PRTPO EXECUTIVE BOARD MEETING

February 17, 2023 | 10:00 – 11:30

Zoom Webinar – Public Login Below

Board members receive their own links

1.	10:00 – 10:10	**Welcome and Introductions**	*Chair Bek Ashby*
2.	10:10 – 10:15	**Approval of Agenda**	ACTION
		Consent Calendar • *Minutes from December 16, 2022 (Attachment A)* • *SFY 2023 Q2 Invoice Approval (Attachment B)*	ACTION
3.	10:15 – 10:20	**SFY 2023 End-of-Biennium Funding Request** *(Attachment C)* *As each biennium winds down, WSDOT invites those RTPOs with additional funding needs to request extra end-of-biennium planning funds. The Board is asked to consider a supplemental request of $21,110 in state RTPO funds to extend PRTPO's GIS services contract another year as well as to offset a projected 1.2% budget shortfall of $3,400.*	ACTION
4.	10:20 – 10:30	**Update on Federal Funding Swap Pilot Program** *PRTPO's primary legislative request this year was support for a proposed federal funding swap pilot program for rural counties administering small pots of federal STBG funds, and inclusion of Clallam, Jefferson, and Mason Counties in that pilot program. Significant legislative effort is underway. This briefing will update the Board on the current status of this work.*	BRIEFING
5.	10:30 – 11:00	**Annual Check-in with WSDOT Olympic Region Administrator** *WSDOT Olympic Region Administrator Steve Roark stepped into his new role a year ago with a long history of working with communities across the Peninsula region during his years with WSDOT. Since taking over as RA, major state and federal funding packages were passed and important shifts in funding priorities are emerging. This annual check-in is a chance for policy makers to hear what Olympic Region has on deck over the upcoming year and to brainstorm issues affecting regional mobility and infrastructure across the Peninsula Region. Please bring your questions and ideas for discussion.*	DISCUSSION
6.	11:00 – 11:10	**Guidance on Priority Initiatives for SFY 2024-2025 UPWP** *(Attachment D)* *In December Board members offered feedback on the existing work program and insights to inform the new Unified Planning Work Program (UPWP) that will go into effect July 1, 2023. Policy maker feedback on a proposed major work program initiative is requested. The Board will receive a draft UPWP to review in April.*	DISCUSSION
7.	11:10 – 11:15	**Transportation Alternatives Strategy for 2023** *(Attachment E)* *In January the Technical Advisory Committee discussed the small Transportation Alternatives funding program that PRTPO administers and whether there is value in conducting a call for projects. This briefing will update the Board on the feedback received and suggestions for launching a call for projects in late 2023.*	BRIEFING

8.	11:15 – 11:20	**PRTPO Coordinator's Report** *(Attachment F)* *Short updates to keep the Executive Board apprised of PRTPO activities not addressed elsewhere on the agenda and opportunities of possible interest.*	BRIEFING
9.	11:20	**Public Comment Period** *This is an opportunity for anyone from the public to address the Executive Board.*	
		PRTPO Member Updates *Information sharing among members on topics of general interest to the region and its partners.*	
	11:30	**Adjourn**	

Bek Ashby, Chair

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

Next Executive Board Meeting – April 21, 2023 - 10:00-12:00

ACTION - Draft SFY 2024-2025 UPWP Work Program
Update on SFY 2023 Supplement Funding Request (possible Action)
Biennial Bylaws Review Kick-off
Update on Task 4 Activities
Update on Federal Funding Swap Pilot Program

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

PENINSULA RTPO
PRTPO.org

Please click the link below to join the webinar:

https://us02web.zoom.us/j/82193119306

Or One tap mobile:
US: +12532050468,,82193119306# or +12532158782,,82193119306#

Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: +1 253 205 0468 or +1 253 215 8782

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

ATTACHMENT A

Minutes of Meeting

PRTPO EXECUTIVE BOARD
December 16, 2022
10:00 – 11:30
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	Monte Reinders *(alternate)*
Kitsap County	Andy Nelson *(alternate)*
Mason County	Randy Neatherlin
City of Bremerton	Vicki Grover
City of Forks	Paul Hampton *(alternate)*
City of Port Angeles	Brendan Meyer *(alternate)*
City of Port Orchard	Bek Ashby
City of Port Townsend	Ben Thomas
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
Port of Port Angeles	Chris Hartman
Port of Shelton	Dick Taylor
Clallam Transit	Brendan Meyer
Jefferson Transit	Nicole Gauthier
Kitsap Transit	Steffani Lillie *(alternate)*
Mason Transit	Amy Asher
Jamestown S'Klallam Tribe	Wendy Clark-Getzin
Skokomish Tribe	Marty Allen
WSDOT Olympic Region	George Mazur *(alternate)*

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

Others:
Michael Bateman, Poulsbo *(alternate)*
Steve Roark, WSDOT Olympic Region

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

Approval of Agenda

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

Consent Agenda

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

- ***Minutes from October 21, 2022***
- ***CY 2023 Legal Services Contract***

2022 Consolidated Grants Review and Ranking

Ms. Black reviewed the Consolidated Grants process and PRTPO's role in evaluating and ranking projects for the statewide competitive process. WSDOT received fifteen proposals from applicants in the Peninsula region that PRTPO must review and rank for WSDOT.

As it has for many cycles, PRTPO convened a panel of independent reviewers to do a thorough review of each proposal and develop a recommendation on ranking for the Board to consider. This year's review panel was made up of Ted Jackson with the Port of Allyn, Marty Allen with the Skokomish Tribe, Melissa Mohr with Kitsap County, and Robin Rettew, former Assistant Director of Public Transportation for WSDOT and now retired. Panel members received copies of the application packets to review and also watched short presentation videos each applicant prepared. They met on December 6th to share their evaluation results and develop a recommendation for the Board's consideration.

The Review Panel recommends the following project rankings for the 2022 Consolidated Grants process:

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

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

(3) 'C' Ranked Projects	
Jamestown S'Klallam Tribe	CTR Study and Plan for Tribe's Employees
Coastal CAP	Thurston-Mason ADA Van Replacement
Coastal CAP	Thurston-Mason Drive to Opportunity

Ms. Black advised that there is no implicit ranking in each category. Projects are listed alphabetically by sponsor.

Chair Ashby clarified that PRTPO had only five 'B' rank slots to assign due to some four-year projects selected for funding two years ago that account for two of the region's seven slots.

> **ACTION: Mr. Meyer moved and Mr. Allen seconded to approve the rank assignment of Consolidated Grants applications recommended by the Review Panel for submittal to WSDOT. The motion passed unanimously.**

Amend Consolidated Grants Projects into Human Services Transportation Plan
Ms. Black reported that to satisfy Consolidated Grants requirements the projects selected for funding must be amended into the Human Services Transportation Plan that PRTPO adopted in October. This was anticipated in the design of the document and an appendix is already identified to include the projects.

> **ACTION: Ms. Clark-Getzin moved and Mr. Meyer seconded to approve Resolution 04-2022 amending the 2022 Human Services Transportation Plan to include Consolidated Grants projects as recommended to WSDOT. The motion passed unanimously.**

Information Request from Steve Roark
Mr. Roark explained that he will return to the Board's February meeting to provide a comprehensive overview of WSDOT activities in the region. He just received budget information and will report out on that, noting several projects in the region "aged out" and are proposed for later years in the Governor's budget than originally envisioned. He also plans to talk about the tremendous amount of construction activity on the US 101 corridor that will get underway next year, adding that he is in communications with the Olympic Peninsula Tourism Board about coordination needs. He invited Board members to identify other topics or specific projects they would like him to address when he briefs the Board in February.

Ms. Clark-Getzin commented on the seeming disconnect between Simdars Road interchange improvements that are now proposed for the mid-2030s and the related East Sequim safety projects slated to move earlier. She would like some clarity on how the elements of the two projects line up and long-term implications for the budget and project coordination.

Mr. Neatherlin advised that a discussion about the SR 3 Freight Corridor is in order. It is greatly delayed in the proposed budget, not just a couple of years as WSDOT has said. He expressed concern that this contradicts long-standing agreements between WSDOT and Mason County. Mr. Roark explained that the Governor's budget is influenced by many factors and is just a proposal to the legislature. The legislature has the authority to rearrange the project delivery schedule. He invited Mr. Neatherlin to contact him directly and not wait until the February meeting to discuss this further. Ms. Black offered to route the Governor's transportation project list to members after the meeting.

Chair Ashby pointed Mr. Roark to PRTPO's legislative priority for 2023, that of implementing a federal funding swap pilot program and including Clallam, Jefferson, and/or Mason County in that pilot program. She asked him to share his perspective on what a federal funding swap program might mean for local project delivery.

Ms. Clark-Getzin noted that it might be helpful to develop a digital mapping tool that enables him to show how the various projects relate to each other time to better understand where and when communities might expect big impacts from US 101 and other construction.

Mr. Roark thanked the members for their questions and concerns, and will report back to them in depth in February.

Approve SFY 2023 UPWP Task 4 Scope of Work

Ms. Black reviewed the purpose of the Board-directed Task 4 work element in the Unified Planning Work Program. In October the Board considered how it might direct a $10,000 work effort between January and June of 2023. Priority interests were expressed around rural transit including first-mile/last-mile connections and expanding awareness of long-distance intercity services.

In developing the proposed scope for Board consideration Ms. Black considered interests raised in October as well as insights gained working with transit agencies in late October and November on Consolidated Grants and other funding opportunities.

The proposed scope will leverage the remaining GIS services contract to develop a selection of baseline regional data and mapping tools that will support transit agencies but also others looking to respond to equity questions on state and federal grants. The scope will also produce a synthesis of innovative first-mile/last-mile practices in comparable rural communities around the country that transit partners can reference for potential use. It will also generate some ideas for expanding communication that helps increase awareness of the growing array of long-distance intercity bus options currently available.

Ms. Black reported that there may be additional end-of-biennium funding from WSDOT that could be used to obtain another year of GIS service credit. If that is true then the data platform for this work can ramp up a little more and possibly provide some momentum for an update of the Regional Transportation Plan next biennium, if the Board decides to pursue it then.

Ms. Clark-Getzin commented the proposed scope supports important needs identified during outreach for the Human Services Transportation Plan. She appreciated the potential nexus with the next RTP update and supported PRTPO efforts to get some additional money from WSDOT for that purpose. [Mr. Bateman arrived]

> **ACTION: Mr. Meyer moved and Ms. Clark-Getzin seconded to approve the proposed work plan for SFY 2023 UPWP Task 4 Board-directed activities. The motion passed unanimously.**

Kick-off SFY 2024-2025 Work Program Development

Ms. Black reported that over the next couple of meetings the Board will develop a new budget and work plan for the SFY 2024-2025 biennium that starts in July. Ms. Black asked members to discuss what elements of PRTPO's work they've found particularly useful or rewarding, and which things might be minimized if possible. This can help inform the next UPWP so that it is as useful as possible for members.

Chair Ashby explained that her objective as chair has been to ensure the work program doesn't just satisfy state requirements but also meets members needs. She advised this upcoming year will be her last year on the PRTPO Board. PRTPO is well into its third year as an independent RTPO in charge of its own work program. PRTPO's organizational structure puts the Executive Board in charge of directing the work program, not staff. She is working to create more opportunities for member engagement.

Chair Ashby identified the opportunity to do an overhaul of the RTP in the next biennium, though it probably would not be complete before her term expires at the end of 2023. She described a plan that is dynamic, useful, built on a GIS platform that can be easily updated over time. She invited other ideas and insights.

Ms. Asher appreciated the opportunity to weigh in but expressed concern about staff resources with a limited budget. Ms. Black acknowledged the budget constraints. She noted that the RCW stipulates what PRPTO must do to comply with state requirements but not how to do it. Her aim is to use input from the Board to shape how

PRTPO meets its requirements so that the work program is as meaningful as possible to PRTPO members and their communities. [Mr. Stern arrived]

Ms. Clark-Getzin commented on the value members got from the electric vehicle webinars PRTPO organized. This is an area with more opportunity if there is budget to support it. Carbon credits are a major new topic that no one seems to know much about.

Ms. Asher concurred, explaining how the Clean Fuel Standard 101 webinar PRTPO hosted in early fall opened her eyes to the changes about to take effect in January. She shared the webinar video link with members of the state transit association which prompted them to begin establishing a registry to support transit agencies across the state. There is an RFP on the streets now for a state-level initiative resulting from that PRTPO webinar.

Chair Ashby noted that this role of facilitator and convener is a logical fit for PRTPO and is not terribly expensive to carry out. This is an example of something that generates significant value to PRTPO members with modest staff effort required.

Mr. Anderson advised that the topic of hydrogen is coming up frequently at port conferences and trade association discussions. There is a lot of activity underway in Washington state to expand access to hydrogen and deploy more hydrogen-powered vehicles. This is a potential area where PRTPO can help by disseminating information to members or arranging learning sessions. [Ted Jackson arrived]

Chair Ashby asked members directly whether they find value in the legislative agenda and outreach activities. Members responded affirmatively.

Ms. Black advised that in February the Board will have a chance to talk about specifics for the next work program.

Legislative Forum Debrief

Chair Ashby reported on activities since the Board met in October that led to the legislative meeting on December 1st. Scheduling challenges precluded an evening meeting and so this year the meeting was held during the day. Representative Chapman attended along with numerous Board members. Chair Ashby had asked the transportation managers from the three rural counties to help explain the need for the federal funding swap and potential implications for project delivery with state instead of federal funds.

Mr. Gray reported that the meeting went well and Representative Chapman is supportive of the proposal. All three counties are interested in participating, if possible.

Mr. Reinders concurred that it was a productive meeting. He reported that the WA State Association of County Engineers has been working on this ahead of session and has some momentum already. They are working on draft language that will be shared with Representative Chapman as they get started on this work. He talked with his counterpart in Oregon about their program and got reports of increased efficiency and positive experience. There are good examples to draw from to ensure Washington's program is as successful.

Chair Ashby thanked everyone for their participation in developing this year's legislative agenda and for participating in the forum. Ms. Black reminded everyone that the *Transportation Outlook 2023* folio is easy to find on the PRTPO website (PRTPO.org) and download for reference or sharing.

PRTPO Coordinator's Report
Ms. Black highlighted a few points in the report, including a statewide effort to verify FCC assumptions about high-speed broadband access. This information will inform how much federal money Washington state receives to expand broadband access. She also acknowledged the hard work and coordination of Squaxin Island Tribe, Skokomish Tribe, and Jamestown S'Klallam Tribe with WSU Green Transportation Program and other partners to complete an application for funding from Commerce to develop Transportation Electrification Plans. Funding announcements will be made this winter. Finally, she reiterated earlier comments about the Climate Commitment Act, Clean Fuel Standards and emissions credits, and other transformational new programs going into effect in January. She encouraged members to take advantage of any briefings they might be offered through their various channels as these are far-reaching, complicated programs going into effect on January 1st. She encouraged members to share the Coordinator's Report with their staff and colleagues, and to get in touch with her if they have questions or need more information.

Mr. Stern explained in more detail the importance of the FCC broadband assessment, noting the FCC has wildly optimistic assumptions about the reach of broadband into the Kitsap and Olympic Peninsulas. He encouraged members to use their council briefings to talk about this and rally constituents to do the speed test at home and issue a challenge if their results don't align with FCC assumptions. He showed a QR code that can be easily used to collect data and share it with the FCC. He will forward it to Ms. Black to share with all the members. The deadline for completing the FCC challenge is January 13, 2023. Results will influence how much money Washington receives for broadband.

Public Comments
There were no public comments.

Member Updates
Mr. Stern reported that Poulsbo was successful in getting additional funding from TIB for the SR 305 roundabout underway. With supply chain issues and delays, the project is over budget. He noted it will include a significant piece of artwork commemorating the Suquamish Tribe.

Adjourn
There being no other business, Chair Ashby adjourned the meeting at 11:15

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: February 10, 2023
Subject: **SFY 2023 2nd Quarter Expense Voucher Approval**

REQUESTED ACTION:

Approve 2nd quarter expenditures for the SFY 2023 Unified Planning Work Program in the amount of $28,603.13.

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 2023 2nd Quarter Invoice Reimbursement Package*

Peninsula Regional Transportation Planning Organization
2022-23 UPWP Budget Report - SFY 2023 Quarter 2
October 1, 2022 - December 31, 2022

Work Program Element	SFY 2022 Actual	SFY 2023 Budget	Total 22-23 Biennium	Previous Expenditures	Current Expenditures	Remaining Budget
Program Administration	$ 91,328	$ 78,594	$ **169,922**	$ 104,653	$ 13,557	$ **51,713**
Transportation Planning	$ 37,144	$ 38,856	$ **76,000**	$ 48,194	$ 12,500	$ **15,306**
Regional TIP	$ 7,097	$ 11,303	$ **18,400**	$ 10,893	$ 2,147	$ **5,360**
Other PRTPO Activities	$ -	$ 10,000	$ **10,000**	$ -	$ 400	$ **9,600**
Totals	$ 135,569	$ 138,753	$ 274,322	$ 163,740	$ 28,603	$ 81,979

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

HSTP Grant	
$80,000	Grant Award
($1,500)	SFY2022 Q2 Expenses
($1,818)	SFY 2022 Q3 Expenses
($33,731)	SFY 2022 Q4 Expenses
($32,076)	SFY 2023 Q1 Expenses
($1,375)	SFY 2023 Q2 Expenses
($7,050)	Cost Recovery
$2,451	HSTP Balance

RTPO PLANNING INVOICE VOUCHER

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

Vendor # 911209091

Agreement # GCB 3520

Invoice Date 1/25/2023

Billing Time Period
10/1/2022 - 12/31/2022

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

SIGNATURE edward coviello — **1/25/2023**

TITLE Transportation and Land Use Planner

TOTAL RTPO REIMBURSEMENT requested this invoice **$28,603.13**

Allocation Authorized	$274,321.00
Biennium Expenditures-to-Date	$192,343.07
Allocation Balance	$81,977.93

WORK ELEMENT	DESCRIPTION	Previous Expenditures TO-DATE	CURRENT PERIOD EXPENDITURES	Biennium Expenditures TO-DATE
Program Administration	Salaries	$69,038.60	$10,885.92	$79,924.52
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$35,614.06	$2,670.60	$38,284.66
		$0.00		$0.00
	Total	$104,652.66	$13,556.52	$118,209.18
Transportation Planning	Salaries	$48,194.00	$12,500.00	$60,694.00
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$0.00		$0.00
		$0.00		$0.00
	Total	$48,194.00	$12,500.00	$60,694.00
Regional TIP	Salaries	$10,078.50	$2,146.61	$12,225.11
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$814.78		$814.78
		$0.00		$0.00
	Total	$10,893.28	$2,146.61	$13,039.89
Other PRTPO Activities	Salaries	$0.00	$400.00	$400.00
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$0.00		$0.00
		$0.00		$0.00
	Total	$0.00	$400.00	$400.00
	TOTAL RTPO Reimbursement	$163,739.94	$28,603.13	$192,343.07

RTPO	Peninsula RTI	GCB 3520
Billing Time Period	10/1/2022 - 12/31/2022	

TPO Reviewer	Date

RTPO UPWP ACTIVITY DETAIL

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

Program Administration

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

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

Title VI Compliance. Continued to monitor for Title VI complaints; none were received. (on-going)

PRTPO Support. Completed contract extension for legal services. Developed Coordinator Reports for the Board. Responded to member requests for information. Maintained on-going coordination and communication between lead agencies and Executive Committee and Executive Board. (on-going)

Work Program Management. Completed 1st Quarter invoicing and budget reports. Worked with Board to develop Task 4 work plan focused on innovations in rural transit and data products. Facilitated kick-off discussion with Board about upcoming SFY 2024-25 work program development. Monitored work program budget and activities. (on-going)

Accounting. Completed regular accounting and invoicing activities. Participated in SAO audit and responded to requests for information. Completed SFY 2023 1st quarter invoicing for PRTPO expenses. Kitsap Transit 10% Administration charge of $2556.69 placed in Misc. Jefferson Transit Fiscal Agent costs are included for the PRTPO Annual Report, Bank Reconciliation and Invoicing (on-going)

Consultant/Misc/Travel.:

N/A

Transportation Planning

Long-range Regional Planning. Monitored EV funding opportunities and forwarded to regional stakeholders as appropriate, responding to information requrests and helping connect people with resources and expertise. Updated EV portal on website and began scoping an overhaul. Provided information support to tribal partners working with WSU to obtain an ETS grant with which to develop Transportation Electrification Plans for their tribes in collaboration with their respective PUDs and other stakeholders. Scoped approach for completing an update of the RTP within the next biennium budget and schedule, including data and information needs and resources. (on-going)

Regional Coordination and Collaboration. Participated in quarterly meeting of MPOs and RTPOs, and WSDOT's MPO/RTPO Coordinating Committee. Participated in the stand-alone Rural RTPO Work Group. Worked with members to respond to WSDOT request for *Connecting Communities* candidate projects for 2023 funding. Provided feedback to WSDOT on federal pass-through programs in IIJA/BIL. (on-going)

Tribal Consultation. Worked with tribes on responding to vulnerable population questions on state grants as well as tribal coordination requirements, and identified areas for future follow-up concerning data and terminology. (on-going)

Human Services Transportation Planning. [Not HSTP contract work] Updated HSTP web page with draft and final plans. Uploaded final adopted plan to GMS. Posted public notice of intent to amend the October 2022 document in December to include the projects ranked for Consolidated Grants award. Completed that HSTP amendment with the Executive Board and posted the updated document online. (on-going)

Transportation Outlook. Developed final *Transportaiton Outlook 2023* materials for Executive Board approval. Worked to convene a regional legislative forum, and hosted a meeting on December 1st. Supported staff and policy makers participating in the forum. Responded to legislative aide request for information regarding the federal funding swap program PRTPO featured in its 2020 *Outlook* . (on-going)

Regional Grants Administration. Supported members in their completion of Consolidated Grants applications for WSDOT. Scoped, prepared for, and facilitated the Consolidated Grants project evaluation and ranking process, convening an independent review panel and obtaining approval of a final priority array by the Executive Board in December. Developed project review and guidance materials, posted online content, prepared and uploaded presentation videos, worked with WSDOT Liaison to address outstanding project questions, and supported review panel members and applicants through the process (on-going)

Consultant/Misc/Travel.:

N/A

Regional TIP

Develop and Maintain Regional TIP. Finalized SFY 2023-2028 RTIP with online web-mapping tool for project review and obtained Board approval. Responded to member requests for support. (on-going)

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

Consultant/Misc/Travel.:

N/A

Other PRTPO Activities

Facilitated Board discussion about potential "Other PRTPO Activities" to complete in SFY 2023 and developed a Board approved work plan. Scoped GIS mapping and data portal opportunities with the AWC GIS Consortium technical team to meet work plan needs and prepare ground for RTP update in next biennium.

Consultant/Misc/Travel.:

N/A

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

Lunch with Thera Black and Steffani Lillie for $50.32 to outline future contract rate for 2023 and $20.00 to renew the website backup URL.

SIGNATURE	TITLE	DATE
edward coviello	Transportation and Land Use Planner	1/25/2023

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

INVOICE

Invoice Date	1/17/2023
Invoice ID	6577
Printed on 1/17/2023	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		1/17/2023		

Terms	Due Date	If Paid By	Deduct	Sold By
	1/17/2023		$ 0.00	

Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
15647	PRPTO Charges	1.00				$25,566.93
15648	10% Admin Charge	1.00				$2,556.69

Fourth Quarter 2022

Subtotal	$28,123.62
Sales Tax	$0.00
Total	$28,123.62
Total Due	$28,123.62

Kitsap Transit
PRPTO
2022

	Jan 2022	Feb 2022	March 2022	1st Q 2022	April 2022	May 2022	June 2022	2nd Q 2022	July 2022	Aug 2022	Sept 2022	3rd Q 2022	Oct 2022	Nov 2022	Dec 2021	4th Q 2022
Staff Salaries & Wages	621.20	1,198.40	676.80	2,496.40	394.80	676.80	789.60	1,861.20	911.20	805.00	1,495.00	3,211.20	517.50	805.00	920.00	2,242.50
Staff Fringe Benefit	346.31	600.23	340.22	1,286.76	198.18	337.44	396.37	931.99	166.24	147.37	271.86	585.47	95.31	147.15	161.65	404.11
Advertising	-	-	-	-	-	-	-	-	-	-	463.15	463.15	-	-	-	-
Professional & Tech Service	451.20	-	-	451.20	-	-	-	-	-	-	-	-	-	-	-	-
Other Contract Services	8,950.00	22,550.00	6,100.00	37,600.00	3,800.00	6,700.00	6,600.00	17,100.00	7,300.00	6,700.00	7,150.00	21,150.00	7,620.00	8,450.32	6,850.00	22,920.32
Operating Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Third Party Recovery	-	-	(45,341.18)	(45,341.18)	-	-	(19,893.19)	(19,893.19)	-	-	(25,461.26)	(25,461.26)	-	-	-	-
Casuality Insurance	3,323.00	-	-	3,323.00	-	-	-	-	-	-	-	-	-	-	-	-
Membership, Dues, and Subscription	-	-	-	-	-	-	235.44	235.44	-	-	-	-	-	-	-	-
Merit Plan	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	**$13,692**	**$24,349**	**($38,224)**	**($184)**	**$4,393**	**$7,714**	**($11,872)**	**$235**	**$8,377**	**$7,652**	**($16,081)**	**($51)**	**$8,233**	**$9,402**	**$7,932**	**$25,567**

Summary of Charges:

Total Costs from Salaries and Wages:	2,646.61
Total from Invoice Summary:	22,920.32
Total Cost Before Administrative Charge:	25,566.93
Total 10% Charge:	2,556.69
Total Expenses Billed:	**$ 28,123.62**

Hours for Staff and Wages

Name:	Date:	Hours:	Amount:	Hourly Rate
Edward Coviello	10/7/2022	1	57.5	57.50
Edward Coviello	10/21/2022	8	460	57.50
Edward Coviello	11/4/2022	9	517.5	57.50
Edward Coviello	11/18/2022	5	287.5	57.50
Edward Coviello	12/2/2022	3	172.5	57.50
Edward Coviello	12/16/2022	7	402.5	57.50
Edward Coviello	12/30/2022	6	345	57.50

Total Salaries and Wages:	2,242.50
Total Benefits:	404.11
Total Expenses:	$ 2,646.61

Fringe Benefits are now allocated by Payroll Automatically

Kitsap Transit
Invoice Expense Allocation Report

Vendor Name / Tax Identification Number	Transaction Date / Transaction Number	Description / Transaction Type	Status	Account Number	Account Description	Amount
3P TRANSPORTATION SERVICES						
3P TRANSPORTATION SERVICES	11/30/2022	PRTPO NOV		10-50313-4102	Other Contractual Services	$8,400.00
XXX-XX-1946	140	Invoice	Paid			
	10/31/2022	OCT PRTPO		10-50313-4102	Other Contractual Services	$7,600.00
XXX-XX-1946	139	Invoice	Paid			
	1/2/2023	DECEMBER SERVICES		10-50313-4102	Other Contractual Services	$6,850.00
XXX-XX-1946	141	Invoice	Paid			
					Totals for 3P TRANSPORTATION SERVICES:	*$22,850.00*
BANK OF AMERICA-BUSINESS CARD (BUS)						
BANK OF AMERICA-BUSINESS CARD	10/23/2022	ANNUAL REGISTRATION (		10-50313-4102	Other Contractual Services	$20.00
	AB-REGISTRATION	Invoice	Paid			
	11/23/2022	MEETING LUNCH WITH T		10-50313-4102	Other Contractual Services	$50.32
	SL-MEETING LUNCH	Invoice	Paid			
					Totals for BANK OF AMERICA-BUSINESS CARD (BUS):	*$70.32*

Account Summary

Account Number	Description	Net Amount
10-50313-4102	Other Contractual Services	$22,920.32
	GRAND TOTAL:	$22,920.32

3P Transportation Services

INVOICE

Date: November 1, 2022
Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: October 1, 2022 – October 31, 2022
Invoice Number: 139

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

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

Description	Amount
PRTPO Coordination Services: 76 hours @ $100/hour *Professional Services in Delivery of the SFY 2022-23 UPWP* 10-50313-4102/ default	$7,600.00
Human Services Transportation Planning: 11 hours @ $125/hour *Under HSTP services contract with Kitsap Transit* 10-50313-1200/ PTD0524	$1,375.00
Total Due	$8,975.00

Fund: 10
Post Date: OCT 2022
Purchase Order Number: 10439
Project #: 100
Account Code: See right
Funding Source:
Signed: S Lillie

Thank you!!

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

BILLING REPORT – Invoice 139

Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	October 1, 2022 – October 31, 2022

Activity Breakout by UPWP Work Program Elements

Program Administration [39.5 hours]

Executive Board Meeting – Supported the October 21st Executive Board meeting including agenda packet development and distribution, coordination with Chair and LPA staff, and webinar 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.

Executive Committee Meeting – Supported the October 6th Executive Committee meeting with Lead Planning Agency and Fiscal Agent, including meeting hosting and support, coordination with WSDOT presenters for I-5 briefing, and follow-up.

PRTPO Support – Worked with Kitsap County Prosecutor's Office in preparing contract extensions for legal counsel services, for Board action in December. Developed communications piece for WA State Transportation Commission 2022 Annual Report. Drafted letters of support for Squaxin Island Tribe, Jefferson Transit, Mason Transit, Jamestown S'Klallam Tribe, and ECHHO for state grant applications. Developed Coordinator's Report for Executive Board. Maintained agenda planning calendar for EC, Board, and TAC meetings. Provided scheduling support for various meetings. Responded to inquiries from members and other stakeholders on variety of topics.

Work Program Management – Developed memo for Executive Board Task 4 work program scoping. Completed invoicing and budget report and memo for SFY 2023 Q1 invoice. Monitored workflow and budget.

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

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

Transportation Planning [36.5 hours]

RTP Follow-up Activities: EV Readiness – Monitored process schedules for array of EV funding programs and policy directives. Responded to member questions about EV funding opportunities. Connected stakeholders with resources and contacts to support grant acquisition efforts.

Human Services Transportation Planning – [Not contract work] Responded to member inquiries about relationship of PRTPO's Human Services Transportation Plan to Consolidated Grants funding program and application. Developed briefing materials and resolution for Executive Board meeting.

Regional Coordination and Collaboration –

- Statewide Coordination:
    - Coordinated with PRTPO members to develop a list of candidate projects for a quick-response *Connecting Communities* funding program for WSDOT. Supported follow-up communications between WSDOT and members and responded to questions from both.
    - Participated in the Rural RTPO Coordinating Group meeting, chairing the group and supporting coordinated communications among the rural regions.
    - Submitted questions to WSDOT regarding deployment and administration of federal funding programs in advance of a November meeting

Regional Grants Administration – Responded to member questions about WSDOT's Consolidated Grants program. Developed materials to support the PRTPO evaluation and ranking of Consolidated Grants proposals, including Executive Board briefing materials, correspondence with human services transportation providers, and review support materials. Corresponded with WSDOT about logistics.

Transportation Outlook – Coordinated with Work Group Chair and PRTPO Chair on the final review of draft materials and prepared Executive Board briefing materials. Updated contacts and corresponded with legislative aides to schedule the November forum.

Human Services Transportation Planning [11 hours]

Following are activities conducted as a part of the HSTP planning grant.

Planning –

- Developed appendix materials summarizing HSTP work plan and schedule.
- Rewrote appendix documenting engagement activities and takeaways.
- Updated website to close out public review period and refresh page content.
- Completed final review and edit of draft plan for Board adoption, updating some content to respond to WSDOT comments and also to address corrections identified by agencies. Reconfigured Table of Contents to correspond with chapter sections and added hyperlinks to facilitate navigation. Developed PRTPO cover page and required statements. Assembled final pdf and posted online.

Project Management –

- Maintained regular communication and coordination with LSC team.
- Maintained regular communication with LPA staff regarding project status.

Related Activities Not Billed to PRTPO

3P Transportation Services provided additional support to the Squaxin Island Tribe-Mason County EV Consortium team and the Jamestown S'Klallam Tribe project team, both of which are pursuing an Electrification of Transportation Systems (ETS) grant from Department of Commerce to develop EV implementation plans for each of their communities. This includes grant writing support, meeting facilitation, and coordination activities necessary to ensure successful project applications.

3P Transportation Services also responded to a Department of Commerce Request for Information (RFI) about the EV grant programs they are administering, specifically with regard to barriers that EV grant applications and contracting processes inadvertently pose to the tribal and other rural communities that Commerce wants to participate. Additionally, how Commerce might better utilize RTPOs to engage with its target audiences. RFI comments reflected insights and experience gained from working with partners across the Peninsula region. 3PT will meet with Commerce staff in early November to discuss specific points further.

3P Transportation Services will participate on a panel November 2nd for the North Olympic Development Council-Pacific NW National Labs *Energy Futures Conference*, speaking about how to reduce greenhouse gas emissions generated by transportation. October activities included coordination with panel members and preparing a presentation.

3P Transportation Services is working with House staff to help coordinate input from MPOs and RTPOs about the potential value of Washington's participation as an "add-on" to the National Household Travel Survey in 2025. I was a member of FHWA's NHTS Task Force between 2010-2015 and am acting in that capacity on this effort.

While there is synergy between PRTPO's work program and some activities described above, they were not conducted as a part of the PRTPO work program and are not included in the work described in this invoice.

3P Transportation Services

INVOICE

Date: November 1, 2022
Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: November 1, 2022 – November 30, 2022
Invoice Number: 140

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

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

Description	Amount
PRTPO Coordination Services: 84 hours @ $100/hour *Professional Services in Delivery of the SFY 2022-23 UPWP* 10-50313.4102/ default	$8,400.00
Total Due	$8,400.00

Fund: 10
Post Date: NOV 2022
Purchase Order Number: 10439
Project #: 100
Account Code:
Funding Source: Seeright
Signed:

Thank you!!

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

BILLING REPORT – Invoice 140

Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	November 1, 2022 – November 30, 2022

Activity Breakout by UPWP Work Program Elements

Program Administration [24 hours]

Executive Committee Meeting – Completed agenda packet development and distribution for the December 1st Executive Committee meeting.

Executive Board Meeting – Began preparing materials for the December 16th Executive Board agenda packet.

PRTPO Support – Began preparations for year-end update of PRTPO Resource Manual. Wrote letter of support for three tribes applying for an ETS grant from Commerce. Maintained agenda planning calendar for EC, Board, and TAC meetings. Provided scheduling support for various meetings. Responded to inquiries from members and other stakeholders on a variety of topics.

Work Program Management – Developed draft scope for Task 4 Board-directed activities for review in December. Began preparations for development of the SFY 2024-2025 UPWP. Met with Steffani Lillie to review budget and contracting parameters. Monitored workflow and budget.

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

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

Transportation Planning [60 hours]

RTP Follow-up Activities: EV Readiness – Supported Squaxin Island Tribe, Skokomish Tribe, Jamestown S'Klallam Tribe, and their respective partners with letter of support templates for a coordinated Electrification of Transportation Systems planning grant they are pursuing jointly in coordination with the WSU Green Transportation Program. Worked with WSU team to provide regional context in support of EV planning products that can be applied by other PRTPO members elsewhere in the region.

Human Services Transportation Planning – [Not contract work] Finalized HSTP documentation and posted final plan online. Updated web page to reflect finalized plan.

Regional Coordination and Collaboration –

- Statewide Coordination:
    - Participated in the quarterly MPO/RTPO/WSDOT Coordinating Committee meeting
    - Provided input to WSDOT regarding federal pass-through programs in the new federal transportation bill

Regional Grants Administration – Provided support for the Consolidated Grants review and prioritization process including:

- coordination with applicants in obtaining WSDOT application materials and preparing, recording presentations
- recruitment of, scheduling, and coordination with a Consolidated Grants Review Panel
- development of project review materials and guidance for panel members, development of a new Consolidated Grants project page on PRTPO's website and a Presentations Playlist on PRTPO's YouTube channel
- revamped evaluation process and tools to accommodate the large number of projects
- regular communications with the WSDOT Community Liaison about their own internal review process and individual applications that PRTPO received for review

Transportation Outlook – Pursued scheduling opportunities with house and senate transportation committee members for a regional forum with PRTPO members. Coordinated with legislative aides, PRTPO Chair and Legislative Work Group lead, county staff, and other members in developing an agenda and talking points for the December 1st forum. Set up webinar to host the event.

<u>Related Work Not Billed to PRTPO</u>

In cooperation with the WSU Green Transportation technical team, 3P Transportation Services provided grant-writing support for the joint Commerce ETS grant proposal submitted by the Squaxin Island Tribe, Skokomish Tribe, and Jamestown S'Klallam Tribe in collaboration with Mason PUD 1 and 3, Clallam PUD, Mason Transit, and City of Sequim. This ETS grant will result in a Transportation Electrification Plan for each tribe developed in coordination with their PUDs and other relevant stakeholders as well as tools and resources to support similar work by other members elsewhere in the Peninsula region.

While there is synergy between PRTPO's work program and the grant writing support described above, it was not conducted as a part of the PRTPO work program and is not included in the work described in this invoice.

3P Transportation Services

Fund: 10
Post Date: Dec 2022
Purchase Order Number: 10439
Project #: 100
Account Code: 10 50313 1200
Funding Source: default
Signed: S Lillie

INVOICE

Date:	January 2, 2023
Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	December 1, 2022 – December 31, 2022
Invoice Number:	141

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

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

Professional services in delivery of the SFY 2022-23 UPWP @ $100/hour

Description	Hours	Amount
Task 1: Program Administration	36	$3,600.00
Task 2: Transportation Planning	28.5	$2,850.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities 10-50313-VAN02	4	$400.00
Total for professional services	68.5	$6,850.00

Thank you!!

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

BILLING REPORT – Invoice 141

Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	December 1, 2022 – December 31, 2022

Activity Breakout by UPWP Work Program Elements

Program Administration [36 hours]

Executive Board Meeting – Supported the December 16th Executive Board meeting including agenda packet development and distribution, website updates, coordination with Chair and LPA staff, and webinar hosting and support. Updated Zoom webinar distribution template for Board meetings. Participated in the meeting, took notes, debriefed, and compiled meeting recap. Downloaded and processed meeting video and uploaded to YouTube channel with links from PRTPO website.

Executive Committee Meeting – Supported the December 1st Executive Committee meeting with Lead Planning Agency and Fiscal Agent, including meeting hosting and support, and follow-up.

PRTPO Support – Prepared Coordinator's Report for Executive Board. Finalized Legal Services contract for 2023. Maintained agenda planning calendar for EC, Board, and TAC meetings. Provided scheduling support for various meetings. Responded to inquiries from members and other stakeholders on a variety of topics.

Work Program Management – Developed work plan and briefing memo for proposed new Task 4 work element for Board consideration. Developed SFY 2024-25 UPWP kick-off memo for Board and reviewed new work program guidance from WSDOT with Chair. Reviewed end-of-biennium funding capacity with LPA and WSDOT. Monitored workflow and budget.

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

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

Transportation Planning [28.5 hours]

RTP Activities: Scoped approach for updating the RTP in next biennium, for consideration by the Board in developing the next UPWP. Reviewed broad concepts with LPA staff and Chair. Reviewed core data dashboard needs for update and opportunities to initiate foundation work in last part of SFY 2023.

Human Services Transportation Planning – Updated website and public notice to include reference to proposed project priority array and HSTP amendment. Reviewed remaining data and information mapping needs for regional profile.

Regional Coordination and Collaboration –

- Statewide Coordination:
    - Correspondence with WSDOT Planning Office regarding end-of-biennium funding opportunities

Consultation – Explored with member the availability of tribal data and appropriate use for equity analysis in state and federal grants, and opportunities to clarify tribal coordination requirements for local and state agencies.

Regional Grants Administration – Provided support for the Consolidated Grants review and prioritization process including:

- Developed tools and materials to facilitate work session prioritization process
- Prepared advance summary materials and distributed to panel members
- Corresponded with review panel members and applicants in preparation for the work session
- Prepared for, hosted, participated in, and recapped the 2022 Consolidated Grants Project Review Panel prioritization process. Debriefed with Chair and LPA.
- Followed up with applicants on outstanding questions regarding project priorities
- Updated PRTPO website with proposed priorities and provided links from public notice concerning proposed projects
- Developed briefing materials for Executive Board review and action

Transportation Outlook – Prepared for, hosted, and participated in PRTPO 2022 Legislative Forum. Debriefed with Chair and followed up with county staff and Representative Chapman's legislative aide.

Other PRTPO Activities [4 hours]

Prepared for, participated in, and followed up on a meeting with the AWC GIS Consortium team to review proposed data portal and regional profile to support HSTP, RTP, grant acquisition, and other local and regional transportation planning needs. Identified near-term information needs and next steps.

PURCHASE ORDER

Purchase Order No.	11253
Vendor ID	834
8/4/2022	Page 1

VENDOR

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

Attention: BANK OF AMERICA-BUSINESS CARD

SHIP TO

Kitsap Transit

Attention:

Ship Via	FOB	Terms	PO Date	Buyer
			8/4/2022	

	Department	Confirm To
	Service Development	

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

Authorized Signature

SQUARESPACE

Invoice

Wednesday, October 6, 2021

ISSUED TO:
Annette Balera

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

Charges

Purchase of domain: prtpokitsaptransit.com - vuvuzela-orb-knke.squarespace.com
10/21/2021 – 10/21/2022
$20.00

Card ending in:	1773All prices in US Dollar.
Subtotal:	$20.00
Discount:	--
Due:	$0.00
Paid:	$20.00

All prices in US Dollar.

MASTERCARD PAYMENT AUTHORIZATION

REQUESTOR Crystal Culbertson DATE 11/16/2022

AMOUNT OF MASTERCARD PURCHASE $ 50.32 +TAX ☐ +FREIGHT ☐

DATE OF PURCHASE 11/16/2022 VENDOR SOUTH PACFIC SPORTS BAR

PURPOSE OF ITEM(S) PURCHASED OR BUSINESS MEAL & ATTENDEES

MEETING WITH THERA BLACK - PRPTO CONTRACT MEETING

PLEASE ENSURE THAT AN ITEMIZED RECEIPT IS ATTACHED PRIOR TO SUBMITTING TO THE PURCHASING DEPARTMENT

GL ACCOUNT(S) 10-50313-4102

FUND BUS ☑ FERRY ☐

NAME ON CREDIT CARD (*other than* Kitsap Transit) : Steffani Lillie (Mastercard 0967)

SIGNATURE OF REQUESTOR

APPROVED

DATE 11/16/2022 DATE 11/16/2022

ADDITIONAL NOTES

South Pacific
SPORTS BAR & GRILL

South Pacific Sports Bar
218 1st St
Bremerton, WA 98337

Server: Kayla Rose A
Check #30 Table 12
Guest Count: 1
Ordered: 11/16/22 11:46 AM

1 GUACAMOLE BACON BURGER	$16.99
1 ARNOLD PALMER	$2.99
1 BLEU CHEESE BACON BURGER	$16.99
Sub Salad	$1.99
Balsamic Vinaigrette	
In Lettuce Wrap	
No Mayo	
Subtotal	$38.96
Tax	$3.57
Tip	$7.79
Total	$50.32

Input Type	C (EMV Chip Read)
MASTERCARD	xxxxxxxx0967
Time	12:24 PM
Transaction Type	Sale
Authorization	Approved
Approval Code	05824Q
Payment ID	MX9nCNxCgpHH
Application ID	A0000000041010
Application Label	MASTERCARD
Terminal ID	4f32d1c62ffecd68
Card Reader	BBPOS

STEFFANI LILLIE

Suggested Additional Tip:
+ 2%: (Tip $0.78 Total $43.31)
+ 3%: (Tip $1.17 Total $43.70)
+ 5%: (Tip $1.95 Total $44.48)
+ 7%: (Tip $2.73 Total $45.26)
Tip percentages are based on the check price before taxes.

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"The problem with the world is that everyone is a few drinks behind"
Humphrey Bogart

PRTPC Contract Conversation
Thera Black, Stellar J. 11/16

PRTPO Fiscal Agent Expenses
Jefferson Transit Authority
October-December 2022

		October	November	December	Total	Notes
Staff Salaries and Wages		$ 34.42	$ 228.09	$ 41.47	$ 303.98	
Staff Fringe Benefit		$ 14.94	$ 99.00	$ 18.00	$ 131.94	
Other Reimbursables		$ -	$ -	$ -	$ -	
	Subtotal	**$ 49.36**	**$ 327.09**	**$ 59.47**	**$ 435.92**	
Overhead Charge 10%		$ 4.94	$ 32.71	$ 5.95	$ 43.59	
	TOTAL	**$ 54.30**	**$ 359.79**	**$ 65.42**	**$ 479.51**	

Reimbursables:

$0.00

Salary Break out data:		hrs	**Wages**	**Benefits**	**Total**
M. Nash; Invoicing	10/5/2022	0.33	$ 13.69	$ 5.94	$ 19.63
M.Nash; Bank Reconcilitation	10/8/2022	0.50	$ 20.74	$ 9.00	$ 29.74
M.Nash; Bank Reconcilitation/invoice	11/8/2022	0.50	$ 20.74	$ 9.00	$ 29.74
M.NASH; PRTPO Annual Report	11/14/2022	2.00	$ 82.94	$ 36.00	$ 118.94
M.NASH; PRTPO Annual Report	11/16/2022	2.00	$ 82.94	$ 36.00	$ 118.94
M.NASH; PRTPO Annual Report	11/21/2022	1.00	$ 41.47	$ 18.00	$ 59.47
M.Nash; Bank Reconcilitation/invoice	12/13/2022	1.00	$ 41.47	$ 18.00	$ 59.47
			$ 303.98	$ 131.94	$ 435.92

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: February 10, 2023
Subject: **SFY 2023 End-of-Biennium Supplemental Funding Request**

REQUESTED ACTION:

Approve PRTPO request of $21,110 in end-of-biennium state RTPO funds from WSDOT and authorize the Chair to execute agreements on behalf of the Board if necessary to secure the supplemental funds.

Overview

As the end of the biennium approaches WSDOT will redistribute RTPO planning funds turned back by regions to those that can use a little supplemental funding to complete work this biennium. Supplemental funding does not carry over to the new biennium and must be spent by June 30, 2023. PRTPO has use for supplemental funding.

Supplemental funding in the amount of $21,110 would enable PRTPO to obtain another year of GIS services through its AWC GIS Consortium services contract and offset a very small biennium budget shortfall of $3,400 (1.2% of biennium budget) which would otherwise be accommodated by reducing work program activities by that amount. In anticipation of WSDOT's pending call for supplemental funding requests we confirmed that these would both be eligible expenses if selected for funding.

When WSDOT does issue its request for supplemental funding the turnaround time for response and approval process will be quick. The Board's requested action not only authorizes PRTPO to request supplemental funding when WSDOT issues its notice, it also authorizes the Chair to execute necessary agreements with WSDOT to secure that funding if it is necessary to complete this before the Board meets again in April.

The Board will be briefed on the outcome of this funding request in April. If PRTPO is successful, the Board will at that time formally amend the additional funds into the current UPWP and retroactively approve any other funding decisions made by the Chair. Authorization of PRTPO budget and work program decisions rests with the Executive Board. If PRTPO does not receive funding, we will simply tighten our belt a little between now and the end of the fiscal year and forego the extended GIS services contract for SFY 2024.

Next Steps

Staff will respond to the pending request for funding when it is issued by WSDOT. Given the anticipated quick turnaround for responses, the Executive Committee authorized staff to proceed with a response if the solicitation for proposals opens before the Board meets on February 17th.

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

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: February 10, 2023
Subject: **Guidance on Priority Initiatives for SFY 2024-2025 UPWP**

REQUESTED ACTION:

No action is requested. Input from the Board will be used to develop a draft two-year Unified Planning Work Program for Board review and refinement in April.

Background

In April the Board will review a draft two-year work program to guide PRTPO's regional planning activities from July 1, 2023 through June 30, 2025. That draft Unified Planning Work Program, or UPWP, will describe the work PRTPO will do to fulfill its responsibilities as a Regional Transportation Planning Organization and the budget to accomplish it. While official budget estimates have not yet been received from WSDOT, PRTPO expects to receive about $275,000 to support its work and administrative overhead expenses for the biennium.

In preparing to develop a new work program, Board members talked in December about activities over the last few years that have added value to their PRTPO participation and opportunities to build on that in the future. This included:

- learning opportunities with guest speakers on a variety of topics
- development of online resources to support regional and local information needs
- development of PRTPO policy positions and targeted communications for its annual *Transportation Outlook* legislative priorities
- distribution of grant funding opportunities, and
- convening regional stakeholders in both formal and informal settings to promote better coordination and communication across agencies and sectors.

Members of the Technical Advisory Committee added to this the value they derive from the exchange of ideas around the regional table and shared insights they draw from each other's experience. Emerging areas of regional interest include expanding EV readiness resources to include the role of hydrogen in electrifying freight, rural transit, aviation, and other heavy transportation sectors. Members also see opportunities to increase regional resilience and emergency preparedness over the coming years through cooperative measures.

Those insights are useful in thinking about how to make PRTPO member engagement most meaningful over the next biennium. This month the Board is asked to provide guidance on priority areas of focus over the next two years. This will help us develop a draft work program for Board review in April that reflects as much as possible the priorities of PRTPO members.

Work Program Priorities

The PRTPO budget is small but sufficient to undertake an appropriately scaled major work program activity. This memo outlines one such activity for Board consideration. Members are encouraged to bring other ideas to the table for discussion in February.

Overhaul the Regional Transportation Plan: One of PRTPO's requirements as a rural RTPO is to maintain and periodically update a long-range regional transportation plan (RTP). The current 2040 RTP was developed by WSDOT in the lead-up to the organizational transition and adopted by PRTPO in October 2019.

The concept discussed and recommended by the Executive Committee as a top priority for Board consideration would be an overhaul of the RTP, simplifying it and migrating it to an online format similar to what was done for the Human Services Transportation Plan. The intent would be to develop a long-range plan that is better integrated with PRTPO's other mandated responsibilities, provides more value to members, and which is more efficient to maintain and update over time.

This focus area would piggyback on work completed for the Human Services Transportation Plan and Task 4 activities underway this spring. While it is an ambitious undertaking, an RTP update is feasible alongside PRTPO's other core functions but would preclude any other new initiatives.

Member Ideas: Members are encouraged to bring other priority ideas to the table for discussion in February. The reason it is important to bring ideas forward now is that over the next two months staff and Executive Committee members will draft a work plan and budget for review in April that addresses Board priorities. April is too late in this process to consider major new work program priorities for the first time.

This exploration of big ideas is useful before committing PRTPO's next two-year work program to any particular direction. The Board will take action on its final two-year work program in June.

Link to Current Plan

2040 Regional Transportation Plan

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

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: February 10, 2023
Subject: **Transportation Alternatives Strategy for 2023**

REQUESTED ACTION:

No action is requested. This briefing is to update the Board on local interest in a CY 2023 Transportation Alternatives call for projects.

Background

PRTPO is responsible for awarding federal Transportation Alternatives (TA) program funds to priority projects. Federal TA funds support a wide range of project types but are probably best known for funding non-motorized projects, special landscaping and remediation projects, Safe Routes to School projects, and historic preservation projects.

The annual amount of TA funds that PRTPO is authorized to program is very small for federal funds, averaging about $250,000 a year to be awarded through a competitive process. That funding level is expected to increase by about $80,000 a year but is still a very low amount of federal funds to award through a competitive process. That is why PRTPO awards multiple years of funding in a single process.

In 2020 PRTPO allocated four years' worth of funding in a single call for projects, awarding $1.1 million to four projects. PRTPO planned to conduct a call for projects biennially from then on. During its call for projects in 2022 to award $516,000 though, PRTPO received no applications. A debrief with TAC members revealed the dollar amount was too low for a competitive federal funding process. It was determined at that time to consult with the TAC early in 2023 to determine the best window for a new call for projects.

In January the TAC discussed local interest in pursuing federal TA funds this year. Members discussed the many projects they are currently working to deliver and the timing of other federal funding programs with much larger amounts to award. There was general consensus that it would be better to conduct a call for projects in 2024 and suggested a check-in with the TAC in September 2023 to assess local interest before launching the new program.

Next Steps

Staff will meet with the TAC in September to gage the likely level of local interest in a 2024 Transportation Alternatives call for projects and seek direction from the Board in October as to whether to initiate a new call for projects. At that time and with slightly increased funding, PRTPO might expect to have about $1.4 million to award by fully programming available funds through FY 2028.

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

INFORMATION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: February 10, 2023
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.

Information of Interest

- **UPWP Task 4 Update:** Work is underway to develop a regional data portal that will enable transit and others to evaluate equity measures in terms of service or project investments. We expect to have a prototype to share with the TAC in March for feedback and refinements. We will reach out directly to all the tribes in the region to discuss how tribal populations are presented. I have also been digging into an array of resources regarding the use of emerging technologies and new partnerships by rural transit systems across the country. I expect a transit work session will occur before the next Board meeting.

- **Regional Tribes Win Department of Commerce Grant.** The regional consortium of Squaxin Island Tribe with the Skokomish Tribe and Jamestown S'Klallam Tribe were awarded $315,000 from the Clean Energy Fund to complete Transportation Electrification Plans (TEP) for each tribe. Other project partners include Mason PUD 3, Mason PUD 1, and Clallam PUD as well as Mason Transit, which is developing its own FTA-compliant transition plan during this same time, and City of Sequim which will be developing a Transportation Master Plan. The WSU's Green Transportation Technical Team will lead the work and handle administrative and reporting requirements. The Bonneville Environmental Foundation is providing the $31,500 local match. Completion of TEPs will leave the tribes and their partners well-positioned for implementation funding from grants and other Climate Commitment Act investment opportunities.

- **Rural RTPO Coordination Meeting Scheduled.** A relatively new working group of rural RTPO staff across the state are meeting occasionally to improve the sharing of information and resources and other coordination activities on topics specific to rural WA. This is separate from the statewide MPO/RTPO Coordinating Committee meetings which are often dominated by metropolitan issues. This next meeting of rural RTPOs will be March 1st and include matters related to the funding swap pilot program, applicability to rural RTPOs of some RCW 47.80 requirements specific to urban issues, EV grant coordination opportunities, and sustainable base program funding for rural RTPOs.

- **Pacific NW Hydrogen Alliance Invited to Submit Final Proposal to US Department of Energy for H2Hub.** The PNWH2 Alliance aced the next round of competition and is now preparing its final application to DOE, due in April. The Pacific NW Hydrogen Association is a broad coalition of public, private, and not-for-profit organizations vying for federal designation as a national green hydrogen hub. Billions in federal funding will be directed to a small number of hubs around the country to jump start the commercial hydrogen industry. Washington's ace is green hydropower combined with its extensive investments in solar and wind to produce clean, renewable hydrogen for transport, industrial, and other uses. Many of Washington's transit agencies, tribes, ports, utilities, trucking manufacturers, and other industries are either participating on the Alliance or are monitoring its activities. I am working to arrange a

learning session for the EV Infrastructure Exchange Group in March to get an overview of the latest in green and renewable hydrogen production in Washington State, innovative on-site production models, as well as potential H2 investment considerations related to the Climate Commitment Act and its funding programs.

Open Grant Processes

Here are a few opportunities that may be of interest. This is not an inclusive list. We will explore opportunities to expand our grant search and dissemination. There is an unprecedented number of funding opportunities on the near horizon.

Solar+Backup Storage for Resilient Communities Grant
This is a Commerce grant intended to keep community buildings running so essential services can continue when the power is out. This program has two different tracks open right now.

- Track 1 is for planning and pre-development activities needed to purchase and install a solar power and battery back-up power system to support continuity of operations during a disaster. This includes feasibility studies, site design, interconnection applications, community outreach and engagement. One of these planning grants will leave your community well-positioned to obtain an implementation grant in the next funding cycle. *Track 1 minimum awards are $7,500 and maximum awards are $100,000. No match required.*
- Track 2 will pay for installation of solar plus battery storage systems including final design, purchase and installation of equipment, commissioning, developing operational plans, training, and community outreach. Track 2 is a more rigorous application than Track 1, but as long as you've done your planning and pre-development work you should have the info needed. *Track 2 minimum awards are $15,000 and maximum awards are $1.5 million. Minimum match for tribes is 10% match, and all others is 30%.*

Commerce will award up to $35.4 million this funding cycle, with about 10% of that going to Track 1 planning projects and the rest going to Track 2 implementation projects.

Priority is given to projects that serve rural or remote areas, areas with power outages, and/or areas that are highly vulnerable to hazards. Eligible applicants include local and state governments, tribal governments, retail electric utilities, and non-profit organizations. **Applications are due March 23rd.**

Electrification of Transportation Systems – Round 2
This round of ETS grants from Commerce is providing grants to local and tribal governments for electric vehicle infrastructure. This is an implementation grant, not planning. And it is for charging infrastructure, not vehicles. This grant is notable in that it isrestricted to tribes and rural communities. The minimum award is $30,000 and maximum award is $500,000, with a 10% match requirement. A total of $2.5 million is available. This is a tiered application process. The phase 1 screening applications are due March 6 and agencies notified to proceed need their final applications in by May 15. *The phase 2 submission form is much more cumbersome than the phase 1 form. Potential applicants looking at this program are encouraged to look at what the phase 2 proposal entails before deciding it is the right grant to pursue.*

Senator Murray's CDS Request Process is Open
On February 6th Senator Murray opened her funding request portal for Congressionally Directed Spending (CDS) proposals (aka earmarks).. Senator Murray is the new Chair of the Senate Appropriations Committee. The due date for submittals is February 28th, significantly earlier than it was in 2022. It is possible the deadline will be extended but for now agencies should assume it will not. It is an online request form. A copy of the 2022 form (attached) was provided by staff to help in preparing responses to the online form.

Federal RAISE Grants
This is the highly competitive federal funding program that succeeded "TIGER" and "BUILD" before it. There is a strong emphasis on investments in tribal and other rural communities. Planning and construction projects can both be funded

though application requirements differ between them. Deadline is February 28th. This is a significant application process; if you have not already begun your application then it's best to wait until next year. For those applying this year, consider touching base with Casey Duff, Senator Cantwell's liaison for the Peninsula Region. He is a good ally and will have useful insights about the process.

Other PRTPO Meetings Since the Executive Board's December Meeting

- Technical Advisory Committee, January 19th. TAC members provided input on timing of the next Transportation Alternatives call for projects (discussed elsewhere in the agenda) and shared insights on aspects of the regional program that provide value to them as members. The TAC also got a status update on the federal funding swap pilot program working its way through the legislative process, and posed some process questions that were forwarded on to the team doing developing this new program. The big discussion featured a presentation on the proposed Puget Sound to Pacific Trail project that supporters are working up for a federal RAISE grant with lots of opportunity for questions and sharing of information among members about the concept shaping up and their various agencies' interests in participating.
- Executive Committee, February 2nd - EC members discussed the budget status going into the end of the biennium and opportunities to obtain supplemental funding for an additional year of GIS services. They heard the staff proposal to overhaul the RTP in the next biennium. They supported efforts to move that forward but also directed additional outreach to Board members to ensure there are not more important focus areas. Committee members got an update on the funding swap program. They set the Board's February agenda.

Attachments:

Murray 2022-Sample CDS Request Form

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

This pdf of last year's form will give you a good idea of info needed for the 2023 online application form.

U.S. Senator Patty Murray

FY2022 Congressionally Directed Spending Item Request Form

Instructions

The following form must be submitted along with any additional information. Please fill out this form in its entirety. If you have questions, please feel free to contact Senator Murray's office at (202) 224-2621. **Please note: This form in its entirety could be made public**.

- **This form is for congressionally directed spending items. If you are making a programmatic request, please fill out the FY2022 Defense or General Appropriations Request Form.**
- **Only public and non-profit entities may request congressional directed spending items.**
- **Requests may be made for the following bills: Agriculture; Defense; Energy and Water; Financial Services and General Government; Homeland Security; Interior; Labor, Health, and Human Services; Military Construction and Veterans Affairs; Transportation, Housing, and Urban Development**
- **All requests must include at least TWO (2) letters of support from third parties within the community or communities that would benefit from fulfilment of the request. These letters must clearly communicate the benefits that the request would confer upon the community/communities.**

To Submit This Form:

An electronic version of this form is available at [URL]. Please complete the form and submit the required supporting documents via web portal.

If you are unable to access [URL], please submit this form and the required supporting documents via

SAMPLE

NOTE: Cell phone numbers must be included for all contacts.

NOTE: Please indicate the Appropriations Subcommittee in your email subject line, *e.g.*, "FY22 THUD Congressionally Directed Spending Item Request". **Please submit separate emails for each request**.

1. Date of Request:

2. Appropriations Subcommittee of Jurisdiction:

Project Information

3. Requesting Entity (city, county, organization name, agency/department/office):

4. Location of the Requesting Entity (include address, city and county):

5. Washington State Community or Communities Benefitted by the Request (city/cities, county/counties):

6. Relevant Regional Outreach Director (Please highlight all that apply):

- Raquel Crowley – Yakima, Benton, Grant, Chelan, Franklin, and Douglas Counties
- John Culton – Spokane, Lincoln, Adams, Asotin, Garfield, Columbia, Walla Walla, Pend Oreille, Stevens, Ferry Whitman, and Okanogan Counties

- Shayna Daitch – Seattle Metropolitan Area and the City of Shoreline
- Ann Larson – Snohomish, Skagit, Island, Whatcom, and San Juan Counties
- Colleen Meiners – Kitsap, Mason, Clallam, Jefferson, and Grays Harbor Counties
- Christine Nhan – Pierce, Thurston, and Lewis Counties
- Anthony Pena – Clark, Skamania, Pacific, Wahkiakum, Klickitat, and Cowlitz Counties
- Megan Utemei – King County

7. Washington State Point of Contact From the Requesting Entity (include name, address, business and cell phone, e-mail address):

8. Head of the Requesting Entity (mayor, executive, president, CEO, Director, Manager, etc., include name, address, business and cell phone, e-mail address):

9. D.C. Point of Contact, If Applicable (typically your D.C. area advocate, include name, address, business and cell phone, e-mail address):

10. Prior Federal Funding (Please list the last five federal funding awards that the requesting entity has received. Please only list awards that have been made to the specific requesting entity as opposed to any parent organization, i.e. "Program Office X" as opposed to "Y Foundation." IF AT ANY POINT THE REQUESTING ENTITY HAS FAILED TO ADEQUATELY MANAGE OR EXECUTE A PRIOR FEDERAL FUNDING AWARD, PLEASE INDICATE BELOW):

SAMPLE

11. Problem/Issue Statement (Use up to 200 words to describe the problem or issue to be addressed through this request. Be as detailed as possible, and explain why the problem or issue cannot be addressed without a federal appropriation.)

12. Request Description, Purpose, and Activities to be Funded (Use up to 250 words to describe the services and products that will be provided and the reasons for your request in non-technical language. This question is aimed at understanding the reason for your request. Positive community impacts should be included in response to Question 14, below.):

13. Project Goals and Results (Please describe measurable goals and expected results, and describe how the request will be evaluated and performance tracked):

14. Economic/Community Impact (Briefly describe the economic and/or community impact of this effort. For many requests the economic can be expressed in terms of the total number of jobs created and/or maintained directly and indirectly, or investment stimulated. For these, please list the type of jobs and where those jobs are located. Other requests will yield community impacts other than job creation or maintenance. For these, please provide specific and detailed descriptions of community impact.):

15. Additional Sources of Funding (Please list all additional sources of funding for this request, if applicable):

Funding Information

13. Federal Agency Your Request is for:

14. Directorate, Program, or Account (Please be as specific as possible)**:**

15. FY22 Request (dollar amount):

16. FY22 President's Budget Amount (Please mark "N/A" if amount unavailable):

17. FY21 Senate Mark:

18. FY21 House Mark:

19. FY21 Omnibus:

Affirmations and Acknowledgements

In submitting this request, the requesting entity affirms and acknowledges the following:

- Submission of a request that meets the requirements of this form as well as any subsequent requirements that may be promulgated by the Office of Senator Patty Murray or the Senate Committee on Appropriations does not guarantee the award of federal funding and/or the support of Senator Murray.
- This request and any information submitted in support of it may be made public in part or in their entirety.
- The requesting entity will comply with any request presented to them by the Government Accountability Office, the Office of Inspector General of a federal agency, Congress, or any other federal entity performing an audit, investigation, or oversight function
- Any funding award associated with this request does not guarantee support or funding in future fiscal years.

SAMPLE