PRTPO EXECUTIVE BOARD MEETING

December 17, 2021 | 10:00 – 11:45

Zoom Meeting – Login Below

1.	10:00 – 10:05	**Welcome and Introductions**	*Chair Bek Ashby*
2.	10:05 – 10:10	**Approval of Agenda**	ACTION
		Consent Calendar • *Minutes from October 15, 2021 (Attachment A)* • *SFY 2022 1st Quarter Invoice Approval (Attachment B)* • *Extend Interlocal Agreement with Kitsap County for CY 2022 Legal Services (Attachment C)* • *Contract Extension for CY 2022 PRTPO Coordinator Services (Attachment D)*	ACTION
3.	10:10 – 10:15	**2040 RTP Follow-up – EV Readiness Activities** *(Attachment E)* *The Board is asked to approve a proposal to allocate 40 hours of the Long-range Planning budget in Task 2 of the Unified Planning Work Program for select activities that increase the region's capacity to support electric vehicles.*	ACTION
4.	10:15 – 10:20	**PRTPO RTIP Amendment – Skokomish Tribe, Jamestown S'Klallam Tribe, City of Shelton, and Jefferson County** *(Attachment F)* *Five projects need to be added to the Regional Transportation Improvement Program (RTIP), submitted by different agencies. The Board is asked to approve the RTIP amendment.*	ACTION
5.	10:20 – 10:30	**2022 Transportation Alternatives Program Launch** *(Attachment G)* *It is time to begin preparations for the 2022 Transportation Alternatives program funding process, starting with a review and comment on the proposed approach. It will come to the Board for action in February.*	1st Reading
6.	10:30 – 10:35	**2040 Regional Transportation Plan – Biennial Review** *(Attachment H)* *Per RCW 47.80.030, PRTPO must assess its long-range plan every two years. The attached report demonstrates the plan adopted in October 2019 remains current with state law and continues to support PRTPO decision-making. It will come to the Board for approval in February before submittal to WSDOT.*	1st Reading
7.	10:35 – 10:50	**Legislative Forum Follow-up – Address Federal Funding Issues** *(Attachment I)* *An outcome of PRTPO's legislative forum on November 4th was legislative interest in addressing federal funding issues affecting rural counties and cities in their use and administration of Surface Transportation Block Grant funds for small transportation projects. The Board will discuss next steps in this effort as well as other take-aways and insights from the forum.*	DISCUSSION
8.	10:50 – 11:00	**Freight Funding Opportunities and Call for Projects in Early 2022** *(Attachment J)* *Two parallel efforts are underway to identify priority freight projects for funding, one by WSDOT and the other by the Freight Mobility Strategic Investment Board. Both lists are due in December 2022 and will inform state and federal project funding through 2025. The first call for projects is expected in January and will entail a PRTPO recommendation on priorities in February.*	BRIEFING

9.	11:00 – 11:15	**2022 HSTP Launch and Service Providers Information Request** *(Attachment K)* *Over the next nine months PRTPO will update its Human Services Transportation Plan to identify priority strategies that will inform the ranking of Consolidated Grants projects in 2023 and 2025. This briefing includes an information request to identify transportation and human services providers to engage in planning.*	BRIEFING
10.	11:15 – 11:25	**Nomination of Officers for 2022-2023** *In February PRTPO will elect officers for 2022-2023. No officer may serve more than two two-year terms. Tammi Rubert has served as Secretary for two terms and must rotate off.*	BRIEFING
11.	11:25 – 11:30	**PRTPO Coordinator's Report** *(Attachment L)* *Short updates to keep the Executive Board apprised of PRTPO activities not addressed elsewhere on the agenda and opportunities of possible interest.*	BRIEFING
12.	11:30	**Public Comment Period** *This is an opportunity for anyone from the public to address the Executive Board.*	
13.	11:35	**PRTPO Member Updates** *Information sharing among members on topics of general interest to the region and its partners.*	
	11:45	**Adjourn**	

Other Attachments
Transportation Outlook 2022

Bek Ashby, Chair

Randy Neatherlin, Vice-Chair *Tammi Rubert, Secretary*

Next Executive Board Meeting – February 18, 2022, 10:00-12:00

ACTION – 2022 Transportation Alternatives Program Launch
ACTION - PRTPO Priority Freight Projects Recommendation
ACTION - Election of Officers
SFY 2023 UPWP Amendment – Policy Direction
Federal Funding Flexibility – Legislative Follow-up
HSTP Update

Click here to download the updated 2021 PRTPO Resource Manual

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Join Zoom Meeting
https://us02web.zoom.us/j/3608780353?pwd=MFQvOHpjdENsMjdCQ3BEdFBKSHcxUT09

Meeting ID: 360 878 0353
Passcode: 4780
One tap mobile
+12532158782,,3608780353# US (Tacoma)

Dial by your location
+1 253 215 8782 US (Tacoma)
Meeting ID: 360 878 0353

PENINSULA RTPO
PRTPO.org

[Agenda navigation tip: CNTRL-Home takes you back to page 1 from anywhere]

ATTACHMENT A

Minutes of Meeting

PRTPO EXECUTIVE BOARD
October 15, 2021
10:00 – 12:00
Via Zoom
Meeting video available on YouTube

CALL TO ORDER

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

ATTENDEES

Executive Board:

Clallam County	Steve Gray *(alternate)*
Jefferson County	Kate Dean
Kitsap County	David Forte *(alternate)*
Mason County	Randy Neatherlin
City of Port Angeles	Lindsey Shromen-Wawrin
City of Port Orchard	Bek Ashby
City of Poulsbo	Ed Stern
City of Sequim	Rachel Anderson
City of Shelton	Deidre Peterson
Port of Allyn	Ted Jackson
Port of Bremerton	Gary Anderson
Clallam Transit	Brendan Meyer
Jefferson Transit	Tammi Rubert
Kitsap Transit	John Clauson
Mason Transit	Amy Asher
WSDOT Olympic Region	Dennis Engel *(alternate)*
Jamestown S'Klallam Tribe	Wendy Clark-Getzin
Squaxin Island Tribe	Tracy Parker

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

Others:
Seth Ballhorn, WA Dept. of Fish & Wildlife
Michael Bateman, City of Poulsbo
Sara Crouch, PRTPO Fiscal Agent, Jefferson Transit
Dina Geizler, OlyCAP
Theresa Mitchell, WA Dept. of Fish & Wildlife

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

Approval of Agenda

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

Consent Agenda

ACTION: Mr. Forte moved, and Ms. Dean seconded to approve the Consent Agenda as revised. The motion passed unanimously.

- ***Minutes from August 20, 2021***
- ***Agreement with Kitsap Transit for Lead Planning Agency Services – Resolution 04-2021***
- ***Agreement with Jefferson Transit for Fiscal Agent Services – Resolution 05-2021***
- ***PRTPO UPWP Development Policy – Resolution 06-2021***

Agreement between PRTPO and Kitsap Transit for HSTP Grant Administration and Performance

Chair Ashby briefed the Board on activities to resolve issues with the $80,000 grant awarded to PRTPO by WSDOT to update the Human Services Transportation Plan. It is a federal grant. PRTPO is not structured in a way to manage federal grants. At a meeting with WSDOT the Executive Committee learned the grant could not be exchanged for state funds. To avoid the need for PRTPO to return the grant, Kitsap Transit offered to administer it on behalf of PRTPO. An agreement was drafted that spells out roles and responsibilities. Kitsap Transit will administer the grant and PRTPO will conduct the work necessary to satisfy WSDOT requirements. An updated draft of the Agreement reflecting final revisions by PRTPO's legal counsel was distributed to Board members for review before the meeting.

Ms. Black noted that in December the Board will hear more about the process to update the Human Services Transportation Plan described in the scope of work. She advised that if funds remain upon completion of the plan update, the Board will be asked to consider additional work to support on-going coordinated human services transportation planning.

Mr. Clauson advised that he would abstain from voting due to the nature of the agenda item.

ACTION: Mr. Neatherlin moved, and Ms. Dean seconded to adopt Resolution 07-2021 approving an Agreement between PRTPO and Kitsap Transit for grant administration and performance. The motion passed with no objections. Mr. Clauson abstained.

Approval of the 2022-2027 Regional TIP

Mr. Coviello provided background on the draft Regional Transportation Improvement Program. The draft includes 154 projects located in Clallam, Jefferson, and Mason Counties; projects located in Kitsap County are included in PSRC's Regional TIP. Most are WSDOT projects. He reported only one comment was received and that was from Nancy Huntley at WSDOT, who identified a few small technical corrections that he has since made. The TAC reviewed the draft RTIP in September and recommended it for approval by the Executive Board. Upon approval by the Board, Mr. Coviello will submit it to WSDOT for inclusion in the Statewide Transportation Improvement Program.

ACTION: Mr. Forte moved, and Ms. Clark-Getzin seconded to approve Resolution 08-2021 adopting the 2022-2027 RTIP. The motion passed unanimously.

2040 RTP Follow-up – EV Readiness Activities (*1st Reading)*

Last year the Board identified efforts that support climate change response and those that support increased regional resilience as priority Regional Transportation Plan (RTP) follow-up activities. Ms. Black reported the SFY

2022-2023 Unified Planning Work Program (UPWP) adopted by the Board in June included a $14,000 annual budget placeholder for that RTP follow-up work. This is the first set of activities proposed for that work.

Proposed follow-up activities under consideration by the Board resulted from the initial inventory of electric vehicle (EV) resources and needs assessment conducted in May and June. Proposed activities align with PRTPO's role of regional convener and information resource for its members:

- EV Infrastructure Coordinating Group – maintain list of interested members and other stakeholders
- Grant Funding Information and Education – inform Coordinating Group of funding opportunities
- EV Information Portal – maintain website resources that support members' EV planning needs
- Convene Periodic Meetings – organize information meetings a few times on relevant topics
- State EV Action Plan – ensure updated state plan recognizes needs of Peninsula Region

Initial budget estimate for these activities is $4,000. The Board will be asked to approve the additional work program activities in December. This will leave about $10,000 for other activities identified by the Board later.

Ms. Black reported that she is currently engaged in organizing an information meeting for the Coordinating Group on October 26th. She is bringing representatives from two or more EV charging companies to talk about how to best engage these kinds of private sector partners in project development and grant efforts. This is in anticipation of a large state EV grant expected to be announced in November.

Ms. Dean clarified that PRTPO's efforts will augment or support member efforts, not compete with them. She commented on the complexity of managing projects with multiple partners, noting the challenges stakeholders working together in Jefferson County are encountering. She asked if PRTPO could administer these grants on behalf of the member agencies. Ms. Black reported that PRTPO is not set up to administer such grants, but she is inquiring with organizations including WSDOT Olympic Region and Energy Northwest to see what options may exist. She noted that Energy Northwest assumed this kind of a role for a successful multi-agency project on Highway 97 in the Okanogan.

Mr. Anderson asked if Board members could attend the EV meeting. Ms. Black advised she would send the October 26th work session invite out to the whole Board. She encouraged members to share it with others on their staff who may be involved with EV implementation but not be involved with PRTPO.

Ms. Clark-Getzin asked how EV planning activities are coordinated with WSDOT's own EV efforts. Ms. Black reported that she has reached out to WSDOT Olympic Region and learned they are not actively involved in developing their own charging facilities, but they are open to working with those looking to locate facilities on their state routes. WSDOT representatives are participating on the EV Infrastructure Coordinating Group.

2022 Legislative Session – Materials and Process

Chair Ashby reported that this is the final review of draft materials to be presented to legislators in support of PRTPO's transportation needs. Efforts are underway to schedule a date for the annual legislative forum. Ms. Black advised that November 18th is the tentative date being considered. Chair Ashby asked for comments on the draft materials so they can be finalized for distribution and focus can turn to the forum presentation.

Ms. Dean commented that the materials look good, noting this draft responded to comments she raised in August. She noted November 18th conflicts with a joint governmental meeting in Jefferson County that evening which will preclude all of those members from participating. It also coincides with the statewide county commissioner meeting, likely precluding all four of PRTPO's county commissioners from participating. Ms. Black said that a different meeting date will be found, though it will remain a Thursday to avoid council meetings.

Chair Ashby requested volunteers to participate in the forum presentation. Mr. Schromen-Wawrin and Ms. Dean offered to participate.

> **ACTION: Mr. Clauson moved, and Ms. Rubert seconded to approve the final draft version of the Transportation Outlook 2022 legislative folio for distribution to PRTPO legislators and other stakeholders. The motion passed unanimously.**

US 101 Elevation Project at Duckabush River

Theresa Mitchell, an Environmental Planner with the Washington Department of Fish and Wildlife, briefed the Board on significant project that will elevate a section of US 101 to remove barriers that have degraded estuary habitat where the Duckabush River meets Hood Canal, a couple of miles south of Brinnon in Jefferson County. She provided an overview of the project history and partnerships with the US Army Corp of Engineers, the Hood Canal Salmon Enhancement Group, and WSDOT Olympic Region. She reviewed the environmental impacts caused by the construction of US 101 a century ago and the long-term effects on habitat and salmon, as well as erosion and degradation around the bridge piers today as the river finds new channels to Puget Sound.

Ms. Mitchell explained the project design is fully funded and shared design visualizations of the new structure. WSDOT Olympic Region expects to have design complete by the end of 2022. Effort is underway now to secure construction funding. Because this is a Fish and Wildlife project, it is a capital budget request, not transportation budget request. It will be difficult to secure funding from the state budget.

Ms. Mitchell responded to member questions, explaining how channel excavations will restore original streamflow, design considerations for public access, and its role in increasing resilience of the US 101 corridor. Ms. Dean noted that this is one of the largest projects Jefferson County has seen, adding that the national significance of the estuary for salmon habitat underscores the importance of this project. Ms. Mitchell explained the additional water quality benefits that will come from collecting and treating stormwater runoff from the new bridge; there is no treatment of stormwater runoff from the existing facility.

Mr. Gray suggested the Board reference this project in the Transportation Outlook legislative folio within the regional resilience statement. It is the only statement in the cover letter without a specific example. Members discussed this addition and whether it should go to the TAC for review first. The TAC meets in November so the Board would not have a final review until December. Members supported adding it to the folio directly. Ms. Black offered to send an updated version of the folio with the updated language for review before finalizing it.

Coordinators Report

Ms. Black highlighted topics on the Coordinators Report and invited members or their staff or colleagues to follow up with her if there are questions on specific topics.

Report on Data Sharing Agreement

Chair Ashby reported on a draft Data Sharing Agreement PRTPO received from the State Auditor earlier in the week. She noted several questions that she has with the agreement and advised the Executive Committee and lead agencies will conduct due diligence in its review. She expects it to come to the Board for a first reading in December and approval in February.

Public Comments

There were no public comments.

Member Updates

Members shared updates on activities of interest to the Board.

- Mr. Gray reported that Clallam County is building its first roundabout in the unincorporated county. It will be just north of Sequim at the intersection of Sequim and Dungeness Way. It is a 160' diameter roundabout and is funded with a combination of federal grants.
- Mr. Stern reported that progress continues on the new roundabout on SR 305, which is about halfway complete. He commented on the tunnel for bike and pedestrian crossing and invited members to contact Michael Bateman for a tour.
- Mr. Schromen-Wawrin reported that Clallam Transit's Comprehensive Operational Analysis is complete and can be found on Clallam Transit's website. He noted that Clallam Transit will introduce micro-transit options for Sequim and Forks, add more cross-town service in Port Angeles, add a mid-day run for the Strait Shot weekdays and two new runs on the weekend. He added that Port Angeles has completed its greenhouse gas emissions analysis and determined that 68% of emissions come from on-road vehicles. He suggested a friendly competition between members to reduce per capita GHG emissions might be a good way to encourage reductions.

Adjourn

There being no other business, Chair Ashby adjourned the meeting at 11:50.

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: December 10, 2021
Subject: **SFY 2022 1st Quarter Expense Voucher Approval**

REQUESTED ACTION:

Approve 1st quarter expenditures for the SFY 2022 Unified Planning Work Program in the amount of $33,907.50.

Overview

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

The budget summary report is below.

Attachment:

- *SFY 2022 1st Quarter Invoice Reimbursement Package*

Peninsula Regional Transportation Planning Organization
2022-23 UPWP Budget Report - SFY 2022 Quarter 1
July 1, 2021 - September 30, 2021

Work Program Element	SFY 2022 Budget	SFY 2023 Budget	Total 22-23 Biennium	Previous Expenditures	Current Expenditures	State RTPO Revenues	HSTP Grant Contract*	Remaining Budget
Program Administration	$ 79,161	$ 79,161	**$ 158,322**	$ -	$ 22,045	$ 22,045		**$ 136,277**
Transportation Planning	$ 89,900	$ 89,900	**$ 179,800**	$ -	$ 8,650	$ 8,650		**$ 171,150**
Regional TIP	$ 8,100	$ 8,100	**$ 16,200**	$ -	$ 3,212	$ 3,212		**$ 12,988**
Other PRTPO Activities	$ -	$ -	**$ -**	$ -	$ -	$ -		**$ -**
Totals	**$ 177,161**	**$ 177,161**	**$ 354,322**	**$ -**	**$ 33,908**	**$ 33,908**	**$ -**	**$ 320,415**

HSTP Grant Contract expenses are billed directly to Kitsap Transit. They are not included on the WSDOT Quarterly Invoice.

Acronyms:

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

RTPO PLANNING INVOICE VOUCHER

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

Vendor # 911209091

Agreement # GCB 3520

Invoice Date 11/4/2021

Billing Time Period

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

SIGNATURE | **11/4/2021**

TITLE: Transportation and Land Use Planner

TOTAL RTPO REIMBURSEMENT requested this invoice **$33,907.50**

Allocation Authorized	$274,321.00
Biennium Expenditures-to-Date	$33,907.50
Allocation Balance	$240,413.50

WORK ELEMENT	DESCRIPTION	Previous Expenditures TO-DATE	CURRENT PERIOD EXPENDITURES	Biennium Expenditures TO-DATE
Program Administration	Salaries		$18,267.93	$18,267.93
	Travel			$0.00
	Consultants			$0.00
	Miscellaneous		$3,777.23	$3,777.23
				$0.00
	Total	$0.00	$22,045.16	$22,045.16
Transportation Planning	Salaries		$8,650.00	$8,650.00
	Travel			$0.00
	Consultants			$0.00
	Miscellaneous			$0.00
				$0.00
	Total	$0.00	$8,650.00	$8,650.00
Regional TIP	Salaries		$2,397.56	$2,397.56
	Travel			$0.00
	Consultants			$0.00
	Miscellaneous		$814.78	$814.78
				$0.00
	Total	$0.00	$3,212.34	$3,212.34
Other PRTPO Activities	Salaries			$0.00
	Travel			$0.00
	Consultants			$0.00
	Miscellaneous			$0.00
				$0.00
	Total	$0.00	$0.00	$0.00
	TOTAL RTPO Reimbursement	$0.00	$33,907.50	$33,907.50

RTPO	Peninsula RTI	GCB 3520
Billing Time Period		

TPO Reviewer	Date
Edward Coviello	11/4/2021

RTPO UPWP ACTIVITY DETAIL

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

Program Administration

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

Public Information and Communications. Maintained PRTPO website, posting updated materials and meeting information. Maintained PRTPO's YouTube channel, posting content associated with work program activities. Developed PRTPO materials for WSTC Annual Report. Responded to inquiries and requests for information. (on-going)

Title VI Compliance. Completed public review of draft Title VI Plan update and finalized for Executive Board approval in August. Completed 2021 Title VI Annual Report. Continued to monitor for Title VI complaints; none were received. (on-going)

PRTPO Support. Updated PRTPO Quick Start Guide and met with new representatives on the Executive Board. Developed new PRTPO UPWP Development policy. Developed regular PRTPO Coordinator updates to keep members apprised of relevant activities outside of scheduled agenda topics. Updated the PRTPO Resource Manual version 2.2 and posted online. Researched and summarized federal Infrastructure Investment and Jobs Act for August Executive Board meeting. Responded to member requests for information. Worked with Lead Planning Agency and Fiscal Agent to update service agreements with PRTPO for the 2022-2023 biennium. Maintained on-going coordination and communication between lead agencies and Executive Committee and Executive Board. (on-going)

Work Program Management. Closed out SFY 2021 work program and associated fiscal and administrative activities. Worked with Executive Committee, Lead Agencies, and WSDOT offices to resolve HSTP funding questions. Completed and submitted SFY 2021 UPWP Annual Report. Monitored work program budget and activities. (on-going)

Accounting. Completed regular accounting and invoicing activities. Completed SFY 2021 4th quarter invoicing for PRTPO expenses. (on-going)

Consultant/Misc/Travel.:

N/A

Transportation Planning

Long-range Regional Planning. Advanced RTP follow-up activities to increase EV readiness of the Peninsula region with a work program proposal for education and communication, convening stakeholders, and coordinating and distributing information to members and EV stakeholders. Maintained communications with EV stakeholders about upcoming funding opportunities and information needs. (on-going)

Regional Coordination and Collaboration. Convened training session with WSDOT Local Programs in July for TAC members. Participated in August meetings of MPOs and RTPOs, and WSDOT's MPO/RTPO Coordinating Committee. Participated in meetings of the North Olympic Development Council and provided RTPO input for the Clallam-Jefferson Counties CEDS update. Worked with WSDOT to identify and respond to member questions about USBRS designation of Olympic Discovery Trail and other facilities in the Peninsula region. Reviewed proposed project proposals by Port Townsend and by WDFW for consistency with Regional Transportation Plan. Developed letters of support for various member grant applications. (on-going)

Tribal Consultation. Maintained on-going communications with tribal members and other tribal partners. (on-going)

Human Services Transportation Planning. Reviewed WSDOT materials and prepared for upcoming update of Human Services Transportation Plan. Worked with Kitsap Transit in drafting an agreement with PRTPO for administration and performance of the HSTP grant. Met with Amanda Farrar of Coastal CAP to help her assess new Driven to Opportunities program mobility objectives, service, and coordination opportunities with other mobility providers. (on-going)

Transportation Outlook. Worked with Legislative Work Group subcommittee to review and update key messages, legislative priorities, and draft folio materials for Executive Board review. Worked with TAC members to update regional list of projects. (on-going)

Consultant/Misc/Travel.:

N/A

Regional TIP

Develop and Maintain Regional TIP. Developed draft 2022-2027 Regional TIP for public review and review/recommendation by the TAC. Provided member agency support in submitting projects to the STIP. Worked on development of ArcGIS RTIP mapping tool. (on-going)

Monitor Obligation Authority. Monitored OA targets and project obligations. Supported member agency obligation efforts with Local Programs. (on-going)

Consultant/Misc/Travel.:

N/A

Other PRTPO Activities

None.
Consultant/Misc/Travel.:
N/A

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

SIGNATURE	TITLE	DATE
	Transportation & Land Use Planner	11/4/2021

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

INVOICE

Invoice Date	10/21/2021
Invoice ID	5836
Printed on 11/3/2021	Page 1

CUSTOMER

JEFFERSON TRANSIT
63 4 CORNERS RD
PORT TOWNSEND, WA 98368

SHIP TO

Please detach and return this portion with your remittance.

Customer ID	Customer PO No.	Order Date	Shipped Via	FOB
188		10/21/2021		

Terms	Due Date	If Paid By	Deduct	Sold By
	10/21/2021		$ 0.00	

Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
13550	Third Party Recovery	1.00				$33,402.28

THIRD QUARTER PRPTO COSTS 2021

Subtotal	$33,402.28
Sales Tax	$0.00
Total	$33,402.28
Total Due	$33,402.28

Kitsap Transit
PRPTO
2021

	Jan 2021	Feb 2021	March 2021	1st Q 2020	April 2021	May 2021	June 2021	2nd Q 2021	July 2021	Aug 2021	Sept 2021	3rd Q 2021
Staff Salaries & Wages	$1,632.56	$1,580.21	$1,525.72	$4,738.49	$1,089.80	$1,471.23	$817.35	$3,378.38	$1,471.23	$1,634.70	$1,089.80	$4,195.73
Staff Fringe Benefit	$621.46	$628.87	$607.18	$1,857.51	$433.70	$585.51	$325.27	$1,344.48	$585.50	$650.55	$433.71	$1,669.76
Advertising	$451.95	$671.70	$0.00	$1,123.65	$0.00	$0.00	$0.00	$0.00	$0.00	$354.28	$460.50	$814.78
Professional & Tech Service	$150.70	$0.00	$197.40	$348.10	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other Contract Services	$9,700.00	$9,600.00	$23,750.00	$43,050.00	$6,800.00	$6,800.00	$12,285.44	$25,885.44	$7,300.00	$8,900.00	$7,250.00	$23,450.00
Operating Supplies	$0.00	$0.00	$0.00	$0.00	$545.00	$0.00	$218.00	$763.00	$0.00	$0.00	$0.00	$0.00
Third Party Recovery	$0.00	$0.00	($59,508.46)	($59,508.46)	$0.00	$0.00	($31,333.26)	($31,333.26)	$0.00	$0.00	$0.00	$0.00
Casuality Insurance	$3,150.00	$0.00	$0.00	$3,150.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Membership, Dues, and Subscription	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total	**$15,706.67**	**$12,480.78**	**($33,428.16)**	**($5,240.71)**	**$8,868.50**	**$8,856.74**	**($17,687.20)**	**$38.04**	**$9,356.73**	**$11,539.53**	**$9,234.01**	**$30,130.27**

Invoices - Not Included In Prior Billing	
Square Space Hosting Costs Credit Cards:	235.44
Total of Invoices Not Included In Prior Billing:	235.44

July-September Costs:	$30,130.27
Prior Period Not Invoiced:	235.44
Administration Costs 10%:	$3,036.57
Total Costs Billed:	$33,402.28

Kitsap Transit
PRPTO

Vendor Name / Tax Identification Number	Transaction Date / Transaction Number	Description / Transaction Type	Status	Account Number	Account Description	Amount
3P TRANSPORTATION SERVICES						
3P TRANSPORTATION SERVICES	8/1/2021	JULY SERVICES		10-50313-4102	Other Contractual Services	$7,300.00
XXX-XX-1946	124	Invoice	Paid			
	10/1/2021	SEPT SERVICES		10-50313-4102	Other Contractual Services	$7,250.00
XXX-XX-1946	126	Invoice	Paid			
	9/1/2021	AUG SERVICES		10-50313-4102	Other Contractual Services	$8,900.00
XXX-XX-1946	125	Invoice	Paid			
					Totals for 3P TRANSPORTATION SERVICES:	*$23,450.00*
KITSAP SUN NEWSPAPER						
KITSAP SUN NEWSPAPER	8/31/2021	288868 - RTIP		10-50301-4102	Legal Advertising	$354.28
	0004042555	Invoice	Paid			
					Totals for KITSAP SUN NEWSPAPER:	*$354.28*
PORT TOWNSEND LEADER LLC						
PORT TOWNSEND LEADER LLC	8/25/2021	LEGAL		10-50301-4102	Legal Advertising	$204.00
XX-XXX9793	108130	Invoice	Paid			
					Totals for PORT TOWNSEND LEADER LLC:	*$204.00*
SHELTON MASON COUNTY JOURNAL						
SHELTON MASON COUNTY JOURNA	8/26/2021	LEGAL RTIP		10-50301-4102	Legal Advertising	$256.50
	110240	Invoice	Paid			
					Totals for SHELTON MASON COUNTY JOURNAL:	*$256.50*

Account Summary

Account Number	Description		Net Amount
10-50301-4102	Legal Advertising		$814.78
10-50313-4102	Other Contractual Services		$23,450.00
		GRAND TOTAL:	$24,264.78

3P Transportation Services

INVOICE

Date:	October 1, 2021
Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	September 1, 2021 – September 30, 2021
Invoice Number:	126

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

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

Description	Amount
PRTPO Coordination Services: 72.5 hours @ $100/hour *Professional Services in Delivery of the SFY 2022-23 UPWP*	$7,250.00
Past Due – PRTPO Coordination Services for August	~~$8,900.00~~
Total Due	~~$16,150.00~~

Thank you!!

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

BILLING REPORT – Invoice 126

Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	September 1, 2021 – September 30, 2021

Activity Breakout by UPWP Work Program Elements

Program Administration [49 hours]

Technical Advisory Committee Meeting – Participated in pre-meeting with TAC Chair and LPA staff. Prepared for, hosted, and participated in September 16th TAC meeting, with follow-up.

Executive Committee Meeting – Participated in and supported September 30th Executive Committee meeting with Lead Planning Agency and Fiscal Agent, including agenda packet development, meeting hosting and support. Compiled recap and followed through on action items.

PRTPO Support – Prepared updated Fiscal Agent and Lead Planning Agency agreements in coordination with respective agencies and developed materials for Executive Board approval in October. Responded to inquiries from members. Developed letters of support for members pursuing grants.

Work Program Management – Prepared the SFY 2021 UPWP Annual Report and submitted to WSDOT. Monitored work program activities and budget.

Public Information and Communications – Responded to inquiries from members and various stakeholders about regional coordination opportunities regarding EV infrastructure. Finalized WSTC materials and responded to inquiries from Commission staff. Updated distribution lists.

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

- Compiled 2021 Title VI Annual Report and submitted to WSDOT.
- Completed website updates.
- Worked with LPA and GIS service contractors on development of PRTPO web-mapping platform.
- Conducted regular, on-going communication and coordination activities as needed with Lead Planning Agency and Fiscal Agent, PRTPO Chair, members, and others.

Transportation Planning [23.5 hours]

RTP Follow-up Activities: EV Readiness – Compiled and distributed information to EV Infrastructure Exchange Group and responded to inquiries. Consulted with various entities about upcoming funding opportunities and coordination needs and assessed opportunity to convene information work session with EVSEs in October. Preliminary strategy scoped for review with Executive Committee. Met with new regional stakeholders interested in collaborating on EV initiatives.

Transportation Outlook 2022 – Distributed project request form to local staff representatives and discussed results with TAC. Responded to member input on regional project list. Developed final draft of folio content for review and comment by Legislative Work Group. Discussed that input and other feedback with the Executive Committee in preparation for finalizing the 2022 folio.

Human Services Transportation Planning – Coordinated with Kitsap Transit about the approach and developed a draft Agreement and SOW framework for project administration. Met with GIS consultants and LPA staff to review the ESRI public engagement tools and story map products that can support upcoming HSTP development.

Regional Coordination and Collaboration –

- US Bike Route System Designation – Responded to member inquiries and maintained correspondence with WSDOT and members on this topic.
- Local-Regional Consistency and Coordination – Responded to Port Townsend request to review and comment on consistency between proposed project and the Regional Transportation Plan.

Regional Grants Administration – Reviewed OA target status and obligation reports from Local Programs and distributed information to local agency staff.

3P Transportation Services

INVOICE

Date:	September 1, 2021
Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	August 1, 2021 – August 31, 2021
Invoice Number:	125

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

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

Description	Amount
PRTPO Coordination Services: 89 hours @ $100/hour *Professional Services in Delivery of the SFY 2022-23 UPWP*	$8,900.00
Total Due	$8,900.00

Thank you!!

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

BILLING REPORT – Invoice 125

Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	August 1, 2021 – August 31, 2021

Activity Breakout by UPWP Work Program Elements

Program Administration [62.5 hours]

Executive Committee Meeting – Participated in and supported August 5th Executive Committee meeting with Lead Planning and Lead Fiscal agencies, including meeting hosting and support. Compiled recap and responded as necessary in preparation for the Board meeting and other planning activities.

Executive Board Meeting – Prepared for the August 20th Executive Board meeting including agenda packet development and distribution, coordination with Chair and LPA staff, and meeting hosting and support. Participated in the meeting, took notes, debriefed, and compiled meeting recap. Downloaded and prepared meeting video for upload to YouTube channel with links from PRTPO website.

Technical Advisory Committee Meeting – Assembled and prepared agenda packet for the September 16th TAC meeting in coordination with Lead Planning Agency staff.

PRTPO Support – Responded to inquiries from members. Assembled PRTPO Coordinator report for Board packet. Coordinated with LPA staff on records and contract management support. Developed update of the 2021 PRTPO Resource Manual and posted online. Compiled information and prepared summary of federal Infrastructure Investment and Jobs Act for Board briefing. Conducted member poll regarding potential assignment of HSTP funds to support Chair decision-making process.

Work Program Management – Worked with Chair, Fiscal Agent, Executive Committee, Lead Planning Agency, and various WSDOT offices to address outstanding questions regarding federal HSTP funds awarded to PRTPO to support planning activities in current UPWP, and prepared memos for Board, Executive Committee, and WSDOT. Closed out fiscal year 2021 records and set up 2022 files.

Public Information and Communications – Responded to inquiries from various stakeholders about regional coordination opportunities regarding EV infrastructure. Drafted PRTPO insert for WSTC 2021 Annual Report.

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

- Finalized Title VI plan for adoption and distributed executed plan to appropriate WSDOT entities and updated materials on the PRTPO website.
- Completed website updates.

- Worked with LPA and GIS service contractors on development of PRTPO web-mapping platform.
- Conducted regular, on-going communication and coordination activities as needed with Lead Planning Agency and Fiscal Agent, PRTPO Chair, members, and others.

Transportation Planning [26.5 hours]

RTP Follow-up Activities: EV Readiness – Reviewed member responses to date on readiness self-assessment poll, and other insights from the June work session and stakeholder interviews to develop draft list of strategies that PRTPO can undertake to advance EV readiness. Prepared TAC memo for initial discussion of future work program activities.

Transportation Outlook 2022 – Developed briefing memo for Board discussion and refined the draft cover letter to reflect suggested changes. Developed and distributed a member poll soliciting information for the project list. Developed briefing memo for TAC meeting in September.

Human Services Transportation Planning – Reviewed HSTP guidance from WSDOT and sketched regional work program tasks to accomplish the work. Evaluated HSTP delivery and scope considerations under alternate funding scenarios to support reconciliation of funding issues.

Regional Coordination and Collaboration –

- MPO/RTPO Coordinating Committee – Participated in quarterly meetings and follow-up activities.
- Rural RTPO Committee – Participated in meeting with WSDOT and other rural RTPOs regarding matters of particular interest in rural-only regions.
- NODC CEDS – Participated in an informational interview as part of the background work being conducted by NODC for the Clallam-Jefferson Comprehensive Economic Development Strategy update underway and followed up with requested information on PRTPO plans.
- US Bike Route System Designation – Developed staff memo for Board (August) and TAC (September) and maintained correspondence with WSDOT and members on this topic.

Regional Grants Administration – Reviewed OA target status and obligation reports from Local Programs.

3P Transportation Services

INVOICE

Date:	August 1, 2021
Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	July 1, 2021 – July 30, 2021
Invoice Number:	124

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

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

Description	Amount
PRTPO Coordination Services: 73 hours @ $100/hour *Professional Services in Delivery of the SFY 2022-23 UPWP*	$7,300.00
Total Due	$7,300.00

Thank you!!

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

BILLING REPORT – Invoice 124

Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	July 1, 2021 – July 31, 2021

Activity Breakout by UPWP Work Program Elements

Program Administration [36.5 hours]

Technical Advisory Committee Meeting – Prepared for and participated in the July 15th TAC meeting including coordination with Lead Planning Agency staff in development of agenda packet and materials, preparation and coordination with guest speakers, pre-meeting coordination call with the TAC Chair and LPA staff, meeting hosting and support, and debrief and follow-up. Produced and posted video of Local Programs training session for TAC on YouTube channel.

Executive Committee Meeting - Prepared for August 5th Executive Committee meeting with Lead Planning Agency and Fiscal Agency, including coordination and meeting packet development and distribution.

PRTPO Support – Met with new PRTPO members from Squaxin Island Tribe and from Mason Transit. Updated PRTPO Quick Start Guide and distributed to new members. Developed a draft UPWP Development Policy for review. Prepared framework for hybrid meeting approach beginning in 2022.

Work Program Management – Coordinated with LPA on end-of-biennium close-out activities. Prepared invoice details for 4th quarter activities. Worked with Chair and Fiscal Agent to assess effects of federal HSTP funds on PRTPO's work program and processes.

Public Information and Communications – Work with LPA and GIS services contractors in developing baseline mapping tools for website information portal.

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

- Worked with DFW staff and Chair to prepare and distribute a letter of support for federal RAISE grant to elevate US 101 south of Brinnon.
- Coordinated with WSDOT on draft Title VI Plan Update under review.
- Completed website updates in coordination with LPA staff.
- Conducted regular, on-going communication and coordination activities as needed with Lead Planning Agency and Fiscal Agency, PRTPO Chair, members, and others.

Transportation Planning [36.5 hours]

RTP Follow-up Activities: EV Readiness - Completed the review of materials received from consultant in June and participated in related follow-up meetings. Produced and posted the ZEVIP work session video. Compiled July Update summary of activities, funding opportunities, and resources and distributed to Peninsula EV Infrastructure Exchange Group. Updated EV Resources web page.

Transportation Outlook 2022 – Hosted first meeting of Legislative Work Group and developed two draft documents for their review and comment. Updated contact lists and assignments. Finalized initial internal discussion draft based on comments received and included in Executive Committee agenda packet.

Human Services Transportation Planning – Reviewed materials from WSDOT regarding upcoming plan update and assembled known materials from prior processes. Met with Amanda Farrar of Coastal CAP and helped her assess new program's mobility objectives, service and coordination opportunities.

Regional Coordination and Collaboration –

- Attended NODC meeting and briefed participants on PRTPO activities underway.
- US Bike Route System Designation – Developed staff memo for TAC. Worked with WSDOT staff on background and queries coming from TAC prior to the meeting.

Regional Grants Administration – Reviewed OA target status and obligation reports from Local Programs. Worked to correct Local Programs issue affecting Jamestown S'Klallam TAP project status.

Kitsap Sun

PART OF THE USA TODAY NETWORK

ACCOUNT NAME		ACCOUNT #	PAGE #
Kitsap Transit Legals		288868	1 of 1
INVOICE #	**BILLING PERIOD**	**PAYMENT DUE DATE**	
0004042555	Aug 1- Aug 31, 2021	September 20, 2021	
PREPAY (Memo Info)	**UNAPPLIED (included in amt due)**	**TOTAL AMOUNT DUE**	
$0.00	$0.00	$750.00	

BILLING ACCOUNT NAME AND ADDRESS

KITSAP TRANSIT LEGALS
60 WASHINGTON AVE STE 200
BREMERTON, WA 98337-1888

BILLING INQUIRIES/ADDRESS CHANGES

1-877-736-7612 or smb@ccc.gannett.com

FEDERAL ID

47-1939744

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

0000288868000000000000040425550007500012613

Contact abgspecial@gannett.com to sign-up for the convenience of having your invoice e-mailed to you. Once signed up you can also enjoy the convenience of making online payments.

Date	Description	Amount
8/1/21	Balance Forward	$158.92
8/31/21	PAYMENT - THANK YOU	-$158.92

Package Advertising:

Start-End Date	Order Number	Description	PO Number	Package Cost
8/1/21-8/8/21	6127679	Public Hearing 2021-2026 TDP		$395.72
8/29/21	6207859	2022 RTIP PRTPO		$354.28

RECEIVED
SEP 20 2021
FINANCE
KITSAP TRANSIT

226 Adams Street
Port Townsend , WA 98368
360-385-2900

RECEIVED
SEP 07 2021
FINANCE
KITSAP TRANSIT

Invoice

Invoice # 108130
Invoice Date: 8/25/21
Terms: Prepay
Rep: JH

Bill to: Bill to ID: 27134

Jeremiah Holcomb
Kitsap Transit
60 Washington Ave, Suite 200
Bremerton, WA 98337

Sold to: Account ID: 27134

Jill Boltz
Kitsap Transit
60 Washington Ave, Suite 200
Bremerton, WA 98337

Ad Insertions included in this Invoice — Advertising

Date	Ad ID	Ad Information	PO #	Price	Disc	Applied	Total
8/25/21	196886	Legal - OTHER		$204.00			$204.00
		12.75"	LEGALS: Peninsula Regional Transportation Planni...				

PD 10064

Items: 1

Please make check payable to **Port Townsend Leader**
Thank you for advertising with the PT Leader!
Avoid the 1.5% finance charge by submitting your payment by the 20th of each month.

Total Charges	$204.00
Discount	
Payments Applied	
Total Balance Due on Receipt	$204.00

Shelton-Mason County Journal

EST. 1886

227 W Cota St
PO Box 430
Shelton, WA 98584-0430

Invoice

Date	Invoice #
8/26/2021	110240

Bill To
Kitsap Transit 60 Washington Ave. Ste. 200 Bremerton, WA 98337

P.O. No.	Terms	Project
3134		

Quantity	Description	Rate	Amount
1	Legal notices Public Notice of 2022 RTIP & Public Comment 8/26/2021	256.50	256.50

Phone #	360-426-4412

Total $256.50

SQUARESPACE

Invoice

Charged on Friday, June 18, 2021

ISSUED TO

Annette Balera

Card Number •••• •••• •••• 1773

ISSUED BY

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

Charges

All prices in US Dollar.

Subscription: Business (Annually) - vuvuzela-orb-knke.squarespace.com

Annual Payment	$216.00
Subtotal	$216.00
Discount	–
Sales Tax (9%)	$19.44
Due	$0.00
Paid	**$235.44**

PRTPO Fiscal Agent Expenses
Jefferson Transit Authority
July 1 - September 30, 2021

	July	August	September	Total	Notes
Staff Salaries and Wages	$ 70.46	$ 221.43	$ 20.13	$ 312.02	
Staff Fringe Benefit/OH Rate	$ 43.63	$ 137.12	$ 12.47	$ 193.21	
Other Reimbursables	**$ -**	$ -	$ -	$ -	
	$ 114.08	$ 358.55	$ 32.60	**$ 505.22**	

Reimbursables:

	$ -

Salary Break out data:		Wages	Benefits/OH	Total
Crouch - Meet Bek/Thera Fed Funding	7/12/2021	$ 40.26	$ 24.93	$ 65.19
Crouch - Bank Reconciliation/Invoice	7/14/2021	$ 20.13	$ 12.47	$ 32.60
Crouch - Invoice	7/15/2021	$ 10.07	$ 6.23	$ 16.30
Crouch - Fed Fund/Email/Invoice/Pymt	8/4/2021	$ 90.59	$ 56.09	$ 146.68
Crouch - Invoice/Payment	8/5/2021	$ 20.13	$ 12.47	$ 32.60
Crouch - Meet Bek/Thera Fed Funding	8/18/2021	$ 80.52	$ 49.86	$ 130.38
Crouch - WSDOT Meeting	8/23/2021	$ 30.20	$ 18.70	$ 48.89
Crouch - Bank Reconciliation/July	9/9/2021	$ 10.07	$ 6.23	$ 16.30
Crouch - Bank Reconciliation/August	9/17/2021	$ 10.07	$ 6.23	$ 16.30
		$ 312.02	$ 193.21	$ 505.22

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: December 10, 2021
Subject: **Extend Interlocal Agreement with Kitsap County for CY 2022 Legal Services**

REQUESTED ACTION:

Authorize the Chair to extend PRTPO's legal services agreement with Kitsap County to December 2022.

Overview

In August 2020, PRTPO renewed its agreement for legal services with Kitsap County. Lisa Nickel and her team in the Prosecuting Attorney's office provide on-call services for policy and contract reviews, clarification of Open Public Meetings Act requirements during COVID-19, and other queries as needed. That agreement will expire at the end of December. It includes provisions for an extension.

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

A copy of the extended legal services agreement language is attached.

Attachment:

CY 2022 Agreement for Legal Services between PRTPO and Kitsap County

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

AGREEMENT FOR LEGAL SERVICES

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

1. RECITALS

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

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

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

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

2. INCORPORATION OF RECITALS

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

3. SCOPE OF WORK

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

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

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

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

/
//

4. COMPENSATION

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

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

5. BILLING AND PAYMENT

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

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

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

6. DURATION

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

7. REPRESENTATIVES

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

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

8. INDEPENDENT CONTRACTOR

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

9. INDEMNIFICATION

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

10. TERMINATION

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

11. NON-EXCLUSIVE AGREEMENT

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

12. CONFLICTS OF INTEREST

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

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

13. NON-WAIVER

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

14. INTEGRATION

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

15. BINDING EFFECT

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

16. MODIFICATION

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

17. SEVERABILITY

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

18. GOVERNING LAW; VENUE

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

[Signatures appear on the next page.]

Executed this ____ day of _____, 2022

PENINSULA REGIONAL TRANSPORTATION ORGANIZATION

Bek Ashby, Chair

Executed this ____ day of _____, 2022

KITSAP COUNTY PROSECUTING ATTORNEY

CHAD M. ENRIGHT, Prosecuting Attorney

Executed this ____ day of _____, 2022

BOARD OF COUNTY COMMISSIONERS
Kitsap County, Washington

EDWARD E. WOLFE, Chair

CHARLOTTE GARRIDO, Commissioner

ROBERT GELDER, Commissioner

ATTEST:

Dana Daniels, Clerk of the Board

EXHIBIT A

SCOPE OF SERVICES

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

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

2. Review and redraft administrative policies and procedures;

3. Review and redraft contracts;

4. Review and redraft resolutions; and

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

EXHIBIT B

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

Kitsap County Prosecuting Attorney
Chad M. Enright

CIVIL DIVISION

Ione George
Chief of Staff

Jacquelyn Aufderheide
Civil Division Chief

Carrie Alire
Administrative Manager

December 9, 2021

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

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

Dear Ms. Ashby:

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

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

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

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

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

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

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

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

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

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

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

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

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

Thank you for your attention and consideration.

Sincerely yours,

CHAD M. ENRIGHT
Prosecuting Attorney

Jacquelyn M. Aufderheide
Chief Civil Deputy Prosecuting Attorney

CONSENT GRANTED AND WAIVER APPROVED:

Dated this _____day of _____, 2021

Peninsula Regional Transportation Planning Organization

_____
Bek Ashby, Chair

ACTION ITEM

To: PRTPO Executive Board
From: Edward Coviello
Subject: **Contract Extension for CY 2022 PRTPO Coordinator Services**

REQUESTED ACTION:

Approve the extension of the PRTPO Coordinator contract with 3P Transportation Services in accordance with contract KT 19-649 for continuation of services through December 31, 2022.

Overview

In 2019, the PRTPO approved Kitsap Transit as the Lead Planning Agency (LPA) for the PRTPO under the guidance of RCW 47.80. As such, Kitsap Transit has contracted with 3P Transportation Services to provide LPA services in delivering PRTPO's Unified Planning Work Program. The contract number KT 19-649 was extended to December 31, 2021 with an option to extend the contract in one year increments for up to three years.

Part of the contract includes a Cost Proposal provided by 3P Transportation Services. The Cost Proposal is used to generate a purchase order that allows the LPA to pay for monthly invoices provided by 3P Transportation Services and establishes an upper limit on total contract reimbursements. The LPA requested an updated Cost Proposal from 3P Transportation.

3P Transportation Services provided an updated Cost Proposal as attached. There is no change in the pay rate for the attached Proposal for work billed to the base RTPO work program from 2019. A higher rate is charged for work billed to the Human Services Transportation Planning grant contract.

The action requested is to approve Kitsap Transit's contract extension with 3P Transportation Services to December 31, 2022, which will allow for continued PRTPO Coordinator services to the LPA and PRTPO members.

Attachments

- KT 19-649 Contract Extension
- Revised Cost Proposal for KT 19-649 for Period Ending December 31, 2022

For More Information:

Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com

60 Washington Ave. Ste.
200
Bremerton, WA 98337
Phone: 360.479.6962
Fax: 360.377.7086

www.kitsaptransit.org

December 10, 2021

RE: KT 19-649 PRTPO Coordinator

Ms. Black:

Established in Addendum #1 for the above referenced project the initial period of performance is for two (2) years for the date of Contract signatures. Further clarified in Contract Modification #1, the initial period of performance expires on December 31, 2021 to coincide with Kitsap Transit's fiscal year.

The Contract also provides for three (3) one (1) year extensions; at Kitsap Transit's sole discretion. Kitsap Transit has chosen to exercise their first one (1) year option. Please regard this as official notice that the above Contract is hereby extended to December 31, 2022.

If you have any questions, please let me know.

Patrick Rogers
Purchasing Coordinator
60 Washington Ave, Suite 200
Bremerton, WA 98337
(t) 360-479-6960 (f) 360-377-7086

3P Transportation Services

December 6, 2021

Mr. John Clauson
Executive Director
Kitsap Transit
60 Washington Ave. Suite 200
Bremerton. WA 98337

Reference: Revised Cost Proposal for PRTPO Coordinator – KT 19-649

Following is my Revised Cost Proposal to provide PRTPO Coordinator services under contract to Kitsap Transit (KT 19-649) through December 31, 2022.

This cost proposal reflects differentiated rates for work billed against the base RTPO program versus work billed against the HSTP grant contract.

- My fully loaded standard hourly rate for base RTPO program work remains $100 per hour plus travel expenses, assuming travel resumes within this time period. I bill travel time at 50% of my standard hourly rate plus mileage.
- My fully loaded hourly rate for HSTP contract work is $125 per hour plus travel expenses. If travel under this contract is warranted, I will bill time at 50% of this rate plus mileage.

I'm under contract to deliver the currently adopted Unified Planning Work Program as directed by the Executive Board. I estimate my fully loaded cost to deliver the work program through December 31, 2022 to be no more than $150,000 unless additional services are requested.

If you have any questions, please let me know.

Sincerely,

Thera Black
3P Transportation Services

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

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: December 10, 2021
Subject: **Regional Support for EV Readiness Through PRTPO 2022 Work Program**

REQUESTED ACTION:

Approve proposed activities and budget in Task 2 of the adopted Unified Planning Work Program to support greater EV readiness in the Peninsula region.

Overview

In October the Board considered a proposal from staff to allocate 40 hours of unprogrammed budget in the adopted Unified Planning Work Program (UPWP) towards activities that increase the region's capacity to support electric vehicles. This supports long-range planning objectives resulting from the 2040 Regional Transportation Plan (RTP) and responds to public comments received during its review.

Regional Work Program Activities Proposed for SFY 2022

Following are proposed activities that PRTPO will undertake as a part of its work to support EV readiness across the region:

- EV Infrastructure Coordinating Group – Maintain a list of stakeholder interests working on EV and ZEV issues throughout the region. Use this as the primary vehicle for sharing information about opportunities and new resources, and in helping forge new partnerships.
- Grant Funding Information and Education – Maintain awareness of state and federal grant opportunities to support EV planning, infrastructure, and other implementation activities and distribute relevant information through the regional EV Infrastructure Coordinating Group.
- EV Information Portal – Keep an eye out for new resources that respond to needs members identify to support their planning and implementation efforts as well as innovative practices that are particularly well-suited to rural or small community applications. The federal infrastructure package creates new opportunities for rural and tribal communities interested in facilities for zero emission vehicles and clean energy.
- Convene Periodic Coordination Meetings – Periodically invite stakeholders interested in EV coordinating opportunities to meet and strategize over funding opportunities or other coordination needs. This would be occasional, perhaps a few times a year, with PRTPO participating in the role of regional convener.
- State EV Action Plan – WSDOT is expected to update its 2015-2020 EV Action Plan soon. PRTPO will work to ensure the updated plan recognizes the needs of communities and traveling public across the Peninsula Region.

The activities described above will help PRTPO fulfill its objective of advancing EV readiness in support of a long-range regional climate response. This work will support on-going activities by PRTPO members and other stakeholders, contributing to those efforts by helping to fill some gaps in coordination and information sharing.

Budget for Proposed Activities

Cost for the activities described above is estimated at $4,000 for SFY 2022. Funding for this is included in the unassigned Task 2 budget earmarked for RTP follow-up activities in the UPWP adopted by the Board in June. Task 2 includes $14,000 in SFY 2022 for activities identified by the Board that support the RTP. Funding the proposed work program activities will

leave about $10,000 for other activities throughout the year to either expand on EV readiness activities or support resilience planning activities, with another $14,000 earmarked for SFY 2023.

Next Steps

The Board is asked to approve the proposed work program activities. Since the budget and overall direction is already included in the adopted UPWP a formal amendment is not needed, but an administrative amendment will add approved tasks to the work program description to ensure accountability and transparency.

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

ACTION ITEM

To: PRTPO Executive Board (EB)
From: Edward Coviello
Date: December 15, 2021
Subject: **PRTPO Regional Transportation Improvement Plan (RTIP) Amendment – Skokomish Tribe, City of Shelton, the Jamestown S'Klallam Tribe and Jefferson County**

REQUESTED ACTION:

To approve the five proposed Transportation Improvement Program project amendments as presented:

- The S*kokomish Tribe Project WA-14002: SR 106/Reservation Rd/Tribal Center Rd Sidewalk Extension - Hood Canal* into the January Amendment of the 2022-2025 State Transportation Improvement Program and the PRTPO 2022-2027 Regional Transportation Improvement Program (RTIP).
- The *Jamestown S'Klallam Project JST022012: Tribe Michigan School Road to Old Blyn Highway Olympic Discovery Trail* project into the PRTPO 2022-2027 RTIP.
- The *City of Shelton Project 5435: Brockdale Road Resurfacing Project-Wallace Kneeland Blvd to Batstone Cutoff Road* into the PRTPO 2022-2027 RTIP.
- The *City of Shelton Project* 5460: *SRTS Crosswalk Improvements-State Funding* into the PRTPO 2022-2027 RTIP.
- The *Jefferson County Project WA-14158: Jefferson County Road Departure Reduction* project into the PRTPO 2022-2027 RTIP.

Overview

Skokomish Tribe has requested that the project titled "WA-14002 SR 106/Reservation Rd/Tribal Center Rd Sidewalk Extension - Hood Canal" be added to the PRTPO 2022-2027 Regional Transportation Improvement Program (RTIP) originally approved by the PRTPO Board on October 15, 2021.

The project is for ADA curb ramp retrofits, sidewalk with curb, walkway with bio-swale/ditch buffer, pedestrian-scale lighting linking to the Hood Canal Elementary School. The funding source is from Safe Routes to School grant program in the amount of $318,465 with a local match of $25,590 totaling $342,055. The funds are secured at this and the project will be added to the January 2022-2025 State Transportation Improvement Program Amendment.

The project request supports Regional Transportation Plan 2040 Goal 4 – Barrier-free Transportation and Goal 9 – Environmental and Human Health.

The **Jamestown S'Klallam Tribe** has requested that the project titled "JST022012 Michigan School Road to Old Blyn Highway Olympic Discovery Trail" be added to the PRTPO 2022-2027 Regional Transportation Improvement Program (RTIP) originally approved by the PRTPO Board on October 15, 2021.

This project when completed will extend the Olympic Discovery Trail from Pierce Road/Michigan School Road to Old Blyn HWY/US101.

Jefferson County has requested that the project titled "WA-14158: Jefferson County Road Departure Reduction" be added to the PRTPO 2022-2027 Regional Transportation Improvement Program (RTIP) originally approved by the PRTPO Board on October 15, 2021.

The project will add/upgrade signing, add guardrail reflectors and delineators, and add shoulder rumble strips. The project includes associated ADA and utility work as needed.

The **City of Shelton** has requested that projects 5435 and 5460 be added to the 2022-2027 RTIP. The projects will provide Hot Mix Asphalt (HMA) overlay for Brockdale Road and will consist of resurfacing the existing roadway with HMA and roadway striping. For 5460, a Safe Routes to School Grant will Rectangular Rapid Flashing beacons and ADA curb ramp replacement or upgrades. The project includes curb extensions, median refuge island, audible pedestrian signals, sidewalk and speed feedback sign at Franklin St and 7th St, Railroad Ave and 9th St and Franklin and 7th Street.

For More Information:

Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com

Washington State S. T. I. P.

2022 to 2025

(Project Funds to Nearest Dollar)

MPO/RTPO: Peninsula RTPO N Inside Y Outside **November 5, 2021**

County: Mason

Agency: Skokomish Tribe

Func Cls	Project Number	PIN	STIP ID	Imp Type	Total Project Length	Environmental Type	RW Required	Begin Termini	End Termini	Total Est. Cost of Project	STIP Amend. No.
05			WA-14002	28	0.250	CE	No	Various	Various	342,055	

SR 106/Reservation Rd/Tribal Center Rd Sidewalk Extension - Hood Canal Elementary School

ADA curb ramp retrofits, sidewalk with curb, walkway with bio-swale/ditch buffer, pedestrian-scale lighting.

Funding

Phase	Start Date	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total
PE	2022		0	SRTS	35,385	0	35,385
CN	2022		0	SRTS	283,080	23,590	306,670
		Project Totals	**0**		**318,465**	**23,590**	**342,055**

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
PE	35,385	0	0	0	0
CN	306,670	0	0	0	0
Totals	**342,055**	**0**	**0**	**0**	**0**

	Federal Funds	State Funds	Local Funds	Total
Agency Totals for Skokomish Tribe	**0**	**318,465**	**23,590**	**342,055**

Washington State Department of Transportation

Six Year Transportation Improvement Program
From 2022 to 2027

Agency: Jamestown S'Klallam Tribe

County: Clallam

MPO/RTPO: Peninsula RTPO N Inside Y Outside

Functional Class	Priority Number	A. PIN/Project No. / C. Project Title / D. Road Name or Number / E. Begin & End Termini / F. Project Description	B. STIP ID / G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00			JST022012	04/12/16	04/12/16		17-16	28	C G P T	0.640	CE	No
		Michigan School Road to Old Blyn Highway Olympic Discovery Trail										
		N/A										
		Pierce Road to Old Blyn HWY/ US101										
		Extend the Olympic Discovery Trail from Pierce Road/Michigan School Road to Old Blyn HWY/US101										

Funding

Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
S	CN	2022	TTP	48,500		0	0	48,500
S	CN	2022	TAP(R)	182,308		0	0	182,308
P	CN	2022	Discretionary	440,000		0	0	440,000
			Totals	**670,808**		**0**	**0**	**670,808**

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
CN	620,808	50,000	0	0	0
Totals	**620,808**	**50,000**	**0**	**0**	**0**

Washington State Department of Transportation

Six Year Transportation Improvement Program
From 2022 to 2027

Agency: Shelton

County: Mason

MPO/RTPO: Peninsula RTPO Y Inside N Outside

Functional Class	Priority Number	A. PIN/Project No. / C. Project Title / D. Road Name or Number / E. Begin & End Termini / F. Project Description	B. STIP ID / G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
04	0	Brockdale Road Resurfacing Project-Wallace Kneeland Blvd to Batstone Cutoff Road Brockdale Road Wallace Kneeland Blvd to Batstone Cutoff Road Hot Mix Asphalt (HMA) overlay will consist of resurfacing the existing roadway with HMA and roadway striping.	5435	06/01/21	06/15/21		1199-0421	05	C G P S T	0.680	CE	No

Funding

Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
S	CN	2022	STP(US)	278,000		0	37,530	315,530
			Totals	**278,000**		**0**	**37,530**	**315,530**

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
CN	315,530	0	0	0	0
Totals	**315,530**	**0**	**0**	**0**	**0**

Washington State Department of Transportation

Six Year Transportation Improvement Program
From 2022 to 2027

Agency: Shelton

County: Mason

MPO/RTPO: Peninsula RTPO Y Inside N Outside

Functional Class	Priority Number	A. PIN/Project No. / C. Project Title / D. Road Name or Number / E. Begin & End Termini / F. Project Description	B. STIP ID / G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
06	0	SRTS Crosswalk Improvements-State Funding Various to Various At Franklin St and 7th St, Railroad Ave and 9th St and Franklin and 7th Street install Rectangular Rapid Flashing beacons and ADA curb ramp replacement or upgrades. The project includes curb extensions, median refuge island, audible pedestrian signals, sidewalk and speed feedback sign.	5460	06/01/21	06/15/21		1199-0421	44	C G P S T W		CE	No

Funding

Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
S	PE	2022		0	SRTS	88,857	13,869	102,726
S	CN	2023		0	SRTS	681,245	106,321	787,566
			Totals	**0**		**770,102**	**120,190**	**890,292**

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
PE	102,726	0	0	0	0
CN	0	787,566	0	0	0
Totals	**102,726**	**787,566**	**0**	**0**	**0**

	Federal Funds		State Funds	Local Funds	Total Funds
Grand Totals for Shelton	**278,000**		**770,102**	**157,720**	**1,205,822**

Washington State Department of Transportation

Six Year Transportation Improvement Program
From 2022 to 2027

Agency: Jefferson Co.

County: Jefferson

MPO/RTPO: Peninsula RTPO N Inside Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		Jefferson County Road Departure Reduction Countywide to Countywide Add/upgrade signing, add guardrail reflectors and delineators, and add shoulder rumble strips. Project includes associated ADA and utility work as needed.	WA-14158					21			CE	No

Funding

Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
S	PE	2022	HSIP	82,000		0	0	82,000
S	CN	2023	HSIP	625,000		0	0	625,000
			Totals	**707,000**		**0**	**0**	**707,000**

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
PE	82,000	0	0	0	0
CN	0	625,000	0	0	0
Totals	**82,000**	**625,000**	**0**	**0**	**0**

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black and Edward Coviello, PRTPO Coordinators
Date: December 10, 2021
Subject: **2022 TA Process Kick-off**

REQUESTED ACTION:

The Executive Board will consider the proposed process and timeline for conducting the 2022 Transportation Alternatives Program Call for Projects. It will come to the Board for action in February.

Overview

In June 2020 PRTPO concluded its first Transportation Alternatives Program (TA) funding process since 2014-15, allocating $1.3 million in FY 2020-2024 funding to four projects. The process called for biennial allocations thereafter, making the next call for projects due in late winter of 2022. This is the launch of the 2022 process. That process will allocate a minimum of $413,500 in FY 2025-2026 funding to priority projects identified by the Executive Board.

The approach proposed for 2022 is a refresh of the 2020 process. Details of the proposed approach are attached for review and discussion. The Technical Advisory Committee reviewed the process and recommended Board approval. The Board will be asked to approve the process in February, launching the 2022 Call for Projects no later than February 28th.

How much money is available?

Based on past funding levels the region can expect to allocate a minimum of $413,500 in TA funds to priority projects. The infrastructure package passed by Congress on November 5th reauthorized the federal Surface Transportation Act and is expected to increase somewhat TAP funds available to PRTPO for programming. How quickly the appropriation details get worked out at the federal and state levels remains to be seen. If it occurs before June, PRTPO may get updated funding amounts to award. While an increase in TA funding is expected, it is not anticipated to be a substantial dollar increase. A 15% bump in allocations would be significant but is only a $30,000 increase in annual allocations.

How soon can projects selected in June 2022 proceed?

While PRTPO is programming federal fiscal year (FFY) 2025 and 2026 funding, we should expect that projects selected for funding will be able to obligate and get underway before then. At a minimum, project sponsors can count on funding authority by 2024 though projects may be able to get underway as early as 2023. We will have more information on this as we get closer to launching the call for projects and will work with sponsors wanting to accelerate project delivery to get WSDOT support.

Do urban and rural targets apply to this small amount of available funding?

WSDOT imposes targets on PRTPO that call for a minimum of $145,222 to be allocated to projects in rural areas in this process and $108,468 to projects in urban areas, with the remainder available for either rural or urban projects. As the Executive Board has determined, it is incredibly inefficient to program small amounts of federal transportation funds onto projects. We believe we can use averages over a multi-year period to satisfy WSDOT's expectations or obtain a waiver in order to minimize the effect of these inefficiencies on PRTPO members. We will confirm this before launching the call for projects. **If waiving the urban-rural targets for this pot of revenue raises concerns, please let us know.**

Can agencies in Kitsap County apply?

No, agencies in Kitsap County participate in PSRC's TAP process, which programs several million dollars in funds. PRTPO's TAP authorization is based on the populations of Clallam, Jefferson, and Mason Counties.

What happens to additional TA funds if PRTPO's annual allocation is increased after projects have been selected for funding in June?

The Executive Board may learn in July or later that it had more TA funding to program in FFY 2022-2026 than was awarded in its 2020 and 2022 processes. Typically, any increase in the annual allocation of federal funding for years that have already been programmed would be rolled into the next call for projects, currently scheduled to occur in 2024. At that time any unprogrammed funds attributed to the new infrastructure package would be programmed with updated funding targets associated with 2027 and 2028. This is how TA funding increases associated with the last federal package (FAST Act) were handled in the 2020 TA process.

Attachment:

Proposed 2022 Transportation Alternatives Program Project Selection Process

For More Information:

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

TRANSPORTATION ALTERNATIVES PROGRAM FUNDING
PROPOSED APPROACH FOR CY 2022 CALL FOR PROJECTS

In 2022 PRTPO will award a minimum of $413,500 in Transportation Alternatives Program (TA) funding. This is the minimum amount of TA funds available for federal fiscal years 2025 and 2026 and may increase somewhat when the federal infrastructure bill is passed.

Following is a summary of the proposed 2022 process.

KEY MILESTONES

18 Nov TAC makes process recommendation to the Board

17 Dec Board considers TAC recommendation on 2022 TA process (1st reading)

18 Feb Board approves process for 2022 TA allocations and authorizes call for projects

28 Feb Launch Call for Projects and distribute/post application packets and support materials

4 Apr Deadline for draft application review [optional application pre-submittal check (new)]

11 Apr Final applications due

15 Apr Board receives report on number of applications received, funds requested

2 May Final video recording deadline for project presentations

5 May TAC members receive application packages and begin the individual review process

19 May TAC conducts formal project evaluation and prioritization process and recommends TA awards to the Board

17 Jun Board considers TAP applications, TAC recommendation, and awards funding to priority TA projects

Projects selected for funding will be identified in the appropriate year as funding secured projects in the local 2023-2028 TIPs under development at the time of project selection.

PROCESS FUNDAMENTALS

Available Funds

PRTPO will program at least $413,500 in FY 2025-2026 funds. Projects are not constrained by annual funding amounts. This 2022 process does not commit post-2026 funds.

Funding Cap

There is no cap on the amount of funds that can be requested for a project. *Sponsors understand that it PRTPO's intent to generate as much regional benefit as possible with this investment.* The larger the funding request, the more value and regional benefit the project sponsor should expect to demonstrate in the proposal. At the same time, PRTPO recognizes that putting small amounts of federal funds on projects is inefficient. It is the Board's prerogative to award all TAP funds to a single project if, in its determination, that project is worthy of such an award.

DRAFT

Limit on Number of Proposals

There is no limit on the number of proposals that a single sponsor may submit, however, any sponsor submitting more than one project must indicate its own priority ranking of the proposals.

Rural-Urban Balancing

As a final element in the project evaluation process, PRTPO may adjust priorities, if required, to achieve minimum levels of rural and urban funding distributions. Of the two-year allocation, WSDOT expects a minimum of $145,222 be awarded to projects in rural areas and a minimum of $108,468 be awarded to projects in urban areas. The following table summarizes total funding availability and WSDOT's minimum expected rural and urban distributions. PRTPO will seek to have these minimums waived in the interest of more responsible use of federal funds.

	TAP Funds Allocated to PRTPO			
	Total	**Rural**	**Urban**	**Anywhere**
FFY 2025	**$ 214,944**	$ 72,675	$ 54,282	$ 87,987
FFY 2026	**$ 198,548**	$ 72,547	$ 54,186	$ 71,815
Unprogrammed $$	**$ 413,492**	**$ 145,222**	**$ 108,468**	**$ 159,802**

Ability to Proceed in a Timely Way

Project sponsors are expected to provide realistic estimates of the proposed timeline, including when projects will obligate and get underway. Sponsors should indicate the realistic fiscal year that requested TA funds will be obligated. Project obligation is a time-consuming WSDOT process; applicants should be realistic about when projects will obligate. Funding recipients will participate in an annual status review of their projects.

Use of Federal Funds

Applicants seeking a TA grant should be aware of the complexities associated with using federal funds for project delivery and ensure this is the right funding source for the intended project before applying.

Contingency Awards

In addition to identifying projects to receive a confirmed award of TA funds, the Board may identify Contingency Awards. Contingency Awards specify how any additional funds available in this time period should be allocated, or what project moves forward if a project selected for funding is unable to proceed as planned. Contingency Awards retain no special standing when the next Call for Projects is conducted in two years.

Next Call for Projects

It is PRTPO's intent to conduct another call for TA projects in 2024 with funding attributed to FFY 2027 and 2028, maintaining a biennial program with annual check-ins for all federally funded projects. Future processes will account for differences between actual and projected funding in earlier processes.

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MINIMUM QUALIFYING REQUIREMENTS

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

- **Eligible Project Type**

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

- **Eligible Project Sponsor**

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

- **CA Status or Sponsor**

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

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

- **Minimum Match**

This is a reimbursement-type grant program with a minimum 13.5% match. This means that project sponsors are reimbursed for 86.5% of their expenses up to the total grant award. Match can come from local or state sources, or from federal BIA funds. Note that previously expended funds do not qualify as match.

- **Evidence of Project Standing**

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

- **Consistency with 2040 RTP**

Applicants are expected to describe how their proposals support 2040 RTP goals and policies.

- **Public Access**

Project applicants certify that the proposed project will be open for general public access and benefit. Title VI Civil Rights reporting is required.

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REGIONAL PRIORITIES

Each project will be evaluated on its own merits and in consideration of the wide range of benefits associated with different project types. The application will offer each applicant the latitude to explain the unique merits of each proposed investment in a manner appropriate for that project type. There are also some universal factors that will go into determining regional priorities regardless of project type.

- **Feasibility of Proposed Project and Schedule**

Feasibility is an assessment of the complexity of the project compared to the proposed schedule and budget. In addition, successful project delivery requires sufficient staff resources in light of other project delivery commitments an agency has already made and will have underway in the same delivery window. Applicants juggling multiple projects in the same time frame as the proposed project – especially if they are federally funded projects – should be prepared to explain how the proposed project can proceed without disrupting existing commitments.

- **Availability of Matching Funds**

Applicants will be asked to indicate the source of their matching funds. Proposed matching funds that require the applicant to obtain a state grant to secure the funds are a riskier proposition than those proposals that have already secured local or state match funds.

- **Over-Match**

The minimum required match for a TA grant is 13.5 percent. An applicant that commits more than the minimum 13.5 percent is demonstrating local commitment to that project and is helping to stretch limited resources further.

- **Partnerships**

Proposals with financial partners demonstrate buy-in from other entities and help to stretch limited TA funds. Applicants will be asked to demonstrate financial commitment from funding partners, if included.

- **Infrastructure "Shovel-Readiness"**

Infrastructure projects have more than one phase, culminating in a construction phase. Infrastructure proposals for which all pre-construction work has been completed and environmental permits secured are considered "shovel-ready" infrastructure projects. There are multiple benefits to a shovel-ready infrastructure project over one that still has pre-construction work to do: public benefit sooner rather than later; vastly lower risk of project delays or cost overruns including environmental surprises that can create setbacks; and locally demonstrated progress on project delivery.

Right-of-Way Certification While right-of-way (ROW) is an element of shovel-readiness, it has its own inherent risks. Proposals that entail ROW acquisition or are dependent upon its completion before the project can proceed to construction have inherently more risks to project schedule, viability, and cost than those that do not. Proposals that require right-of-way acquisition should demonstrate that the proposed schedule is realistic.

- **Scale-ability for Partial Funding**

Partial funding is often an option for projects with multiple phases or functional segments or elements. For example:

  - funding might be sought for all phases of an infrastructure project, but the agency is willing to accept funding for only the PE phase rather than forego any funding

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- a proposal would repave a corridor segment from Point A to Point D but if not funded in its entirety, the agency is willing to accept funding for Point A to C
- the project sponsor would like to fund a three-year program but is willing to accept funding for two years rather than forego any funding

Applicants will indicate whether their proposal is scale-able and if so, describe a logical segment that can proceed if full funding is not available.

Project Evaluation Process

New in 2022 – Applicants are invited to submit draft applications for pre-submittal internal review to ensure completeness of the project package and identify any potentially ineligible components. This allows project sponsors to make any corrections before the final application due date. It is expected that applications formally submitted by the due date are complete and correct, ready for the formal review and prioritization process.

Applicants are expected to prepare a brief presentation to augment their application package and enhance the review process. PRTPO Coordinators will work with all applicants submitting completed packages to schedule a recording of their proposal via Zoom. Project videos will be included with application materials for project evaluation.

The rest of the review and all of the prioritization process is conducted by members of PRTPO. The TAC conducts the initial review and recommends a priority funding array to the Executive Board. The Board reviews the proposals and TAC recommendation before making its funding decision. Following are details of those two processes.

TAC Project Review and Prioritization Process

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

1. **Initial Review**
   By May 5, 2022, TAC members will receive an application package for initial review along with review guidance. Each member will be asked to individually review the application materials and videos and note any questions or follow-up information needed to understand the project proposals. A two-week window is scheduled for this prior to the TAC's full evaluation and prioritization meeting.

2. **Prioritization and Funding Recommendation**
   The TAC's evaluation process will begin with a general discussion of the projects and materials received for review. This is an opportunity for TAC members to talk with project sponsors about any questions that came up during their individual reviews. The objective is for every member of the TAC to be clear on what each proposal entails, the likely benefits it will generate, the cost and funding ask, and the overall project feasibility and suitability as described, before the evaluation and prioritization gets underway.

   TAC members will use a Pairwise forced choice model to evaluate and rank the applications. The Pairwise model compares every proposal to every other proposal, resulting in a composite score from high to low of the relative priorities. This is an effective way to compare different types of projects and build consensus on rank order priorities. The recommended funding array will rely on rank priorities but may entail some additional adjustments based on funding limitations or extraordinary factors identified in the review process. Documentation of the prioritization and funding recommendation process will summarize the process and highlight any notable issues, opportunities, or points of dissent. The TAC's recommended funding array and process documentation will be forwarded to the Board for its consideration.

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Board Project Review and Funding Action

The Board will conduct its own review of the applications, relying heavily on the TAC vetting and prioritization process to inform its discussion. The Board will receive a package including a summary matrix of the TAC's funding recommendation with any key findings or considerations as well as a complete package of the proposals and a summary of the TAC evaluation process.

The Board will consider the TAC's recommendation in its discussion as well as any other policy considerations that may be warranted in its determination of funding awards. The Board will take action to award up $413,500 to priority TAP projects and identify a list of contingency projects to proceed if selected projects are delayed.

Completion of 2022 Funding Process

The Board will make its funding decision in June, allowing time for local agencies awarded funding to include the secured projects in their 2023-2028 TIPs. Recipient agencies are expected to include these as funding secured projects in the appropriate year of their TIP, ready for inclusion in the new RTIP in August and later, in the new STIP. For that reason, it is advantageous for these projects to be already in draft TIPs as planned projects when the TIPs are developed for public review and adoption.

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ACTION ITEM

To: PRTPO Executive Board
From: Thera Black and Edward Coviello, PRTPO Coordinators
Date: December 10, 2021
Subject: **RTP Biennial Currency Review**

REQUESTED ACTION:

The Executive Board will review the draft PRTPO Biennial Currency Review of the 2040 Regional Transportation Plan. It will come to the Board for approval in February before submittal to WSDOT.

Overview

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

WSDOT notified PRTPO that it expects a biennial currency certification to be completed this year since PRTPO adopted its 2040 Regional Transportation Plan (RTP) in October 2019. This is the first such currency review PRTPO has conducted.

The currency review conducted for the 2040 RTP entailed two tests to determine whether the long-range plan retains its usefulness or if an RTP update is warranted.

The first test looked at statutory requirements associated with the RTP, found in RCW 47.80.030 and in WAC 468-86-080 through 468-86-140. These are the standard checks that WSDOT uses to ascertain whether the RTP meets minimum state requirements. The second test was a general assessment of whether the RTP adequately supports the Executive Board in its direction of the regional planning work program and decision-making processes.

Results of both tests indicate that the 2040 RTP is current and remains a relevant resource in supporting regional transportation planning activities and decision making. Preliminary findings conclude that an update of the 2040 RTP is not warranted at this time.

The TAC looked at the Biennial Currency Review and preliminary findings in November and recommended its approval by the Board.

The Board will consider the Biennial Currency Review during its first reading in December and will be asked to approve the report and its submittal to WSDOT in February.

Attachment:

PRTPO Biennial Currency Review of the 2040 Regional Transportation Plan

For More Information:

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PRTPO Biennial Currency Review of the 2040 Regional Transportation Plan

PRTPO's 2040 Regional Transportation Plan (RTP) was adopted by the Executive Board in October 2019. Per a statutory requirement in the Revised Code of Washington (RCW) 47.80.030(2), PRTPO must review the RTP every two years for currency and forward this biennial review to the Washington State Department of Transportation (WSDOT). That is the rationale for this 2021 biennial currency review.

2021 Statement of Currency

PRTPO's 2040 Regional Transportation Plan is current with all state requirements and continues to support the Executive Board's on-going planning and decision-making processes. No update to the long-range plan is warranted at this time.

The next biennial review will occur in late 2023.

Biennial Review Documentation

PRTPO's 2021 biennial review involves two tests to demonstrate that the RTP adopted in October 2019 is still current and useful for its intended purpose:

1 – It continues to comply with RCW and WAC requirements

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

The following brief documents findings of the biennial currency review.

1. Currency with RCW and WAC Requirements

Requirements spelled out in RCW 47.80.030 and in WAC 468-86-080 through 468-86-140 describe the elements of a statutorily compliant Regional Transportation Plan for state RTPOs. This biennial currency review of PRTPO's 2040 RTP looks for regionally significant changes in the last two years that render some or all of the required elements in the existing RTP outdated and thus meriting an update. Statutory requirements are summarized below. Reviewers wishing to read the full legislative language as well as the Growth Management Act implementing legislation governing the corresponding local planning processes are encouraged to follow the above links to the Washington State legislative website.

a. Identify existing and planned facilities of regional significance

Have plans for new regionally significant facilities been developed in the last two years that were not included in the RTP and now warrant an update for the RTP to remain relevant and useful for PRTPO?

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

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

Have changes been made to LOS standards on state highways of regional significance in the last two years that warrant a plan update for the RTP to remain relevant and useful for PRTPO?

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No changes have been made to established Level of Service standards on state highways of regional significance in the last two years.

c. Include a financial plan

Have significant changes occurred in the last two years that warrant updates to the financial plan for the RTP to remain relevant and useful for PRTPO?

No significant changes to revenue sources or likely availability of project funds have occurred in the last two years that can be reasonably forecasted in the RTP.

d. Promote preservation and efficiency of existing system

Have any changes in the last two years reduced the RTP's support for system preservation and efficiency such that it needs to be updated to support PRTPO decision-making?

The RTP continues to emphasize the importance of system preservation and efficiency.

e. Regional transportation goals and objectives

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

PRTPO policy makers regularly use the RTP to inform on-going transportation planning and decision-making processes, to promote regional perspectives, to encourage partnerships and collaboration between local, state, and tribal governments, and to support public education and involvement. The current RTP supports Executive Board decisions about work program development (e.g. EV readiness, system resiliency), legislative priorities, and other regional transportation planning concerns relevant to PRTPO members.

f. Regional transportation strategy

Have significant changes occurred in the last two years that warrant updates to the regional transportation strategy for the RTP to remain relevant and useful for PRTPO?

No changes to the transportation strategy or fundamental approach to coordinated regional transportation planning have been introduced in the last two years.

g. Needs, deficiencies, data requirements, and assumptions

Have significant changes occurred in the last two years that warrant updates to any of these elements for the RTP to remain relevant and useful for PRTPO?

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

No significant changes have undermined the inventory and assessments of the existing RTP, nor have pronounced shifts in travel mode or demand materialized sufficiently to support any kind of long-range forecast update for the region.

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

No new regional performance metrics have been introduced in the last two years.

Have regional growth patterns changed sufficiently that the RTP is no longer consistent with local Comprehensive Plans?

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

h. Least cost planning

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

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

2. Support for PRTPO Work Program and Decision-Making

The second test to demonstrate currency of the existing RTP is whether it adequately supports the Executive Board in developing the regional transportation work program and in its decision-making processes.

a. Work Program Support

Demonstration of how the RTP supports the on-going regional transportation work program is evident in the commitment PRTPO has made to RTP follow-up planning activities in the areas of climate response and system resilience.

- With its modest planning budget PRTPO is convening a diverse group of regional stakeholders in exploring and pre-positioning for grants to expand the region's capacity to support electric vehicles (EV) and other zero-emissions mobility options in the future.
- PRTPO established an online EV resource portal to support the work of its members and other agencies working to establish a regional network of charging facilities across the Olympic and Kitsap Peninsulas.
- PRTPO supports efforts of the WA Department of Fish & Wildlife in obtaining construction funds to elevate US 101 six feet over the Duckabush River estuary, restoring vital salmon habitat and increasing the seismic and inundation resilience of the vital US 101 route.

The RTP clearly provides guidance that supports practical and meaningful planning activities that are feasible within PRTPO's financially constrained work plan, the SFY 2022-2023 UPWP.

The UPWP also identifies some Unfunded Needs derived from the RTP that could be undertaken with additional resources, including efforts to enhance multimodal resilience, expand rural intercity bus travel, increase multimodal system safety, and innovations to reduce greenhouse gas emissions in rural and small urban settings. These can all be traced back to recommendations and public input on the 2040 Regional Transportation Plan and will be pursued by PRTPO or other partners as funding allows. This further demonstrates the currency and usefulness of the 2040 RTP to PRTPO in identifying planning activities that can support regional planning objectives.

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b. Decision-making Support

Demonstration of how the RTP supports Executive Board decision-making is evident in the Transportation Outlook priorities PRTPO develops annually to educate legislators about regional concerns. Consistent with the RTP, Board priorities include stable and reliable funding for system preservation, support for ferry vessel replacement and operations, coordination with WSDOT to get funding support for important state projects, and more efficient use of existing resources. Funding concerns of local agencies reflected in the RTP drives PRTPO support for more efficient and flexible use of federal funds for small local projects. And the Board continues to promote support for EV readiness and system resilience as well as universal broadband access with its legislative delegation.

All projects identified in the 2022 Transportation Outlook are consistent with and supportive of the RTP. The Board has identified no regional policy concerns or priority project needs that conflict with or are inconsistent with the RTP. The RTP continues to adequately support Executive Board decision making and inform its communications and information outreach.

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DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: December 10, 2021
Subject: **PRTPO Legislative Priority – Efficient Use of Federal Funds**

Purpose

No action is requested. The Board is asked to discuss follow-up measures to increase efficient use of federal STBG funds for rural agencies as well as member interest in a working sub-committee to move this forward.

Overview

On November 4th PRTPO Executive Board members met with Senator Rolfes (D-23rd), Representative Tharinger (D-24th), Representative Chapman (D-24th), and Representative Griffey (R-35th) for the region's annual legislative forum. Board members presented legislators with Transportation Outlook 2022 and discussed priorities and opportunities to work together in the upcoming year.

Legislators found the need to increase efficient use of federal funds for small rural projects a compelling issue. Among themselves they agreed that this is an issue that warrants attention and that they can work together across the aisle to address. They asked for specific "fixes" from PRTPO they can pursue.

The Board will revisit the federal funding efficiency measures under consideration and provide direction on how to proceed in responding to this legislative request. A small working subcommittee may be helpful in developing a solution package for the full Board to consider in February along with appropriate next steps.

The Need for Federal Funding Flexibility for Local Agencies

In 2020 the Board looked at challenges local agencies face when delivering federally funded transportation projects. In particular, the focus is on federal Surface Transportation Block Group (STBG) funds administered by the three rural counties on behalf of the other transportation agencies in each county. Each rural county receives an annual allocation of federal STBG funds it must program and administer via a process that complies with federal requirements.

Rural counties have the same responsibility as Metropolitan Planning Organizations (MPO) in this regard. Unlike MPOs and the urban counties in those regions that program and administer millions of dollars a year though, rural counties are responsible for programming and delivering projects with small amounts of federal funds. And small amounts of federal funds are harder and more expensive to use than large amounts.

> In the realm of federal funding and project delivery requirements, anything less than $500,000 is considered a "small amount of federal funds" for the typical city, county, or tribe project.

WSDOT Local Programs engineers advise putting no less than $500,000 of federal funds onto an infrastructure project, preferably much more, to avoid inefficiencies of scale in project delivery and administrative costs. Inefficiency is baked into rural STBG processes and project delivery by factors over which rural counties have no control.

The table below shows how much each of the three rural counties is authorized to allocate and obligate on an annual basis. Each allocation is then further subdivided by WSDOT into urban and rural sub-allocation targets counties are

supposed to hit when awarding funds to projects, making it nearly impossible to allocate a minimum of $500,000 onto a single project. This increases funding inefficiency and drives up project delivery costs in rural areas.

County	Annual Funding Limit and Obligation Target	Annual Minimum Rural Distribution	Annual Minimum Urban Distribution	Annual Unrestricted Distribution (R or U)
Clallam	$1,100,000	$629,939 *(59%)*	$240,486 *(23%)*	$194,054 *(18%)*
Jefferson	$438,000	$125,542 *(29%)*	$213,885 *(49%)*	$99,402 *(22%)*
Mason	$800,000	$279,556 *(34%)*	$357,716 *(43%)*	$186,372 *(23%)*

Ways to Address the Federal Funding Problem

PRTPO looked at a range of measures to address this problem and improve the ability of rural counties to efficiently program and administer funds on priority projects.

The preferred solution for many – an exchange of federal STBG funds for state funds – remains optimal in many regards, but as a solo endeavor it was deemed too big for PRTPO to take on itself, though PRTPO may sign onto such an effort at the statewide level if it would not penalize transit and other STBG-eligible multimodal project types. Focus was directed instead to other useful strategies to increase flexibility and efficiency in the use of federal STBG funds.

In October 2020 the Board accepted three measures to make the use of federal funds more efficient and cost-effective for small rural projects[1]. The measures reflect modest levels of regional effort that can generate long-term benefit for local agencies. Both support PRTPO's commitment to making the most efficient use possible of existing transportation resources.

The first measure, not included here, was to grow the local knowledge base. To that end, PRTPO arranged two training sessions in 2021 on managing federally funded projects and posted session videos online for wider viewing.

The other two measures seek to improve efficiency and cost-effectiveness by increasing the level of federal funding available for project programming and reducing the number of small, federalized rural projects in the region.

- **Eliminate the Arbitrary Urban/Rural Sub-allocation Targets for Rural Counties.** Urban/rural sub-allocation funding targets for the rural STBG countywide allocations limit project selection and result in small, administratively inefficient federalized projects. These sub-allocations are a discretionary WSDOT requirement at this level, not a federal requirement. This measure would eliminate these sub-allocation targets for rural counties administering STGB funds.
- **Authorize Multi-Year Obligation Authority.** Multi-year funding authority will generate a different array of projects for funding in rural processes than can be considered when only one year of obligation authority is available. This measure would grant rural counties the opportunity to "program ahead" when identifying priority projects, bound by five years' worth of funding authority when selecting projects instead of just one year. In this way a county would have the option of funding a smaller number of larger projects if those are priority projects, confident it would not be capped at an annual limit on obligation authority.

Both measures have pros and cons, as laid out in the Federal Funding Flexibility brief from October 2020 referenced in the footnote. There are implementation details to be worked out, but the measures are practical and achievable. Efficiency benefits will accrue to WSDOT Local Programs, too, not just local agencies. The measures will reduce the overall number

[1] Find the Federal Funding Flexibility for Local Agencies [October 2020] white paper on the Documents page of PRTPO's website.

of projects Local Programs must administer to deliver the same amount of federal funding. Increasing efficiency in project administration enables government to redirect some of its administration and overhead expense to actual projects, vehicles, and services, yielding additional benefits to the traveling public from these measures.

TAC Discussion

Chair Ashby requested a TAC discussion of these options prior to the Board meeting, to refresh perspectives and gage local agency interest if PRTPO actively pursues these fixes.

TAC members discussed the challenges of project delivery with federal funds and how it drives up project costs even on simple projects.

- Small amounts of federal funds on a project with state or local funds makes the whole funding package subject to federal rules.
- Federal environmental rules are getting tighter and project delivery costs and timelines are expected to increase with them. It is getting harder to spend federal money, not easier.
- Project administration for a small rural project with federal funds is not very different than for a large multi-million-dollar project – the rules are the same whether there is a little or a lot of federal money on a project.
- Agencies cannot use local forces on federally funded projects, driving the cost of even simple paver projects up and increasing the complexity of project delivery.

Representatives from cities and counties acknowledged that a straight swap of federal funds for state funds would be the easiest for them but that the changes proposed would greatly alleviate many of the inefficiencies they face when having to administer small pots of federal funds.

Transit agencies comply with different requirements when using federal funds, but those rules are not as inefficient as what cities, counties, and tribes face. Transit members supported efforts to increase the flexible use of these funds as long as the changes don't preclude them from continuing to be an eligible funding recipient in county STBG processes.

Board Discussion and Next Steps

The region's legislators responded affirmatively to PRTPO's legislative priority about greater funding flexibility for local agencies. It is now up to the Executive Board as how to respond to their request for information.

The Board is asked to discuss the legislative request and measures under consideration. There are parallel efforts underway on the part of Association of WA Cities and the WA State Association of County Engineers, and some other rural RTPOs are watching PRTPO's effort with interest. There is also new leadership at WSDOT Local Programs, where these relevant rules originate. In addition, the new federal infrastructure package creates a unique opportunity to modify how the State manages its block grant of federal transportation funds and the rules that apply to rural distributions over the next five years. Timing is opportune for this PRTPO legislative priority.

PRTPO periodically appoints a working subcommittee to dive a little deeper into complex or time sensitive topics and report back to the Board with a recommendation. This may be a good topic for such an initiative if there is sufficient Board interest.

Attachment:

- *Federal Funding Flexibility for Local Agencies – PRPTO Exploration of Options [October 2020]*

For More Information:
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DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: December 10, 2021
Subject: **Freight Funding Opportunities and Call for Projects in Early 2022**

REQUESTED ACTION:

No action is requested. This briefing is to prepare PRTPO members for two important freight funding opportunities in 2022 that will inform the distribution of federal and state project funds for the next few years. *The first call for projects is expected in January with an Executive Board recommendation on priorities due by March. The second call will be in April.*

Overview

Two different processes are underway that will result in prioritized lists of freight projects by December 1, 2022, one for the legislature and the other for WSDOT Local Programs. The lists will inform federal and state funding decisions in 2023 for the next several years. This is driving the schedule for both processes.

One process is being conducted through WSDOT's freight program in conjunction with its 2022 Freight System Plan update[1]. The other is being conducted by the Freight Mobility Strategic Investment Board (FMSIB). The two processes are independent of each other though materially consistent in their areas of emphasis.

Agencies interested in obtaining federal or state funding for freight projects between now and 2025 should be ready to respond to calls for projects early in 2022. While final information on both processes is still under development, timing is such that we are presenting the Board what information is currently available. This is intended to help interested agencies begin thinking through their funding approach for priority freight projects and be ready to respond to project requests.

The first of these project requests is expected from WSDOT in January 2022 and will entail an Executive Board recommendation in February. The rest of this brief lays out what is known about the two funding processes, starting with the WSDOT process.

WSDOT List of Freight Projects

WSDOT is developing a list of priority freight projects to receive about $50 million in National Highway Freight Program funds for SFY 2022-2025. It will issue a call for projects in early January, with regionally prioritized lists due to WSDOT early March. Projects will be regionally prioritized by PRTPO except for those from metropolitan areas of Kitsap County, which will be prioritized by PSRC.

For that reason, what follows about the WSDOT process and PRTPO's involvement pertains to freight projects in Clallam, Jefferson, and Mason Counties and to those in rural Kitsap County. Gorst area improvements, while a recognized PRTPO priority concern that could be eligible for funding consideration, falls within PSRC's prioritization responsibilities for this

[1] WSDOT's freight project prioritization is associated with its update of Critical Urban and Rural Freight Corridors (CURFC) and the 2022 Freight System Plan Update. For clarity, details of that bigger update are not included here. For more information on the overall CURFC process and its relationship to the freight projects addressed by this memo, please see the WSDOT 2022 Freight System Plan Update webpage or contact the PRTPO Coordinator for more information.

process. Urban partners in Kitsap County should expect a similar timeline with PSRC's freight priorities due to WSDOT sometime in early March.

WSDOT's approach for identifying rural freight priorities relies on input from Regional Transportation Planning Organizations like PRTPO. **WSDOT intends to announce a call for projects in rural parts of the state in early January and will ask RTPOs to regionally prioritize those projects by March.** Between mid-March and May, WSDOT will conduct its own statewide prioritization of those projects along with the urban projects, utilizing the rankings submitted by RTPOs and MPOs to develop its final funding recommendations, similar to the way Consolidated Grants project rankings are factored into the statewide prioritization process. WSDOT will then complete requisite freight plan updates by December, incorporating those projects so that they are eligible for federal funding.

This January-February window is very narrow for agencies and PRTPO to respond, so I met with Jason Beloso and Wenjuan Zhao of WSDOT's Freight Mobility Office to get what information is available now.

WSDOT staff are working with a technical freight advisory group to update the 2017 prioritization criteria for use in the 2022 process, simplifying and streamlining the criteria while incorporating new factors related to equity and environment. This means the 2022 rural freight project criteria will likely consider freight volumes and tonnage on rural arterials, access to intermodal freight facilities, access to agricultural or forestry industries, and access to marine terminals and cargo aviation facilities, among other factors. While WSDOT's criteria are still under development, staff advised that project readiness will be an important consideration as will geographic distribution. Also, completing funding packages for *Connecting WA* projects is a legislative priority and will be a factor.

WSDOT will develop a project proposal template for use by agencies. WSDOT will also provide links to relevant data resources available to support the application process. They expect to host a webinar on the process shortly after the call for projects is released and provide direction then to RTPOs on guidelines for the regional prioritization process.

What does this mean for PRTPO and its members?

First, counties, cities, and ports that are interested in funding for freight projects between now and 2025 should expect a call for projects in early January. Now is a good time to have an internal conversation about whether this federal funding opportunity is the right fit for the project and if so, line up the staff resources that will be needed to respond when the call is released right after the new year. The schedule is such that a little pre-positioning now might be very helpful then.

PRTPO staff will try to get advance notice out to members before the announcement is made, so agencies are expecting it. We will also figure out what is required of PRTPO to ensure projects from this region are as competitive as possible. At a minimum we anticipate the need for some kind of Board action in February. Because of the tight turnaround, we will rely on the Executive Committee for direction if anything comes up outside the norms of typical Executive Board and PRTPO Coordinator activities.

If you know that your agency may be interested in this funding opportunity, please consider letting me know and putting me in touch with your freight or grant coordinator so we can be as supportive as possible and target our communications efficiently.

FMSIB List of Projects

The FMSIB process is expected to kick off by April. FMSIB is responding to a 2021 legislative proviso directing it to identify the highest priority freight projects for funding. FMSIB and its freight stakeholders have been re-evaluating the process and criteria used to solicit and prioritize freight projects for state funding. A copy of FMSIB's report on this process to the Legislature is attached, outlining programmatic priorities for freight. Brian Ziegler, FMSIB's Director, expects this 2022 project list to support legislative funding decisions over the next few years.

While criteria are not yet available for the FMSIB process, the legislative report provides a clear roadmap of funding priorities. Expect the criteria to identify tiers of funding priority, with "tier 1" projects being those that can proceed to construction by 2024 or 2025, "tier 2" projects being those that need funding for design and permitting, and "tier 3" projects those that are still conceptual or not yet ready for preliminary engineering and design. Tier 3 should not be dismissed as uncompetitive, as FMSIB is interested in identifying some very big, long-term projects that are not as far along as others. Gorst might be a good "tier 3" funding candidate in this regard.

The FMSIB report also reveals the programmatic range of freight needs that FMSIB is considering, from preservation and safety to operations and expansion. Similar to the WSDOT process, *Connecting WA* projects that are not fully funded will likely be a "tier 1" priority, especially if they can proceed to construction in the next few years. Also similar is the interest in geographical distribution of funds.

We do not anticipate any required action on the part of PRTPO for the FMSIB process, though letters of support from regional organizations can be beneficial in statewide competitive processes such as this. If we get more information ahead of the launch of the FMSIB process, we will forward it to members.

Next Steps

An information request has been made to confirm the funding status of the SR 3 Freight Corridor Project in Belfair, which at one time faced a funding shortfall. This *Connecting Washington* project has been a PRTPO legislative priority for some time and should be a highly competitive statewide candidate in either of these two processes, if additional funds are needed to complete the project as it was envisioned.

PRTPO members interested in pursuing either of these funding opportunities are encouraged to get in touch early so we can ensure the most efficient and effective coordination and support from PRTPO. Staff will continue monitoring for any information from either WSDOT or FMSIB and will forward on relevant information as it is available.

Attachments

- *FMSIB Preliminary Report to the Legislature Regarding SSB 5165, Sec. 301(3) – December 1, 2021*

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

FMSIB Preliminary Report to the Legislature
Regarding SSB 5165, Sec. 301(3)

December 1, 2021

Section 1: Background and Context

In SSB 5165, Sec. 301(3), the Washington State Legislature directed the state's Freight Mobility Strategic Investment Board (FMSIB) accordingly:

> *It is the intent of the legislature to continue to make strategic investments in a statewide freight mobility transportation system with the help of the freight mobility strategic investment board, including projects that mitigate the impact of freight movement on local communities. To that end, and in coordination with WSDOT as it updates its federally compliant freight plan, the board is directed to identify the highest priority freight investments for the state, across freight modes, state and local jurisdictions, and regions of the state. By December 1, 2021, the board must submit a preliminary report providing a status update on the process and methodology for identifying and prioritizing investments. By December 1, 2022, the board must submit a prioritized list of freight investments that are geographically balanced across the state and can proceed to construction in a timely manner. The prioritized freight project list for the state portion of national highway freight program funds must first address shortfalls in funding for connecting Washington act projects.*

FMSIB welcomes the opportunity to offer our board's expertise on system-wide strategic investments that maximize state investment dollars, advance the growing and complex needs of our freight system, and support the state's overall transportation goals.

To create this report, our board has dedicated many hours to reviewing and critiquing our own processes and communications, consulting with freight stakeholders, and developing a fresh perspective on the most effective ways to manage precious freight mobility dollars. In this report, please find proposed methodology to determine investment priorities and an outline of the process to move forward.

Section 2: Investment Categories and Prioritization

FMSIB agrees that the state must follow through on its commitment to fund freight projects identified in Connecting Washington and looks forward to working with WSDOT on this issue. Those projects should be the highest funding priority. This proposal addresses funding beyond those commitments, to continue advancing the state's transportation and freight mobility goals.

Any methodology for strategically investing limited resources must reflect the context of the entire freight mobility system. FMSIB is committed to thinking about the freight system as a whole. If, for example, there were one dollar to spend on freight mobility, how would that dollar best be divided in order to maximize positive impact for the entire system?

To determine freight categories and priorities, FMSIB consulted subject matter experts and freight stakeholders including cities, counties, ports, and industry representatives. Individual conversations and informal surveys were conducted to determine what outcomes stakeholders would like to see from investments in freight mobility. From these responses, FMSIB identified patterns and developed categories which were refined in group conversations. Priorities were then weighted according to stakeholder response and further refined into key target areas. Throughout this process, FMSIB ensured consistency with statewide transportation goals and priority areas around equity and climate change.

FMSIB proposes four weighted investment categories to achieve highest system function:

Asset Preservation and Safety
45%

Improving the Operations of the Existing System
5%

Expanding the Existing System
20%

Achieving the Freight System of the Future
30%



<u>Asset Preservation and Safety 45%</u>
Preserving existing assets must be the state's highest priority. "Taking care of what we have" is prerequisite to any discussion of adding new resources.

<u>Improving the Operations of the Existing System 5%</u>
Continuing to refine and improve management of existing assets will allow our state to increase effectiveness and reliability, without necessitating expansion.

Expanding the Existing System 20%
As our population grows and demands on freight mobility compound, care must be taken to expand our system in strategic ways that maximize benefits and minimize impacts on surrounding communities.

Achieving the Freight System of the Future 30%
The world of freight is changing quickly and keeping pace with change will involve long-term investments that must begin immediately.

3. Freight Categories and Outcomes

Within the broader categories outlined above, FMSIB has identified targeted areas and project types, along with desired freight outcomes for each area. Please see the chart on the next page.

The "Target Area" column represents the types of projects FMSIB believes will most effectively help advance strategic goals.

The "Desired Freight Outcome" column includes descriptions of the strategic freight outcome desired for each target area, as identified by freight stakeholders.

"Relative Investment Amounts" continues the prioritization percentages identified above, further breaking down the amount of the "dollar" that should be invested in these areas. Together, the target area percentages make up the freight category percentages (i.e., The "Bridge and Road Replacement" area should receive 10% of the "dollar" and is a part of the 45% allotted to "Asset Preservation and Safety" category).

Freight Category	Target Area	Desired Freight Outcome	Relative Investment Amounts
Asset Preservation and Safety	Bridge Preservation	Maintain the asset for its intended use by maximizing previous investments while eliminating or preventing weight restrictions.	20%
	Road Preservation	Maintain the asset for its intended use by maximizing previous investments while eliminating or preventing weight restrictions.	15%
	Bridge and Road Replacement	Replace existing assets that are beyond repair and must be rebuilt to remove weight restrictions or detours on freight corridors.	10%
Improving the Operations of the Existing System	Transportation Systems Management and Operations (TSMO)	Improve the quality, effectiveness, resilience, and efficiency of the current system without adding capacity (e.g., more pavement).	5%
Expanding the Existing System	Grade Separation Projects	Improve safety and equity by reducing road rail conflicts, reconnecting communities, preventing emergency vehicle delays, and improving mobility while reducing the impact of freight movements on the community.	10%
	Expansion of Freight Corridors	Improve first and last mile connections and parallel routes to increase capacity of freight corridors, reducing congestion and emissions.	10%
Achieving the Freight System of the Future	Land Banks	Land acquisitions that border waterways and airways that will help mitigate impacts of future projects on a particular area.	5%
	Truck Parking	Improve availability and accessibility of safe and secure places for truck drivers to rest.	5%
	Intermodal Transfer Facilities	Reduce freight congestion at shipping ports and rail terminals by creating and enhancing capacity of intermodal and transload facilities across the state.	10%
	Zero Emissions	Improve air quality and equity within the freight industry by moving toward zero emissions; electrification for short haul/dray at shipping ports, railyards and airports; hydrogen for long haul applications.	10%

4. Regular Evaluation and Refinement

Because these priority categories were developed in consultation with board members and stakeholders who know and understand the needs of freight in Washington State, FMSIB believes the categories and weights are durable and reflect ongoing strategic needs. To ensure that this remains true, and that priorities adapt as needs may change, FMSIB proposes biennial evaluation of both individual project outcomes and the investment category system overall. Before each biennial budget request, FMSIB will review outcomes and prioritization and call on the expertise of industry and local government stakeholders to evaluate the plan and recommend any updates.

5. Alignment with State Transportation Goals, Equity, and Environment

FMSIB is dedicated to working collaboratively with WSDOT to advance our state's transportation goals. Please see the graph below for a visual representation of how the proposed freight investment categories and the state's transportation goals intersect.

In the chart, the "pies" show a rough representation of the degree to which each of the target areas coincides with the state transportation goals. Knowing the state is particularly concerned about addressing equity and climate change, we have added checkmarks to show where target areas address these concerns. The pies and the checkmarks are independent of freight goals; the intent of this chart is simply to show that freight goals and the state's overall transportation goals are intertwined.

		State Transportation Goals						Emphasis Areas	
Freight Category	Target Area	Preservation	Safety	Stewardship	Mobility	Economic Vitality	Environment	Equity	Climate Change
Asset Preservation and Safety	Bridge Preservation	●	◑	◔	◔	◔	◔	✓	
	Road Preservation	●	◑	◔	◔	◔	◔	✓	
	Bridge and Road Replacement	◕	◕	◑	◑	◔	◕	✓	✓
Improving the Operations of the Existing System	Transportation Systems Management and Operations (TSMO)	○	◕	●	◕	◔	◕		✓
Expanding the Existng System	Grade Separation Projects	○	◕	◔	◕	◔	◕	✓	✓
	Expansion of Freight Corridors	○	◔	◔	●	●	◑		✓
Achieving the Freight System of the Future	Land Banks	◑	○	◔	○	◔	●	✓	✓
	Truck Parking	○	●	◔	◔	◔	◕	✓	
	Intermodal Transfer Facilities	◔	◔	◑	◕	●	◔		✓
	Zero Emissions	○	◔	◑	○	○	●	✓	✓

○ = Limited Support ◔ = Some Support ◑ = Mostly Supports ◕ = High Support ● = Fully Supports

Further, FMSIB recognizes that the freight system cannot see the benefits of strategic investments if those investments are not actually completed. We propose a "bias for action," with a preference for funding investments that are ready to proceed to construction, and that can be completed timely so as to deliver benefits quickly.

6. Recommended Process

Following the methodology outlined in the preceding sections, FMSIB proposes that future funding, beyond the Connecting Washington commitments, be allocated according to the categories indicated in Sections 2 and 3 of this report. For the 2022 report of prioritized investments, investments will be based on these categories, and FMSIB selection criteria will reflect these categories as well as:

- Geographic balance across the state as identified by the Legislature in the proviso;
- Balance of funding across the target areas;
- Volume of freight impacted by the project; and
- Readiness of the project to proceed to construction.

Recognizing that larger freight projects (such as system expansion projects) require additional steps (i.e., right-of-way acquisition) and are typically larger and more complex but equally important to help advance to construction, FMSIB may consider funding pre-construction activities. The board may also consider allowing for some portion of funding allocation further-out than one biennium. Planning for future biennia gives larger, more complex projects a greater chance of success, and allows for predictability in budgeting.

FMSIB will also establish policy updates that will allow for timely pivots of funding toward pre-identified projects which may be able to advance more quickly.

While the 2022 report is timely, FMSIB proposes that in preparation for each biennium budget a prioritized list of investments be submitted for the Legislature's consideration.

7. Next Steps

Following is a proposed schedule for process benchmarks:

December 1, 2021:	Submit Report to the Legislature.
January-March 2022:	Develop revised freight investment eligibility and prioritization criteria, and plan stakeholder outreach, focusing on existing stakeholder plans.
April - June 2022:	Conduct stakeholder outreach to identify highest priority investments according to revised criteria.
July – September 2022:	Finalize and validate draft investment list.
September 2022:	Present draft investment list to FMSIB Board.

October 2022:	Revise investment list as needed.
November 2022:	FMSIB Board vote on final investment priority list to submit to the Legislature.
December 1, 2022:	Submit prioritized investment list to the Legislature.
January – April 2023:	Provide testimony to the Legislature on the investment list.

FMSIB thanks the Legislature for the opportunity to spend extensive and meaningful time exploring mission, goals, and strategic outcomes. We are excited to work in tandem with the Legislature, WSDOT, and freight stakeholders to make broad strides in strategically advancing freight infrastructure for our state. We look forward to your response to this proposal and to working collaboratively to advance freight mobility in Washington State.

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: December 10, 2021
Subject: **2022 HSTP Launch and Service Providers Information Request**

REQUESTED ACTION:

No action is requested. This is the launch of PRTPO's 2022 Human Services Transportation Plan update. Board members are asked to provide input on known transportation and human services providers in their communities.

Overview

In 2022 the Executive Board will adopt an updated Human Services Transportation Plan (HSTP) that establishes priority strategies for addressing identified gaps in human services transportation throughout the Peninsula Region. While the Board has been involved in matters of funding for this work over the last two meetings, this is the Board's first discussion about the HSTP itself, the update getting underway, and how the updated HSTP will inform Board funding recommendations for statewide Consolidated Grants proposals in 2023 and 2025.

This memo provides an overview of the Human Services Transportation Plan and the approach for updating the plan in 2022. It concludes with a request for information about transportation providers and human services providers in your communities that we should try to engage in this process.

What is a Human Services Transportation Plan?

A Human Services Transportation Plan is the product of coordinated planning to identify and prioritize strategies for meeting the mobility needs of seniors, people with disabilities, and/or people with low income. It is used to establish funding priorities for Consolidated Grants awards, though it can also be used by mobility partners to improve collaboration and coordination in the delivery of transportation services for these and other targeted population groups. The HSTP is governed primarily by federal rules administered by WSDOT and carried out at the regional level.

PRTPO updates its HSTP about every four years. The last HSTP update was completed in February 2019, building on the 2014 plan. WSDOT coordinates the update with regions across the state so that all plans are on the same update cycle.

Human Services refers to a wide range of interdisciplinary social assistance programs ranging from health care to food and shelter to work force training, and more. Services are targeted to individuals and families, and may be provided by public, tribal, nonprofit, or private providers.

Human Services Transportation refers to a broad range of mobility and access services designed to connect people who have special mobility needs with the human services available to them. Transportation services may be provided directly by public, tribal, nonprofit, and/or private providers, or may be supported through education, coordination, financial subsidies, or other means.

What does an HSTP update entail?

The update entails an assessment of human services mobility needs of targeted population groups, an inventory of transportation services available to support their mobility needs, identification of service gaps, and review and prioritization of strategies for addressing those service gaps. Priority strategies will be used to evaluate and rank Consolidated Grants proposals in 2023 and 2025. Projects competing for Consolidated Grants must address one or more strategies identified in the HSTP to be eligible for funding consideration.

The attached HSTP Planning Scope of Work provides summary detail on each of those steps. Primary funding for this work is an $80,000 federal grant from WSDOT that Kitsap Transit is administering on behalf of PRTPO. A consultant will be recruited to support engagement activities and development of digital products.

What opportunities are there for engagement?

The HSTP update relies on extensive outreach and engagement throughout the process with targeted communities of interest, transportation providers, and human services providers. Engagement is an element of every task in the update.

As required by federal law, the HSTP is focused on the human services transportation needs of seniors, people with disabilities, and/or people with low income. To better support coordinated human services in the Peninsula Region, the 2022 update will also feature human services transportation needs of the region's tribal communities, veteran populations, and non-English speaking residents.

Engagement of individuals in the targeted population groups identified above will be augmented with perspectives from transportation providers and human services providers supporting these individuals and households. This includes public, tribal, nonprofit, and private transportation providers as well as human services providers. Providers work with the broadest array of individuals and have first-hand experience with user needs and barriers, and how conditions may be changing. They often work together in various ways to provide coordinated services that meet client mobility needs. Transportation and human services providers have useful insights PRTPO will use to evaluate and prioritize mobility strategies that address system needs. That is why we want to be sure we are including the appropriate organizations from PRTPO member communities in this engagement process.

Federal guidelines[1] recommended by WSDOT underscore Federal Transit Administration (FTA) support for tailoring engagement strategies to the needs of the region and its resources. Federal guidelines recognize that the level of detail and opportunities for meaningful HSTP public engagement in a metropolitan region are different than those in a rural region. State and federal guidelines identify cost-effective measures for obtaining community input that can be accomplished without necessitating a lot of travel and meetings across the region, though the focus is to be on targeted population groups and the transportation and human services providers that support them.

Engagement techniques for the 2022 update will rely on online and other "remote participation" strategies more so than face-to-face meetings and general public events, at least through the early stages of work. Care will be taken to minimize technology as a barrier to participation in this process and account for its limitations. Engagement for the 2022 update will also include some early assessment of the likely long-term effects of COVID-19 on human services transportation needs and availability of services.

What is the timeframe for this update?

To meet WSDOT's schedule it is necessary for the Board to review and approve a draft plan for public release next August with final HSTP adoption in October. This schedule enables transportation and human services providers in the Peninsula region to compete in WSDOT's Consolidated Grants process in fall of 2022 knowing what strategies PRTPO has identified as priorities in this HSTP.

A timeline for development and delivery of the draft plan is attached. It identifies Executive Board opportunities for input as well as required actions. The timeline corresponds to the scope of work and to the contract management agreement with Kitsap Transit that PRTPO approved in October. Work is commencing one month later than anticipated but we expect to be able to complete the work on time.

[1] Federal Transit Administration (FTA) Circular 9070.1 G Chapter V

Help Needed to Identify Transportation and Service Providers

This is an update of the 2019 HSTP. At that time a wide array of transportation providers and human services providers were engaged across the region. These are important stakeholders we want to begin contacting to update the inventory of transportation services available in the region. We also expect to get valuable insights on barriers and gaps in service their clients face in trying to access the human services available to them.

This is where PRTPO member help is needed –

PRTPO members know their communities well. Members can help ensure we are reaching out to relevant organizations and not overlooking new service groups or transportation providers that may have started operating in the last few years.

These are the organizations that were engaged in developing the 2019 HSTP update. Please let us know if we are missing either transportation providers or human services providers in your community who are working with seniors, people with disabilities, people with low income, veterans, or people who don't speak English. At a minimum we need the organization's name but contact information is greatly appreciated if convenient.

We expect the planning process will reveal other stakeholders and so this is a dynamic list that will expand as needed. Your insights now will help ensure we are engaging the right stakeholders from the start in an inclusive process.

List of Transportation Providers and Human Services Providers in Peninsula Region
Preliminary: 7Dec21
Source: 2019 HSTP

Organization Name	Organization Type
Hospitality, Unity and Belonging (HUB)	Human Services Provider
Kitsap Community Resources (KCR)	Human Services Provider
Kitsap County Division of Aging and Long Term Care	Human Services Provider
Lewis-Mason-Thurston Area Agency on Aging	Human Services Provider
Olympic Area Agency on Aging	Human Services Provider
Olympic Community Action Program (OlyCAP)	Human Services Provider
Paratransit Services	NEMT Medicaid Broker
Catholic Community Services - SW Volunteer Transportation	Nonprofit Transportation Provider
Disabled American Veterans (DAV)	Nonprofit Transportation Provider
Ecumenical Christian Helping Hands Organization (ECHHO)	Nonprofit Transportation Provider
Black Ball Ferry Line	Private Transportation Provider
Bremerton-Kitsap Airporter	Private Transportation Provider
Greyhound Lines	Private Transportation Provider
Olympic Bus Lines	Private Transportation Provider
Rocket Transportation	Private Transportation Provider
The Patty Wagon, Inc	Private Transportation Provider
Clallam Transit	Public Transportation Provider
Jefferson Transit	Public Transportation Provider
Kitsap Transit	Public Transportation Provider
Mason Transit	Public Transportation Provider
Jamestown S'Klallam Tribe Transit Service	Tribal Transportation Provider
Lower Elwha Klallam Transit	Tribal Transportation Provider
Makah Transit	Tribal Transportation Provider
Quileute Nation Community Shuttle	Tribal Transportation Provider
Quinault Indian Nation Rez Racer	Tribal Transportation Provider
Skokomish Tribe Transportation Services	Tribal Transportation Provider
Squaxin Island Transit	Tribal Transportation Provider
Suquamish Tribal Shuttle	Tribal Transportation Provider

Next Steps

PRTPO Coordinators will update the list of providers and initiate the inventory of services, work with Kitsap Transit on the consultant recruitment process, and begin preparing for the needs analysis. In February the Board will provide input on outreach for that needs analysis.

Attachments

- *HSTP Planning Scope of Work*
- *Timeline for 2022 Human Services Transportation Plan Update*

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

HSTP Planning Scope of Work [12.8.21]

This scope of work will be delivered by the PRTPO Coordinators with contracted support for engagement and for web-application development. *Activities with consultant support are highlighted with an asterisk (*).*

Task 1: Needs Assessment [December-April]

a. Develop data profile and web-mapping tools providing regional socio-economic and demographic context for the HSTP update
b. Conduct and document a mobility needs assessment with system users, transportation providers, and human services providers*

Task 2: Inventory of Transportation Services [December-April]

a. Develop stakeholder list for transportation provider and human services provider engagement
b. Conduct an inventory of services, engaging transportation providers and human services providers to identify mobility services available to support human services transportation needs*

Task 3: Gap Analysis [April-May]

a. Evaluate needs assessment against the inventory of mobility services to identify gaps in currently available services, and validate with transportation and human services providers*

Task 4: Strategy Evaluation [May-August]

a. Review existing HSTP strategies relative to gap analysis results with service providers and identify any additional strategies that can address outstanding service gaps
b. Develop draft priority array of strategies to address known service gaps and current service needs in the Peninsula Region, for review by users and providers as a part of the draft HSTP*
c. Review priority array with Executive Board specific to its use in the Consolidated Grants process [June]

Task 5: Plan Update [April-October, for Board approval of public review draft in August, adoption in October]

a. Develop updated HSTP document elements that satisfy WSDOT requirements
b. Develop web application for online HSTP and information resource that serves as a useful reference for service providers, system users, members, and granting agencies and which can be updated efficiently to support future processes*

Task 6: Public Review [September-October]

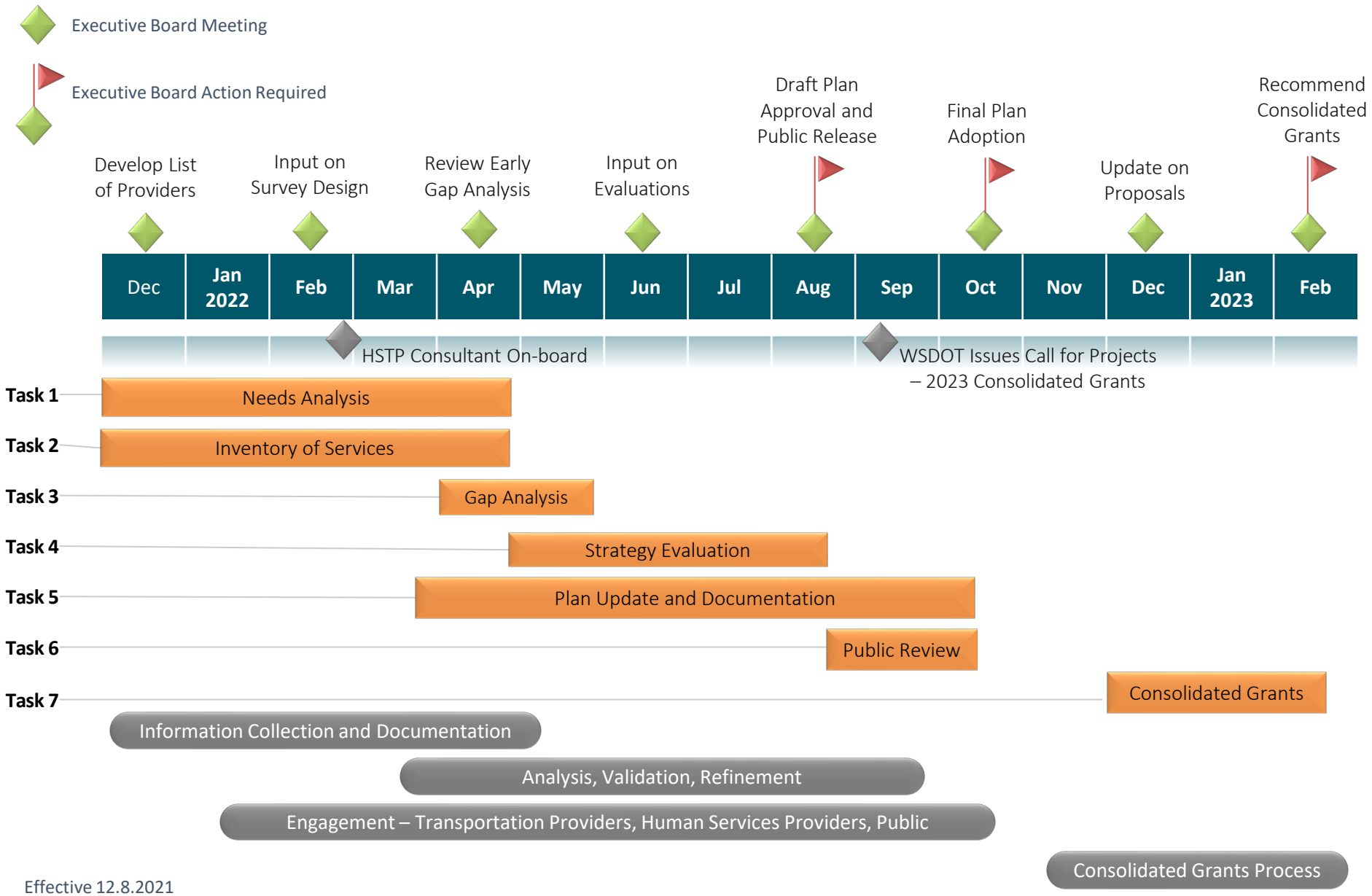
a. Conduct public review of the final draft plan for input to Executive Board prior to adoption in October and document process and results*

Task 7: Consolidated Grants Process [November-February]

a. Launch PRTPO review of Consolidated Grants proposals with transportation and service providers
b. Convene a Consolidated Grants Advisory Group to evaluate project proposals and forward a recommendation to the Board
c. Complete the Consolidated Grants review and approval of 2023 project recommendations by the Technical Advisory Committee and Executive Board [Jan-Feb 2023]

Timeline for 2022 Human Services Transportation Plan Update

With Framework for PRTPO Executive Board Engagement



Effective 12.8.2021

INFORMATION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: December 10, 2021
Subject: **PRTPO Coordinator's Report**

This update is for your information. Links to additional resources are provided where appropriate. Some information in this report may have value to others in your organization and is intended to be shared. My contact information is at the end if anyone has follow-up questions.

Since the Board's October 15 Meeting:

Other PRTPO Meetings

- Technical Advisory Committee meeting on November 18th – TAC members reviewed and recommended for Board approval the RTIP amendment, the 2022 Transportation Alternatives Program call for projects, and the RTP biennial review findings, provided input on the legislative approach to federal funding flexibility, viewed a beta-test of the new PRTPO RTIP mapping tool, and made nominations for 2022-2023 TAC officers.
- Executive Committee meeting on December 2nd - EC members provided direction on legislative forum follow-up and the approach for Board engagement in the HSTP update process, received a detailed report out on the MPO/RTPO/WSDOT Coordinating Committee meeting, discussed logistics for upcoming election of officers, and discussed and approved the Executive Board's December agenda.
- PRTPO Legislative Forum – PRTPO hosted its annual legislative forum on November 4th. Details of that forum and follow-up are included in the Board agenda.

Other Staff Activities of Possible Interest to Members:

- **EV Readiness:** PRTPO convened a work session on October 26 to help public agencies better understand EV charging companies and the non-profit entities who work with them, how charging companies approach project development and ways to effectively collaborate in pursuing funding opportunities. A video of the work session is available on PRTPO's YouTube channel. We had Matt Eagan of ChargePoint, Shannon Walker of Rivian, and Jeff Allen of Forth on the panel fielding a wide range of questions and bouncing ideas with 38 participants from the Peninsula region as well as Grays Harbor Council of Governments and Island RTPO. The next sector the EV Coordinating group wants to focus on to improve collaboration and partnership opportunities for expanding the EV network are electric utilities and entities like Energy NW. This might be possible after the first of the year. WSDOT's big ZEVIP grant announcement is still pending, giving regional stakeholders a little more time to develop the kind of partnerships needed to put forward a competitive proposal.
- **Federal Infrastructure Updates:** Working with information from a couple different sources, we assembled a summary for TAC members of the changes in federal funding that Washington State will see as a result of the new infrastructure package signed into law on November 15th. That financial summary as well as the reader-friendly section-by-section breakout the Board received in August, can be found on the Resources page of PRTPO's website under Federal Funding. Section 1310 – Preliminary Engineering, eliminates the "ten year rule" requiring federal funding payback if projects don't proceed to the next phase in ten years. This is one of several transportation

provisions in the new bill that will be of interest to local agencies. Note that financial figures do not include transit funds, nor the other Infrastructure Package elements outside of the transportation reauthorization act.

- **MPO/RTPO/WSDOT Coordination Activities –** Among several topics of interest was a briefing from Melanie Vance in WSDOT's Environmental Office regarding changes on the horizon in how stormwater rules are applied in the NEPA process. The changes, while good for fish and orcas, will eliminate most opportunities for CE determinations and result in significantly longer environmental approval processes that can add several years to a project. After conferring with the TAC Chair we have scheduled a special work session in January (January 20, 10-12) for the TAC and other local agency staff to learn more about the pending changes and what they will mean for project delivery.

Other Information of Interest:

- **Changes at Olympic Region:** John Wynands is retiring. His final day as Regional Administrator at Olympic Region will be December 17th. Steve Roark, currently State Design Engineer but formerly Assistant Administrator at Olympic Region, will take over at the helm. We will invite him to attend a future Executive Board meeting after he's had a little time to settle in.

- **Appointment letters due in January:** I will be reaching out early in the new year to get updated PRTPO appointment letters from all members. As a reminder, the PRTPO bylaws allow all member agencies to appoint a Primary representative to the Executive Board and to the Technical Advisory Committee as well as Alternate representatives to those two bodies. Members may appoint different people to be on the Executive Board and the TAC though that is not necessary. Appointment letters authorize the representative and alternate to vote on behalf of the member.

- **WDFW Still Pursuing Funding for US 101 at Duckabush:** In July PRTPO supported efforts by the WA Department of Fish and Wildlife to get a federal BUILD grant to finance construction of the US 101 elevation project that will restore the Duckabush estuary while reducing risks to this vital structure. WDFW was just notified that they were unsuccessful in this highly competitive bid for funding, but the new infrastructure bill includes funding programs for projects like this. WDFW is now working to pre-position this project to support the Army Corps of Engineers bid to obtain construction funding from this new program. PRTPO signed on to a letter of support to Congressional members including Derek Kilmer to voice support for this important project.

As always, please get in touch if you have questions or need help tracking down information. Thank you!!

For More Information:
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PRTPO Members

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

www.PRTPO.org

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

Thank you for your support through difficulties and uncertainties this past year. As ex officio members of Peninsula RTPO and valued state partners, your support helps ensure projects and policy objectives that benefit mobility on the Olympic and Kitsap Peninsulas get fair consideration at the state level. Regional collaboration and cooperation make PRTPO strong. Our partnership with you is important to our success.

We see some key opportunities on the near horizon where we can work together to benefit communities across the region.

- **Support for a fair and balanced transportation revenue package**
  Cities and counties haven't had an increase in their share of direct gas tax revenue – the only non-competitive state revenue they receive for transportation – since 2005-06. And our transit agencies provide essential rural mobility, lifeline, and intercity bus service on shoestring budgets. Our members must compete for useful but unpredictable grants to support core programs as well as major improvements and retrofits. Let's mitigate those effects and create more sustainable, predictable local revenue streams with a comprehensive multimodal transportation revenue package.

- **Advocate for more WSDOT input earlier in the funding process**
  Our regional transportation system depends on the state highway and ferry system. WSDOT has discretion over just 16% of gas tax collected. This is not enough to do the preservation and retrofits to ensure facilities continue to function as intended and avoid expensive disruptions. WSDOT is not at the table when big funding decisions are made. We support participation by the Secretary of Transportation early and often during legislative discussions about transportation revenue.

- **Harness a rare opportunity presented by Federal infrastructure packages**
  We have long faced severe funding deficits for core programs and project needs. An unprecedented infusion of federal funds can kickstart action on large projects and support important local, state, and tribal needs that have languished for lack of funding. We have both. The PRTPO can be a partner in helping identify multimodal project and programmatic needs for the legislature to consider for these new funds and vet potential delivery mechanisms to ensure rural equity and efficiency.

- **Make better use of existing transportation revenue**
  Washington requires rural counties to allocate small amounts of federal funds to priority projects across jurisdictions. This is an inefficient use of existing revenue. Small pots of federal funds inflate local project costs and slow delivery. It increases WSDOT Local Programs administration and overhead. Swapping federal funds with state funds for small local projects is smart and efficient and is standard practice in other states. We want to help you make it standard practice here, too.

These are priority areas where we can work together to make a difference for our communities. Action in these areas will have ripple effects throughout the region as communities have more certainty about transportation funding and can prioritize and budget in ways that keep life cycle costs low while making efficient use of scarce resources.

There are other regional concerns we will track with interest this session.

- We continue to **advocate for completion of *Connecting Washington* projects** and the funding commitments made to local, state, and tribal projects back in 2015. The SR 3 Freight Corridor / Belfair Bypass project is a case in point. Let's complete this project and keep these long-standing commitments to our local communities and the traveling public.

- **Ferry vessel replacement is essential** to the safe and reliable operation of our marine highway system. Over half of all ferry trips begin or end in the Peninsula Region. Old vessels and deferred maintenance have led to service disruptions felt by business, freight, individual travelers, and the ferry terminal communities themselves. Effective state action can grow state revenues and tap new federal funding to get more vessel replacements underway.

- We are coordinating with stakeholders throughout the Olympic and Kitsap Peninsulas to **expand EV readiness of our rural routes.** Rural communities have the same needs for electric vehicle infrastructure as urban communities but lack the densities, resources, and economies of scale of those places. For Washington to meet its EV goals, and for the Peninsula region to keep up, we need charging stations all along US 101 and other key regional corridors.

- We need to **improve the resilience of our regional transportation system** and the communities it serves. Olympic and Kitsap Peninsula geographies limit us to just a few critical lifeline routes. A disruption on one is felt throughout the region. Innovative partnerships and projects, like elevating a stretch of US 101 six feet as part of Fish & Wildlife's Duckabush Estuary Restoration project, help us better withstand future shocks and adapt to a changing world while also restoring critical habitat.

PRTPO is pleased to see **broadband access** getting the attention and funding it deserves. This is what can happen when local, regional, state, and federal agencies along with their private sector partners lean into an issue of such paramount importance. We appreciate your support in ensuring communities throughout the Peninsula region are not overlooked during rollout of these investment programs.

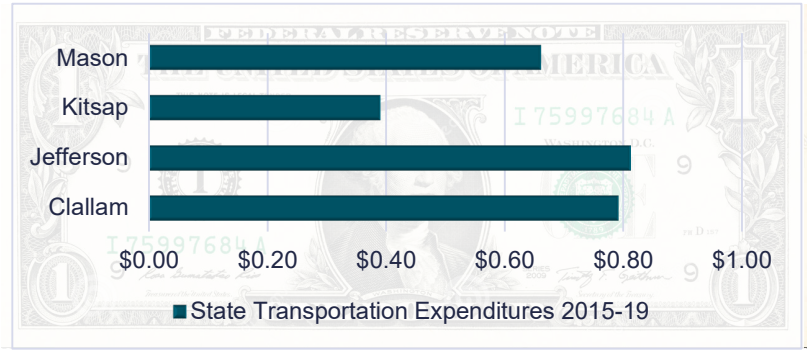
The work we face is daunting but doable with your continued support and partnership. We look forward to working with you to improve mobility throughout the Peninsula region and keep travel safe, reliable, and sustainable.

Peninsula RTPO Key Contacts
www.PRTPO.org

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Secretary	Tammi Rubert	trubert@jeffersontransit.com	360.385.3020 x107
Lead Planning Agency	John Clauson	johnc@kitsaptransit.com	360.478.6223
PRTPO Coordinator	Thera Black	therab@peninsulartpo.org	360.878.0353
PRTPO Coordinator, LPA	Edward Coviello	edwardc@kitsaptransit.com	360.824.4919

Residents Pay More than Their Fair Share

For every dollar residents paid in state transportation taxes and fees from 2015-2019, they only got back anywhere from 81¢ to just 39¢ in state transportation investments.

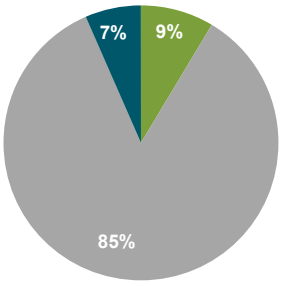


Source: WSDOT 2019 County by County Analysis, 2015-2019 Historical Analysis

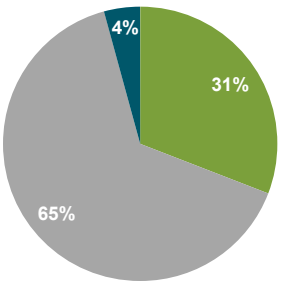
Lifeline Services Expensive to Provide

Demand-response services are a lifeline for our most vulnerable residents and, on a per-trip basis, are also the most expensive service provided by transit. **Reliable funding for rural mobility and intercity bus travel ensures people with special mobility needs can access essential services.**

Share of Transit Trips



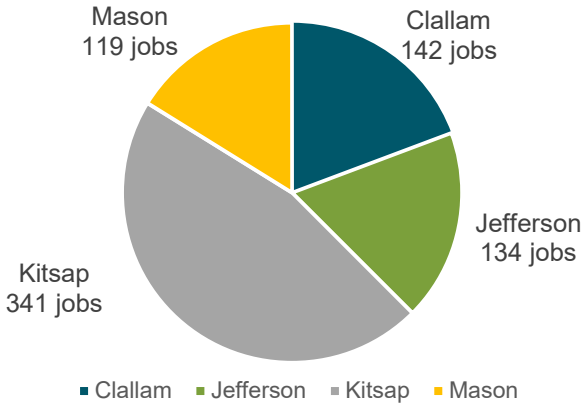
Share of Operating Expense



Source: National Transit Database, 2017 data for Clallam, Jefferson, Kitsap, and Mason Transit.

Transportation Projects = Jobs

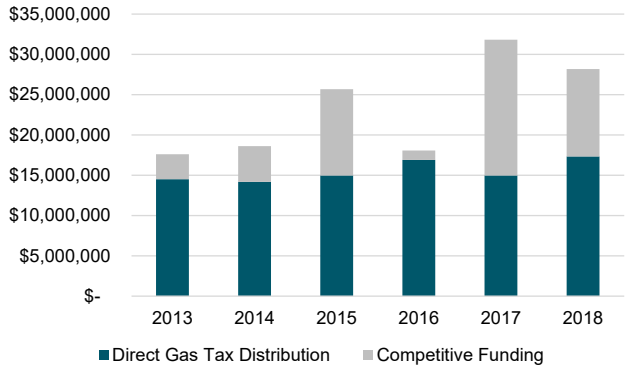
This chart shows the estimated growth in 2018-19 jobs, by county, attributed to WSDOT transportation investments.



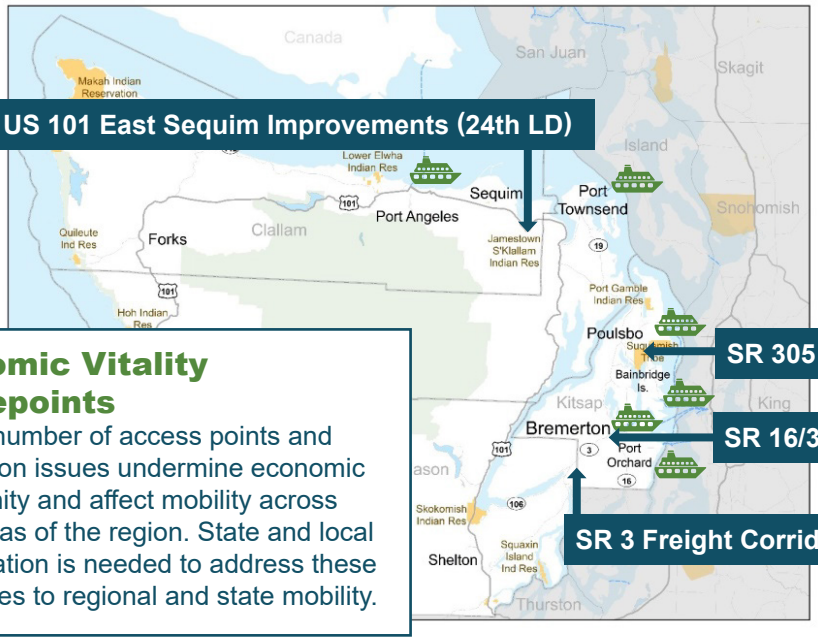
Source: WSDOT 2019 County by County Analysis - Return per dollar contributed by citizens within each county, state and federal transportation funds – 2019 analysis

Roller Coaster Budgets for Locals

Local agencies must rely on competitive grants for a large share of their transportation revenue. Agencies need more funding discretion. **Local agency shares of gas tax distribution haven't increased since 2005-06.**



Source: County Road and City Street Revenues and Expenditures, for Clallam, Jefferson, Kitsap, and Mason Counties and their respective cities.



Essential Marine Highway System

The majority of ferry trips in Washington begin or end in our region and the Coho is an international gateway for the State. This marine highway system is essential to our regional mobility and economic health.

Economic Vitality Chokepoints

A small number of access points and congestion issues undermine economic opportunity and affect mobility across wide areas of the region. State and local collaboration is needed to address these challenges to regional and state mobility.

Transportation Outlook 2022
Peninsula RTPO Investment Priorities

Project	Agency	LD#	PRTPO Priority Project Characteristics: Multiple Modes	Shovel-ready	Economic Chokepoint	System Preservation	Improve Safety	Special Needs Mobility	Increase Resiliency	Connecting WA	Local TIP	Total Cost	Already Secured
SR 104 Kingston Congestion Mitigation *Realign and improve SR 104 and holding capacity, manage ferry traffic in Kingston*	Kitsap County	23	*	*	*		*	*			*	$20 M	$2.76 M
Noll Road Corridor Improvements *Three phases of corridor projects will improve multimodal mobility, increase system safety, and improve traffic flow along SR 305 corridor*	Poulsbo	23	*		*		*		*	*	*	$28.3 M	$21.4 M
Elwha River Bridge Replacement *Replace deficient 1926 bridge with new structure designed to current standards*	Clallam County	24	*	*		*			*		*	$30.3 M	$30.3 M
Olympic Discovery Trail - Forks to La Push *Complete next 13 mile segment of ODT connecting Forks to La Push and the Quileute Nation, Olympic National Park coastal trailheads*	Clallam County	24	*				*	*	*		*	$21 M	$7.6 M
SR 19 Chimacum Rhody Drive Ped-Bike Improvements *Build Safe Routes to School and active transportation facilities on a Tourist Corridor from Anderson Lake Rd to Beaver Valley Rd*	Jefferson County	24	*	*			*	*	*		*	$1.7 M	$0.3 M
Olympic Discovery Trail - Larry Scott Trail to US101 S Discovery Bay *Construct accessible 10.12 mile segment of the ODT and Pacific NW National Scenic Trail systems (East Olympic Peninsula)*	Jefferson County	24	*				*	*	*		*	$15.6 M	$3.8 M
Peabody Creek/Lincoln Street Culvert Repair *Critical culvert repair to minimize potential for collapse and property damage, and improve fish passage*	Port Angeles	24		*		*	*		*		*	$3.5 M	$0.3 M
SR 20 Improvements at Mill Road and at Kearny Road *Joint project with WSDOT to replace signals and improve SR 20 intersections at Mill Road and at Kearny Road.*	Port Townsend	24	*				*				*	$1.7 M	
US 101 East Sequim Corridor *Complete Simdars Rd/US 101 interchange, build frontage road connector*	Sequim	24	*		*		*		*		*	$37 M	$1.9 M
SR 112 Repair and Repaving Project - Clallam Bay to Neah Bay *Complete repairs and repaving of 23 mile state highway from Clallam Bay to Neah Bay, the only road access to the Makah Reservation*	WSDOT / Makah Nation	24	*	*		*	*	*	*			$30 M	
Bay Street Pedestrian Pathway *Complete pathway construction between Port Orchard Boulevard and Annapolis ferry terminals for 1.2 mile waterfront pathway*	Port Orchard	26	*	*			*	*			*	$3.0 M	$3.0 M
Sedgwick Rd/SR 160 Corridor Improvements *Design and construct near-term improvements described in WSDOT's 2018 SR 16 Corridor Congestion Relief Study.*	Port Orchard	26	*		*		*		*		*	$6.0 M	
SR 3/16 Gorst Project - Resiliency, Mainline Capacity, & Non-Motorized Connectivity *Improve SR 3/16 in Gorst*	Kitsap County	26, 35	*		*		*		*			$425 M	
7th Street Preservation and Signal Upgrade - Alder to Park Street *Pavement preservation project with a signal upgrade at 7th and Railroad Avenue*	Shelton	35	*		*	*	*				*	$1.5 M	
SR 3 Freight Corridor *(Belfair Bypass)* *Construct new corridor parallel to SR 3 in Belfair, providing alternate route and improved freight access*	Mason County	35	*		*		*		*	*	*	$66.9 M	$66.9 M

Pavement Preservation and Transit State of Good Repair

PRTPO stands with its local, state, and tribal partners in emphasizing the need for adequate funding to preserve and maintain the existing transportation system - streets and highways, bridges, ferry terminals and vessels, transit infrastructure, trails and pathways, sidewalks, and technology. Existing revenues are insufficient to maintain a State of Good Repair which increases the funding deficit.