500	$ **177,000**	$ 16,159	$ 16,752	$ **144,089**
Transportation Planning	$ 39,274	$ 39,274	$ **78,548**	$ 12,760	$ 12,595	$ **53,193**
Regional TIP	$ 9,200	$ 9,200	$ **18,400**	$ 2,155	$ 1,663	$ **14,582**
Other PRTPO Activities	$ -	$ -	$ **-**	$ -	$ -	$ **-**
Totals	$ **136,974**	$ **136,974**	$ **273,948**	$ **31,074**	$ **31,010**	$ **211,864**

Acronyms:

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

No New Planning Activities in SFY 2025

The planning priorities for the biennium were fairly well established when the UPWP was adopted in June 2023. PRTPO's primary emphasis this biennium, updating the Regional Transportation Plan, is expected to continue. The other big activity the SFY 2025 budget must accommodate is carrying out the Consolidated Grants prioritization process for WSDOT, which is slated to occur in fall of 2024. Both of these are Transportation Planning activities. PRTPO has just over $39,000 available to do these and the other Transportation Planning activities described in the UPWP this next fiscal year, including the *Transportation Outlook* update, follow-up on the Transportation Alternatives call for projects, tribal consultation, and participation in an array of statewide planning and coordination processes.

The SFY 2025 UPWP Guidance from WSDOT requested RTPO help with updates of the Federal Functional Classification system resulting from 2020 Census changes. Modest support can be accommodated within the time budgeted for TAC engagement. WSDOT desires RTPO support in other areas – helping local agencies with their bike and pedestrian grant projects and updating the pavement and bridge ratings for local facilities on the National Highway System – but PRTPO received no funding for that and has no capacity to take on the additional work within its existing budget.

Next Steps

PRTPO Coordinators, Lead Planning Agency, Fiscal Agent, and Executive Committee members will draft a SFY 2025 UPWP Amendment for the Board to review and refine in April. A final draft amendment package will be submitted to WSDOT ahead of a review meeting in late April. The amendment will be presented to the Board for adoption in June and go into effect on July 1, 2024.

Attachments:

- *SFY 2024-2025 Unified Planning Work Program, adopted June 2023*

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

PENINSULA RTPO UNIFIED PLANNING WORK PROGRAM

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

APPROVED BY THE PRTPO EXECUTIVE BOARD
June 16, 2023

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 02-2023

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

Recitals

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

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

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

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

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

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

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

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

APPROVED, this 16th day of June 2023.

ATTEST:

Bek Ashby, Chair

ATTEST:

Randy Neatherlin, Vice-Chair

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PRTPO 2023 Officers

Bek Ashby, Chair
City of Port Orchard

Randy Neatherlin, Vice-Chair
Mason County

Lindsey Schromen-Wawrin, Secretary
City of Port Angeles

www.PRTPO.org

Title VI and ADA Statement

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

BACKGROUND

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

Regional Transportation Planning Organization Responsibilities

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

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

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

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

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

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

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

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

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

- Ensure coordination and consultation with Indian tribes.

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

State Emphasis Areas

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

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

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

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

UPWP Development Process

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

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

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

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

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

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

Description of the Region

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

Figure 1: Map of the Peninsula Region



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

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

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

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

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

Regional Transportation Planning Organization Structure

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

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

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

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

Lobbying Activities

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

PRTPO SFY 2024-2025 WORK PROGRAM

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

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

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

SFY 2024-2025 UPWP Financial Summary

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

SFY 2024-2025 UPWP Budget and Funding by Work Element

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

Work Element 1 - Program Administration

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

Program Administration Summary:

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

Program Administration Activities:

1.1 Organizational Support

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

Deliverables:

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

1.2 Meeting Support

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

Deliverables:

- Meeting agenda packets and presentation materials, meeting records

1.3 Public Information and Communications

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

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

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

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

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

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

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

Deliverables:
- Varies by expense item

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

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

Estimated Level of Effort:

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

Work Element 2 – Transportation Planning

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

Transportation Planning Summary:

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

Transportation Planning Activities:

2.1 Long-range Regional Planning

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

Deliverables:

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

2.2 Coordination and Collaboration

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

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

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

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

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

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

Deliverables:
- Data sets and mapping products

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

Deliverables:

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

2.6 Regional Grants Administration

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

Deliverables:

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

Estimated Level of Effort:

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

Work Element 3 – Regional TIP

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

Regional TIP Summary:

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

Regional TIP Activities:

3.1 Develop and Maintain Regional TIP

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

Deliverables:

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

3.2 Monitor Obligation Authority for Federally Funded Projects

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

Deliverables:

- Correspondence and meeting materials if needed

Estimated Level of Effort:

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

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

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

Other PRTPO Activities in SFY 2024-2025 Summary:

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

Other PRTPO Activities in SFY 2024-2025:

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

4.1 To Be Determined by Executive Board

Estimated Level of Effort:

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

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

Other Planning Activities within the Peninsula Region

WSDOT Olympic Region Planning

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

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

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

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

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

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

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

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

Appendix A: SFY 2024-2025 Unfunded Needs

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

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

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

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

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

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

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

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

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

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

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

Estimated cost = TBD

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

Estimated cost = $20,000 +/-

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

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

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

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

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

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

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

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

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

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

Estimated cost = $10,000

H. Coordinated Traffic Data Collection via Streetlight

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

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

Appendix B: PRTPO Members



PRTPO Members

Clallam County
Jefferson County
Kitsap County
Mason County

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

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

Clallam Transit
Jefferson Transit
Kitsap Transit
Mason Transit

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

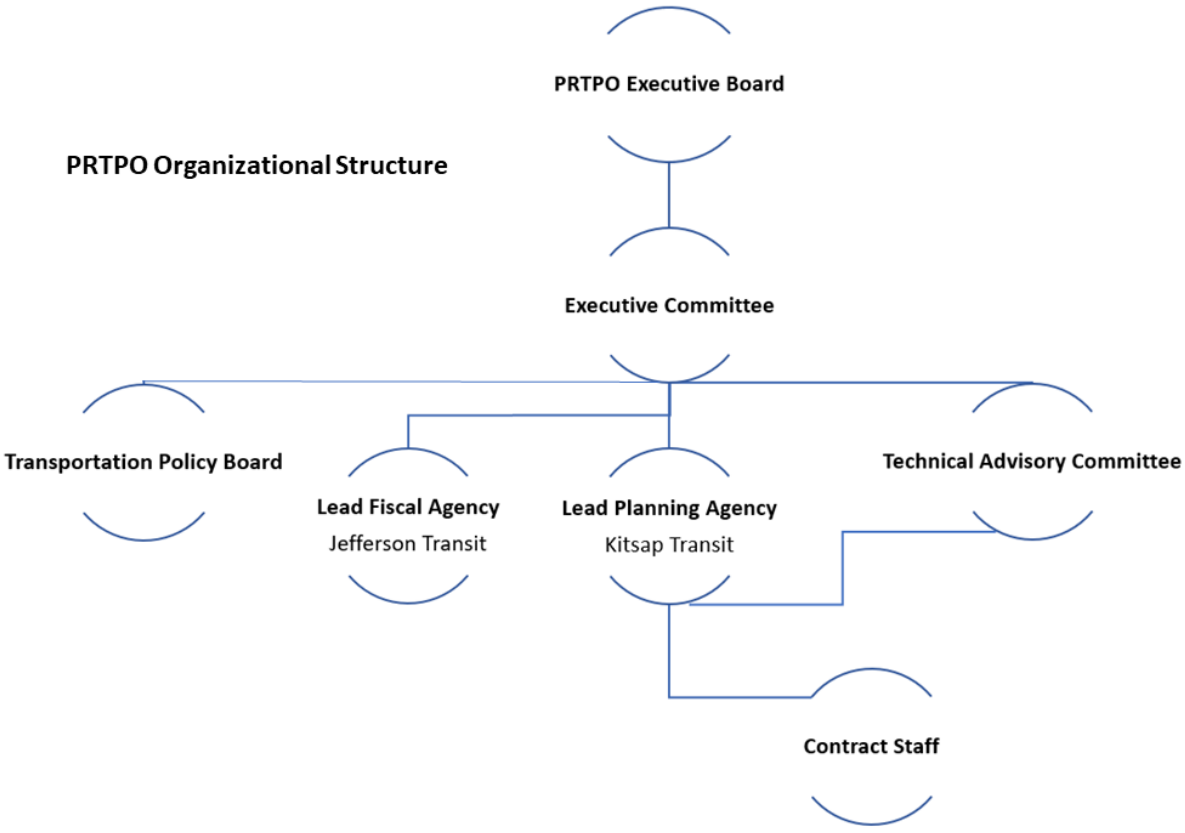
WSDOT Olympic Region

PRTPO Ex Officio Members

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

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

PRTPO Organizational Structure



ACTION ITEM

To: PRTPO Executive Board
From: Bek Ashby, PRTPO Chair
Date: February 9, 2024 **2024**
Subject: **Election of Officers**

REQUESTED ACTION:

Vote to approve the slate of candidates for Executive Board Officers for the 2024-2025 calendar years.

Overview

The PRTPO Executive Board elects a Chair, Vice-Chair, and Secretary to serve as the Executive Committee, providing oversight for the work program in coordination with the Lead Planning Agency and the Fiscal Agent. Per PRTPO bylaws, officers serve a two-year term beginning at the end of the meeting in which they were elected. They may serve no more than two consecutive terms in the same position. The last elections were conducted in February 2022 and the next will occur in February 2024. It is my responsibility as Chair to solicit nominations and present a slate of candidates for election by the Executive Board.

In December I presented the Board with a slate of candidates for your consideration:

Chair	Lindsey Schromen-Wawrin, Port Angeles
Vice-Chair	Ben Thomas, Port Townsend

You will recall that I nominated Ted Jackson as Secretary. Ted resigned recently from the Port of Allyn and can no longer serve. I will welcome nominations from the floor for the position of Secretary.