PRTPO EXECUTIVE BOARD MEETING & RETREAT

April 17, 2026 | 10:00 – 3:00
IN-PERSON EVENT – Doors Open at 9:30
Jamestown S'Klallam Tribe Red Cedar Hall

Executive Board Meeting

1. 9:30 – 10:00 **Welcome, Sign-in, Coffee**

2. 10:00 – 10:05 **Consent Calendar** ACTION
   - *Approval of Agenda*
   - *Approval of Minutes from February 20, 2026 (Attachment A)*

3. 10:05 – 10:10 **Jamestown S'Klallam Tribe Welcome Before the Call for Order** DISSCUSION
   A member of the Jamestown S'Klallam Tribe will welcome the PRTPO to the Jamestown S'Klallam Tribe Red Cedar Hall.

4. 10:10 – 10:30 **Human Services Transportation Plan Update and Discussion** *(Attachment B)* DISSCUSION
   The Human Services Transportation Plan (HSTP) is underway with a planned conclusion in Fall 2026. *Thera Black*

5. 10:30 – 10:45 **SFY 2024-2025 Unified Planning Work Program Amendment** *(Attachment C)* DISSCUSION
   The Unified Planning Work Program (UPWP) is due for refreshment and recalibration to remain current with existing conditions. Coordinators met with WSDOT about this year's expectations for this mid-biennium update. One suggestion is to add a process for quick amendments via e-votes. The Board is asked to consider providing updated language for the UPWP to be adopted in June.

6. 10:45 – 10:50 **Transportation Alternatives Update** *(Attachment D)* DISSCUSSION
   The approximate available Transportation Alternatives funds is $1,338,000. Jefferson County and the City of Port Angeles are requesting allocation changes to funds for projects.

7. 10:50 – 11:05 **Coordinator Updates**

8. 11:05 – 11:15 **Members Updates**

Greg Brotherton, Chair

Mike French, Vice-Chair *Amy Asher, Secretary*

Next Executive Board Meeting – June 12, 2026 – 10:00 – 12:00
Approval of SFY 2024-2025 Unified Planning Work Program Amendment

This concludes the business portion of the Executive Board meeting

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PRTPO EXECUTIVE BOARD MEETING & RETREAT

April 17, 2026 | 10:00 – 3:00
IN-PERSON EVENT – Doors Open at 9:30
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2026 Retreat Agenda

11:15 – 11:25	**Icebreaker**
11:25 – 11:35	**Presentation Connectivity and Coordination - Maintaining Agency: Good and Bad**
11:35 – 12:00	**Olympic Discovery Trail Walk-along** Jamestown tribe to discuss their section, maybe conduct a walk along the ODT *(weather dependent)*
12:00 – 1:00	**LUNCH** Tables in the back will host our guests, who can answer questions and provide information about their organizations.
1:00 – 2:00	**Presentation on FIFA and Summer Tourism** • Fire Chief Association • Kitsap Economic Development Alliance
2:00 – 3:00	**Group Conversation** Members will discuss how they would address challenges or question how a method leads to success.
3:00	**Closing Remarks**

Jamestown S'Klallam Tribe's Red Cedar Hall
1033 Old Blynn Highway, Sequim, WA 98382

Accessible by car via US 101
Accessible by transit:
Clallam Transit Route #50, Route #123 (Strait Shot)
Jefferson Transit Route #8

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Minutes of Meeting

ATTACHMENT A

PRTPO EXECUTIVE BOARD
February 20, 2026
10:00 – 12:00
Via Zoom
Meeting video available on YouTube

CALL TO ORDER

Chair Greg Brotherson called the meeting to order at 10:00.

ATTENDEES

Executive Board:

Clallam County	Steve Gray
Jefferson County	Greg Brotherson
Kitsap County	David Forte
Mason County	Randy Neatherlin
Bainbridge Island	Lara Lant
City of Bremerton	Gunnar Fridriksson
City of Port Townsend	Fred Obee
City of Poulsbo	Gary McVey
City of Sequim	Pete Tjemsland
Clallam Transit	Jason MicNickle
Jefferson Transit	Nicole Gauthier
Kitsap Transit	John Clauson
Mason Transit	Amy Asher
Jamestown S'Klallam Tribe	Wendy Clark-Getzin
WSDOT Olympic Region	Joe Calodich

Staff:
Amna Parson, PRTPO Coordinator
Edward Coviello, PRTPO Coordinator

Others in Attendance:
JoAnn Schueler, WSDOT Olympic Region
Michael Bateman, City of Poulsbo
Brenda Fantroy-Johnson, City of Bainbridge Island

Due to a lack of quorum, it was agreed that the agenda would be rearranged to cover action items once quorum is met.

Annual Check-in with WSDOT Olympic Region Administrator

JoAnn Schueler, Assistant Region Administrator for Multimodal Development and Delivery for the Olympic Region, presents in lieu of Steve Roark. She elaborated that she is responsible for planning, programming, project development, and everything pre-construction for the Olympic region. Her presentation covers the Olympic region and agency-wide information. It states that at a glance, the Olympic Region maintains 3,000 lane miles, various types of bridges, 6 ferry terminals, safety rest areas, and 2,000 customers that use the

transportation system. Safety and preservation with complete streets principles are a focus of the department. The department uses a safe systems approach: looking at speeds in a new way, with a focus on vulnerable road users and safety for all modes of transportation, not just single-occupancy vehicles of the past. Roundabouts are a first safety design option looked at because they reduce fatal crashes by 90%, as analyzed nationwide, and serious injury crashes are reduced by 75%. Preservation investments are not keeping up with demand. The funding is currently addressing about 40% of the need statewide. The governor's proposed budget attempts to address preservation needs with a significant investment in bridges across the state, as well as paving projects totaling $1 billion over the next 10 years, including $164 million for this upcoming construction season. The budget also includes $160 million for other infrastructure preservation and maintenance needs, as well as a billion-dollar investment in the Washington State ferry system. She is questionable about possibility of the proposed budget being approved in the 2026 transportation budget as it closes.

Some projects in development in the PRTPO area were reviewed. The Project US11 paving and complete streets project between Port Angeles and Sequim has moved from the pre-design phase into design, and we are targeting construction in 2027. At the Port Angeles end of the project, screen along with the paving, there will be improvements such as the repurposed shoulders for active transportation, high friction surface treatment, and extending median curbing. In the Sequim area, along with the paving, there will be two roundabouts constructed, ADA ramps, crosswalks, and sidewalk improvements at intersections and repurposed shoulders for bikes and pedestrians. In the SR3 freight corridor is a legacy connecting Washington project. The purpose is of this regional mobility project is to provide an alternate route for highway users to travel around rather than through Belfair. The environmental dock is complete. The next critical project milestone will be an access hearing for the new corridor, which is targeted to be held later this coming summer. The SR3 Gorst planning environmental linkage study is funded through the Move Ahead Washington transportation package. The purpose and need in this area centers around mobility challenges, safety performance, system resiliency, and active transportation. The team is completing level two evaluations of the alternatives. Various crossings of the Sinclair inlet, new alignments, and improvements to the existing SR3 and SR16 alignments are all being looked at. Many of the PRTPO members present should have representees either on the executive team or the technical team. A lot of work has been done to date, and lots of engagement with partner agencies and tribes. The team is gathering that feedback and drafting the PEL report now.

In terms of 2026 construction, there are eight fish barriers; there are various sites for the removal of fish barriers, and several highway improvement projects. She mentioned that WSDOT has requested temporary opening variants during the World Cup this summer on behalf of the PRTPO and is awaiting a response. They did we did get confirmation of receiving the request, and that if there are no comments received after publication, then the request would be approved, but that is still in that queue. Relatively, there is an SR 104 Hood Canal Bridge center locks project that is continuing and will require nighttime closures this spring. They are working with the contractor currently on the closure details, anticipating about 3 weeks of work starting in May. Completion is targeted for mid to late summer of this year. US 101 May Creek fish barrier removal has removed the culvert at May Creek under 101 at the Jefferson Clallam County line. We started work on the site in the spring of 24. It's a 175-foot-long girder bridge, a concrete girder bridge to replace that culvert. Alternating one-way traffic on the new bridge was opened last year. Two-way traffic will be restored by the end of this summer. There's still work to be done restoring the creek channel below the new bridge. The SR112 preservation and maintenance project work completed last year included drainage covert crossings, embankment repairs, stabilization and then some pavement repair work and remaining work for this year this season would be HMA

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pre-leveling and mainline paving guard rail sign installation pavement markings rumble strips so the contractor will resume work in mid August of this year, coordinating around the bald eagle protection area windows.

For maintenance, they have maintenance challenges. It is a challenge for the system to keep it in a state of good repair, which outstrips the funding they have. Materials, equipment, and labor continue to increase. Costs increase, third-party damage, and resourcing for winter operations pull crews away from regular service. Then, Mother Nature always gives new challenges to work on each year. In December of last year, the rain and storm presented a challenge at Ruby Beach, US 101, mile post 164.9. They are monitoring. It's in the national park. The roadway slope is failing. One-way alternating traffic is in place. It's a slider-prone area, and they will need to do an emergency contract for repair. There is also a contract at US 101 milepost 184.5, an emergency contract that started this week. Lots of history and slides in this area. There will be a 30-day emergency contract scope with a detour in place for this work for nighttime closures, and then daytime one lane or one-way alternating traffic control by signal will remain in place. There will be a long-term permanent restoration need here, and to get that procurement and that contract going, it's going to be the better part of this year. So, there will be one lane restriction anticipated for quite some time in this area of 101.

Chair Brotherton asks for any questions for Presenter Schueler or about the general plans from WSDOT for 2026. Member McVey mentions that he met with Amber Caldera, the tribal chair for the Port Gamble S'Klallam tribe, and she gave a briefing on a NOAA grant to do some preliminary pre-design work for the Hood Canal Bridge to make it safer for fish migration. He asked if Presenter Schueler could share any more information. Schueler's response by stating that there is the Long Live the Kings advocacy group that is working on that, which includes some of the PRTPO members' participation. They actually currently have a consultant contract to look at conceptual bridge replacement concepts. WSDOT has been involving our bridge office and subject matter experts as requested. She knows they did public outreach as well, and she anticipates them having a wrap-up of a conceptual design that they would be pitching for later this year. Chair Brotherton supports that lots of the conversation has been conceptual with no funding scheme at this time.

Chair Brotherton asked how fish passage barrier projects are being considered in the current proposed budget and if they are finishing up on WSDOT roads because he did not see a lot of them during her presentation. Presenter Schueler mentions that the fish program is a large part of the Olympic region's project development and construction work. They have an injunction deadline of 2030, which is fast approaching, and so they are not slowing down. They are utilizing all the funding that is given to make that happen. Chair Brotherton asked if WSDOT banks those mitigation dollars for fish passage work? Presenter Schueler is not aware of the ability to do that. She thinks it is a great idea, and someone should run with that. Chair Brotherton heard that our local port is starting to do it for some of their larger projects, and of course, then they have to turn around and use it.

Presenter Schueler mentions that they leverage partnerships as much as possible. The US 101 Duckabush estuary project is a great example where WSDOT, DFW, and the Army Corps of Engineers are partnering with the main intent to do the estuary restoration, but we're going to replace two fish barriers with that project and replace a bridge asset that will last a lot longer than what's out there now. So those opportunities they look for all the time. Coordinator Coviello asks for an update on two fish passage projects in Kitap County. One's Bond Road, State Route 307, and then the other one on Central Valley Road and State Route 303, if possible. Presenter Schueler don't have a lot of detail. But states that they are in design and there's been an open house set for Central Valley in the last couple of months, two to three months. They are working with partner agencies on what those improvements will look like and what the impacts will be to local roads and so forth. Member

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Tjemsland asked for clarification of the location of the roundabouts on 101 in the Sequim area. Presenter Schueler confirms the Mil Road, two-lane roundabout, and Taylor Cutoff Road. They are less than a mile apart.

PRTPO Coordinator Update

Coordinator Parson explains that there is a proposed House Bill, 2134, that is being voted on in the legislature that would require PRRPO to conduct additional work with reporting GHGs. Coordinator Coviello elaborates that the bill was changed with the help of Member Clauson and the Kitsap Transit lobbyist. The bill would affect Kitsap County and the PRTPO because Kitsap County is in two RTPOs: the PRTPO and the Puget Sound Regional Council (PSRC). The change was to adjust the language in the proposed bill to if a county is within two RTPOs, the work for inventorying greenhouse gas and vehicle miles traveled is then taken by the larger of the two RTPOs. In this case, it would be PSRC that's going to do the work.

He thanks Member Clauson and the Kitsap lobbyist and mentions that one of the challenges with the bill is that there is no funding attached to it. He watched one of the House Transportation Committee's hearings on it, and it passed 16 to 12. So, now it's up to the Senate to go forward with it. It's going to be on the House floor later this month. It's going to affect the larger counties here in Washington state, but he thinks we're out of the woods right now. Chair Brotherton thanks Member Clauson and the Kitsap lobbyist for preventing the PRTPO from receiving an unfunded mandate. Member Clauson thinks the bill was more targeted at Kitsap than the peninsula, and that's the reason that he went after it. The amendment doesn't seem to have any opposition from the folks in Olympia, so if this does get passed, he is confident that it will include that exemption in there.

Update on the Hood Canal Bridge Operations Request

Chair Brotherton mentions that he has been looking for the Hood Canal bridge operation request on the Federal Register, but has not been able to find it. Coordinator Coviello states he had the same experience even when he looked for the US Coast Guard. But, we did receive an email from February 6 from the Coast Guard district headquarters in Seattle stating that it will be published in the register, and if there are no comments received, then the rule will get approved, and we'll go forward. Chair Brotherton asks whether there is any reason to drum up support for advocacy. Coordinator Parson thinks drumming up support or awareness is good for future support, but is unsure if it is necessary. She is curious about the comments that the request will receive, especially opposition to the request. Chair Brotherton asks about the process to make a temporary rule permanent. He is looking through the Federal Register and saw the 2012 rule where they changed the rush hour practices, and that's interesting to get the antecedent. He thinks that it would be agreed by members to have the temporary deviation permanent, and wonders what the next step is. Coordinator Parson believes this is a step to get the issue visible and use it as a platform for long-term solutions, like research and data collection, to show issues related to traffic blockage. She asks the members if they have asked or discussed the next steps outside the meetings. Member Clauson thinks we should be prepared for negative comments. He thinks we should watch the temporary change and be able to figure out where there any problems, challenges and use that as a basis for requesting a permanent change because if we can cite that during this temporary period there were no issues, he thinks would go a long way but we need to be able to keep an eye on it so that we're familiar with any issues that might crop up during this temporary period. Chair Brotherton mentions that he has struggled getting actual data from WSDOT about the traffic impact. It goes back to a $150,000 legislative ask for a study. He asks if that is what Member Clauson is asking about. Member Clauson said he is more concerned with the negative comments from the voting community because they're the ones who may be affected and may complain about this being implemented on a permanent basis. Chair Brotherton thinks there will be support, and our former coordinator, Thera, has talked about the ask not being a big ask for sailors. Coordinator

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Coviello asks whether the Board is interested in contacting our Coast Guard representative and establishing a communication chain for comments received and that kind of thing, to keep an eye on what kinds of comments come forth as this register is released. Chair Brotherton mentions that a vote cannot be made without a quorum, but he thinks the Board will welcome his initiative. Member Clauson states that Kitap Transit would be interested in that as well because there is traffic that backs up on the Kitap side when that bridge is open and closed. He instructs Coordinator Coviello to follow the comments. Member Gauthier states that Jefferson Transit would also agree. Their Kingston Express route, which connects with Kitap Transit's fast ferry and Washington State Ferry in Kingston, is our fastest-growing route and our most popular route by far. Also thinking along the same lines of making connections with Clallam Transit and the 123 straight shot. When the road gets backed up, people are missing their ferry. They are asking them to rely on public transit, and then it makes it increasingly difficult when the bridge is open. Member Obee expresses that this bridge is a big issue and understands the concerns of everybody, including emergency vehicles, as well as regular transit. Chair Brotherton states that we did have support from East Jefferson, East Jefferson Fire and Rescue, when we made the initial request, and tying it to health and safety was what moved it forward. He states we might also want to reach out to our partners and fire and rescue just to get that side recognized once we get it on the register. He said he and Ed should make sure to let people know when it is up. Member Tjemsland commented that the ask isn't much different from the Ballard locks and the need for people to wait to go through them.

Direction on SFY 2026-27 UPWP Amendment

Coordinator Parson explains that UPWP is reviewed halfway through the biennium to make sure the plan is still current, as circumstances can change drastically. This is an opportunity to update the document as needed. The coordinators are meeting with WSDOT to discuss any new requirements they have for this biennium. Previously, this was the time when the PRTPO reviewed the unfunded projects list. The TAC discussed this in their last meeting and brought up items B, E, F, and G. Most are related to the Hood Canal Bridge, and item B in particular, which is to convene a Hood Canal Bridge Advocacy Group, will address operational strategies. The TAC conversation was around changing the wording since we are seeking the deviation. Another item was E, which is to promote regional corporation to improve ferry services reliability, and could be something maybe we need to be more active on it, or rewrite a little bit, since that's been a big conversational piece. Item F is to convene a regional transportation reliance form, and the last one is G to facilitate the coordinated freight data collection process for local T2 and T3 routes. Item G was discussed because there have been several freight-related updates in this quarter. Staff is open to receiving any ideas from the Board about how they want to move forward, any kind of changes or modifications to the UPWP, specifically for the underfunded projects list. She mentions that there is still time for this process. The staff will come back for an adoption in possibly June and keep the Board updated, but there are only really two more meetings before this needs to come to a vote.

Chair Brotherton states that he and Members Obee and McVey are new to this process as well. He has reviewed it, and it seems great. He asks for any suggestions for any modifications to the UPWP from the Board. Coordinator Coviello states that, in general, in March or at the end of the biennium, and we are currently in the middle of a biennium, we will get notification from WSDOT tribal and regional planning that maybe there's some funding left over, around $30,000 left over. In the past, we've been able to jump on one of these unfunded projects and you know try to get it done by, you know, June 30th or that kind of thing. Since we're in the middle of the biennium, if there is any money left over from somebody who didn't complete a grant or something like that, we'll have a little more time to tackle one of these unfunded projects. Member McVey noted that it appears one of the primary focuses of the work plan is the human services transportation plan, which occurs every four years. He asked when it was last done. Coordinator Coviello explains that it was done in 2022 and is a

federally required plan. In our case, being a rural RTPO for the state, but we give our human services and transportation plans to the state. So, we'll be doing one this summer and hopefully wrapping it up by the fall.

Chair Brotherton states that once the quorum is met, there will be a vote to approve the selected contractor for the HSTP update. He asks if the two coordinators who voted on the contractor selection were coordinators Coviello and Parson, not the selected consultant, who is the previous coordinator. Coordinator Parson confirms it was her and Coordinator Coviello. Chair Brotherton asks for any more comments, then mentions that there are more meetings before this needs to be voted on. This is the first look. Member McVey asks if the work plan largely stays the same from year to year or if it changes considerably. Chair Brotherton states it is a two-year plan, and the staff is looking for any changes to it. Coordinator Parson explains that it usually changes as the Board shifts in what the PRTPO's major concerns and things to look into are. She thinks that since the Hood Canal bridge has always been a big topic and ferries and coordination, the theme is still similar, but I believe that the actual approach has shifted slightly every time we have done it. Chair Brotherton stated the Hood Canal bridge is what made him interested in the PRTPO, and there is movement with ferries, and if we should invite the new ferry caucus out to talk to the Board, or take an action that we want to take regarding movement legislatively on the state level, on trying to advocate for ferry service. He is asking if there are any new themes to add, seems like there's more to do in there than we can actually get done. Coordinator Coviello expressed that one of the problems with the UPWP is that the funding has been flat for 20 years, so the current UPWP allows us to do the core responsibilities as outlined in the RCW.

Then we have our wish list, and we just have to keep poking away at it. And when opportunities come up, it's our job as coordinators to bring them to you and say, "Hey, do you want to run with this or not?" Coordinator Parson states that if the Board is seeking someone to present to, just about it a little bit more, get more information about it, then maybe that can influence or help guide how we may review the UPWP in a different year. She thinks that if we try to schedule it, it wouldn't mesh well for this cycle because the next meeting is going to be the retreat, and so that may be a place for them to also be invited to show up. That's also an option, or if it's present, maybe sometime in June or whatnot. She thinks that it's totally within our preview and doesn't require funding per se to happen.

Chair Brotherton feels like the retreats are already pretty packed. The only advantage of adding something else, like fairies or something, to the UPWP would be in case there is some extra funding that comes up. He really appreciates the kind of rolling TIP that his jurisdiction has. It's a way to develop projects rather than just choose projects. Coordinator Parson explains to everyone new to the Board that the way that PRTPO functions is by us trying our best to lay down a groundwork for things to change and to give people the platform to fund projects as well as voice their concerns for their counties and jurisdictions that affect everyone in the region. It is more about us really trying to create the platform for those changes to happen. But over time, something could change or affect in some places. It's also a good place to convene everyone to have conversations about certain things, so that people can know what's happening in different places. She is open to guest speakers, so whenever anyone has an idea, just drop her an email.

Member Clark-Getzin joins the meeting at 10:52, establishing quorum.

Approval of Agenda

Chair Brotherton explains that the Board has been discussing through the discussion portions of the agenda, but now that we have a quorum, he will call this regular meeting of the executive board of the Peninsula Regional Transportation Planning Organization to order and go back to the top of the agenda and first request approval of

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the agenda as such as it remains. There were some technical issues with Member Clark-Getzin, and she indicated at 10:53 that she could hear the meeting.

> **ACTION: Member Obee moved, and Member Scott seconded to approve the agenda as it remains. The motion passed unanimously. Member Gauthier moved, and Member Scott seconded, to approve the consent agenda, invoice approval, and the December 19th minutes. The motion passed unanimously.**

Consent Calendar

- ***Approval of Agenda***
- ***Approval of Minutes from December 19, 2025***
- ***SFY 2026 Q2 Invoice Approval***

Chair Brotherton states we've already conducted our annual check-in with WSDOT with Presenter Schueler, and we have discussed the UPWP. So, we'll move to the human services transportation proposals. Coordinator Parson interjects to provide Member Clark-Getzin with a quick recap of the meeting thus far, especially the check-in with Presenter Schueler, highlighting the projects mentioned, and that the meeting was recorded and will be posted for her to get more details, and the slides will be uploaded as well.

Human Services Transportation (HSTP) Proposals

Coordinator Coviello explains that the human services transportation plan is done every four years. We last completed the plan in late 2022. At the December 25 meeting, the Board authorized us to go out for an RFP (request for proposals), and we received responses from two firms. One was SEVA Workshop, a small firm based in Seattle, and the other was 3P Transportation, Thera Black's firm based in Olympia. We had a scoring review committee that was made up of Amna, himself, a member from the TAC at the city of Shelton, and a member from the TAC from Jefferson Transit. We scored the two proposals, summed the scores, and 3P transportation was one. He highlights that in your attachment, you'll see a draft consultant agreement between PRTPO and 3P transportation.

Then, the proposal from 3P Transportation and an intent-to-award contract notice were sent to both proposal submitters, SEVA and 3P Transportation. And this project or this planning study is funded by the WSDOT public transportation division. 3P transportation had the lower of the two bids for a total of $64,448.

There was a total of 85,000 available in the grant, and we've spent some of that $85,000 on transition planning. PDT allowed them to do that to help bring Coordinator Parson on board and also out there at the same time in the final quarter of 2025. We have plenty of money left in the grant to fully fund the human services transportation plan. If the Board approves this action item, our first interaction with HSTP will be at the April board meeting, and it will be held at the Jamestown S'Klallam Tribe. We'll have an item there to have a workshop, and then there's going to be some public outreach through the spring and summer, and then we hope to bring a draft plan back to you in August and finalize it in the October time frame. He is asking for your approval to proceed with awarding the contract to 3P Transportation, not to exceed $64,448.

Member Clark-Getzin asked for a discussion on whether the remaining money could help produce a more robust website with the information that's gleaned from the conclusion of the study. Coordinator Coviello mentions that we have spent much of the remaining funds from the 85,000 on the transition services for our new staff member. We will have a little bit left over, and that's a very good idea, and I encourage you at the April meeting that we bring that up. Member Fantroy-Johnson asks for clarification on who votes, the alternate or the primary,

as there are two representatives from Bainbridge Island present. Chair Brotherton states that if the alternate is here, they vote; if the alternate is here and the primary isn't, the alternate can vote. Otherwise, it would be the primary that votes. He continues and mentions that 3P Transportation brings immediate context, as well as planning experience in the transportation sector for a long time.

> **ACTION: Member Clark-Getzin moved, and Member McVey, to approve the contract with 3P transportation and a not-to-exceed contract of $64,400. The motion passed unanimously.**

Retreat Planning Group Subcommittee Retreat Report Out

Coordinator Parson explains that in the last meeting in December, the Board approved a retreat planning group to help with the agenda and theme for the April retreat. The group was able to have a discussion about what is a good topic to entice everyone to participate in, and for the PRTPO to be able to get something out of it at the end. The theme was agreed to be connectivity and coordination, the good and the bad. The idea is to create a discussion around successful coordination in the region, as well as challenges we face, and how we can reduce those issues and conflicts. The main part of the agenda, which is also attached to the packet, is for us to have the sign-in at the beginning, then have our regular board meeting, which we will discuss HSTP and maybe have a presentation from Long Live the Kings, which she is still coordinating, as well as the UPWP amendment. From there, we have an idea for an icebreaker that Chair Brotherton is flushing out, which will try to imitate traffic flows to mix members up at different tables, and so there is a mixture of different people from different counties at each table. There will be an introduction section which explains what the PRTPO is and what it does, and then talk about the HSTP and UPWP update, which will be a little more of a workshop for getting feedback from other people who were not there during the Board meeting. Another time, we had this idea of having a presentation about different projects happening in the area, such as a Belfair bypass, Hood Canal bridge, roundabouts, and ODT. This is the part she says they want to pick the ear of the TAC as well as the board on what their experiences are doing these projects in the region, and what their experiences are relating to challenges and successes. She will ask members for their comments and ideas on that and use it as a platform to start a conversation. If it's possible, we would like to have an outside activity where the group goes for a walk on the ODT in the area, and see if someone from the tribe can just walk us around. It can be short - It doesn't have to be that long. We just really want to have people out and see the fruits of our labor. Then we want to have lunch, and the idea is to have guests have a table in the area where we can talk to them about it during lunchtime, and to create some networking activity with that. The guests are WSDOT, of course, the Olympic Peninsula Tourism Commission, the Kitsap Economic Development Alliance, the emergency management, and WSDOT-associated development organizations as well.

The idea is to have some of the guests also present after lunch. We have the presentation marked as a FIFA and summer tourism, maybe coordination about how we can coordinate better as a region on promoting either transit transportation, different projects going on, you know, to make it more cohesive for everyone. We had an idea of having the Olympic Peninsula Tourism Commission be the front runners for that presentation. Lastly, from gathering the information as well as from you guys about successes and challenges, we want to have a discussion about that at the tables and try to bring things into perspective that may help us with coordinating in the future with our guests, as well as WSDOT, and each other. Finally, have closing remarks and maybe a group photo just to commemorate the occasion of us being together. Additionally, we have decided to have the layout be the same as last year, where you have the board you set up on half of the room, and the other half of the room is the tables and the food as well. It's scheduled for 10, it'll be from 9:30ish for early birds, come there. But it will officially start at 10 o'clock and end at 3. So it's the same time period as last year. The agenda seems very

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packed. It's really tentative, and I'm trying to figure out how to make this all work. And I know that I have a lot of opinions about how we can make this a little better, cohesive, and promote it better.

Member Clark-Getzin thinks it is possible to have the items on the agenda from 10am to 3pm. She thinks it a agenda that can gather people together. She asks if the meeting will be recorded and posted later, or if there is an online option. Coordinator Parson says she has thought about a hybrid option and how that can work at the venue. She says she plans to record the Board meeting, not the entire retreat. Member Clark-Getzin says it would require a full person to record the whole venue for the entire retreat, but a camera can be placed to record the Board meeting, which will be at a U-shaped table. Chair Brotherton asked Member Clark-Getzin if there is an Owl camera or other device. Member Clark-Getzin confirms it can be hybrid, and someone could meet with IT and set up a hybrid meeting. She thinks it would be great to have everyone in person, but if it is needed for someone to meet virtually, like a speaker, we should look into it. Chair Brotherton asks if there will be another retreat planning group meeting because this could be a good topic.

Coordinator Parson said she will reach out to the venue and the planning group with more information. She says she saw that it was an additional $25 for coffee and asks Member Clark-Getzin if it is covered with the grant. Member Clark-Getzin's checklist, which was prepared with the committee, will be the basis of what it would normally cost a group that was not affiliated with Jamestown. And then those costs become what she provides to WSDOT and says, " Please reimburse the tribe. If there are other costs that Kitap Transit is willing to commit to the incidentals of preparing a meeting of this depth, then please let her know, and they can talk about it and see if it can fit into the budget. Coordinator Parson does not think she will add anything else. Member Steve Gray states he sees one of the items is ODT gaps and offers that there are other gaps in the county, and Clallam County would be willing to help coordinate a trip to those other locations. Coordinator Parson mentions that they planned to have it at the facility, but the county and tribe could coordinate on a presentation themselves to be included beforehand. She asks who she would contact to coordinate the actual walk along near the facility. Member Clark-Getzin said she will help. It is confirmed that there is no request for a shuttle vehicle. Chair Brotherton asked if there is anyone at the tribe who would lead a walk and talk about it. Member Clark-Getzin says yes and mentioned that last time the walk was canceled, and the group went to the Heron Hall to see the cultural exhibit. She is excited about the walk and plans for it to go east and show the salmon projects, which are within easy reach by just walking the trail. And if we did get down to the very end, that would be a fascinating experience, I hope, for how we have this ODT regional trail that's all linked up, but there are still gaps that each jurisdiction is working on, and the tribe is working on two currently. She would be happy to walk you to my project sites. Member Clark-Getzin mentions that there is always the cultural exhibit as an option if folks do not want to do the walk along. Member Fantroy-Johnson mentions that the weather was so bad that they almost were blown into the water and went back into the conference center.

Chair Brotherton asked if the 30 minutes on the agenda for the walk is enough time. She confirmed and can make the walk longer if needed. 45 minutes would be ideal. Chair Brotherton mentions that the walk is optional, so the participants can leave the walk early if needed. Coordinator Parson asks if there are any other guests to add to the list and if there are any other suggestions for challenges and successes. Coordinator Coviello adds that Laura Moxham from WSDOT will be attending, representing the HSTP. Member Clark-Getzin the people who have provided the underwriting for this event also would like to come out and they are the tribal liaison to the public transportation division and I think that they are conducting a survey right now and I would be pleased to have them share their results so we know what kind of work they're doing in the region to bring more options to rural Olympic Peninsula. Chair Brotherton asked if the survey was about ODT or in general. Member Clark-Getzin says it's just an announcement of a survey, and they will be reaching out to members' employees in the

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region to help. It can be a part of the board meeting section. Member Brotherton asks Member Clark-Getzin to attend the retreat planning meeting, and she agrees. Member Gray adds that it would be beneficial to have a presentation showing all the gaps in Jefferson, the tribe, and the county, and then maybe, if the weather's good, use the walking tour as a walking lunch for folks who want to join in that. Since this is a tight schedule. Chair Brotherton agrees that it could be a collaborative effort with the folks from Jefferson County and Jamestown to all talk about the gaps and the plan, since it is a massive project.

Member Clark-Getzin mentions that she attended a tribal organization – TTPO – where they invited the department of licensing to discuss all the ramifications of the recent changes in law to driver's education and to licensing, and then they had the Washington state safe transportation safety commission person there who was a able to translate all the different problems that we're having statewide with safety incidents. They were able to explain how the statistics are showing us all the changes that are going to happen in the future. She would like to propose that they would be happy to come to the retreat. They did it about a year ago, when they came to a TTPO meeting at Red Cedar Hall, and they did a really good job of presenting their information.

Coordinator Parson suggests adding them as a list of the guests to be there during lunchtime, or I think that information you're talking about can also be included in the overall PRTPO presentation, where we can showcase these different data points, and I think that'll also help with the discussion of us discussing our concerns in the region. Member Clark-Getzin mentions there is a good group to include in safety discussions because the laws have changed. I think we're still in that quiet period of not understanding how the departments are implementing the changes in law.

Chair Brotherton asked if the staff needed the name of someone from Kitsap Economic Development Alliance. Coordinator Parson said she wanted confirmation from the Board before reaching out to guests. Chair Brotherton asks if there are any concerns about the topic of FIFA and tourism. casks if others are allowed to invite other people to the FIFA section. She has been reaching out to the chamber of commerce and the visitor convention bureau of the Olympic Peninsula /Port Angeles' Chamber of Commerce, and they seem interested, and I know they probably have their own sensibilities to pursue. She says they were impressed with the PRTPO when she shared the PRTPO letter related to the Hood Canal bridge. Coordinator Parson agrees that reaching out to others is okay. Chair Brotherton states it is a public meeting after all. Member Clark-Getzin highlights that the Chamber of Commerce for Port Angeles made an announcement that a privately owned cruise liner owned by millionaires will be coming to Port Angeles on the Fourth of July to attend FIFA. She mentions that a cruise line is different than other modes and that this topic is great for the retreat. Chair Brotherton asked for any objections to the agenda. Hears none.

June 2026 Meeting Date Confirmation

Chair Brotherton states there is a conflict with the June meeting and Juneteenth. The options are June 12 or 26, with a clarification that June 26 is a football game day. But this is a remote meeting. He asks for people's preferences. Member Clark-Getzin mentions that the 12th is the graduation date for her community, and she will not be available. Member Gauthier cannot attend on the 26th. Chair Brotherton states that the 12th is a graduation date for his community as well, but he can still attend. Member Fridriksson states that June 26th is an RPAC meeting. Chair Brotherton says it sounds like June 12th is the best date for a special meeting. It is agreed that the Chair can approve the meeting movement without a group vote. June 12th is the new date for the June meeting.

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PRTPO Coordinator Update Part II

Coordinator Parson states that the staff for the AWC Risk Management division, under the AWC member, is a service that supports the PRTPO in reducing risk during litigation that may arise. There was a second meeting where they presented to the Executive Committee. They're getting back to us about any additional requirements you have to do to keep us covered under their service. One of the requirements is that every elected official must go through the recommended training that you guys are preparing through your own jurisdiction. They said that if the training was already completed, that is okay; they would only like for the PRTPO to have documentation of the training. One way of addressing that is that we're thinking about having it requested upon any litigation to prove that we have been through that training, instead of trying to get everyone's information all at once for all of the members. The second topic was about having additional training to continue education related to things such as cybersecurity and workers' harassment. If that's covered under the jurisdiction you're working with, it should be fine, just be requested upon any issue related to you in the PRP during any of the litigation. If anything new is requested, she will reach back out to the group.

Chair Brotherton is more in favor of an email out to all the board members with the training that you need to have. And if someone doesn't have it, let the staff know. We can all be proactive enough to check to make sure that we have done the training. Compliance would allow the PRTPO not to pay a deductible, as he saw at another agency when they had a cybersecurity issue. He thinks spending more time now would be worth it.

Coordinator Coviello mentions that this does not apply to tribe members due to their sovereignty. Chair Brotherton asked Coordinator Parson to agree. She does. Chair Brotherton agrees that the PRTPO does not need a database of the trainings, but they just need confirmation. Coordinator Coviello mentions that staff will be meeting with WSDOT tribal and regional planning to review the UPWP, which happens every year. It is scheduled for March 26 at 10 am. He does not expect any issues. He invited the Chair to attend, or any Board member, as the meeting is hybrid. Chair Brotherton said to send him an invite. He had some technical issues and reset himself.

Public Comment Period

There were no public comments.

PRTPO Member Updates

Member Gauthier mentions that Jefferson Transit is doing public outreach for extending Sunday service on May 3rd if the Jefferson Transit Board approves. Member Clauson mentions that Kitsap Transit received a notification a couple of days ago being awarded a $15 million grant to build our new training facility. Chair Brotherton asks about where it is. Member Clauson clarified that it will be between Mason and Kitsap on a piece of ground out by the industrial park near the Bremerton airport, after a site analysis process.

Member Gauthier tells Coordinator Parson to feel free to reach out and looks forward to seeing her and the retreat planning group, plus Member Clark-Getzin, soon.

Adjourn

There being no other business, Chair Brotherson adjourned the meeting at 11:42.

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ATTACHMENT B

DISCUSSION ITEM

To: PRTPO Executive Board
From: Edward Coviello, PRTPO Coordinator
Date: April 17, 2026
Subject: **Update and discussion for the 2026 Human Services Transportation Plan (HSTP)**

REQUESTED ACTION:

Discuss the 2026 Coordinated Human Services Transportation Plan (HSTP) with the consultant from 3P Transportation

Overview

The WSDOT Public Transportation Division (PTD) requires MPO/RTPOs to prepare a coordinated HSTP every four years. The PRTPO will develop the Plan with stakeholders, service providers, public transportation users, and the public. The last HSTP was adopted by the PRTPO in 2022. The Plan was then updated in December 2024 to update the list of eligible projects for the WSDOT Consolidated Grant Program.

The PRTPO, through approval from the Executive Board in February 2026, entered into contract with 3P Transportation to deliver an updated HSTP.

Thera Black of 3P Transportation will present the process, timeline and methods to be used in updating the HSTP. The HSTP is designed to inform the PRTPO of projects and goals to support the WSDOT led Consolidated Grant Program. This program supports transportation services for nonprofit and public transit providers in the four-county region. The Grant Program is a mix of state and federal funding types. Many of the projects in the past were used to fund services in rural areas. The funds have also been used to support capital projects supporting public transportation. Other types of projects include bus purchases and accessible vans to reach community members that transit may not be able to access.

The PTD has provided the PRTPO with $85,000 of state funds to complete the 2026 HSTP.

The Plan will identify regional priorities, which determine eligibility for funding under WSDOT's Consolidated Grant Program. Additionally, WSDOT uses HSTPs as an input for the Statewide Human Services Transportation Plan.

The WSDOT Public Transportation Division (PTD) oversees the development of the HSTP in partnership with the PRTPO. The PTD has developed a guidebook to assist in preparing the Plan. The current Plan was last amended in December of 2024 and can be found at: https://www.prtpo.org/human-services-transportation-plan

The draft Plan is scheduled to be reviewed by the Executive Board at it's August meeting. The Technical Advisory Committee will provide input throughout the process. The TAC will also provide project ranking recommendations at its November meeting. The Executive Board is tentatively scheduled to review and adopt the HSTP at it's December 2026 meeting.

For More Information:

Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com

ATTACHMENT C

To: PRTPO Executive Board
From: Edward Coviello, PRTPO Coordinator
Date: April 17, 2026
Subject: **Draft Update to the SFY 2026-2027 Unified Planning Work Program**

REQUESTED ACTION:

This item is for your review. The Board will take action on the Updated SFY 2026-2027 UPWP in June.

Overview

In February, the Board discussed guidance and direction for developing the Updated SFY 2026-2027 Unified Planning Work Program (UPWP). The UPWP is PRTPO's work plan and budget. It describes what work PRTPO will undertake to fulfill its responsibilities as a Regional Transportation Planning Organization and the budget to accomplish it.

The UPWP covers the two-year biennium and covers the period from July 1, 2025 through June 30, 2027. The UPWP is reviewed midway through the biennium in accordance with PRTPO policy. It can also be amended at any other time during this period to accommodate changes in budget or work program activities as directed by the Board.

Draft Update to the 2025-2027 UPWP

PRTPO's work program is funded by state RTPO planning funds. The budget for the biennium is $273,695 and is summarized on page 6 of the UPWP. This is the same funding level PRTPO received from WSDOT for the 2024-2025 UPWP budget.

About 66% of the draft budget is allocated to Task 1 activities, including PRTPO organizational support, meetings, communications, accounting, legal, insurance, and administrative expenses. Almost 29% is allocated to Task 2 planning activities, including long-range planning, statewide coordination and participation in state planning processes, grant program administration, Transportation Outlook legislative support activities, and tribal collaboration. The remaining 5% or so is allocated to Task 3 and its associated activities around the Regional Transportation Improvement Program. PRTPO intends to complete an update of the Human Services Transportation Plan during this next biennium with about $33,000 of the state RTPO funds is budgeted for Task 2 activities. Task 4, Board Directed Activities, currently has no budget or work assigned to it. Pages 7-12 of the draft UPWP provide more detail on the activities associated with each task.

Of note is **Appendix A Unfunded Needs** – Every biennium the UPWP includes a number of planning activities that PRTPO could undertake if additional revenue is available. These are found in Appendix A.

Inclusion helps pre-position these activities to receive supplemental funding that may come available during the biennium and can help expedite the requisite UPWP amendment process if that happens. This biennium we have tried to identify measures that align with priority activities in the RTP Action Plan that PRTPO will adopt as a part of its update in June 2025. If the Board has the opportunity to take on any of these unfunded activities, they will be amended into Task 4 of the UPWP with the associated budget. Until that time, no budget or activities are assigned to Task 4.

Task 4 is a placeholder in the work program for Board-directed work program activities that may be possible later in the biennium as a result of supplemental funding or perhaps reallocating some current resources for other purposes.

As presented, the budget and work program in this draft Updated UPWP will fulfill PRTPO's compliance requirements

For More Information:
Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com

under RCW 47.80 for the biennium.

WSDOT Review

Any changes recommended by the Board in April will be made to this updated UPWP before it is sent to WSDOT for review. WSDOT representatives meet with PRTPO Coordinators March 23rd to review the draft UPWP for compliance with state requirements and WSDOT planning guidance. Minor changes to the draft may be made as a result of that review.

During the meeting with WSDOT, we learned that approximately $40,000 will be available Statewide to rural RTPOs for planning activities found in their UPWPs.

Next Steps

A final updated UPWP will be presented to the Board for review and approval in June. That final updated UPWP will be transmitted to WSDOT and go into effect on July 1.

Which activities found in Appendix A would the PRTPO Board like to pursue if the funds are made available in July? What input from the Technical Advisory Committee would you like to see?

Attachment:
Draft Updated SFY 2026-2027 UPWP for the Peninsula Region

For More Information:
Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com

PENINSULA RTPO UNIFIED PLANNING WORK PROGRAM

STATE FISCAL YEAR 2026-2027
(July 1, 2025 – June 30, 2027)

APPROVED BY THE PRTPO EXECUTIVE BOARD
June 20, 2025

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 03-2025

Approving the SFY 2026-2027 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 2026-2027 UPWP for the Peninsula Region addresses state 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 2026-2027 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 2026-2027 WSDOT GCC 1189 agreement 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 20th day of June 2025.

ATTEST:

Lindsey Schromen-Wawrin, Chair

ATTEST:

Ben Thomas, Vice-Chair

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PRTPO 2025 Officers

Lindsey Schromen-Wawrin, Chair
City of Port Angeles

Ben Thomas, Vice-Chair
Port Townsend

Gary Anderson, Secretary
Port of Bremerton

www.PRTPO.org

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 2026 and 2027.

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.

- Ensure 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 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 cooperation 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, budget, and circumstances.

State Emphasis Areas

In addition to statutory requirements, PRTPO's work program 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.

WSDOT requests that RTPOs allocate resources for the following activities this biennium:

- ☐ Support WSDOT HQ in its review of RCW 47.80 requirements
- ☐ Make public documents available online *(complete and on-going)*
- ☐ Support WSDOT in carrying out HEAL Act requirements
- ☐ Support local Comprehensive Plan update processes
- ☐ Support WSDOT in scoping an update to the Statewide Multimodal Transportation Plan
- ☐ Support WSDOT Active Transportation Planning Division activities where applicable
- ☐ Support WSDOT Public Transportation Division's update to the Statewide Public Transportation Plan
- ☐ Support WSDOT Rail, Freight, and Ports Division planning activities where applicable
- ☐ Support WSDOT updates to the Federal Functional Classification System
- ☐ Support WSDOT Olympic Region in compiling data for its Transportation Asset Management Plan reporting

PRTPO will participate in these processes as appropriate given the relevance of activities to PRTPO's work program and the organization's budget and staffing 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 2026-2027 UPWP development:

Task or Milestone	Date
Executive Board Kick-off of SFY 2026-2027 UPWP	February 21, 2025
Executive Board Review of Draft UPWP	April 18, 2025
WSDOT Review of Draft UPWP	April 22, 2025
Executive Board Adoption of SFY 2026-2027 UPWP	June 20, 2025

UPWP Amendment Process:

PRTPO's UPWP Development policy stipulates that the two-year UPWP will be amended midway through the biennium, to recalibrate the budget for Year 2 of the biennium.

An amendment to the adopted UPWP is also warranted when there is a substantive change to the budgeted work to be accomplished. There are two principal reasons why the UPWP may be amended outside of the mid-biennium update.

a. A substantial redirection of the work program is needed within the existing budget to respond to factors that were not anticipated in the current work program, and which should not wait for a subsequent UPWP update or amendment cycle to proceed.

b. PRTPO receives an increase in work program funding for additional activities within the current SFY.

In all cases, the Executive Board will consider a proposed amendment and take formal action to approve any change before forwarding the amended UPWP to WSDOT for approval.

E-Vote Amendment Procedure for Interim Actions:

Because the Executive Board meets on a bi-monthly schedule, circumstances may arise in which timely action on a UPWP amendment is necessary before the next scheduled meeting. In such cases, the Executive Director may initiate an electronic vote (e-vote) of the Executive Board. The e-vote packet will include the proposed amendment, supporting documentation, and a clear deadline for voting. A quorum of the Executive Board must participate for the vote to be valid, and approval will require the same voting threshold as actions taken during regular meetings. Results of the e-vote will be recorded in the minutes of the next Executive Board meeting to ensure transparency and maintain the official record

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 an estimated 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 encompasses lands of ten Indian Tribes. Five of those tribes have an active Interlocal Agreement with PRTPO: Jamestown S'Klallam Tribe, Lower Elwha Klallam Tribe, Makah Nation, Skokomish Tribe, and Squaxin Island Tribe. PRTPO regularly invites the other five to join the organization and welcomes their participation in regional planning activities where interested.

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 2026-2027 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 2026-2027 UPWP is organized into four Work Elements:

1. Program Administration
2. Transportation Planning
3. Regional TIP
4. Board-Directed 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 2026-2027 UPWP Financial Summary

Funding Source: WSDOT
Funding Amount: $273,695 SFY 2026-2027 RTPO Funds
$85,000 SFY 2026-2027 WSDOT Funds for HSTP
Work Performed by: PRTPO Lead Planning Agency with contracted staff support and Lead Fiscal Agent, as directed by the PTPO Executive Board

SFY 2026-2027 UPWP Budget and Funding by Work Element

PRTPO Work Element	STATE 2026 RTPO Funds	STATE 2027 RTPO Funds	STATE HSTP Planning Funds	TOTAL 2026-2027 UPWP BUDGET
1. Program Administration	$100,647	$90,000		$190,647
2. Transportation Planning	$27,000	$37,648	$85,000	$149,648
3. Regional TIP	$9,200	$9,200		$18,400
4. Board-Directed Activities	$0	$0		$0
TOTAL	**$136,847**	**$136,848**	**$85,000**	**$358,695**

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:	$190,647
Funding Source:	SFY 2026-2027 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)*
- Make public documents available online *(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 2026 and as needed)*
- UPWP Annual Report of Performance and Expenditure *(September)*
- Work Program coordination *(on-going)*

Deliverables:
- UPWP amendments (as needed)
- SFY 2025 and SFY 2026 UPWP Annual Report of Performance and Expenditure
- SFY 2028-2029 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, software licenses, membership fees, technical services, 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)*

Estimated Level of Effort:

	SFY 2026	SFY 2027	2-Yr Total
1. Program Administration	**$ 100,647**	**$ 90,000**	**$190,647**
1.1 Organizational Support	*$ 38,000*	*$ 30,000*	*$ 68,000*
1.2 Meeting Support	*$ 28,647*	*$ 25,000*	*$ 53,647*
1.3 Public Information & Communications	*$ 2,000*	*$ 2,000*	*$ 4,000*
1.4 Work Program Management	*$ 5,000*	*$ 6,000*	*$ 11,000*
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 objectives for the 2026-2027 biennium, onboarding of a new PRTPO Coordinator and a refresh of the Human Services 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:	$149,648
Funding Source:	SFY 2026-2027 RTPO Funds and PTD Planning 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

- Compile New RTP Project List *(Q2 in SFY 2026, 2027)*
- Complete the RTP Biennial Currency Review *(Q2 SFY 2027)*
- Support Multimodal Level of Service Coordination with WSDOT and Local Partners *(as warranted)*
- Maintain Data Portal and Mapping Tools *(ongoing, based on need and available resources)*

Deliverables:

- Updated RTP Project List and Online Map
- 2027 RTP Biennial Review Documentation and potential RTP amendment
- Meeting materials, communication pieces, maps, and data sets
- 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:
  - Peninsula Region Joint Operations Group Coordination Meetings *(TBD)*
  - Public Transportation Division activities including update of statewide Public

Transportation Plan *(SFY 2026-2027)*
- Active Transportation Planning Division activities *(as warranted)*
- Rail, Freight, and Ports Division planning activities *(as warranted)*
- Olympic Region Transportation Asset Management reporting *(SFY 2026)*
- Update of Federal Functional Classification *(as warranted)*

- Local and Intra-regional Collaboration
  - Work with local agencies to coordinate planning efforts and demonstrate consistency between local and regional plans and strategies *(on-going)*
  - 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 Collaboration
- 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)*
- Maintain relations with the five non-member tribes and seek opportunities for collaboration *(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
- Complete an update of the Human Services Transportation Plan *(due Dec 2026)*
- Monitor funding and policy programs and maintain communications as appropriate with public transit, tribal transit, and human services transportation providers *(on-going)*

Deliverables:
- Updated Human Services Transportation Plan (Dec 2026)
- Data sets and mapping products

2.5 PRTPO Transportation Outlook 2026 and 2027
- Facilitate development of a coordinated list of priority regional concerns *(Q1 each year)*
- Produce an annual briefing paper of PRTPO transportation priorities *(Q2 each year)*
- Host an annual legislative forum to share regional priorities and identify areas for collaboration *(Q2 each year)*
- 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* 2026 and 2027 legislative folios
- Executive Board, TAC, and Subcommittee meeting materials

2.6 Regional Grants Administration

- Monitor obligation and project delivery of Transportation Alternatives awards *(on-going)*
- Conduct Consolidated Grants prioritization process *(Q2 SFY 2027)*
- Complete annual Transportation Alternatives program status report for WSDOT *(December)*

Deliverables:

- Prioritized list of candidates for the Consolidated Grants process
- Completed WSDOT Public Transportation Division Consolidated Grants submittal form
- Executive Board and TAC meeting materials

Estimated Level of Effort:

	SFY 2026	SFY 2027	2-YrTotal
2. Transportation Planning	**$ 72,000**	**$ 77,648**	**$ 149,648**
2.1 Long-range Planning	*$ 8,500*	*$ 11,148*	*$ 19,648*
2.2 Regional Coordination and Collaboration	*$ 10,000*	*$ 10,000*	*$ 20,000*
2.3 Tribal Collaboration	*$ 2,500*	*$ 2,500*	*$ 5,000*
2.4 Human Services Transportation Planning	*$ 45,000*	*$ 40,000*	*$ 85,000*
2.5 PRTPO Transportation Outlook	*$ 5,000*	*$ 5,000*	*$ 10,000*
2.6 Regional Grants Administration	*$ 1,000*	*$ 9,000*	*$ 10,000*

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:	$15,000
Funding Source:	SFY 2026-2027 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 and 2nd quarters)*
- Develop amendment materials for the TAC, Executive Board, and WSDOT *(as needed)*

Deliverables:

- Draft and Final 2026-2031 and 2027-2032 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 2026	SFY 2027	2-Yr Total
3. Regional TIP	**$ 7,500**	**$ 7,500**	**$15,000**
3.1 Develop and Maintain Regional TIP	$ 7,400	$ 7,400	$14,800
3.2. Monitor OA for Federally Funded Projects	$ 100	$ 100	$ 200

Work Element 4 – Board-Directed Activities in SFY 2026-2027

In addition to the core work program activities described in Work Elements 1-3, PRTPO will undertake additional activities in SFY 2026-2027 as funds and staffing allow. Appendix A identifies priority unfunded planning needs PRTPO would like to pursue. These activities are separate from the on-going core functions described in Work Elements 1-3 and are dependent on funding. Several activities support the *Strategic Agenda & Action Plan* in the Regional Transportation Plan. Specific activities will be identified by the Executive Board and amended into this Work Element as funds are secured.

Board-Directed Activities in SFY 2026-2027 Summary:

Estimated Cost:	N/A
Funding Source:	SFY 2026-2027 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff Others TBD

Board-Directed Activities in SFY 2026-2027:

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. Appendix A identifies some unfunded candidate activities that advance Regional Transportation Plan concerns. 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 Board-Directed Activities will be established at the time work is approved by the Executive Board.

	SFY 2026	SFY 2027	2-Yr Total
4. Board-Directed Activities in SFY 2026-2027	**$ 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 Olympic Region prepares and adopts its own UPWP. Planning activities in this biennium are related to Tribal and Regional Coordination, and Preliminary Engineering activities. WSDOT Olympic Region has no corridor or sub-area studies budgeted for SFY 2026-2027.

Tribal and Regional Coordination activities entail WSDOT participation in the planning activities of PRTPO, local jurisdictions, and the federally recognized tribes within the region. Ongoing local and regional coordination activities include providing technical oversight, proactive collaboration, and expanded review for Comprehensive Plan Periodic Updates, annual amendments, and subarea plans in Clallam, Jefferson, Kitsap, and Mason counties as well as providing policy guidance regarding WSDOT's approach to implementing HB 1181, HB 1220 and SSSB 5412. WSDOT also provides enhanced technical and coordination support and oversight for PRTPO's RTP updates.

Preliminary Engineering activities this biennium include advancing the SR 3 Gorst Area Planning and Environmental Linkages (PEL) Study and pre-design projects for safety, preservation, and HEAL Act eligible capital projects, to further define community needs and project details at a conceptual/planning level of detail.

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. 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. WSDOT planning staff coordinate with PRTPO and local agency planning staff during the course of all pre-design efforts.

Appendix A: SFY 2026-2027 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 become available.

Listed below are important unfunded planning needs PRTPO or its partners would pursue with additional resources. They are derived from the PRTPO *Strategic Agenda & Action Plan* in the adopted RTP along with some standing programmatic concerns. Many of these activities are "next steps" PRTPO identified to help move the needle on some difficult regional issues. No priority is implied in the order of the list.

If a funding opportunity arises, the PRTPO Executive Board will determine which activity to pursue based on the specific funding opportunity, timing, and other factors. If the pursuit is successful, the activity and associated revenue will be amended into the SFY 2026-2027 UPWP. Any state RTPO funds allocated to these activities must be fully expended by June 30, 2027.

A. Extend PRTPO's Annual Services Agreement with the AWC GIS Consortium

As a member of the Association of Washington Cities, PRTPO obtains GIS services through an annual service agreement with the GIS Consortium. This is a flat fee for a certain number of hours of GIS support to assist PRTPO Coordinators in developing and maintaining online products. The contract schedule corresponds roughly with the state fiscal year; service contracts expire in SFY Q4.

This is a high value investment for PRTPO that extends the organization's capacity for member support and effective communications. A Tier 2 service agreement provides 45 hours of GIS service directed by PRTPO and any unused hours roll over to the following year.

Estimated cost – $10,000/year

B. Convene Hood Canal Bridge Advocacy Group to Assess Operational Strategies

Coast Guard policies govern when the Hood Canal Bridge is closed to allow recreational sailboats to pass. A fixed span at the east end of the bridge accommodates vessels up to 50' tall at high tide and 59' tall at low tide, but requests are regularly made for passage by yachts taller than that entering or leaving Hood Canal. Requests are random, but they accounted for more than half of all bridge-lifts in 2023. Travelers are unable to plan their trips to avoid these closures. It takes about an hour for WSDOT to stop traffic, open the bridge, wait for the yacht to clear passage, close the bridge, and reopen it to traffic. This creates congestion and economic impacts from Bremerton to Port Angeles. Growth in recreational marine traffic is expected to increase the frequency of these requests.

Washington State lawmakers secured a provision from the Coast Guard in 2012 restricting those closures at certain times during peak tourist season. The PRTPO Executive Board would like the Coast Guard to revisit its policies and further restrict when a pleasure craft can stop traffic on SR 104 for passage through. The Board would also like to build support for improvements on the east end to better manage traffic impacts on the surrounding community of these closures.

This activity will convene 2-3 work sessions intended to increase understanding of the implications of current policies and build support for a coordinated approach to the Coast Guard, as well as lay the groundwork for east end infrastructure improvements. PRTPO will convene a range of local, state and federal stakeholders to assess the need for policy changes that improve operational efficiency of the state highway system without undue impacts on the recreational boating

community and which increase predictability for motorists and sailors alike. The aim of these work sessions is to develop champions among those who are positioned to take this matter forward to the Coast Guard.

Estimated cost: $10,000

C. Analysis of Traffic, Economic, and Community Impacts of Hood Canal Bridge-Lift Practices

The SR 104 Hood Canal Bridge is a vital freight and passenger link between Central Puget Sound and communities and tribal lands throughout the Olympic Peninsula. Despite this, WSDOT has very little data regarding the effects of Hood Canal Bridge operations on travelers and the economy. Without reliable data and analysis of the impacts on traffic and the economy, it is difficult to have effective discussions with the Coast Guard and recreational boating community about bridge management operations. This is an unfunded WSDOT need with direct implications for PRTPO's ability to initiate meaningful dialogue with its state and federal partners. It is included here to indicate PRTPO support for this important but unfunded WSDOT planning effort.

Estimated cost: $150,000

D. Explore Opportunities for Long-Distance Bus Service Around the Olympic Peninsula

The unique geography of the Olympic Peninsula creates challenges to rural intercity connectivity for all travelers, but especially for transit riders. Transit on the US 101 loop around the Olympic Peninsula is provided by four different transit agencies – Mason Transit, Jefferson Transit, Clallam Transit, and Grays Harbor Transit – and the privately operated Dungeness Line. While cooperation between the agencies makes it possible for a person to eventually get from the west side of the Olympics to the east side, it is not convenient.

This activity will engage the four public transit agencies in an exploratory work session to assess the potential for a future scheduled service built on interagency coordination and collaboration, with a brief report out to the Executive Board. This is a preliminary exercise intended to assess feasibility and interest, to determine whether a more comprehensive technical study is warranted. If so, participants will help develop a high-level scope of work, cost estimates, and key considerations for a follow-up study, to support future funding pursuits.

Estimated cost: $5,000

E. Promote Regional Cooperation to Improve Ferry Service Reliability

In June 2025, the Executive Board will meet with Representative Nance (26th) to tap his insights on state efforts to improve reliability of the Washington State Ferry system and considerations about future ferry opportunities. The Board will also meet in the future with Steve Nevey, director of Washington State Ferries. The intent is to identify specific meaningful steps that PRTPO can take to advance the reliability of and future growth in ferry service for the Peninsula Region. This placeholder reflects the Board's long-standing support for ferry service in the region.

Estimated cost: TBD

F. Convene a Regional Transportation Resilience Forum

Each of the four counties in the Peninsula Region have Comprehensive Emergency Management Plans (CEMP), locally coordinated to help prepare each county for response, recovery, and continuity of services in the event of a disaster. The State itself has a plan. It is likely Olympic National Park has a plan, as well as State Parks, DNR, and others. Transportation is key to the response and recovery strategies in every plan. In a region with the geographic complexity and transportation vulnerabilities found in the Peninsula Region, it is worth ensuring there is awareness of and coordination between the various plans and their underlying transportation assumptions,

especially concerning seismic lifeline routes. Regional preparedness entails regional collaboration.

This forum will convene representatives within the emergency management divisions of the four PRTPO counties and associated transportation representatives, representatives from WA State and Western Federal Lands, and others for an initial assessment of the adequacy of transportation coordination between CEMPs, and between local, state, and federal land management agencies. It will consider if there are untapped coordination opportunities to enhance the resilience of vital transportation infrastructure. This work session will help the stakeholders determine what follow-up measures, if any, are warranted to improve the Peninsula Region's resilience through enhanced or innovative transportation planning activities and collaborations.

Estimated cost: $7,500

G. Facilitate Coordinated Freight Data Collection Process for Local T-2 and T-3 Routes

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 only one of the region's local partners has the resources to collect or maintain such data. Small local agencies have difficulty obtaining this information, making them less competitive in freight funding opportunities.

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 needed 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+

H. Pursue Additional Program Funding to Enhance PRTPO Planning Capacity

In 2024-2025, the Executive Board considered its work program requirements and organizational aims against the regular RTPO funding it receives from the legislature and determined that base program funding is inadequate. An increase in funding is needed to better carry out its work program and fulfill its role as a regional partner. PRTPO joined with the other 16 regions in an unsuccessful bid to secure a legislative increase in base funding. The experience suggested that alternate approaches may be more fruitful going forward. Two such approaches include a coordinated programmatic effort focused just on funding for rural RTPOs, as well as one that seeks a legislative earmark or planning grant for a specific PRTPO need or activity. Any such effort to secure additional funding will take some advance planning and resources to support the necessary coordination.

Estimated cost - $5,000

I. Review of PRTPO Documentation and Website for ADA Compliance

As a public entity, PRTPO must comply with ADA requirements, including adherence to the Web Content Accessibility Guidelines (WCAG), to ensure that all public activities, communications, and planning efforts are accessible and equitably conveyed. With WSDOT advancing a statewide initiative to promote digital accessibility compliance, many regional agencies have already sought consultant support to update websites, identify accessibility gaps, and implement corrective measures. As PRTPO staff continue reviewing the organization's website, documents, and internal procedures, it has become clear that the breadth and technical complexity of digital accessibility—ranging from document remediation to ongoing web compliance—would

benefit from specialized external expertise. This project proposes securing consultant assistance to help PRTPO achieve and maintain full digital accessibility compliance and strengthen its long-term capacity in this area.

Estimated cost - 10,000

Appendix B: PRTPO Members



PRTPO Members

Clallam County
Jefferson County
Kitsap County
Mason County

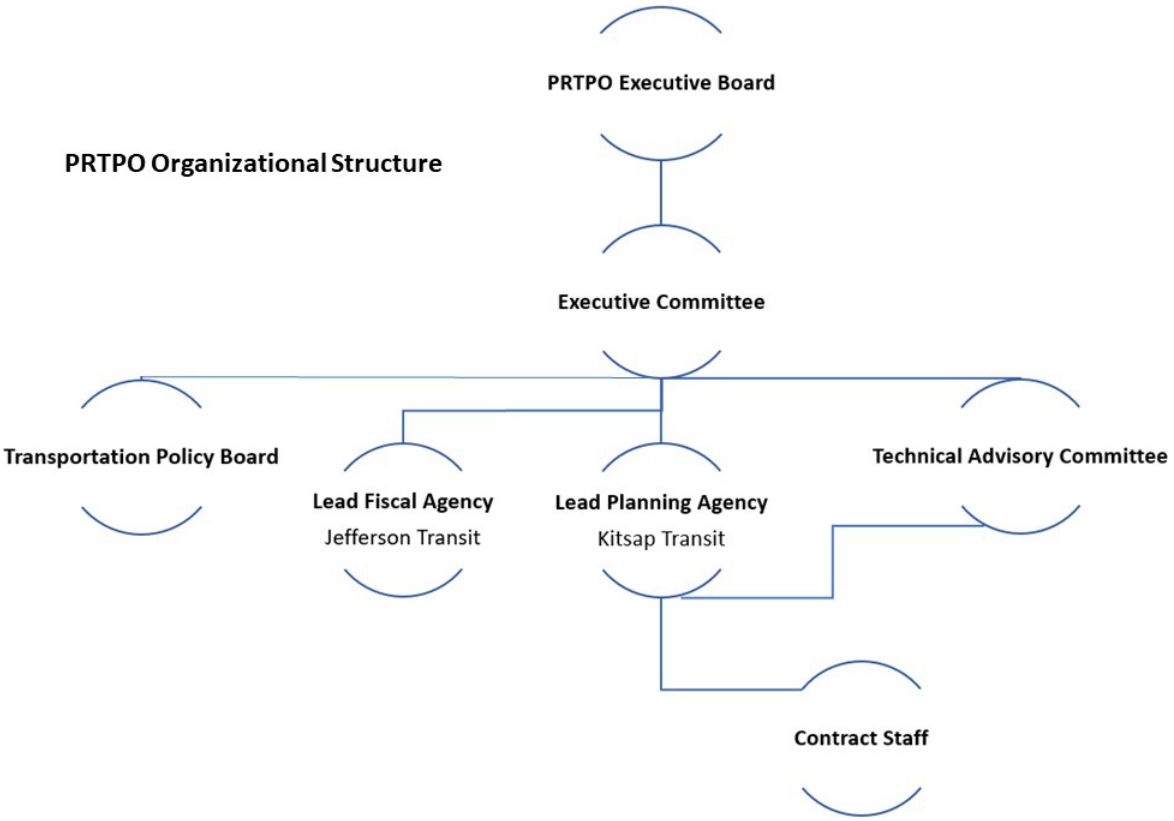
Bainbridge Island
Bremerton
Forks
Port Angeles
Port Orchard
Port Townsend
Poulsbo
Sequim
Shelton

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

Clallam Transit
Jefferson Transit
Kitsap Transit
Mason Transit

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

WSDOT Olympic Region



ATTACHMENT D

DISCUSSION ITEM

To: PRTPO Executive Board
From: Edward Coviello
Date: April 17, 2026
Subject: **Update on the Transportation Alternatives Program**

REQUESTED ACTION:

The PRTPO Coordinator will provide an update on available funds in the Transportation Alternatives program administered by WSDOT Local Programs. And, provide information about two requests for funding changes to projects in Jefferson County and the City of Port Angeles.

Overview

The WSDOT Local Programs office distributes funding for projects eligible for the TA funds. Eligible projects include bike trails, pedestrian improvements, safe routes to school, etc. The PRTPO is responsible for recommending allocation amounts for projects in our region. These recommendations are sent to Local Programs to begin the process of programing the projects into the Statewide Transportation Improvement Program (STIP). The PRTPO also places selected projects into the Regional Transportation Improvement Program (RTIP). Some projects are programed into the Tribal Transportation Improvement Program which is administered by the US Department of Transportation (USDOT) Western Federal Lands (WFL) division of the Federal Highway Administration (FHWA).

There has been an annual allocation of funds into the TA program from $321,000 to $354,000 since 2022. There is approximately $1,338,000 available currently for the PRTPO region.

The PRTPO normally issues a call for projects every four years. The last being in 2024. We are scheduled to issue a call for projects in 2028. This method allows for a buildup of funding to levels needed to plan and construct meaningful projects. With an annual allocation being in the low to mid $300s.

The Jefferson County Public Works Department is requesting an allocation distribution to account for cost increases for the SR-19 Rhody Drive Pes-Bike Improvement project.

Additionally, the City of Port Angeles is requesting to reallocate funds from construction to design as part of the Race Street Complete Streets project.

Both Jefferson County and the City of Port Angeles are scheduled to speak on these matters.

Attachment:
2024 projects awarded by the PRTPO

For More Information:

Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com

2024 PRTPO Awarded Projects

SR 19 Rhody Drive Ped-Bike Improvements – North Segment Jefferson County

Request: $461,135 in TA funding for obligation in FFY 2026

The proposed work consists of constructing approximately 1021' of multi-use path for bicycles and pedestrians within the easterly side of the SR 19 right of way and approximately 550' of multi-use path within an undeveloped area of Jefferson County's H.J. Carroll Park.

Multi-modal Arterial Street Cohesive Investment Strategy Port Townsend

Request: $180,000 in TA funding for obligation in FFY 2024

The City of Port Townsend proposes evaluating fifteen key arterial streets to identify the appropriate non-motorized facilities and limits of improvements needed to facilitate a cohesive non-motorized network. This evaluation will be vetted through extensive public outreach and coupled with the City's Non-motorized Transportation Plan update to prepare for future grant applications as well as set developer requirements. This study will facilitate success in securing grant funds with refined estimates and schematic drawings for each arterial street evaluated.

Race Street Complete Street Phase 2 Construction Port Angeles

Request: $500,000 in TA funding for obligation in FFY 2027

The Race Street Complete Street project reconstructs 1.15 miles of Race Street, an arterial used to access Olympic National Park and Hurricane Ridge Visitor Centers. The design includes a 12-foot shared-use recreational path buffered by landscaping and street trees, stormwater retention features to the west, and an expansion of pedestrian safety measures and sidewalk on the east. Benefits from the project include transportation equity and safety for pedestrians, bicyclists, transit users, and personal vehicles. The design is also meant to provide safety and equity for all ages traveling to and from the Visitor Center, a Boys and Girls Club, Library, Fine Arts Center, and two elementary schools.

Carlsborg Crossing – Olympic Discovery Trail *Jamestown S'Klallam Tribe w/Clallam County*

Request: $901,276 in TA funding for obligation in FFY 2025

Construct a safe road crossing and new ODT asphalt alignment through the Carlsborg Industrial Park with complementary gravel buffers, landscaping, fencing, low-scale lighting, and ADA trailhead parking. These improvements will follow MUTCD, FHWA-proven countermeasures, and AASHTO standards for a multi-use regional trail. Vehicle-bike and bike-bike conflicts will be reduced.