PRTPO EXECUTIVE BOARD MEETING

August 18, 2023 | 10:00 – 12:00

Zoom Webinar – Public Login Below

1.	10:00 – 10:10	**Welcome and Introductions**	*Chair Bek Ashby*
2.	10:10 – 10:15	**Approval of Agenda**	ACTION
		Consent Calendar • *Minutes from June 16, 2023 (Attachment A)* • *SFY 2023 Q4 Invoice (Attachment B)*	ACTION
3.	10:15 – 10:25	**PRTPO Letter of Support Policy** *(Attachment C)* *PRTPO is developing a policy governing letters of support and authorizing the Chair to sign such letters under certain circumstances as a routine matter of business. A Policy Work Group provided direction on a draft policy for Board consideration.*	1st Reading
4.	10:25 – 10:30	**Draft PRTPO Bylaws Amendment Package** *(Attachment D)* *PRTPO's biennial review identified some areas for improvement in the bylaws, as reported in June. The attached draft reflects follow-up work over the summer. Upon review and revision, the updated draft will be reviewed by PRTPO's legal counsel prior to the Board's requested approval in October.*	1st Reading
5.	10:30 – 11:00	**WSDOT Review of State Projects in the Peninsula Region** *This annual briefing from WSDOT reviews the projects it is submitting for inclusion in the Regional Transportation Improvement Program PRTPO will adopt in October. It is a good opportunity to learn what WSDOT plans to do over the next four years and opportunities for greater coordination.*	BRIEFING and DISCUSSION *George Mazur and Kate Fauver, Olympic Region*
6.	11:00 – 11:05	**RTP: Draft Public Participation Plan** *(Attachment E)* *PRTPO's Public Participation Protocols stipulate that a Public Participation Plan be developed for large planning efforts. The Board is asked to review the RTP Public Participation Plan and offer comment. A final will come to the Board for approval in October.*	1st Reading
7.	11:05 – 11:25	**RTP: Requirements and History** *(Attachment F)* *Thirty years ago, PRTPO began drafting its very first long-range transportation plan. RTP requirements have changed little in that time. This refresher will offer a historic perspective on earlier plans and start laying the groundwork for this Executive Board's vision for the future.*	DISCUSSION
8.	11:25 – 11:50	**2024 *Transportation Outlook* Framework and Next Steps** *(Attachment G)* *A Legislative Work Group convened to develop a framework for the 2024 legislative folio. The Board will discuss the core messages and framework for the 2024 folio and provide direction on the final product, which will come back to the Board for approval in October, followed by a legislative forum in November.*	DISCUSSION

9. 11:50 **Public Comment Period**
This is an opportunity for anyone from the public to address the Executive Board.

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

12:00 **Adjourn**

Other Attachments
PRTPO Coordinator's Report
PRTPO Letters of Support

Bek Ashby, Chair

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

Next Executive Board Meeting – October 20, 2023 - 10:00-12:00

ACTION – 2024-2029 RTIP Approval
ACTION – PRTPO Bylaws Amendment
ACTION – PRTPO Letter of Support Policy
ACTION – 2024 *Transportation Outlook* Legislative Folio, Annual Forum Agenda
RTP Update: Regional Vision and Strategy, Regional Role in Transportation

---

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

Please click the link below to join the webinar:
https://us02web.zoom.us/j/82193119306

PENINSULA RTPO
PRTPO.org

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
June 16, 2023
10:00 – 12:00
Via Zoom
Meeting video available on YouTube

CALL TO ORDER

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

ATTENDEES

Executive Board:

Clallam County	Mike French
Kitsap County	David Forte *(alternate)*
Mason County	Randy Neatherlin, Vice-Chair
City of Bainbridge Island	Leslie Schneider
City of Bremerton	Vicki Grover
City of Port Angeles	Lindsey Schromen-Wawrin, Secretary
City of Port Orchard	Bek Ashby, Chair
City of Port Townsend	Ben Thomas
City of Poulsbo	Ed Stern
City of Sequim	Rachel Anderson
Port of Bremerton	Gary Anderson
Port of Port Angeles	Chris Hartman
Jefferson Transit	Nicole Gauthier
Kitsap Transit	John Clauson
Mason Transit	Amy Asher
Jamestown S'Klallam Tribe	Wendy Clark-Getzin
Skokomish Tribe	Marty Allen
Squaxin Island Tribe	Tracy Parker
WSDOT Olympic Region	Ashley Carle *(alternate)*

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

Others:
Arne Bakker, Port of Bremerton *(alternate)*
Michael Bateman, Poulsbo *(alternate)*
Adrienne DeDona, JLA Consultants for WSDOT Multimodal Planning Office
Jeremy Jewkes, WSDOT Multimodal Planning Office
Miranda Nash, Jefferson Transit, PRTPO Fiscal Agent

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

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. Schneider seconded to approve the Consent Agenda. The motion passed unanimously.

- ***Minutes from April 21, 2023***

Chair Ashby recognized Mr. Stern, who requested an opportunity to update the Board on the dedication of Poulsbo's new Johnson Parkway / SR 305 roundabout, which will occur on Saturday, June 17th at 9:30. He shared a brief history of the project, the partnerships and collaboration this required, unique design features, and images of the art installation featuring artists from the Suquamish Tribe.

SFY 2024-2025 Unified Planning Work Program Adoption

Ms. Black provided a brief overview of the purpose of the work program and its contents. The Board reviewed a draft of the UPWP in April. Executive Committee members met with WSDOT staff for the annual review in April, which resulted in minor revisions. Upon approval by the Board the funding agreement will be executed and the new work program will go into effect on July 1st.

Chair Ashby called Board member attention to Appendix A. These are unfunded needs that PRTPO could pursue with additional resources if the opportunity presents itself. She noted the value of the GIS services contract and commented on the need for additional funding to support this important work.

ACTION: Mr. Schromen-Wawrin moved and Mr. Neatherlin seconded to adopt Resolution 02-2023 approving the SFY 2024-25 Unified Planning Work Program for the Peninsula Region and authorizing execution of the associated WSDOT Funding Agreement. The motion passed unanimously.

Approval of SFY 2024-2025 Lead Planning Agency Agreement between PRTPO and Kitsap Transit

Ms. Black explained that Kitsap Transit is willing to serve another two years as PRTPO's Lead Planning Agency responsible for ensuring compliance with all WSDOT planning requirements. This resolution will approve another two-year agreement with Kitsap Transit for these services.

ACTION: Mr. Forte moved and Mr. Schromen-Wawrin seconded to adopt Resolution 03-2023 approving the agreement with Kitsap Transit for Lead Planning Agency services for state fiscal years 2024 and 2025. The motion passed unanimously.

Approval of SFY 2024-2025 Fiscal Agreement between PRTPO and Jefferson Transit

Ms. Black explained that Jefferson Transit is willing to serve another two years as PRTPOs Fiscal Agent responsible for fiduciary activities and ensuring compliance with WSDOT accounting requirements. This resolution will approve another two-year agreement with Jefferson Transit for these services.

ACTION: Mr. Forte moved and Mr. Schromen-Wawrin seconded to adopt Resolution 04-2023 approving the agreement with Jefferson Transit for Fiscal Agent services for state fiscal years 2024 and 2025. The motion passed unanimously.

Obtain Additional GIS Service Hours

Ms. Black explained that PRTPO has a budget balance going into the last month of the biennium that is sufficient to obtain an additional 30 hours of GIS service credit from the AWC GIS Consortium. This would be in addition to

the 100 hours PRTPO obtained with its supplemental budget request and would be used to support development of the new RTP. Approval by the Board is necessary to pursue these additional hours of service.

> **ACTION: Mr. Neatherlin moved and Ms. Schneider seconded to approve PRTPO's acquisition of 30 hours of additional service credit through the GIS Consortium. The motion passed unanimously.**

WSDOT Highway System Plan Update

Ms. Black introduced Jeremy Jewkes from the WSDOT Multimodal Planning Office and Adrienne DeDona from JLA Consultants who is supporting WSDOT in development of the Highway System Plan.

Mr. Jewkes reviewed the purpose of the plan, noting its focus on highways and state routes, and the intermodal connections between those facilities such as the state ferry system. State statute directs the Highway System Plan (HSP) to identify program and financing needs for WSDOT and to make recommendations on funding needs. Mr. Jewkes explained the process to date and the various means used by WSDOT for outreach including polls, formal surveys, interviews, public meetings, and equity-focused outreach. Adoption of the HSP is expected in late 2023.

The HSP must be financially constrained. Mr. Jewkes reviewed funding assumptions on which the plan is based. Looking beyond Move Ahead Washington, the HSP projects about another $42 billion available to support program needs.

In an effort to make the plan more relevant to more people, WSDOT organized highway system needs into three general buckets that everyday people typically understand:

- **Highway Repair** includes preservation and maintenance activities
- **Safety and Efficiency** includes safety, environmental retrofits, operations, public transportation, active transportation, and programmatic needs
- **Highway Expansion** includes mobility and economic vitality projects

Mr. Jewkes offered a brief overview of the funding scenarios they considered and what they heard from their outreach. He clarified that all the funding scenarios assumed full funding for fish passage barrier retrofits, noting they were not included in the evaluation analysis. After drilling into the alternatives further a recommended funding strategy was put forward in the draft HSP that is characterized as a "recipe for resilience." It calls for the highest investments in a "fix it first" strategy that directs the vast majority of funds to preservation and maintenance needs followed by safety and efficiency investments. The smallest share of investments would be directed towards projects that "economize on expansion" by strategically increasing system capacity.

Ms. DeDona invited questions and comments from the Board.

Mr. Schromen-Wawrin thanked Mr. Jewkes for the thorough presentation. He explained that Port Angeles fully supports Complete Streets that make travel safe and accessible for all. He cautioned, however, against confusing highways with streets. Some facilities are meant to move vehicles long distances at high speeds more so than provide walk and bike access. It's important to consider accessible destinations and not try to make every highway a walkable facility that is part highway and part street. Sometimes a highway just needs to be highway.

Mr. Jewkes noted that the project-level detail as to what improvements are needed on which facilities will be done later at a finer level of detail than the HSP. It is that level of detail that most people seem to be interested in. Later efforts at the local and regional levels will identify specific projects to move forward.

Mr. Bateman asked whether the HSP will improve WSDOT's ability to require developer mitigations for highways. Currently WSDOT is limited in its ability to get developer contributions. He inquired also about how this plan addresses highways that go right through the middle of towns, functioning as both a highway and a main street. These regional facilities bring much more traffic through small towns than they would generate themselves, at volumes they are unable to respond to.

Mr. Jewkes responded that WSDOT has no authority to collect developer mitigations for Highways of Statewide Significance and the HSP is not the right vehicle to challenge that. WSDOT does have some authorities under SEPA that it uses to get some mitigations for the highway system. He added that there is growing interest in reviewing and perhaps updating the state's LOS standards, perhaps based on multimodal characteristics or vehicle miles traveled. Mr. Bateman commented that it could be helpful to WSDOT's cause if the Highway System Plan points out the need to improve the state's capacity to impose developer mitigations for highway system impacts.

Ms. Schneider advised that the ability of people ride their bikes on SR 305 is limited because of the bridge. She asked how the HSP and the state considers multimodal needs on the state system. Mr. Jewkes explained that the HSP is a programmatic plan, meaning that it does not make specific project recommendations. The HSP would recommend maintaining the bridge cost-effectively until such time that it needs to be replaced and then widen it to include other facilities.

Ms. Clark-Getzin had questions she was not able to ask because of technical issues. Ms. DeDona offered to follow-up with her separately to answer any questions and take her comments.

Chair Ashby thanked the team for their informative presentation.

Biennial Bylaws Review

Chair Ashby reminded the Board that in April she had requested volunteers to participate on the biennial bylaws review subcommittee. The subcommittee met in May to assess any changes that might be needed to the bylaws to keep them current. She advised that she had also asked them to consider the need for a new PRTPO policy governing the authorization of letters of support for grant applicants, given the changing nature of grant programs that PRTPO members are likely to participate in. Sub-committee participants included Mr. Neatherlin, Mr. Schromen-Wawrin, Mr. French, Ms. Clark-Getzin, and herself.

Chair Ashby explained the need for a new policy concerning letters of support. For four years PRTPO has invited members to request a letter of support for their grant applications. The typical process entails a member contacting the PRTPO Coordinator, who will get information on the proposal and draft a letter for review by the Chair. Projects that members apply for come from adopted TIPs, plans, budgets, or other processes that have had public review.

Recently, however, the nature of those requests has changed somewhat due to the changing nature of grant programs, especially those for electric vehicles. Most often this is a request from a member who is participating in a big project but is not the project lead, such as for the recent Energy NW application that includes

participation by the Squaxin Island Tribe and Sequim with Clallam PUD. Also, recently PRTPO received a request from non-members for a letter of support for the Puget Sound to Pacific project, before it had member sponsors. These experiences led her to realize that PRTPO should have a policy concerning letters of support so that there is clarity for applicants and the Chair as to what PRTPO can support and how.

Chair Ashby asked for volunteers to help with drafting this new policy and any revisions to the bylaws that may be needed. Mr. Neatherlin and Ms. Schneider offered to help with this effort.

Ms. Black explained the bylaws review subcommittee identified other fairly small revisions that clarify how a quorum is determined, eligibility for TAC membership, and some typos. Additional comments were received about how the bylaws address tribal membership. Given the importance of tribal membership to PRTPO as well as to the state, this is an area where some focus is warranted. The region's tribal partners will be asked to look at the bylaws language and proposed revisions to clear up any confusion in Section 1 about tribal and non-tribal membership. Ms. Black will follow up directly with tribal members for their input.

Once all the proposed changes have been drafted, they will be sent to Lisa Nickel, Senior Deputy Prosecuting Attorney for Kitsap County and PRTPO's legal counsel, for review before presenting them to the Board for consideration in August.

Legislative Work Group for 2024 *Transportation Outlook*

Chair Ashby explained that every year a small group of Board members meets to draft key messages for PRTPO's annual legislative update for consideration by the Board. PRTPO's efforts this past year helped educate legislators across the region and generate support for the federal funding swap pilot program. This is a chance for Board members to identify priority legislative topics important to PRTPO and its members. She asked for volunteers to help develop topics and messages for the Board to consider for the 2024 folio.

Ms. Clark-Getzin, Mr. Bateman, and Mr. Schromen-Wawrin offered to help Chair Ashby.

New RTP Work Plan and Schedule

Ms. Black updated the Board on the proposed work plan and schedule for developing a new Regional Transportation Plan. She emphasized the Board will do much of the initial work in developing the policy framework and setting the strategic direction while the Technical Advisory Committee will develop the technical framework and take the lead in developing a project list and an approach to regional-local consistency coordination. Work will happen concurrently and come together for review and feedback at key points in the process. She asked for any concerns about this division of responsibilities. None were raised.

She noted this update will occur in tandem with the rest of PRTPO's work program. It will not be the only thing PRTPO works on over the next two years. In addition, most or all of PRTPO's members will be involved in their own local Comprehensive Plan updates. This all underscores the need for a clean, simple process that is not any more complicated than it needs to be.

Ms. Black reviewed key elements of the schedule, highlighting major milestones for the Board in developing the plan and ensuring coordination with the TAC. She noted that staff will also take the lead in drafting some perfunctory elements of the plan for review so that Board and TAC members can focus on those elements with the most significance for the region, describing the update as a team effort involving the Board, the TAC, and staff. There will be twelve Board meetings and twelve TAC meetings, plus two virtual public events over the next two years, with the goal of having a final draft plan ready for adoption by the Board in June 2025. The Board will

begin diving into the specific elements in August, including review of the Public Participation Plan for the update process.

Chair Ashby reiterated that the Board will be actively engaged in policy discussions and encouraged members to bring their ideas and interests to those discussions. She acknowledged this is an ambitious undertaking but with everyone's support and participation it is doable. Because of the length of time between meetings and the tight schedule, Ms. Black invited members to reach out to her at any time with questions, ideas, or concerns.

PRTPO Coordinator's Report

Ms. Black noted that the June Coordinator's Report did not go out. She advised that the PRTPO website will be updated by the end of June with a new page featuring relevant grants, grant research tools, and links to useful information. There is too much information to rely on the bi-monthly Coordinator's Report to disseminate this information in a timely way.

Ms. Black commented that some members may still be having difficulty with the new webinar format, especially around the calendar appointment function. She invited anyone to contact her for help with this.

Finally, she pointed out that the agenda packets will include a copy of any letters of support tendered by PRTPO since the last meeting as an additional attachment so members can see what PRTPO has supported. This packet includes letters back to the first of the year.

Public Comments

There were no public comments.

Member Updates

Mr. Allen reported that bids came in on the Skokomish Tribe's Safe Routes to School construction project and the winning bid matched the engineer's estimate. Members congratulated him, noting most of their bids are coming in higher than estimated.

Mr. Bateman invited everyone to attend the SR 305 roundabout ribbon cutting on Saturday morning at 9:30.

Adjourn

There being no other business, Chair Ashby adjourned the meeting at 11:40.

DRAFT

ATTACHMENT B

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 11, 2023
Subject: **SFY 2023 4th Quarter Expense Voucher Approval**

REQUESTED ACTION:

Approve 4th quarter expenditures for the SFY 2023 Unified Planning Work Program in the amount of $45,290.54.

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 4th Quarter Invoice Reimbursement Package*

Peninsula Regional Transportation Planning Organization
2022-23 UPWP Budget Report - SFY 2023 Quarter 4
April 1, 2023 - June 30, 2023

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**	$ 145,659	$ 23,453	**$ 810**
Transportation Planning	$ 37,144	$ 42,256	**$ 79,400**	$ 87,638	$ 17,193	**$ (25,431)**
Regional TIP	$ 7,097	$ 11,303	**$ 18,400**	$ 13,519	$ 960	**$ 3,921**
Other PRTPO Activities	$ -	$ 27,700	**$ 27,700**	$ 3,315	$ 3,685	**$ 20,700**
Totals	**$ 135,569**	**$ 159,853**	**$ 295,422**	**$ 250,131**	**$ 45,291**	**$ -**

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

Note: PRTPO amended an additional $21,100 into its work program in April 2023

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)	Q2 Expenses
($1,818)	Q3 Expenses
($33,731)	Q4 Expense
($32,076)	SFY23 Q1 Expenses
($1,375)	SFY23 Q2 Expenses
($7,050)	Cost Recovery
$2,450	HSTP Balance

RTPO PLANNING INVOICE VOUCHER

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

Vendor # 911209091

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* DATE: **7/7/2023**

TITLE Transportation and Land Use Planner

TOTAL RTPO REIMBURSEMENT requested this invoice **$45,290.54**

Agreement # GCB 3520

Invoice Date 7/7/2023

Billing Time Period
4/1/2023 - 6/30/2023

Allocation Authorized	$295,422.00
Biennium Expenditures-to-Date	$295,422.00
Allocation Balance	$0.00

WORK ELEMENT	DESCRIPTION	Previous Expenditures TO-DATE	CURRENT PERIOD EXPENDITURES	Biennium Expenditures TO-DATE
Program Administration	Salaries	$96,041.70	$20,977.95	$117,019.65
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$49,616.95	$2,474.91	$52,091.86
		$0.00		$0.00
	Total	$145,658.65	$23,452.86	$169,111.51
Transportation Planning	Salaries	$69,928.40	$11,880.00	$81,808.40
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$17,710.00	$5,313.00	$23,023.00
		$0.00		$0.00
	Total	$87,638.40	$17,193.00	$104,831.40
Regional TIP	Salaries	$12,704.63	$959.68	$13,664.31
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$814.78		$814.78
		$0.00		$0.00
	Total	$13,519.41	$959.68	$14,479.09
Other PRTPO Activities	Salaries	$3,315.00	$3,685.00	$7,000.00
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$0.00		$0.00
		$0.00		$0.00
	Total	$3,315.00	$3,685.00	$7,000.00
	TOTAL RTPO Reimbursement	$250,131.46	$45,290.54	$295,422.00

RTPO	Peninsula RTI	GCB 3520
Billing Time Period	4/1/2023 - 6/30/2023	

TPO Reviewer	Date

RTPO UPWP ACTIVITY DETAIL

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

Program Administration

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

Public Information and Communications. Maintained PRTPO website, posting updated materials and meeting information. Maintained PRTPO's YouTube channel, posting content associated with work program activities. Developed letters of support for member grant applications and congressional earmarks. Updated and maintained distribution lists. 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. Maintained PRTPO records and archives. Supported 2023 bylaws review and follow-up activities. Supported Chair and Board with background for a Letter of Support policy. Compiled materials for 2023 Resource Manual Addendum. Developed Coordinator Report 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 Amendment #2 to the SFY 2022-2023 UPWP. Finalized the SFY 2024-25 UPWP budget and work plan, including briefing materials, Funding Agreement, LPA and FA agreements, and executed materials. Monitored budget and activities. (on-going)

Accounting. Completed regular accounting and invoicing activities. Completed SFY 2023 3rd quarter invoicing and budget reports for PRTPO expenses. Monitored end-of-biennium funding status with close coordination between LPA, FA, and the Executive Committee and Chair. (on-going)

Consultant/Misc/Travel.:

Invoices for ESRI annual license fee, website renewal, and Jefferson Transit's annual Quick Books fee.

Transportation Planning

Long-range Regional Planning. Monitored EV funding opportunities and responded to information requests from members regarding applications, and helped to make connections between stakeholders. Worked with Executive Board and TAC on foundations for new Regional Transportation Plan. Continued to refine the scope of work, format, and schedule. Compiled background information needed to support content development and began developing content elements. Scoped the Public Participation Plan and effective inreach and outreach engagement opportunities. (on-going)

Regional Coordination and Collaboration. Participated in quarterly meeting of WSDOT's MPO/RTPO Coordinating Committee. Participated in the stand-alone Rural RTPO Work Group. Participated in WSDOT SR 302 Corridor Study. Coordinated with local agencies on the upcoming Census urban area boundary review process. Completed the 2023 Freight and Goods data update for WSDOT with local members. Coordinated with WSDOT and arranged TAC briefing on the implementation of *Complete Streets* requirements in the Peninsula Region. (on-going)

Tribal Consultation. Worked with tribal partners to reconcile concerns about Census data for tribes and applicable use in the RTP and PRTPO data resources. Began working with tribes to resolve concerns about confusing language in the PRTPO bylaws regarding tribal membership. (on-going)

Human Services Transportation Planning. [Not HSTP contract work] Completed minor corrections to the HSTP Storymap. Compiled and reviewed research materials from the Joint Transportation Committee on the region's Non-Driver Population, for use in the next HSTP refresh. (on-going)

Transportation Outlook. Supported the Chair in scoping and logistics for the Legislative Work Group sub-committee and preparation for the 2024 Outlook. (on-going)

Regional Grants Administration. Monitored updates from Local Programs about the funding availability for Transportation Alternatives and on-going project delivery efforts. (on-going)

Consultant/Misc/Travel.:

Extended PRTPO GIS Services agreement with AWC by 30 hours.

Regional TIP

Develop and Maintain Regional TIP. Responded to member requests for support and facilitated coordination with the STIP. (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
Rural Transit Support - Assembled reports and studies on innovative applications of micro-transit, trip-planning apps, flexible rideshare and shared-use mobility strategies, and effective coordination with NEMT providers for possible consideration by PRTPO providers. Researched role of exploratory scenario planning in evaluating transit ridership recovery post-pandemic. Explored potential application of GTFS data for the RTP. (complete)
GIS Support - Working with GIS Services team, refined online data and mapping tools to support the Regional Transportation Plan update, including demographics, travel characteristics, income characteristics. Developed a prototype of the online system inventory for evaluation by the GIS team to assess its efficiency and ease of updating in the future. Evaluated alternate formats for dashboard and mapping app to ensure maximum accessibility for non-technical users and settled on a preferred format. (complete)
Consultant/Misc/Travel.:
N/A

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

SIGNATURE edward coviello	TITLE Transportation and Land Use Planner	DATE 7/7/2023

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

INVOICE

Invoice Date	7/7/2023
Invoice ID	6929
Printed on 7/7/2023	Page 1

CUSTOMER

& 9 8 3 6 8 6 &
JEFFERSON TRANSIT
63 4 CORNERS RD
PORT TOWNSEND, WA 98368

SHIP TO

Please detach and return this portion with your remittance

Customer ID	Customer PO No.	Order Date	Shipped Via	FOB
188		7/7/2023		

Terms	Due Date	If Paid By	Deduct	Sold By
	7/7/2023		$ 0.00	

Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
16870	Eligible PRPTO Costs	1.00				$41,199.32
16871	10% Charge Admin	1.00				$2,756.55

2nd Quarter 2023

Subtotal	$43,955.87
Sales Tax	$0.00
Total	$43,955.87
Total Due	$43,955.87

Kitsap Transit

PRPTO

2023

	Jan 2023	Feb 2023	March 2023	1st Q 2023	April 2023	May 2023	June 2023	2nd Q 2023
Staff Salaries & Wages	$364.44	$714.67	$613.69	$1,692.80	$467.99	$359.64	$719.28	$1,546.91
Staff Fringe Benefit	$95.19	$285.96	$153.57	$534.72	$76.17	$148.70	$187.90	$412.77
Advertising	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Professional & Tech Service	$266.40	$0.00	$0.00	$266.40	$0.00	$0.00	$0.00	$0.00
Other Contract Services	$0.00	$16,995.00	$9,130.00	$26,125.00	$10,111.20	$11,715.00	$11,825.00	$33,651.20
Operating Supplies	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Third Party Recovery	$0.00	$0.00	($50,449.92)	($50,449.92)	$0.00	$0.00	$0.00	$0.00
Casuality Insurance	$3,821.00	$0.00	$0.00	$3,821.00	$0.00	$0.00	$0.00	$0.00
Membership, Dues, and Subscription	$300.00	$17,710.00	$0.00	$18,010.00	$0.00	$0.00	$5,588.44	$5,588.44
Merit Plan	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total	**$4,847.03**	**$35,705.63**	**($40,552.66)**	**$0.00**	**$10,655.36**	**$12,223.34**	**$18,320.62**	**$41,199.32**

Reconciliation:

Invoice Expense Report:	39,239.64
Salaries and Wages Sheet:	$1,959.68
Total:	41,199
Variance:	-

Total Eligible Costs for Reimbursement:	41,199.32
10% Administratiion Costs:	2,756.55
Total Costs Reimbursement:	**$ 43,955.87**

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	5/1/2023	APRIL SERVICES		10-50313-4102	Other Contractual Services	$8,910.00
XXX-XX-1946	145	Invoice	Paid			
	6/1/2023	MAY SERVICES		10-50313-4102	Other Contractual Services	$11,715.00
XXX-XX-1946	146	Invoice	Paid			
	6/30/2023	JUNE SERVICES		10-50313-4102	Other Contractual Services	$11,825.00
XXX-XX-1946	147	Invoice	Paid			
					Totals for 3P TRANSPORTATION SERVICES:	*$32,450.00*
AWC						
AWC	6/15/2023	AWC GIS CONSORTIUM		10-50901-4102	Membership Dues & Subs.	$5,313.00
	118461	Invoice	Paid			
					Totals for AWC:	*$5,313.00*
BANK OF AMERICA-BUSINESS CARD (BUS)						
BANK OF AMERICA-BUSINESS CARD	3/23/2023	ERISA PRPTO		10-50313-4102	Other Contractual Services	$1,201.20
	AB-ERISA PRPTO	Invoice	Paid			
	6/23/2023	SQUARESPACE SUBSCRI		10-50901-4102	Membership Dues & Subs.	$275.44
	AB-SUBSCRIPTION	Invoice	Approved			
					Totals for BANK OF AMERICA-BUSINESS CARD (BUS):	*$1,476.64*

Kitsap Transit
Invoice Expense Allocation Report

Account Summary

Account Number	Description		Net Amount
10-50313-4102	Other Contractual Services		$33,651.20
10-50901-4102	Membership Dues & Subs.		$5,588.44
		GRAND TOTAL:	$39,239.64

3P Transportation Services

INVOICE

Post Date: 10 Apr 2023
Purchase Order Number: 12027
Project #: 100
Account Code: 10 50313 1200
Funding Source: default
Signed: Steffani Lillie

Date:	May 1, 2023
Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	April 1, 2023 – April 30, 2023
Invoice Number:	145

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 @ $110/hour

Description	Hours	Amount
Task 1: Program Administration	49	$5,390.00
Task 2: Transportation Planning	28	$3,080.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	4	$440.00
Total charge for professional services	81	$8,910.00

Thank you!!

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

BILLING REPORT – Invoice 145

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

Activity Breakout by UPWP Work Program Elements

Program Administration [49 hours]

Executive Board Meeting – Supported the April 21st Executive Board meeting including agenda packet development and distribution, website updates, coordination with Chair and LPA staff, and webinar hosting and support. Coordinated with Commerce regarding guest presentation and follow-up. Participated in the meeting, took notes, and debriefed. Downloaded and processed meeting video and uploaded to YouTube channel with link from PRTPO website.

Executive Committee Meeting – Supported the April 6th Executive Committee meeting with Lead Planning Agency and Fiscal Agent, including meeting hosting and support, and follow-up.

PRTPO Support – Finalized and posted 2023 Resource Manual. Worked with Chair to prepare for bylaws and policy review process. Prepared PRTPO Coordinator's Report. 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 and helped connect members with various resources.

Work Program Management – Completed Amendment #2 for SFY 2022-2023 UPWP. Worked with Olympic Region on updated WSDOT content. Prepared review draft of SFY 2024-2025 UPWP and memo for Executive Board. Met with Executive Committee and WSDOT staff for annual UPWP review. Prepared invoice report for Q3 invoice approval. Reviewed Q3 expenditures against Q3 budget and developed updated Q4 projections and work plan for end of biennium program monitoring.

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

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

Transportation Planning [28 hours]

RTP Activities: Supported EV readiness efforts, connecting members with various EV technical and funding resources and corresponded with state agencies regarding EV grant and administration processes

for small agencies. Organized Executive Board briefing from Commerce on major state and federal forces driving local and tribal EV grant opportunities over next few years. Coordinated with Energy NW regarding upcoming EV funding opportunities for the US 101 and SR 3 corridors. Engaged Executive Board in kick-off discussion and scoping session regarding the new RTP. Refined preliminary strategy and update schedule in tandem with development of new UPWP. Reviewed formatting ideas with GIS services team.

Regional Coordination and Collaboration –

- Statewide Coordination:
    - Communication with staff from RTPOs across the state on upcoming coordination needs with WSDOT.
- Regional Coordination:
    - Participated in Meeting #3 of WSDOT's SR 302 Victor Area Study.
    - Corresponded with WSDOT and members regarding review and update of Census urbanized area boundaries.
    - Coordinated with affected local agencies in the review and update of Freight and Goods Transportation System data for WSDOT.

Human Services Transportation Plan (base program) – Updated the online HSTP Storymap to reflect the December 2022 amendment and incorporated PRTPO's Consolidated Grants recommendations.

Other PRTPO Activities [4 hours]

Worked with GIS services team on PRTPO's demographic dashboard and mapping tools. Refined dashboard with Tableau team and prepared for preview with Executive Board. Reviewed results of GTFS integration into the regional data layers.

3P Transportation Services

INVOICE

Fund: 10
Post Date: May 2023
Purchase Order Number: 12027
Project #: 100
Account Code: 10 50313 44 1200 & 4102
Funding Source: default
Signed: S. Lillie

Date:	June 1, 2023
Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	May 1, 2023 – May 31, 2023
Invoice Number:	146

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 @ $110/hour

Description	Hours	Amount
Task 1: Program Administration	59	$6,490.00
Task 2: Transportation Planning	38	$4,180.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	9.5	$1,045.00
Total charge for professional services	106.5	$11,715.00

Thank you!!

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

BILLING REPORT – Invoice 146

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

Activity Breakout by UPWP Work Program Elements

Program Administration [59 hours]

Technical Advisory Committee Meeting – Developed and distributed agenda packet for May 18th TAC meeting. Prepared for, coordinated with guest speaker, hosted, and participated in TAC meeting, and completed follow-up activities.

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

PRTPO Support – Coordinated with Chair, scheduled and supported Bylaws Review Subcommittee meeting, compiled suggestions, and prepared summary and staff memo for June briefing. Assembled materials for next Resource Manual update. Maintained agenda planning calendar for EC, Board, and TAC meetings. Drafted two letters of support for Chair review and signature. Provided scheduling support for various meetings. Responded to inquiries from members and other stakeholders on a variety of topics and helped connect members with various resources.

Work Program Management – Finalized SFY 2022-2023 UPWP Amendment #2 package and submitted to WSDOT. Prepared final approval draft of the SFY 2024-25 UPWP, adopting resolution, and staff memo for June adoption. Worked with LPA and WSDOT on final draft of new Funding Agreement and incorporated into the UPWP approval language. Coordinated agreement updates with LPA and FA and prepared final versions with adopting resolutions and staff memos for June approval. Investigated revenue and budget questions and updated work program estimates for Q4 end-of-biennium completion for review by LPA and FA.

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

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

Transportation Planning [38 hours]

RTP Activities: Support for current RTP. EV Readiness - Tracked new state and federal funding opportunities for EV infrastructure and forwarded to relevant agencies. Responded to questions about EV programs and helped connect members with resources. Assembled materials for website update. RTP support for Regional Resilience – reviewed the PROTECT federal grant opportunity and prepared a one-page summary of the PROTECT resilience planning grant with links to application materials and distributed to TAC members.

RTP Activities: Preparation for new RTP. Engaged the TAC in discussion about expectations, process, engagement. Prepared staff memo and developed prototype schedule graphic for feedback. Reviewed other rural RTP products and processes. Assembled information needed to develop revenue and expenditure forecasts for the RTP. Assembled relevant JTC studies for resource content. Compiled information on coordinated emergency management planning as resource on resilience opportunities for the new RTP. Continued to refine the scope of work, milestones, and schedule in coordination with other work program activities in the new biennium.

Regional Coordination and Collaboration –

- Statewide Coordination:
    - Participated in quarterly statewide MPO/RTPO/WSDOT Coordination Meeting.
- Regional Coordination:
    - Participated in Meeting #4 of WSDOT's SR 302 Victor Area Study.
    - Corresponded with WSDOT and members regarding review and update of Census urbanized area boundaries.
    - Coordinated with WSDOT on Complete Streets considerations and scheduled meeting with the TAC, distributed presentation materials.

Human Services Transportation Plan (base program) – Collected data and reviewed reports from JTC "Nondriver Population Study" as a resource for the HSTP.

Other PRTPO Activities [9.5 hours]

Reviewed and assembled relevant reports and studies featuring potentially useful strategies for supporting rural transit services in the Peninsula Region including innovative applications for micro-transit, the use of trip planning apps, flexible rideshare and shared-use mobility strategies, and effective coordination with NEMT providers.

Continued work with GIS services team on PRTPO's demographic dashboard and mapping tools. Previewed early mapping tools with TAC.

3P Transportation Services

INVOICE

Date: June 30, 2023
Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: June 1, 2023 – June 30, 2023
Invoice Number: 147

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 @ $110/hour

Description	Hours	Amount
Task 1: Program Administration	45.5	$5,005.00
Task 2: Transportation Planning	42	$4,620.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	20	$2,200.00
Total charge for professional services	107.5	$11,825.00

Fund: 10
Post Date: 6 June 2023
Purchase Order Number: 12027
Project #: 100
Account Code: per PO
Funding Source: default
Signed: Steffani Lillie

Thank you!!

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

BILLING REPORT – Invoice 147

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

Activity Breakout by UPWP Work Program Elements

Program Administration [45.5 hours]

Executive Board Meeting – Supported the June 16th Executive Board meeting including agenda packet development and distribution, website updates, coordination with Chair and LPA staff, and webinar hosting and support. Coordinated with speakers regarding guest presentation and follow-up. Participated in the meeting, took notes, and debriefed. Downloaded and processed meeting video and uploaded to YouTube channel with link from PRTPO website, completed recap meeting recap, and executed follow-up activities.

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

PRTPO Support – Coordinated with Chair, LPA, and FA on end-of-biennium matters. Completed new agreements with LPA and FA. Developed bylaws update briefing memo and annotated attachment, and supported follow-up work group coordination efforts. Worked with LPA, Chair, and AWC to scope additional GIS support, and prepared briefing materials for the Board. Maintained agenda planning calendar for EC, Board, and TAC meetings. Drafted one letter of support for Chair review and signature. Provided scheduling support for various meetings. Responded to inquiries from members and other stakeholders on a variety of topics and helped connect members with various resources.

Work Program Management – Executed the approved SFY 2024-25 UPWP and submitted with adopting resolution to WSDOT with new Funding Agreement. Coordinated closely with LPA and FA on end-of-biennium funding status. Set up tracking and records management system for new biennium.

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

- Completed invoicing.
- Completed regular website updates. Drafted new website page featuring current grant funding opportunities for launch in early July.
- Conducted regular, on-going communication and coordination activities with Lead Planning Agency and Fiscal Agent, PRTPO Chair, members, and others.

Transportation Planning [42 hours]

RTP Activities: Support for current RTP. EV Readiness - Tracked new state and federal funding opportunities for EV infrastructure and forwarded to relevant agencies. Responded to questions about EV programs and helped connect members with resources. Assembled materials for website update. RTP support for Regional Resilience – reviewed the PROTECT federal grant opportunity and prepared a one-page summary of the PROTECT resilience planning grant with links to application materials and distributed to TAC members.

RTP Activities: Preparation for new RTP. Refined scope and schedule and prepared briefing materials for the Executive Board. Compiled population trend and forecast data, county road and city street revenue and expenditure data, and began developing materials for a system inventory. Began assembling and reviewing local Comprehensive Plans and Countywide Emergency Management Plans. Explored engagement tools and began scoping the Public Participation Plan. Extensive coordination with GIS activities described in Task 4.

Regional Coordination and Collaboration –

- Statewide Coordination:
    - Met with WSDOT and MPO/RTPO Coordinating Committee Chair to provide input on statewide RTPO funding opportunities
    - Participated in quarterly statewide meeting of rural RTPO staff
- Regional Coordination:
    - Coordinated with WSDOT on potential opportunity to obtain Streetlight data for use in the RTP update.

Consultation: Reviewed tribal Census data and how it is presented in various applications. Researched other sources of tribal data. Developed correspondence for tribal members and sent with a link to the draft Dashboard to review the data compilation for this region and provide feedback on appropriate use.

Transportation Outlook – coordinated with Chair in the approach to developing the 2024 Transportation Outlook and supported efforts to organize the Legislative Work Group.

Other PRTPO Activities [20 hours]

Evaluated applications of scenario planning by transit agencies for assessing alternate demand scenarios in response to post-pandemic ridership recovery.

Reviewed applications of GTFS data in transit service analyses for applicable use in PRTPO mapping tools.

Continued work with GIS services team on PRTPO's demographic dashboard and mapping tools, refining them for application in the RTP. Developed prototype of a Transportation Atlas for the system inventory to test with members. Evaluated data sets for usefulness and ease of updating in the future. Researched the Storymap tools. Evaluated alternate GIS tools considered for mapping app for ease of use by non-technical members. Provided detailed follow-up to the GIS team on additional data points and geographic organization for the dashboard and mapping app.

Association of Washington Cities

1076 Franklin St SE
Olympia, WA 98501-1346

Phone : (360) 753-4137
Fax : (360) 753-0149

Invoice

Order number: 118461
Date: 6/15/2023
Payment terms: Due upon receipt

Bill to :

Peninsula Regional Transportation Planning Organization
Edward Coviello
60 Washington Ave Ste 200
Bremerton, WA 98337

Quantity	Item description	Unit price	Discount	Extended
1.00	AWC GIS Consortium 30 additional consulting hours	$5,313.00	$0.00	$5,313.00

Payment instructions

1. Log in to wacities.org/profile/fees-payment
2. Enter your ACH payment information to securely pay your bill

If you prefer to pay by check, please reference the order number.

***Administrators** can view and pay the organization's open invoices online by signing in to wacities.org and clicking the Administrator link at the top of the page. To pay membership invoices, click "Pay membership fees." For all other invoices, click "Pay open invoices."*

Subtotal:	$5,313.00
Sales tax:	$0.00
Shipping/Handling:	$0.00
Grand total:	**$5,313.00**
Payment total:	$0.00
Amount due:	$5,313.00

380 New York Street
Redlands, CA-92373
Phone: (909) 793-2853

Invoice : 94443225
Order : 4371661
Customer : 660921
Customer PO : CC BALERA
P.O. Date : 03/06/2023
End User : 660921
Project :

Document date : 03/06/2023
Delivery :

Peninsula Regional Transportation

'Invoice'

Page : 1

Bill to:

Peninsula Regional Transportation
Planning Organization
Service Development
60 Washington Ave Ste 200
Bremerton WA 98337-1888

Ship to:
Edward Coviello
Peninsula Regional Transportation
Planning Organization
60 Washington Ave Ste 200
Bremerton WA 98337-1888

For questions regarding this document, please contact Customer Service at 888-377-4575.
Terms of payment: Net Due 30 days, no discount
The line items included in this transaction are governed exclusively by the terms of the above-referenced contract, if any, or, where applicable, Esri's standard terms and conditions at www.esri.com/legal/software-license.

Item	Qty	Material Number	Price
10	1	153148 ArcGIS Online Creator Annual Subscription Start Date: 04/06/2023 End Date: 04/05/2024	550.00
20	1	153148 ArcGIS Online Creator Annual Subscription Start Date: 04/06/2023 End Date: 04/05/2024	550.00

Item Subtotal		1,100.00
Sales Tax		101.20
Amt. Paid MC/5655		1,201.20-
Total:	**USD**	**0.00**

$275.44

Kitsap Transit

PURCHASE ORDER	
Purchase Order No.	12385
Vendor ID	834
6/21/2023	Page 1

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

Ship Via	FOB	Terms	PO Date	Buyer
			6/13/2023	
		Department		Confirm To
		Service Dev / Marketing		

Line No.	Product ID	Vendor Part Number	Required / Promised	Unit / Unit Price	Quantity	Extended Price
1	PRTPO website annual subscription to Squarespace platform			$216.000		$216.00
2	+ tax					
					Total	$216.00

PO 12385

$275.44

Authorized Signature

SQUARESPACE

Invoice

#101784101

Charged on Sunday, June 18, 2023

ISSUED TO

Annette Balera
60 washington ave., suite 200
bremerton, wa 98337
United States
Card Number •••• •••• •••• 5655

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	$252.00
Subtotal	$252.00
Discount	–
Sales Tax (9.3%)	$23.44
Due	$0.00
Paid	**$275.44**

Invoice

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

Invoice number: 10001230981781
Total: $998.27
Date: May 31, 2023
Payment method: VISA ending 8551
Payment authorization code: 04232G

Bill to

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

Payment details

Item	Qty	Unit price	Amount
QuickBooks Online Plus	1	$915.00	$915.00
Sales tax - Standard:			$83.27
Total invoice:			**$998.27**

Tax reporting information

Period for annual subscription fees: May 31, 2023 - May 31, 2024
Total without tax: $915.00
Total tax: $83.27

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires. To cancel your subscription at any time, go to Account & Settings and cancel the subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice.

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

PRTPO Fiscal Agent Expenses
Jefferson Transit Authority
April -June 2023

	April	May	June	Total	Notes
Staff Salaries and Wages	$ 70.01	$ 46.67	$ 23.34	$ 140.01	
Staff Fringe Benefit	$ 37.53	$ 25.02	$ 12.51	$ 75.06	
Other Reimbursables	$0.00	$ 998.27	$0.00	$ 998.27	
Subtotal	**$ 107.54**	**$ 1,069.96**	**$ 35.85**	**$ 1,213.34**	
Overhead Charge 10%	$ 10.75	$ 107.00	$ 3.58	$ 121.33	
TOTAL	**$ 118.29**	**$ 1,176.96**	**$ 39.43**	**$ 1,334.67**	

Reimbursables:

Quickbooks Annual Renewal Inv# 10001230981781		998.27	
total Reimbursables:	**$0.00**	**$998.27**	**$0.00**

Salary Break out data:		**hrs**	**Wages**	**Benefits**	**Total**
Nash PRTPO Bank Rec./ Invoicing	4/6/2023	1.00	$ 46.67	$ 25.02	$ 71.69
Nash PRTPO WSDOT Invoice/ Billing	4/28/2023	0.50	$ 23.34	$ 12.51	$ 35.85
Nash PRTPO Bank Rec./ Checks	5/15/2023	1.00	$ 46.67	$ 25.02	$ 71.69
Nash PRTPO Bank Rec	6/9/2023	0.50	$ 23.34	$ 12.51	$ 35.85
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ 140.01	$ 75.06	$ 215.07

Invoice Total: **$ 1,334.67**

ATTACHMENT C

1st Reading

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 11. 2023
Subject: **Draft Letter of Support Policy**

REQUESTED ACTION:

No action is requested. This is the first reading of a draft policy that will come to the Board for adoption in October.

Overview

For the last four years PRTPO has provided about four dozen letters of support for member projects when requested. Support letters are included in grant application packets and convey consistency with the Regional Transportation Plan or the Human Services Transportation Plan. They often contribute to the competitiveness of projects in statewide or national grant processes.

In that time most requests were straightforward appeals from members for their own projects. Recent occasions in which the request for a support letter came from non-members highlighted the need for a policy describing the circumstances under which the PRTPO Executive Board authorizes the Chair to sign letters of support as a routine business function of the organization. This will provide clarity and transparency for all applicants as to what kind of projects PRTPO can administratively provide support letters and the process by which to obtain them.

Chair Ashby convened a Letter of Support Policy Work Group in July. The Policy Work Group included Randy Neatherlin, Leslie Schneider, Mike French, Amy Asher, Wendy Clark-Getzin, and Bek Ashby. They discussed the need for a policy and provided direction on key considerations an effective policy should address. Work Group members received a working draft of the policy based on that direction for review and refinement.

The draft policy identifies three key factors as determinative in authorizing the Chair to sign support letters on behalf of PRTPO.

- The request must come from a voting member of PRTPO, either for its own project (most common) or for a project led by a non-member that the PRTPO member is actively engaged in or directly benefitting from. This is a policy specific to PRTPO member projects. PRTPO reserves the right to consider letter of support requests from a non-member, but those requests must go through the regular PRTPO Executive Board review and approval processes.
- The public must have been afforded a chance to review and comment on the project. This can be demonstrated by inclusion in a locally adopted TIP, Transit Development Plan, Capital Facilities Plan, Comprehensive Plan, sub-area plan, budget document, or other publicly accessible process. Typically, these processes also afforded adjoining jurisdictions the opportunity for review and comment as well. Policy Work Group members advised that more advanced projects – such as right-of-way acquisition or construction phases – should be able to demonstrate more specific project detail in adopted public documents whereas operations, vehicle acquisition, planning, or pavement preservation projects may come out of a programmatic or community planning process.
- Finally, the project must be consistent with PRTPO's Regional Transportation Plan or its Human Services Transportation Plan. Note that consistency does not mean the project is specifically identified in one of those plans but rather, it advances the goals and objectives of the regional plan. It is not practical for those plans to include all projects that support regional policy direction.

This draft policy includes companion language in Section 3.B.i of the Bylaws Amendment package regarding the Chair's role of signing correspondence and other routine business matters on behalf of PRTPO as authorized by the Executive Board.

The Executive Board is asked to review and comment on the draft policy. It will come back to the Board in October for approval.

Next Steps

Upon Board review and direction, the draft policy will be sent to legal counsel for review. This may entail minor revisions in addition to what may be directed by the Board in August.

Attachment:

Draft PRTPO Letter of Support Policy

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

6. Letter of Support Policy

Purpose
PRTPO endeavors to support its members in their efforts to obtain grants for projects and services that enhance mobility, increase safety, reduce impacts, or improve access for the region's residents and businesses. This policy describes what projects Peninsula RTPO will endorse with letters of support and the procedure by which that happens.

Objectives
Objectives of PRTPO's Letter of Support Policy are to:

- Articulate a consistent process by which the Executive Board authorizes the Chair to sign letters of support for grants or other funding opportunities on behalf of PRTPO;
- Provide transparency to project applicants as to how PRTPO considers requests for letters of support;
- Eliminate unnecessary delays or confusion in issuing letters of support in what is often a time-constrained situation for the project applicant; and
- Enhance the value to PRTPO members of participating in a collaborative, coordinated regional planning process.

This policy recognizes that applicants to many state and federal grant programs seek letters from PRTPO demonstrating regional support for proposed projects to include in their application packages. Sometimes this is necessary to comply with grant requirements; some grants require a letter from the designated RTPO confirming regional consistency or coordination. Letters of support are also routinely sought by members seeking to win a small measure of competitive advantage in state- or national-level grant programs. A letter of support from PRTPO enhances the application package of any prospective project.

Policy
It is PRTPO's policy that the Chair is authorized to sign a letter of support for member projects that satisfy the following criteria:

1. The request is from a voting member of PRTPO.
    a. The request is for the member's project; or
    b. The request is for a project led by a non-member but that the member is actively partnering on.
2. The project has afforded some kind of public review prior to submittal. This may include but is not limited to inclusion in an adopted Transportation Improvement Program (TIP), Transit Development Plan (TDP), Tribal TIP, a documented planning process like a Comprehensive Plan or subarea plan, a budget or Capital Facilities Plan, or some other acceptable process that provided the public and other government agencies an opportunity to comment on the proposed project or services for which funding is sought.

DRAFT

A project in an advanced development stage, such as pursuing right-of-way or construction funding, should be able to demonstrate a more rigorous public process such as inclusion in a local TIP or CFP whereas an operations, preservation, planning, or vehicle acquisition project may demonstrate public review through more programmatic or community planning processes appropriate for that kind of project.

3. The project must be consistent with PRTPO's Regional Transportation Plan and/or the Human Services Transportation Plan. Consistency does not necessarily mean the project is specifically identified in either plan but rather, that completion of the project will advance goals and objectives of either regional plan in one or more ways.

This Letter of Support policy does not entail or imply any kind of prioritization or ranking among projects. It pertains only to demonstrating regional consistency and support. For that reason, PRTPO may support multiple members competing for the same state- or national-level funding program.

Procedures

The aim of this policy is to expedite the letter of support process by providing clarity up front as to how PRTPO determines project support and the means of obtaining a letter. These procedures describe the process for obtaining a PRTPO letter of support by a voting member.

1. **PRTPO Member Request for Own Project**
   These procedures apply to any voting PRTPO member requesting a letter of support for their own organization's project.
   a. PRTPO member representative submits a request to the PRTPO Coordinator for a letter of support. Essential information in the request includes project title; project description; intended project benefits; brief explanation of project consistency with the Regional Transportation Plan or Human Services Transportation Plan; reference to any adopted plan, document, or process affording an opportunity to comment on the project or need it is addressing; the specific grant and addressee for the opportunity being pursued; and the deadline for receiving the letter of support. The member may include a draft letter with the request conveying this information. The request and information can be submitted via email.
   b. PRTPO Coordinator develops a draft letter of support and sends it to the PRTPO Chair for review, edit, and approval.
   c. Once approved by the Chair, the PRTPO Coordinator will execute and finalize the letter on behalf of the Chair and send a pdf to the member for inclusion in the application packet.

2. **PRTPO Member Request for a Non-Member's Project**
   These procedures apply to any voting PRTPO member requesting a letter of support for a non-member's project on which they are an active partner or are an intentional direct beneficiary identified by the applicant.
   a. Requests should include all information in 1.a., above, but also indicate the Lead Applicant and relationship to the Member, describe the role of the Member in the project, and any intended project benefits that will accrue to the Member's community from this project.
      (i) Non-Member Applicants for Consolidated Grants. When the Lead Applicant is a recognized non-profit or other human services transportation provider

applying for statewide Consolidated Grants, the PRTPO member should reference its relationship and coordination with the service provider and then direct the service provider to submit the rest of the information needed for a letter of support to the PRTPO Coordinator. Service providers participating in regular updates of PRTPO's Human Services Transportation Plan have demonstrated coordination with the region's transit agencies and collaborated with PRTPO members in the planning process. PRTPO reviews all projects submitted from this region for Consolidated Grants funding at a stage in the statewide evaluation process.

b. PRTPO Coordinator develops a draft letter of support and sends it to the PRTPO Chair for review, edit, and approval.

c. Once approved by the Chair, the PRTPO Coordinator will execute and finalize the letter and send a pdf to the Lead Applicant with a cc: to the PRTPO member requesting the support letter where appropriate.

Nothing in this policy precludes the PRTPO Executive Board from considering requests for letters of support directly from non-members, but those requests must go through the regular Executive Board review and approval process. That process typically takes a little more than two months to complete within the Board's established schedule and review procedures.

DRAFT

ATTACHMENT D

1st Reading

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 11, 2023
Subject: **Draft PRTPO Bylaws Amendment Package**

REQUESTED ACTION:

No action is requested. This is the first reading of a proposed bylaws amendment package. A final package will come to the Board for adoption in October.

Overview

The PRTPO bylaws adopted in June 2019 specify they will be reviewed and updated as necessary every two years. In June the Board received a report-out from the 2023 Bylaws Review Subcommittee. That Subcommittee included Lindsey Schromen-Wawrin, Mike French, Wendy Clark-Getzin, Randy Neatherlin, Miranda Nash, and Bek Ashby.

The Subcommittee identified a small number of typos and clarifications for follow-up work over the summer. This entailed coordination with PRTPO's tribal members to ensure language concerning the participation of new tribes as voting members of PRTPO in Section 2.A is easier to understand. Some minor clarification of the role of Chair was also added to section 3.B.i to enable implementation of the proposed Letter of Support policy addressed elsewhere by the Board.

The attached draft amendment package includes these and other small revisions reflecting input from the Bylaws Review Subcommittee.

The Board will discuss the draft package and make any revisions deemed necessary. The resulting amendment package will be submitted for review by legal counsel before coming back to the Board for adoption in October.

Attachment:
Bylaws for the Peninsula Regional Transportation Planning Organization – Draft 2023 Amendment Package (strikeout)

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

BYLAWS

for the

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

1. Organization

The Peninsula Regional Transportation Planning Organization (PRTPO) was established in 1990 through an Interlocal Agreement (ILA) to encompass the territory physically lying within the counties of Clallam, Jefferson, Kitsap and Mason Counties as authorized by chapter 47.80 RCW and chapter 468-86 WAC.

2. Membership

A. Voting membership

Any entity that is authorized by the ILA to execute and has executed the Interlocal Agreement or any amendment thereof, shall be a voting member of the PRTPO. The term "member" as used in this ILA shall refer to the entity itself and not the representative or alternate of the member.

An entity seeking to become a voting member after September 30, 2019 shall express that interest according to whether it is a Tribe or a non-tribal entity seeking recognition, as provided herein.

i. Tribes

Any federally recognized Tribe holding reservation or trust lands within the PRTPO planning area and which is not already a voting member may execute the ILA and become a voting member of the PRTPO following execution of the ILA. Tribal requests for membership may occur at any time and are not limited to the formal invitations PRTPO extends to non-member tribes every two years in accordance with RCW 47.80.050.

ii. All Other Entities

Any non-tribal entity seeking to become a voting member after September 30, 2019 shall submit a letter of application to the Chair stating the rationale for membership. The Chair shall consult with the other officers to consider whether the membership request furthers the purpose of the PRTPO and to verify that voting membership is open to the entity as provided in the ILA. The Chair shall present this information and make a recommendation to the Executive Board at a regular meeting. Membership requests from non-tribal entities require a vote of the Executive Board. Upon approval of the membership request by the Executive Board the entity shall execute the ILA and be included as a voting member to the PRTPO.

~~Following the initial execution of the Interlocal Agreement, newvoting members may be added upon approval of the Executive Board as provided herein.~~

~~An entity seeking to become a voting member after September 30, 2019 shall submit a letter of application to the Chair stating the rationale for membership. The Chair shall consult with the other officers to consider whether the membership request furthers the purpose of the PRTPO and to verify that voting membership is open to the entity as provided in the ILA. The Chair shall present this information and make a recommendation to the Executive Board at a regular meeting. Membership requests require a vote of the Executive Board.~~

~~Any federally recognized tribe that holds reservation or trust lands within the PRTPO planning area and is not already a voting member shall be invited to execute the ILA and become a voting member when the composition of PRTPO Executive Board is modified in the ILA or every two years following the execution of this ILA.~~

B. Nonvoting membership

Entities that are not authorized to become voting members of the PRTPO may become nonvoting members as provided herein.

An entity seeking to become a nonvoting member shall submit a letter of application to the Chair of the Executive Board stating the rationale for membership. The Chair shall consult with the other officers to consider whether the entity may provide useful perspectives to regional transportation planning. The Chair shall present this information and make a recommendation to the Executive Board at a regular meeting. Membership requests require a vote of the Executive Board.

Washington legislators whose districts are wholly or partially within the PRTPO boundary are automatically considered ex officio nonvoting members.

C. Representatives

Members shall designate representatives to attend meetings on their behalf and to vote on behalf of the voting member. All representatives must have authority to speak for the entity. Members must submit a letter naming the designated representative and up to two alternates. Letters from voting members shall specifically authorize the representative and alternate(s) to vote on the member's behalf. Representatives may be changed at any time upon written notice to the Executive Board.

D. Responsibilities

All members, representatives, and alternates must be fully engaged in the activities of the PRTPO. Representatives/alternates are expected to regularly attend, prepare for, and actively participate in scheduled meetings and in other special meetings and committees as appropriate. It is important that all members and their representatives/alternates maintain a regional perspective on matters coming before the Executive Board and work within a collegial atmosphere that strives for informed consensus in all of its decisions while respecting the viewpoints of others. Representatives/alternates are responsible for conveying pertinent information discussed or presented at meetings back to their respective entities for information or action.

3. The Executive Board

A. Purpose and responsibility

The Executive Board shall constitute the decision-making body of the PRTPO and shall direct, operate and set the transportation policy goals of the PRTPO. It shall be composed of one representative from each voting member. The Executive Board shall comply with all applicable local, state and federal laws.

B. The Officers

The Executive Board shall have at least three officers: Chair, Vice Chair, and Secretary.

i. The Chair

The Chair shall preside at all meetings, approve the agenda for the meetings, call special meetings, and set the time and place of meetings in consultation with the membership. In addition, the Chair has authority to establish committees and their membership for the purpose of making recommendations on the budget and making recommendations to the Executive Board on policy issues and other matters being addressed by the Executive Board. The Chair may sign correspondence and other routine business matters on behalf of PRTPO as authorized by the Executive Board.

ii. The Vice Chair

The Vice Chair shall serve in the Chair's absence.

iii. The Secretary

The Secretary shall serve in the absence of the Chair and Vice Chair. The Secretary will also ensure that the agenda and meeting minutes are distributed and published on the PRTPO website.

iv. Officer elections

Officer~~s~~ positions are for two-year terms. Officers shall be elected during the first meeting of each calendar year in which a position is open. Prior to the first meeting of the calendar year, the Chair shall solicit nominations in writing from all the voting members. At the first meeting, the presiding Chair shall present the slate of nominees to be considered for each position and take nominations from the floor. The newly elected officers shall take office at the close of the meeting at which they were elected. Officers may serve no more than two consecutive terms in the same office. In the event there is a vacancy prior to the expiration of a term, the Executive Board shall elect a new officer to serve the unexpired portion of the term.

C. Executive Committee

The officers may function as an executive committee to make recommendations to the

Executive Board on matters relating to the budget, the work program, or other policy issues as requested by the Executive Board, including the establishment of procedures and policies. Such procedures and policies may relate, but are not limited, to, procurement, processing of invoices, making disbursements, drafting and adoption of the Unified Planning Work Program and Budget, and code of conduct. The Executive Committee may also approve expenditures and reimbursements that are authorized by the budget, are within the approved budget, and are consistent with any authorizing contract.

D. Executive Board meetings

Executive Board meetings are held in accordance with the schedule set by the Executive Board at the last meeting of each year for the following year. The Secretary shall ensure that official minutes are taken for each meeting and approved by the Executive Board. Notices of meetings and draft agendas shall be sent to all representatives and alternates, and published on the website, at least 5 business days prior to the date of the meetings.

The Chair may call a special meeting and provide notice to all Executive Board representative and alternates by telephone or email. When email notice is used, the notice must be sent at least 5 business days prior to the meeting and a quorum must respond affirmatively to the notice at least 3 business days. The notice for a special meeting must include the date, time, location and the specific agenda item(s) to be addressed.

Robert's Rules of Order will be observed at all meetings

E. Executive Board quorum

A quorum is required to conduct any business of the Executive Board. A quorum will consist of the presence of a majority of voting members, so long as all of the following occurs:

i. Two members each are from within the boundaries of at least 3 of the 4 counties.
ii. One of the two members described in (i) must be a duly elected representative.
iii. One ~~t~~Tribe is represented.
iv. Two ~~e~~Counties and two ~~e~~Cities are represented.

Each voting member shall be given one vote regardless of how many representatives and alternates are present. The Chair will determine if a quorum exists prior to any action item and the presence of a quorum will be reflected in the meeting minutes. Exhibit A attached hereto is a list of all members who have executed the Interlocal Agreement. Exhibit A shall be automatically updated upon the addition of a new voting member without the need to amend these Bylaws.

F. Executive Board voting

A simple majority vote of the quorum is required for approval of an action. Any vote can be taken by voice, raising of hands, roll call (yeas and nays) or other means. Any member present during the vote, whether voting or nonvoting, may request that the vote be taken in such a way as to verify that a majority vote has occurred.

4. Transportation Policy Board

A. Purpose and responsibility

The purpose of the Transportation Policy Board (Policy Board) is to provide transportation policy advice to the Executive Board as requested, in accordance with RCW 47.80.040.

B. Policy Board membership

The Policy Board shall be comprised of both voting and nonvoting members of the PRTPO on a voluntary basis or as requested by the Executive Board.

C. Policy Board meetings

Meetings of the Policy Board shall occur concurrently with the Executive Board, provided that voting on PRTPO business occurs solely by the Executive Board.

5. Technical Advisory Committee

A. Purpose and responsibility

The Technical Advisory Committee (TAC) is a standing committee and advisory body whose purpose is to provide technical guidance to the Executive Board on policy and programs relating to regional transportation issues. The Executive Board shall provide direction to TAC regarding the TAC work plan for the year.

B. TAC membership

The TAC shall be comprised of both voting and nonvoting members of the PRTPO on a voluntary basis or as requested by the Executive Board. ~~Representatives that sit on the TAC shall be the State Transportation Improvement Program contact for their member~~.

The TAC shall have two officers, Chair and Vice Chair. Those representatives eligible to serve as Chair and Vice Chair are those with members on the Executive Board. TAC officers shall serve two-year terms and no more than two consecutive terms in the same office. Elections shall occur during the first TAC meeting of the calendar year in which officer positions are open.

C. TAC Meetings

TAC meetings shall be held in accordance with the yearly schedule set by the TAC at the last TAC meeting of the calendar year. A quorum is required to conduct any business of the TAC and a quorum will consist of the presence of a majority of voting members. Only those members who are also voting members of the Executive Board shall have authority to vote on TAC recommendations and each member shall only have one vote regardless of how many representatives are present. The TAC shall nevertheless strive for consensus to move issues forward to the Executive Board.

6. The Lead Planning Agency

A. Appointment

The Executive Board will appoint a Lead Planning Agency (LPA) for the PRTPO by resolution. The LPA will act on behalf of the Executive Board and only as directed by the Executive Board.

The LPA may be changed at any time, provided that all voting members have been given a minimum of 30 days' notice of the proposed change, and that the LPA or Executive Board has been given at least 6 months' notice to allow for orderly transition.

B. Duties of the LPA

The LPA shall perform such duties as required by RCW 47.80.023 and as assigned by the Executive Board within the limits of available funding. Regular duties shall include, but are not limited to, providing staff support to the Executive Board, the Policy Board and the TAC; developing and implementing the Unified Planning Work Program (UPWP), the Regional Transportation Plan (RTP), the Regional Transportation Improvement Program (RTIP), and the Human Services Transportation Plan (HSTP); preparing a biennial or annual budget; providing regular budget reports to the Executive Board; hiring, supervising, and administering contract personnel as directed by the Executive Board; and providing information, data inventories, and services as may be necessary to carry out the purpose of the PRTPO.

The LPA is also authorized to apply for any federal, state or private funding of any nature that may be available to assist the PRTPO in carrying out its goals and policies. Any funds obtained may be used for, but not limited to, services under contract for a fee to member agencies as long as such services are within the authority of the Executive Board to obtain.

7. Fiscal Agent

A. Appointment

The Executive Board will appoint a Fiscal Agent for the PRTPO by resolution. The Fiscal Agent will act on behalf of the Executive Board and only as directed by the Executive Board.

The Fiscal Agent may be changed at any time, provided that all voting members have been given a minimum of 30 days' notice of the proposed change and that the Fiscal Agent or Executive Board has been given at least 6 months' notice to allow for orderly transition.

B. Duties of the Fiscal Agent.

The Fiscal Agent shall perform such duties as assigned by the Executive Board within the limits of available funding. Regular duties shall include, but are not limited to, keeping charge, care and custody of all funds of the PRTPO in accordance with its full legal fiduciary duty to the PRTPO; keeping correct and complete financial books and records of accounts;

collecting and disbursing funds in accordance with the UPWP and the Budget; and performing such other financial duties as may be assigned by the Executive Board.

8. Unified Planning Work Program and Budget

The purpose of the UPWP is to demonstrate adherence to the state minimum planning standards, to document the planning work, and to produce a plan that will provide a foundation for establishing a budget and funding agreement with WSDOT. The Executive Board shall develop and adopt either a two-year UPWP and Budget or an annual UPWP and Budget. The choice shall be at the Executive Board's discretion. Where the UPWP and Budget cover two years, both shall be reviewed and adjusted as necessary at least once in the two-year period.

A. UPWP

The LPA shall prepare a draft UPWP as directed by the Executive Board. The UPWP shall be prepared in conformance with the UPWP Guidance from WSDOT and any policies and procedures adopted by the Executive Board.

B. Budget

The LPA shall prepare a draft Budget as directed by the Executive Board. The Budget shall be developed in accordance with the mission of the PRTPO as expressed in the UPWP and shall be based on WSDOT allocations and other revenues at a level of detail that correlates to UPWP tasks.

The Executive Board shall approve a final budget. No increase or decrease to the final budget shall occur without approval of the Executive Board. Status reports on the budget shall be provided to the Executive Board on a regular basis by the LPA.

9. Contract Services

The Executive Board may contract with member agencies, jurisdictions, tribal entities and/or other organizations to provide or secure services, so long as these contracts support the overall mission, roles, and function of the PRTPO, are consistent with the UPWP, and are consistent with procurement policies adopted by the Executive Board. The Executive Board shall also ensure that there are adequate resources to undertake and complete the work.

The Executive Board Chair is authorized to sign and execute contracts/agreements following approval by the Executive Board. The voting procedure of the Executive Board is covered in Section 3.

10. Open public meetings

To ensure appropriate notice, public involvement, and effective regional decision-making, all meetings of the PRTPO, and each committee or board thereof, will be conducted consistent with the requirements of the Washington Open Public Meetings Act, chapter 42.30 RCW.

11. Public records and records retention

The PRTPO shall maintain books, records, documents and other materials relevant to the operation of the PRTPO for a period of six years following the termination of this Agreement or such longer period as may be required by law and any litigation under this Agreement.

PRTPO records shall be subject to inspection, review and audit by the public in accordance with the Public Records Act, chapter 42.56 RCW, by members of the PRTPO, and by the Washington State Auditor's Office. Should any member require copies of any records, they agree to pay the costs thereof. The LPA shall serve as the PRTPO public records officer.

12. Claims

Any claim for damages made under chapter 4.96 RCW shall be filed with the LPA at:

Kitsap Transit
Clerk of the Board
60 Washington Avenue Suite 200
Bremerton, Washington 98337

Upon receipt of a claim for damages, or any other claim, a copy of the claim will be provided to each member of the Executive Board.

13. Bylaw Review and Amendments

These bylaws will be reviewed at least every two years. Any amendments to the bylaws maybe approved by two thirds majority of the voting members present. Proposed changes shall be presented one meeting prior to the meeting at which action by the Executive Board will be taken.

These Bylaws are hereby ADOPTED by motion of the Peninsula Regional Transportation Planning Organization on the 21st day of June, 2019 at Sequim, Washington.

Peninsula Transportation Planning Organization



Annette Nesse, PRTPO Chair

Original adoption: September 20, 2013
Amendments: November 20, 2015
January 18, 2019
June 21, 2019

EXHIBIT A

Membership for Determining a Quorum for Executive Board Business

Clallam	Jefferson	Kitsap	Mason	Tribes
Clallam County	Jefferson County	Kitsap County	Mason County	Jamestown S'Klallam Tribe
City of Forks	City of Port Townsend	City of Bainbridge Island	City of Shelton	Lower Elwha Klallam Tribe
City of Port Angeles	Jefferson Transit Authority	City of Bremerton	Port of Allyn	Makah Tribe
City of Sequim		City of Port Orchard	Port of Shelton	Skokomish Indian Tribe
Port of Port Angeles		City of Poulsbo	Mason Transit Authority	Squaxin Island Tribe
Clallam Transit System		Port of Bremerton		
		Kitsap Transit		

Quorum requirements from Section 3(E) of the Bylaws:

i. Two members each must be from within county boundaries of at least 3 of the 4 counties.
ii. One of the two members described in (i) must be a duly elected representative.
iii. One ~~t~~Tribe is represented.
iv. Two ~~e~~Counties and two ~~e~~Cities are represented.

EXHIBIT A

Membership for Determining a Quorum for Executive Board Business

Clallam	Jefferson	Kitsap	Mason	Tribes
Clallam County	Jefferson County	Kitsap County	Mason County	Jamestown S'Klallam Tribe
City of Forks	City of Port Townsend	City of Bainbridge Island	City of Shelton	Lower Elwha Klallam Tribe
City of Port Angeles	Jefferson Transit Authority	City of Bremerton	Port of Allyn	Makah Tribe
City of Sequim		City of Port Orchard	Port of Shelton	Skokomish Indian Tribe
Port of Port Angeles		City of Poulsbo	Mason Transit Authority	Squaxin Island Tribe
Clallam Transit System		Port of Bremerton		
		Kitsap Transit		

Quorum requirements from Section 3(E) of the Bylaws:

i. Two members each must be from within county boundaries of at least 3 of the 4 counties.
ii. One of the two members described in (i) must be a duly elected representative.
iii. One Tribe is represented.
iv. Two Counties and two Cities are represented.

ATTACHMENT E

1st Reading

To:	PRTPO Executive Board
From:	Thera Black, PRTPO Coordinator
Date:	August 11, 2023
Subject:	**RTP: Draft Public Participation Plan**

REQUESTED ACTION:
No action is requested. This is a first reading of the draft RTP Public Participation Plan. The final will come to the Board for approval in October.

Overview
A Public Participation Plan describes the overall approach to community engagement for major PRTPO planning activities. This draft plan for the RTP update proposes outreach activities for the general public and inreach activities with members.

- **Outreach activities** for the general public and key stakeholders will occur at two specific stages in the update process. The first is midway through the process about a year from now to vet preliminary issues and strategies shaping up as central to the new RTP and make sure we have not overlooked other regionally significant issues with bearing on this plan. It's also an early opportunity to get public feedback on the draft vision, goals, and policies. The second opportunity will be late in the process to weigh in on strategic priorities and the draft plan, ahead of the formal public comment period.
- **Inreach activities** will occur with PRTPO members throughout the process. Inreach activities will enable extra coordination with members outside of regular TAC and Executive Board meetings. We realize that bimonthly meetings may not be adequate for the kind of coordination underpinning a regional plan like this. Inreach will help ensure the new RTP is consistent with and responsive to individual plans guiding local, tribal, and Olympic Region decision-making processes.

Simplicity and efficiency are overarching considerations for outreach and inreach activities. Both will rely on online tools and virtual engagement activities. In-person activities are not feasible given PRTPO's budget. Where appropriate PRTPO will turn to its members and other key stakeholders to help get word out about activities but will generally rely on its own distribution lists as described in the attached document. PRTPO will also use relevant public comments about the regional transportation system obtained during the Human Services Transportation Plan as input.

There may be limited opportunities to link engagement for the RTP update with local engagement efforts around Comp Plan updates. Members are encouraged to keep this in mind when developing outreach activities for your own planning efforts. This could be especially useful in conjunction with engagement around your transportation elements. Please reach out anytime if you have ideas about this and see an opportunity for local-regional cooperation in this regard.

Next Steps
The TAC reviewed the draft Public Participation Plan in July and recommended Board approval. It will come back to the Board for action in October.

Attachment
Draft Public Participation Plan for the Regional Transportation Plan Update (July 2023 draft)

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

Peninsula Regional Transportation Planning Organization

Regional Transportation Plan Update - Public Participation Plan

Draft – July 2023

Introduction

In June 2021, PRTPO adopted Public Participation Protocols that describe the organization's approach to community engagement and education. Those Protocols specify that major work program activities involving community participation will have their own Public Participation Plans to guide that participation and establish realistic expectations based on the parameters of the specific project and other constraints such as budget and time.

This is the Public Participation Plan for PRTPO's update of its long-range Regional Transportation Plan (RTP). It describes the approach that PRTPO will pursue to ensure the updated plan reflects broad and informed community input and grows the capacity for future participation.

Regional Transportation Plan Update

Between July 2023 and June 2025 PRTPO will complete an update of its RTP, which was last updated in 2019.

The RTP fulfills specific requirements of Chapter 47.80 from the Revised Code of Washington (RCW), which spells out Regional Transportation Planning Organization (RTPO) responsibilities. This includes a long-range plan that supports on-going coordination efforts by local, state, and tribal governments to develop and maintain a multimodal transportation system and advance statewide and regional policy objectives over time. This is the first RTP update since PRTPO reorganized as an independent self-governing entity in 2019.

PRTPO's Regional Transportation Plan is concerned with regionally significant transportation facilities and services, and priority issues specific to the Peninsula Region. It builds on locally adopted Comprehensive Plans and transportation-related countywide planning policies, as well as over 30 years of collaboration at the regional level among PRTPO members. The RTP helps to ensure consistency and coordination among the many different owners and operators of the regional transportation system across the Peninsula Region. The RTP complements local, tribal, and state transportation plans and processes. Each plays important roles in establishing, maintaining, and improving the regional transportation system.

The RCW gives PRTPO great latitude in developing a plan that meets regional needs, but it must provide for early and continuous input in its development. This document outlines the approach PRTPO will take to ensure the planning process affords that opportunity and that the resulting Regional Transportation Plan reflects the broad community engagement underpinning local, tribal, and state plans.

Engagement Techniques for the RTP Update

PRTPO will rely on a mix of outreach and inreach activities throughout the regional planning process to obtain input, vet ideas, and evaluate strategies. This includes development of education and information tools that outlive the two-year timeframe of the update process itself, providing lasting value to the regional planning program. A non-traditional objective of this Public Participation Plan is to make it easier over time for more people to access relevant transportation information for their own purposes, helping minimize a barrier to broader participation and collaboration in the regional planning process. To the extent practical, data and

tools developed for this RTP will have broader application for members, the public, and PRTPO beyond this update planning cycle.

PRTPO will rely on virtual engagement activities throughout the planning process, using its website as a 24/7 forum for disseminating information, collecting input, and sharing resources across the four-county region. This is consistent with PRTPO's established practice of virtual meetings and underscores the region's emphatic support for universal broadband access. Online engagement is eliminating travel time, distance, and cost as barriers to participating in PRTPO events in this highly rural region.

Engagement efforts involve outreach activities and inreach activities, each directed to different stakeholders in this planning process.

> **Outreach activities** are targeted to the general public and stakeholder groups outside the PRTPO membership that have intersecting interests with RTP concerns. These activities will generally be oriented around two key aspects of the update process. This includes input on and vetting of regional issues and opportunities under consideration about midway through the planning process, and then evaluation of strategic priorities and the draft plan near the end of the process. This includes a formal public comment and hearing process prior to adoption. Outreach also includes development of interactive online tools that support on-going education and information sharing with the general public after adoption of the updated plan. Wherever possible PRTPO will tap established community organizations and stakeholder groups to connect with individuals within specific communities.
>
> **Inreach activities** tap the insights and collective experience of PRTPO's 27 member organizations, each of which is responsible for building, maintaining, and operating different parts of the regional transportation system and is directly accountable to users of that transportation system. These activities will be ongoing throughout the process and organized around the regular bi-monthly meeting schedules of the Executive Board (Board) and Technical Advisory Committee (TAC). This will at times entail a work session or discussion followed by an online exercise to collect informed input from members on a topic or question that feeds back into follow-up materials for the next meeting. RTP inreach includes the coordination necessary to ensure consistency between local and regional plan updates that will be happening concurrently across the region.

PRTPO will use four primary means of communicating and engaging with its various publics throughout the update process.

- Zoom will be the primary meeting and event platform. No in-person meetings or public events will be conducted by PRTPO for this RTP update due to budget and geographic constraints.
- PRTPO's website [www.PRTPO.org] will host regional planning information and educational resources, public engagement tools, and other update materials. The format of the public-facing RTP will be an interactive Storymap hosted prominently on the website and supported by a slim, printable Executive Summary. At points throughout the update the website and RTP page will serve as a portal to online engagement opportunities.
- Online polls will be used for both outreach and inreach activities to collect feedback on specific topics or questions informing content of the draft plan. All input received will be saved as a part of the public record and archived in the process documentation.

DRAFT

- Formal public notification of participation opportunities will be posted prominently on PRTPO's website, in its newspapers of public record[1], and via its email distribution lists. Where possible PRTPO will disseminate information through other channels including its members' information lists, websites, and recognized stakeholder lists.

Throughout all these techniques, PRTPO will strive to communicate in plain language that can be readily understood by the general public and other stakeholders, not just PRTPO members. Where possible, infographics will be introduced to enhance understanding of written materials.

Title VI and Federal Prohibitions Against Discrimination: Title VI prohibits discrimination on the basis of race, color, or national origin in programs receiving federal funds. Though it receives no federal funds, PRTPO assures that the update of its long-range regional transportation plan will not discriminate or cause disproportionate burdens on federally protected classes of people. Its notifications and complaint procedures will be published in Spanish and Tagalog to ensure Limited English Proficiency populations in the region are not barred from participating in this process.

Other Regional Considerations

PRTPO's Human Services Transportation Plan (HSTP) is concerned with the mobility needs of those residents who cannot drive, either because of age, low income, or disability. While a long-range regional plan is necessarily focused on sweeping issues, PRTPO will mine its HSTP for relevant insights about the region's vulnerable populations and the transportation barriers they face. Human services transportation providers have valuable insights about the mobility needs of these populations they directly serve. This RTP engagement process will tap these community channels to ensure the mobility needs of the most vulnerable are not overlooked in this update.

Schedule for Engagement

Engagement activities occur throughout the RTP update. Both the Executive Board and TAC will have one or more RTP topics on every meeting agenda from July 2023 through June 2025. Meetings are open to the public and noticed on PRTPO's website.

The attached schedule illustrates the intended sequence of inreach activities involving the Board and TAC including relevant milestones for each. If those activities proceed as scheduled, then the two primary outreach engagement opportunities with the general public will be in Summer of 2024 and Spring of 2025. If the schedule for the Board and TAC are overly ambitious, then outreach activities will be rescheduled as needed.

Regional Transportation Plan Point of Contact

The central point of contact for the RTP update and matters related to engagement and communications is the PRTPO Coordinator, Thera Black. Questions, suggestions, recommended contacts, and other matters can be sent to her directly by email at TheraB@PeninsulaRTPO.org or by phone at 360.878.0353.

[1] PRTPO newspapers of public record are Shelton-Mason County Journal, Kitsap Sun, Port Townsend – Jefferson County Leader, Sequim Gazette (Sound Publishing), and Peninsula Daily News – Clallam & Jefferson County Editions (Sound Publishing).

DRAFT

16 June 2023

PRTPO Work Plan for RTP Update
Preliminary Scoping Timeline
Major activity areas

EB milestones: 1 • 2 • 3 • 4 • 5 • 6 • 7 • 8 • 9

2023 — Jul | Oct | Jan | Apr | Jul | Oct | Jan | Apr | June — 2025

TAC milestones: 1 • 2 • 3 • 4 • 5 • 6 • 7 • 8

A **PLANNING FRAMEWORK:** Vision. Goals and Policies. Levels of Service. Establish planning horizon. Confirm regional system. Compliance. Consistency, coordination.

B **REGIONAL CONTEXT:** Geography. Demographics. History. Unique factors. Travel characteristics. Funding profile.

C **SYSTEM INVENTORY:** Regional transportation system inventory and use characteristics. Future capacity, other system performance considerations.

D **REGIONAL EVALUATION:** Qualitative. Describe issues, opportunities. Confirm key regional themes. Explore and evaluate strategies. Clarify priority regional concerns.

E **PRIORITY RECOMMENDATIONS:** Multiple work sessions to develop and refine. Strategic Action Plan. Regional Project List. Consistency Coordination Framework.

F **DRAFT PLAN DEVELOPMENT:** Online Storymap format. On-going development throughout the planning process. Elements may be used as part of initial outreach.

G **COMMUNITY ENGAGEMENT:** Public Participation Plan describes inreach with members and outreach with public. Two public events + comment period and responses.

#1 #2 Comment

Some facet of RTP development will be on every Executive Board and TAC agenda between July 2023 and June 2025

ATTACHMENT F

DISCUSSION ITEM

To: PRTPO Executive Board

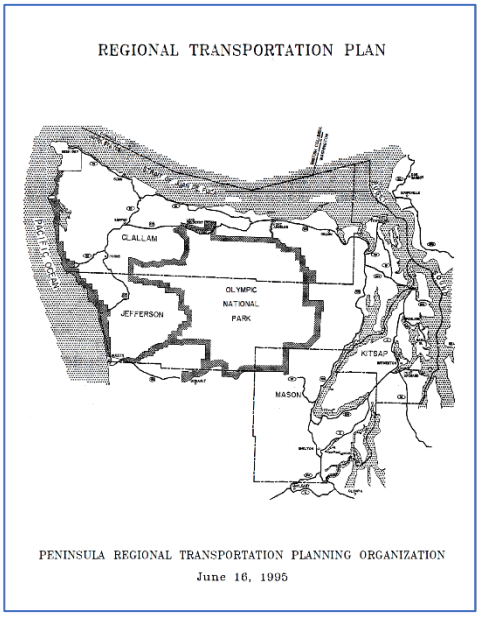
From: Thera Black, PRTPO Coordinator

Date: August 11, 2023

Subject: **RTP: Requirements and History**

REQUESTED ACTION:
No action is requested. Member discussion and ideas will inform future discussions on vision and strategy.

Overview
Thirty years ago, PRTPO policy makers began work on the very first Regional Transportation Plan for the Peninsula Region. It was a big undertaking for the recently established PRTPO. Washington's Growth Management legislation was passed in 1990. The Growth Management Act (GMA) revolutionized how local, state, and regional governments plan and coordinate. It created Regional Transportation Planning Organizations, or RTPOs, as a forum to facilitate much of that coordination taking place for the very first time at this scale.



These were the early days of thinking about transportation and land use in the same thought. It is hard to imagine today but it was novel in July 1993 to consider transportation as a multimodal system that should work as a coordinated whole in tandem with supporting land use policies, or even that municipalities could coordinate on such matters. A big part of RTPO responsibilities was to support coordinated and continuing decision-making that affects regionally significant travel corridors. The first long-range Regional Transportation Plan (RTP) jointly developed by the members of PRTPO provided a unifying framework for promoting consistency between jurisdictions' plans as they each began their own initial comprehensive planning processes.

PRTPO completed its first RTP in two years, adopting it in July 1995. That RTP predated local Comprehensive Plans in most of the region and provided the first opportunity for interjurisdictional coordination around transportation and land use matters.

Over the ensuing thirty years PRTPO has periodically updated its long-range plan, not just to satisfy state requirements but importantly, ensure it meets the needs of the region today given what is on the horizon. PRTPO is again undertaking an update that will meet state requirements while building on the ongoing regional collaboration and coordination that has characterized the last thirty years.

State Requirements
Rules governing what PRTPO must consider in its long-range plan are codified in RCW 47.80.030. Those rules have changed very little from when they were drafted in 1990 to guide the start-up of regionally coordinated planning processes. Several are confusing if read outside of that historic context. But over the decades a general consensus has emerged in statewide planning circles about the intent of that start-up legislation and what it means in today's context now that the Growth Management Act is more mature. RTP requirements for rural regions like PRTPO boil down to a few key requirements that are already hard-wired into PRTPO's plan. The RTP must:

- Define what is understood to be the regional transportation system for the region. Regional transportation system includes infrastructure, programs, and services that should function as an integrated whole.
- Establish level of service (LOS) standards for state highways and state ferry routes except for those designated as Highways of Statewide Significance. [WSDOT establishes LOS for those routes.]
- Develop goals, objectives, and information that supports consistent, on-going coordination among local, state, tribal, and other stakeholders in their efforts to identify and advance near- and long-terms strategies that improve the region's transportation system.
- Include a financial plan demonstrating resources are reasonably available to carry out the plan.
- Promote the preservation and efficient use of the existing transportation system to maximize mobility of people and goods.
- Propose a regional investment program to guide development of the transportation system.

Guidelines in Chapter 468-86 of the WAC outline principles for forecasting and technical analysis that are recognized today as urban-centric for rural regions. The WAC also includes considerations for local-regional-state coordination as well as other guidance more applicable to large metropolitan areas.

Additionally, projects proposed for implementation that impact regional facilities or services must be consistent with the regional plan.

Consistency between local, regional, and state plans is an important concept. The RTP must be consistent with local plans and with statewide transportation policy. In turn, those local plans must be consistent with the RTP. In this way coordinated regional planning sustains the on-going dynamic processes that characterize community development and growth management as well as system development and operations. This was hard at first until coordinated comprehensive plans were in place and regional planning processes were established. Now it would be hard not to be consistent. That creates an opportunity in this process for PRTPO to consider if there are other areas where voluntary coordination and consistency at the regional level might be useful in advancing a common objective.

The RTP update is an opportunity to build on the foundation of regional coordination that has characterized the last thirty years and help the region be better prepared for what the 21st century holds in store in the decades ahead.

Contemporary Concerns

That first RTP had to define multimodal transportation and explain what coordination meant, but when PRTPO adopted its current RTP in late 2019, it adopted a plan with a well-established understanding of the regional system and its characteristics. PRTPO's members have worked together long enough to see several future planning horizons come and go already. PRTPO is not starting from scratch with this RTP update. There is a lot to build on.

Understanding past RTPs and the driving forces shaping system concerns at the time provide a useful springboard in thinking about the kinds of issues and opportunities that PRTPO will explore as it looks into an increasingly uncertain future. In this process the Board will identify matters that warrant regional attention over the next decade or so and potential strategies for advancing near-term priority objectives. It has a strong start from these earlier processes.

Next Steps

At the August meeting Board members will review some of the big issues the region highlighted in earlier RTPs and talk about ways in which a rural RTP such as this can shine a light on pressing concerns. In October the Board will start updating its vision and objectives for this RTP.

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

ATTACHMENT G

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 11, 2023
Subject: **2024 *Transportation Outlook* Framework**

Background

For the last four years PRTPO has developed an annual folio called *Transportation Outlook* to keep the region's twelve legislators apprised of near-term priorities of particular interest. PRTPO members use this annual activity to identify a small number of topics to highlight ahead of the next session, winnowing through the many important regional concerns to identify just a few for the folio. This has been accompanied in late fall with a legislative forum organized to the extent possible around the availability of this region's legislators serving on the House or Senate Transportation Committees.[1]

PRTPO convenes a subcommittee of Board members – the Legislative Work Group - to advise the Board on messaging, tone, and overall approach. This Legislative Work Group direction is used to develop a folio framework for the Board to respond to in August. Board direction is then used to flesh out the folio and refine it with the Technical Advisory Committee in September. The resulting draft is sent to the Work Group for review and editing in late September before presentation to the Board for final approval in October. In addition to PRTPO priorities the *Transportation Outlook* traditionally includes a list of projects submitted by members reflecting a wide range of needs and accomplishments across the region.

Included in the attachments is an excerpt from the 2020-2023 folios of the priority messages each year. It provides a good comparison of how messaging and tone has varied over the years even though several priorities have carried over from one year to the next.

Legislative Work Group Collaboration on 2024 Folio Development

In June Chair Ashby invited members to participate on the Legislative Work Group to help shape the framework and key 2024 messages for the Board's consideration. This year's Legislative Work Group includes Randy Neatherlin, Leslie Schneider, Mike French, Lindsey Schromen-Wawrin, Steffani Lillie, Wendy Clark-Getzin, Ted Jackson, and Steve Gray (TAC Chair), along with Chair Ashby.

The Work Group met on July 26th. They revisited some of the priority topics in the 2023 *Outlook* and discussed insights gained from work over this past year. There was general agreement regarding safety funding need as a priority theme around which to orient this year's folio as well as renewed support for funding commitments that have already been made to projects, especially those remaining from *Connecting Washington* and the *Move Ahead WA* funding packages. Work Group members discussed interest in featuring a single safety project on the front page as a PRTPO priority need but there is not enough time to carry out a process for identifying that project before October. Instead, the folio should stress the important need for funding for safety projects in general.

The Work Group carried forward some of the topics from 2023 to include as secondary topics on page 2 of the folio, with suggestions to unify them where possible within the overarching safety theme. They also requested that the traditional project list be reformatted, removing "project characteristics" checkboxes to allow larger text. This will likely mean only one project per member in an effort to keep the list to a single page. There was some discussion as to whether that list should be limited to safety projects or if any other criteria should be used to limit what kinds of projects are included. To

[1] Note that state law makes all twelve legislators in the four-county region ex officio non-voting members of PRTPO. Legislative outreach and engagement efforts are recognized by WSDOT as educational in nature and are not considered lobbying activities as conducted by PRTPO.

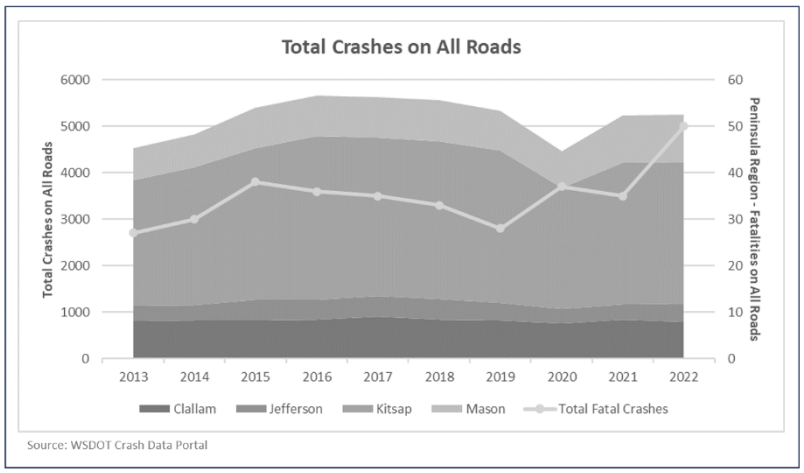
date PRTPO has put no restrictions on which of their projects members can include on this list. Work Group members desired both a printable PDF format for the folio as well as an interactive online format but that is not feasible within PRTPO's budget.

Legislative Work Group Concept for Board Discussion

Framework: The attached one-page framework outlines the direction from the Work Group for the 2024 *Transportation Outlook* folio. It describes the focus of Page 1 and Page 2 messages to be included in next year's *Outlook.*

> *Executive Board discussion: Are these the right messages to feature this year? Is anything missing? Is there anything that doesn't belong? In particular, Board guidance as to what is important to feature in the safety message is useful. As presented, this framework presupposes the Board would want to emphasize the recent spike in crashes that communities are seeing to underscore the point that more money for safety projects is needed. Is this accurate - what underpins the message that "more money is needed for safety projects"?*

Safety Focus: Work Group members advised keeping text very concise, providing information in bullets or graphics that busy legislators can grasp "at a glance" instead of having to read. Safety encompasses a wide gamut of interests and is applicable to all modes of travel. PRTPO does not have an analysis program, but we can draw from WSDOT crash data to present a regional picture over time. This graphic shows the aggregate crashes by county over the last decade as well as the total fatality crashes for the region (*the right-hand axis needs to be relabeled to indicate fatal crashes, not fatalities*). There is interest in the annual number of fatal crashes involving pedestrians and cyclists, a subset of the total fatal crashes, but it would be lost at this scale. We can speak to that more effectively in a short message and reference the role of Complete Streets as a safety measure.



> *Executive Board discussion: Is a data graphic good support for Executive Board message points about the need for safety funding or would a completely different kind of image be better? For example, a first responder image might underscore the tragedy and impact of crashes, or an educational image like a "Complete Streets" cross-section rendering could underscore how retrofits make the system safer for everyone, or a roundabout image could support a message about smart street treatments that reduce severe and fatal crashes.*

Project List: Attached is last year's project list reformatted based on guidance from the Work Group, with the original for comparison. At this scale the list will be limited to about 15 projects to keep it at one page. For comparison, there were 18 projects on last year's list plus a general statement of support for preservation and asset management investments.

> *Executive Board discussion: How does the simplified format work? Should projects be limited to safety projects to align with this year's theme, or are there any other limitations on what members might submit?*

PRTPO Legislative Forum

Now is the time to begin thinking about a legislative forum late this fall if the Executive Board wishes to continue this practice. Experience has shown that waiting until the Board meets in October to launch this effort makes it even more difficult to find a time that works for legislators. It is challenging to connect with aides and find a time that works for our legislative delegation and Board members, though Zoom reduces many of the barriers that time and distance can present. The sooner we get on their radars, the better.

> *Executive Board discussion: Is the annual legislative forum something the Board wants to continue this year? If so, is the recent practice of a single event scheduled around the availability of regional legislators sitting on the House and Senate Transportation Committees agreeable? Last year we found some legislators limiting their meeting times to 15 minutes. Representative Chapman gave us an hour, but it was midday and not evening. Board insights and guidance now are valuable in making that later process most efficient.*

Next Steps

Board direction will be used to develop a working draft to refine with the TAC, and a solicitation for projects will be issued that reflects the Board's preferences for the project list. A review draft will be sent to the Legislative Work Group in late September for review, possibly with a follow-up meeting in early October. A final draft will come to the Board for review and approval in October.

Attachments:

- 2024 *Transportation Outlook* Framework [draft for Board discussion]
- Project List Format Concept
- Excerpts of Prior *Transportation Outlook* Messages

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

2024 *Transportation Outlook* framework from Legislative Work Group for Board discussion

PAGE 1

OVERARCHING THEME: Safety for all modes of travel is important.

After opening introduction follow with two major messages for 2024.

MAJOR MESSAGE 1:

Honor the funding commitments that have already been made to *Connecting WA* and *Move Ahead WA* projects. Outstanding projects: SR 3 Freight Corridor *(Belfair Bypass)*, SR 305 Safety and Mobility Improvements, East Bremerton Transit Center Improvements*, Mason Transit Park-and-Ride Facilities*, SR 3/Gorst Area – Widening, SR 3/Belfair Area – Widening and Safety Improvements Phase 2, SR 101/Simdars Road Bypass, SR 104 Realignment for Ferry Traffic. * *Are these substantially complete?*

MAJOR MESSAGE 2:

Safety is a priority regional concern. More money is needed for safety projects. [Potential angle: PRTPO's members are working to make the transportation system safer for all users. Recent trends we're seeing are troubling. Like communities elsewhere, we've lost much of the ground over these last four years that our partners had gained in their efforts over the last decade to drive down ballooning crash rates. (insert graphic?) We're seeing some progress this year, but fatal crashes remain stubbornly high. 2023 is on track to exceed 2022 fatal crashes. Unfortunately, that corresponds to the incidence of fatal crashes involving pedestrians and cyclists, too. Active transportation is working for more people than ever before, but it has to be safe. We need to redouble our efforts to ensure the transportation system is safe for all users, regardless of how they travel.] We look forward to working with you in support of our mobility partners working to make the Peninsula Region's transportation system safe for all.

Page 2:

Secondary PRTPO interests to flesh out on the second page of the narrative. Safety references where needed.

- Hood Canal Bridge closures have significant impacts on regional mobility from Port Angeles to Bremerton. Legislative review of policies governing bridge openings for recreational boat traffic is needed to ensure they are still current and effectively meet the needs of all travelers. They were last reviewed and updated in 2012.
- Thank you for your support of the federal funding swap pilot program. Defederalizing small local projects can expedite project delivery and stretch limited resources further. We are concerned that the pilot program is slow to get enabled – there won't be anything to evaluate by December 2024 when the assessment report is due. This program holds great promise But it needs to work better and be extended for a longer period of time to really assess it potential benefits for the traveling public.
- Highlight the RAISE grant award for the Puget Sound to Pacific trail project. This is a truly regional project, testament to the power of jurisdictional cooperation and collaboration. Stay tuned for future updates as our partners work to complete segment designs and obtain construction funding.
- Keep EV infrastructure needs on the table. Important for rural communities to close the charging gap and eliminate range anxiety. However, don't put it in terms of zero-emissions vehicles. Board hasn't discussed ZEV.
- *Regarding any reference to equity in our messaging, leave it out. Equity is not something the PRTPO Board has taken a position on yet.*

Transportation Outlook 2023

Peninsula RTPO Transportation Investment Priorities [table reformat for EB discussion]

Project	Agency	LD#	Total Cost	Already Secured
Johns Prairie Road and SR 3 Intersection Improvements Reconstruct skewed, sub-standard major T-intersection to modern standards, realigning, grading, and channelizing for safety & efficiency	Mason County	35	$15 M - $20 M	$0
SR 3 and North Bay Road Intersection Improvements Design & construct modern intersection that benefits multiple modes of travel, improves economic chokepoint, and improves safety & resiliency	Mason County	35	$5 M - $10 M	$0
SR 108/Old Olympic Highway Safety Project Install (2) compact roundabouts at US 101/SR 108 ramp terminals and construct non-motorized pathway with lighting through interchange	Squaxin Island Tribe / WSDOT	35	$ 3.3 M	$0
SR 3 Freight Corridor (Belfair Bypass) Construct new corridor parallel to SR 3 in Belfair, providing alternate route and improved freight access	WSDOT / Mason County	35	$78.9 M	$78.9 M
SR 3/16 Gorst Project - Resiliency, Mainline Capacity, & Non-Motorized Connectivity Improve SR 3/16 in Gorst	Kitsap County	26, 35	$425 M	$74.0 M
Sedgwick Rd/SR 160 Corridor Improvements Design and construct near-term improvements described in WSDOT's 2018 SR 16 Corridor Congestion Relief Study.	Port Orchard	26	$6.0 M	$0
Elwha River Bridge Replacement Replace deficient 1926 bridge with new structure designed to current standards with secured funding in an efficient and timely manner	WSDOT / Clallam County	24	$30.3 M	$30.3 M
Olympic Discovery Trail - Forks to La Push Complete next 13 mile segment of the ODT connecting Forks to La Push and the Quileute Nation, Olympic National Park coastal trailheads	Clallam County	24	$21 M	$7.6 M
SR 19 Chimacum Rhody Drive Ped-Bike Improvements Construct pedestrian/bicycle facilities along SR 19 from HJ Carroll County Park to Chimacum Crossroad	Jefferson County	24	$1.8 M	$0.3 M
Olympic Discovery Trail - Larry Scott Trail - 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	$ 3.9 M	$0.6 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 Nation	Makah Nation / WSDOT	24	$30 M	$0
N Sequim Avenue Sidewalk and Bike Lane Project Improve N Sequim Ave from US 101 thru Sequim with urban sidewalk & bike facilities, lighting, turn lanes, stormwater & RAB upgrades	Sequim / WSDOT	24	$4.2 M	$2.0 M
SR 104 Kingston Congestion Mitigation Construct SR 104 realignment from Main Street and congestion/safety improvements	Kitsap County	23	$20 M	$20.0 M
Noll Road Corridor Improvements Three phases of corridor projects will improve multimodal mobility, increase system safety, and improve traffic flow along SR 305 corridor	Poulsbo	23	$32.0 M	$25.0 M

Transportation Outlook 2023
Peninsula RTPO Transportation Investment Priorities

ORIGINAL 2023 LIST FORMAT

Project	Agency	LD#	PRTPO Priority Project Characteristics: Multiple Modes	Shovel-ready	Economic Chokepoint	System Preservation	Improve Safety	Special Needs Mobility	Increase Resiliency	Connecting WA	Reduces Enviro/GHG Impacts	Included in Local TIP	Total Cost	Already Secured
Johns Prairie Road and SR 3 Intersection Improvements *Reconstruct skewed, sub-standard major T-intersection to modern standards, realigning, grading, and channelizing for safety & efficiency*	Mason County	35	*		*		*	*	*			*	$15 M - $20 M	$0
SR 3 and North Bay Road Intersection Improvements *Design & construct modern intersection that benefits multiple modes of travel, improves economic chokepoint, and improves safety & resiliency*	Mason County	35	*		*		*	*	*				$5 M - $10 M	$0
SR 108/Old Olympic Highway Safety Project *Install (2) compact roundabouts at US 101/SR 108 ramp terminals and construct non-motorized pathway with lighting through interchange*	Squaxin Island Tribe / WSDOT	35	*				*					*	$ 3.3 M	$0
SR 3 Freight Corridor *(Belfair Bypass)* *Construct new corridor parallel to SR 3 in Belfair, providing alternate route and improved freight access*	WSDOT / Mason County	35	*	*	*		*		*	*		*	$78.9 M	$78.9 M
SR 3/16 Gorst Project - Resiliency, Mainline Capacity, & Non-Motorized Connectivity *Improve SR 3/16 in Gorst*	Kitsap County	26, 35	*		*		*		*		*		$425 M	$74.0 M
Sedgwick Rd/SR 160 Corridor Improvements *Design and construct near-term improvements described in WSDOT's 2018 SR 16 Corridor Congestion Relief Study.*	Port Orchard	26	*		*		*		*		*	*	$6.0 M	$0
Elwha River Bridge Replacement *Replace deficient 1926 bridge with new structure designed to current standards with secured funding in an efficient and timely manner*	WSDOT / Clallam County	24	*	*		*			*			*	$30.3 M	$30.3 M
Olympic Discovery Trail - Forks to La Push *Complete next 13 mile segment of the ODT connecting Forks to La Push and the Quileute Nation, Olympic National Park coastal trailheads*	Clallam County	24	*				*		*			*	$21 M	$7.6 M
SR 19 Chimacum Rhody Drive Ped-Bike Improvements *Construct pedestrian/bicycle facilities along SR 19 from HJ Carroll County Park to Chimacum Crossroad*	Jefferson County	24	*	*			*		*			*	$1.8 M	$0.3 M
Olympic Discovery Trail - Larry Scott Trail - 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	*			*	*	*	*		*	*	$ 3.9 M	$0.6 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 Nation*	Makah Nation / WSDOT	24	*	*		*	*		*				$30 M	$0
N Sequim Avenue Sidewalk and Bike Lane Project *Improve N Sequim Ave from US 101 thru Sequim with urban sidewalk & bike facilities, lighting, turn lanes, stormwater & RAB upgrades*	Sequim / WSDOT	24	*	*			*	*				*	$4.2 M	$2.0 M
SR 104 Kingston Congestion Mitigation *Construct SR 104 realignment from Main Street and congestion/safety improvements*	Kitsap County	23	*	*	*		*	*				*	$20 M	$20.0 M
Noll Road Corridor Improvements *Three phases of corridor projects will improve multimodal mobility, increase system safety, and improve traffic flow along SR 305 corridor*	Poulsbo	23	*		*		*		*	*		*	$32.0 M	$25.0 M
PRTPO PRIORITY FREIGHT PROJECTS FOR FMSIB/LEGISLATIVE FUNDING PACKAGE														
SR 117 Truck Route at US 101 Interchange Improvement *Enable full directionality at interchange, reconfiguring interchange to improve efficient freight access and overall safety*	Port Angeles	24	*		*		*		*			*	$ 7.8 M	$0.26 M
US 101 Intersection Improvements - Knapp Road to Old Gardiner *Analyze & design (3) intersection improvements for safety and efficiency for trucks and recreational vehicles in commercial/recreation center*	Jamestown S'Klallam Tribe	24	*		*		*		*			*	$ 0.40 M	$0.04 M
Yarr Bridge Replacement *Replace the Yarr Bridge before weight restrictions force long detours on the only corridor between Chimacum and US 101 at Quilcene*	Jefferson County	24	*		*	*			*			*	$ 3.5 M	$0
Pavement Preservation, Asset Management, and State of Good Repair *PRTPO stands with its local, state, and tribal partners in reiterating the need for adequate, predictable funding to preserve and maintain the existing transportation system - streets and highways, bridges, ferry terminals and vessels, transit infrastructure, trails and pathways, sidewalks, airport runways, port terminals, and technology. Existing revenues are insufficient or unreliable for maintaining State of Good Repair.*														

Recap of PRTPO's *Transportation Outlook* messages over the years – 2020-2023

2020 *Transportation Outlook* Priorities

As we think regionally about the issues and opportunities we face, we welcome the opportunity to talk with you about possible solutions to some tough topics:

- ***Sustainable, reliable funding** for system preservation and safety, rural and intercity transit operations, marine highways, and freight access and mobility*
- ***Electrification** of the rural transportation system*
- ***De-federalizing more funds** for local transportation projects*
- ***Increasing system resiliency** in a highly rural region*
- ***Extending broadband access** to all communities in the region*

The *"priority messages"* from PRTPO's 2020, 2021, 2022, 2023 *Transportation Outlook* folios. Please contact me for the full *Outlook* from previous years if interested.

2021 *Transportation Outlook* Priorities

The transportation revenue shortfall is too big for local agencies to overcome. Transportation revenue was hit hard by I-976 and by COVID-19. That's on top of long-standing deficits in core preservation program funding. Agencies have no reserve capacity to absorb these new losses.

Unpredictable, volatile funding makes up a big part of local revenues. Local agencies haven't had an increase in their share of direct gas tax revenue since 2005-06. Agencies must compete for useful but unpredictable grants to tackle major improvements and retrofits.

Resources for rural and intercity bus service for the most vulnerable are limited. Transit continues to be an essential service through the pandemic, transporting our most vulnerable at low or no cost to riders. This is an expensive but vital service, and demand is increasing.

We can meet this moment with hope and renewed commitment to our communities in several ways.

Construction projects generate jobs. Connecting Washington projects are ready to go, as are several other important projects on our local and state systems. Honor those commitments which have already been made. These projects will start generating much needed economic recovery.

New funding mechanisms need to ensure revenue flexibility. Restrictions on gas tax revenues defined in the 18th Amendment exacerbate funding shortfalls for multimodal projects. Additional revenue sources with more flexibility are necessary to build and maintain a multimodal system that supports transit, biking, walking, and remote access.

Federal funding swaps would stretch existing resources further. Our counties receive only a small amount of federal funds to award to priority projects. Small amounts of federal funds drive up project costs and slow delivery. Swapping federal funds with state funds for small local projects is smart and efficient.

A more resilient transportation system is good for the region and the state. Our geography offers us only a few critical lifeline routes - US 101, SR 112, Hood Canal bridge, the SR 16/SR 3 intersection in Gorst, SR 104, SR 305, our state and local ferries – and any disruptions are felt far beyond the region. We need to focus on resiliency measures and ensure our infrastructure can withstand the demand when the next disaster hits.

The time for universal broadband access is now. COVID-19 underscores the urgency of extending rural broadband access to all parts of the region. Many parts of our region are not served. This is a resiliency issue, too. People cannot "stay home, stay safe" without broadband access for telecommuting, online schooling, e-commerce, telehealth, and more.

2022 *Transportation Outlook* Priorities

- **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.

2023 *Transportation Outlook* Priorities

One way to do more with existing revenue is by de-federalizing small local projects, swapping federal "STBG funds" for state funds. A pilot program to evaluate the merits of this federal funding exchange is included in the JTC's Federal Funding Work Group recommendation to the Governor. PRTPO urges you to support this program and join us in requesting that Clallam, Jefferson, and Mason Counties be included in this pilot program. The experience of these three counties and their local partners will be an asset in standing up an equitable funding swap program and documenting the financial and project delivery benefits for local agencies and the traveling public. Our members can demonstrate the value of this pragmatic funding exchange for rural counties across the state and the benefits this will have for Washington State.

PRTPO urges you to support this federal funding swap pilot program and request that Clallam, Jefferson, and Mason Counties be included

One "big message" in 2023 for Page 1 with several secondary topics on Page 2

PRTPO and its members continue to look for ways to increase the resiliency of our rural, tribal, and small urban communities, reducing system disruptions and increasing the ability to respond and recover when disruptions do occur. Transportation and access are the foundation of rural resilience.

Your efforts to **make broadband access universal** is one such measure that not only addresses gaps in coverage but contributes to a more resilient region. Our communities have responded to these recent opportunities and are working to close service gaps and expand access to 21st century opportunities. We encourage your continued support for broadband while our partners work to connect every community in the region to high-speed internet.

Other regional resiliency needs will entail a combination of measures and innovative partnerships. A priority for PRTPO and its members is to **make Hood Canal Bridge operations more efficient and reduce disruptions** on both sides of this critical lifeline connection between the Kitsap and Olympic Peninsulas. Impacts of bridge closures are felt from Silverdale to Port Angeles. Closures directly impact commerce, emergency services, and transit in addition to the tens of thousands of passenger vehicles traveling this corridor every day. The reasons for bridge closures must be commensurate with the impacts those closures cause. Improvements will take coordination and collaboration among diverse stakeholders. Working together, we can improve system performance today and create greater capacity to recover from unexpected disruptions in the future with a mix of investments and coordination. ***It's time to start this discussion.***

Finally, we are grateful for the increased opportunities your efforts have produced to expand electric vehicle infrastructure into our rural and tribal communities. This is an important equity consideration where **rural economies of scale can't compete with metro areas and interstate corridors for EV infrastructure**. Impacts of these investments in our under-served communities will have far-reaching benefits and help ensure our rural, tribal, and small urban communities and businesses are on equal footing with access to the same funding resources for decarbonizing transportation and reducing fossil fuel dependency as their more urban counterparts. Continued support for funding criteria that recognize EV infrastructure needs of tribal and other rural communities will help our partners making the transition to a greener and more resilient transportation future.

INFORMATION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 11, 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

- **SR 302 Victor Area Corridor Study** – WSDOT's SR 302 Victor Area Study concluded in June with a final report and recommendations for how to address SR 302 roadway failures in the vicinity of Victor, on the east side of North Bay (across the water from Allyn). An ancient fault slide under the highway causes recurring roadway failures that close SR 302 to traffic. Final study recommendations include a range of geotechnical strategies to stabilize the slope as well as provision of non-motorized facilities, perhaps as part of Mason and Pierce County's long-range trail network. No implementation funding has been designated but this work provides the necessary information for a project-specific funding request in the future.

- **Duckabush / US 101 Elevation Project Nears Full Funding.** PRTPO received a briefing from the Department of Fish & Wildlife (DFW) in early 2021 about a coordinated effort with WSDOT and the US Army Corps of Engineers (USACE) to elevate US 101 over the Duckabush River estuary on Hood Canal, providing much needed habitat restoration while at the same time improving US 101 and increasing its resilience against severe weather events and future high waters. The Duckabush estuary supports five different salmon species. Since that briefing, DFW completed the NEPA approval process, is working with tribes to ensure good access to shellfish beds from a new structure, and is nearing a 65% design milestone. This is a cost-shared project with the USACE. Almost all of the state funds have been secured and they are now working to secure the remaining $75 million federal from USACE. A site visit for Congressional staffers and the Governor's office is scheduled for later this month. Members interested in the latest status of this dual environmental restoration-transportation resilience project can find more information on the Duckabush project website and in this very informative article. For more on this project please contact Seth Ballhorn by phone at 360.791.4987 or by email at Seth.Ballhorn@dfw.wa.gov .

- **Charging Forward: A Toolkit for Planning and Funding Rural Electric Mobility Infrastructure –** This handy, well-organized online resource covers the gamut of considerations rural and tribal communities face when working to expand access to electric vehicles. From an overview of vehicle and charging equipment basics to the array of unique partnership opportunities and coordination considerations to an unprecedented array of financial and planning resources and much more, the Toolkit has something to offer every community in the region.



- **Joint Office of Energy and Transportation Technical Assistance** – this is another resource offering technical assistance with planning and inpmlementation to local communities interested in zero-emission vehicles and fueling infrastructure. Organized a bit differently than the rural-oriented resource above, the JOET Technical Assistance enables users to filter information based on their entity type to quickly access relevant information regarding plans,

policies, standards, funding opportunities, models, and other resources. Primary organization includes state and local government, tribes, school districts, and transit districts.

- **Federal Guidance on Direct Pay Tax Credits for Local Government and Tribes** – The federal Inflation Reduction Act (IRA) includes tax credits for states, local governments, Tribes, and others investing in clean energy projects like electric fleet vehicles, charging stations, zero emission buses, green energy production, and more. The IRA's "elective pay" provisions, commonly referred to as "direct pay," extends the programs tax credits to government and tribal entities for the first time via tax credits and rebates. Beginning in 2023, investments made in the current year will be eligible for credit with the IRS when taxes are filed the following year, *but entities must pre-file registration with the IRS to claim the credit.* Entities that are exempt from filing federal taxes can obtain the credit via other filing options. Find extensive information and links to resources here.

- On August 8th the U.S. Access Board issued its final rule on ADA accessibility guidelines for pedestrian facilities in the public right-of-way. The rule addresses sidewalks, crosswalks, shared use paths, and on-street parking accessible to people with disabilities.

Open / Upcoming Grant Processes

Here are a few current opportunities that may be of interest.

Rural and Tribal Assistance Pilot Program (federal)**.** This is **a no-match federal program** supporting technical activities that lead to project implementation. It will pay for the planning, design, analysis, and other technical background needed to support construction or deployment, but not for the actual construction itself. It is meant to augment in-house staff resources available for project delivery. It is particularly well suited for an entity thinking about future pursuits of a big RAISE or other federal grant requiring complex technical analysis and documentation (e.g. benefit-cost analysis or NEPA) as it can be used to do that extensive background work necessary for a competitive construction application. It can also be used to evaluate a problem and identify or design the preferred solution. It entails a fairly simple application, as long as the in-house understanding of need is well understood. A sample of the application form is attached along with the most recent FAQ. There is no minimum ask. The maximum award is between $320,000 and $360,000. Because they are awarding two years of funding at one time, they expect to award between 10 and 20 projects this year. In future years they will likely award 5-10 projects. ***Applications are considered and awarded on a first come, first served basis starting August 14th at 2 pm Eastern.*** The application deadline is September 28th, but they will likely award all available funds well before then.

Reconnecting Communities and Neighborhoods (RCN) Program (federal). This program will award two major discretionary grant programs through a single call for projects: the Reconnecting Communities Pilot discretionary grant program established in the Bipartisan Infrastructure Law and the newly created Neighborhood Access and Equity discretionary program established by the Inflation Reduction Act. USDOT will award three different types of grants in this process:

- $1.15 - $2.7 Billion for **Capital Construction** projects that address a dividing facility, a "burdening" facility, or which improve access and building or improving Complete Streets. This grant can cover only 50% of the project cost but additional federal funds may be used as match up to 80%, with a minimum 20% non-federal match requirement.
- $185 Million for **Community Planning** that supports future construction projects to address localized transportation challenges, such as lack of community connectivity, better community engagement, assessing environmental impacts from transportation on underserved communities, etc. A 20% non-federal match is required.
- $450 Million for **Regional Partnerships** to incentivize partnerships between two or more organizations in tackling persistent equitable access and mobility challenges or greenhouse gas emissions reductions. A 20% non-

federal match is required except in disadvantaged or underserved communities, where no match is required. Most of the region qualifies as disadvantaged or underserved by this program definition.

A single application ensures applicants are considered for all funding opportunities. All PRTPO members are eligible applicants.

There are no minimum requirements for grants. The maximum size depends somewhat on the revenue streams supporting the call for projects. In general, funding requests can be small or they can be quite large. Note that in-kind contributions that meet federal legal requirements can be used as local match. The program website includes links to an array of useful resources, including a helpful FAQ. **Application deadline is September 28, 2023.**

Diesel Emissions Reduction Act (DERA) Grants (federal). The EPA administers this program, which provides grants to help upgrade, retrofit, and replace legacy diesel fleets. Eligible applicants include local, state, and tribal governments, port authorities, school districts, and others. Grants can be used to replace or retrofit school buses, Class 5 – Class 8 heavy-duty highway vehicles, marine engines, non-road equipment used in construction, cargo handling, agriculture, and more. EPA expects to award $6.2 million to projects in Region 10, with a maximum funding request of $1.5 million per applicant. Match requirement depends on project type and technology and varies from 75% - 0%. **Application deadline is December 1, 2023.**

Zero-emission Medium- and Heavy-duty Vehicles and Equipment (state). The Department of Ecology opened the latest round of Washington State Volkswagen Federal Settlement Grant Programs on July 23rd and will award funds to local government agencies and tribes replacing diesel equipment with zero-emission vehicles. Eligible vehicles include **street sweepers and refuse vehicles, freight switcher locomotives, and port cargo handling equipment and forklifts.** Total funding available and amount of award varies by project type:

- **Zero emission refuse vehicles and street sweepers**: approximately $9.6M available. Applicants may request the lesser of up to 80% of eligible project costs per vehicle or
    - $400,000 per refuse vehicle replacement or repower including associated fueling infrastructure.
    - $750,000 per street sweeper replacement or repower including associated fueling infrastructure.
- **Zero emission freight switcher locomotives**: approximately $3.5M available. Applicants may request the lesser of up to 60% of eligible project costs or $3.52M per freight switcher locomotive including associated fueling infrastructure.
- **All-electric port cargo handling equipment and forklifts:** approximately $3M available. Applicants may request the lesser of up to 80% of eligible project costs or $400,000 per piece of equipment including associated fueling infrastructure. Forklifts are eligible project types for any eligible entity, not just ports.

Applicants may request funding for more than one vehicle. **Applications are due 5:00 pm on October 26, 2023.**

Other grants and grant resources. Wondering what other grants might be on the horizon? Do you know how to determine disadvantaged community status? Here are a couple of useful resources to help navigate the remarkable number of funding opportunities for local and tribal agencies as well as demonstrate eligibility as a priority equity applicant.

DOT Discretionary Grants Dashboard allows you to search for federal grants by type of activity, type of applicant, mode of transport, tribal or rural set-asides, match requirements, and more. If the grant is not open now, take a look at the last time it was posted as this is a good indicator of when in the year the next call for projects will be posted.

Federal Tools to Determine Disadvantaged Community Status is a portal not just to the federal policies governing equity considerations and priorities in grant programs but importantly, it provides links to the authoritative federal sources for documenting disadvantaged status for grants.

WA Dept. of Health *Washington Tracking Network (WTN)* provides resources and mapping tools that produce much of the authoritative equity analysis that state grants require for applications. From here users can access demographic dashboards and download data for a wide array of characteristics. The *Information by Location* tool can be used to assess a range of health disparity indicators used to demonstrate geographic proximity of disadvantaged and underserved communities.

Other PRTPO meetings since the Executive Board met in June:

- Technical Advisory Committee, July 20th – TAC members discussed with staff the RTP work plan and their role and responsibilities in developing the new plan over the next two years. They reviewed the draft Public Participation Plan for the RTP and recommended its acceptance by the Executive Board. Members reviewed a beta version of the new PRTPO Demographic Dashboard and offered useful insights for the Dashboard and other online tools. They received a link to the draft Dashboard to test, break, and critique for improvements.
- Letter of Support Policy Work Group, July 26th – Chair Ashby convened a small work group to provide input on elements of a PRTPO Letter of Support policy to clarify the process by which the Chair is authorized to sign support letters on behalf of PRTPO. This is an agenda topic for the Board's August meeting.
- 2024 Legislative Work Group, July 26th – Chair Ashby convened a small work group to provide input on major messages, approach, and general format of PRTPO's 2024 *Transportation Outlook* legislative folio. This input helped to shape the framework and agenda topic for the Board's August meeting.
- Executive Committee, August 3rd – Executive Committee members reviewed outcomes from the Letter of Support Policy Work Group and elements of the bylaws amendment package. They discussed take-aways from the 2024 Legislative Work Group and clarified direction for development of the draft folio. They also provided direction on Title VI Plan compliance activities. They set the Board's August agenda.

In addition, PRTPO Coordinators completed a Title VI Plan review with the Public Transportation Division community liaison from WSDOT on July 24th. The purpose of this meeting was to discuss changes PRTPO will need to make to its Title VI Plan to satisfy Federal Transit Administration requirements. This is due to federal funding being used for the update of PRTPO's Human Services Transportation Plan. FTA requirements differ from FHWA requirements, which is what PRTPO's current Title VI Plan complies with. Minor updates to online content will be made between now and the end of the year while the more substantial revisions will be completed when the Title VI Plan is updated in summer 2024. A copy of the closeout letter is attached.

Attachments:
USDOT Rural and Tribal Assistance Pilot Program Sample Application and FAQ

WSDOT Public Transportation Division 2021-2023 Biennium Site Visit Closeout Letter

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

Rural and Tribal Assistance Pilot Program
Review copy of Online Application questions

**All fields must be complete.*

1. Name and contact information of person for matters involving this application:

First and last name*:

Title*:

Phone*:

Email*:

2. Entity name, address, and website:

Organization/Entity Name*:

Address (#, street- no post office box numbers)*:

City*:

State*:

Zip Code*:

Website address, if applicable:

3. Employer/Taxpayer Identification Number (EIN/TIN)*:

4. Organization/entity Unique Entity Identifier (UEI) assigned by SAM.gov*:

5. Entity/Organization headquarters is in this congressional district(s)*:

Program/project is in this congressional district(s)*:

6. **Below is a list of eligible entities for this program. Please select the one option that describes your eligibility*:** *(See Section C.1: Eligible Applicants of the Notice)*

- ☐ A unit of local government or political subdivision seeking to advance a project that is located outside of an urbanized area with a population of more than 150,000 residents *(Urbanized area listing should be drawn from the 2020 Census results. For 2020 Census results, visit: https://www.census.gov/programs-surveys/geography/guidance/geo-areas/urban-rural.html)*
- ☐ A State seeking to advance a project located outside of an urbanized area with a population of more than 150,000 residents
- ☐ A federally recognized Indian Tribe
- ☐ The Department of Hawaiian Home Lands

7. **Project title*:** *(Descriptive title of project for which you seek funding)*

8. **Project location (no more than 100 words)*:** Include city and state if providing street name(s). Latitude/longitude is also acceptable.
(See Section C.1.i Eligible Applicants of the Notice. Note: For Indian Tribes and the Department of Hawaiian Home Lands, the project location does not have to meet the non-urban area requirement.)

9. **Briefly describe the overall project (no more than 500 words)*:** Include project type (i.e., bridge, new roadway, transit service), features to be constructed, project schedule, and estimated total project cost. Describe the anticipated project benefits, such as increasing affordable transportation options, improving safety, connecting Americans to good-paying jobs, fighting climate change, or improving access to resources and quality of life. State which funding program(s) you expect your project would qualify for.
(See Section C.3: Eligible Projects of the Notice)

Estimated total project cost*:

10. Is the applicant delinquent on any federal debt*?

- ☐ Yes
- ☐ No

If yes, explain:

11. Appropriateness of services requested*: *(See the table in Section A of the Notice for examples of advisory services anticipated, and Section E.2.a: Criterion(1) of the Notice)*

a. Please describe the task(s)/advisory services for which you are seeking program funds and how these services will materially advance your overall project. (no more than 400 words)*

b. Requested funds from this program*:

c. Estimated cost of task proposed*:

d. Describe what project-related development activities are completed - if any. List N/A if none. Also, list any data or information that has been collected or activities conducted that are necessary to complete the task(s)/advisory services. (no more than 250 words) *

12. Viability of grant services requested *(See Section E.2.b: Criterion (2) of the Notice)*

a. Please describe the following: Either 1) your organization's experience procuring advisory services or 2) your organization's process for timely hiring of staff (i.e. defined job description, recruitment process). State if you have additional funds available to commit to this effort should grant funding provided prove insufficient to complete the proposed task(s). If additional funds will be provided, include the amount and source of the local funding commitment. (no more than 400 words)*

b. Applicants are encouraged to seek bids or quotes, or estimate the amount of dedicated staff time for the services being requested to demonstrate the reasonableness of the requested funding in this application. **Have you obtained a bid, quote, or estimate for the services requested in this application?***

☐ Yes (to be submitted later if awarded grant)

☐ No (provide statement of how you determined estimated cost of proposed task)

13. ☐ By checking this box and submitting this application, I certify that the statements contained herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)*

Signature (e-signature is sufficient)* Date*

Rural and Tribal Assistance Pilot Program Frequently Asked Questions

Prospective applicants will find answers below to frequently asked questions about the Rural and Tribal Assistance Pilot Program.

This Frequently Asked Questions page will be updated on an ongoing basis with answers and clarifications from the Department.

Program Design and Structure

1. **What is the Rural and Tribal Assistance Pilot Program?**

   The Rural and Tribal Assistance Pilot Program is a no-match grant program with the goal of funding early-stage development assistance for rural and tribal infrastructure projects.

2. **How many grants will be awarded?**

   Depending on the amount of funding requested, the Bureau anticipates that it will award between five and 10 grants from each fiscal years' (FY 2022 and FY 2023) funds to eligible entities.

3. **How much funding is available in this Notice of Funding Opportunity (NOFO)?**

   This NOFO is for two fiscal years of funding: FY 2022 and FY 2023. $1.6 million of FY 2022 funds, and $1.8 million of FY 2023 is available.

4. **What are minimum and maximum grant award sizes?**

   There is no set minimum on the amount of grant funding that can be requested. The NOFO references $150,000, which is an estimate of the cost of some of the example tasks that could be funded with this grant. The maximum award amount from FY 2022 funds is $320,000 and is $360,000 from FY 2023 funds.

5. **Is there a matching funds requirement?**

   There is no cost sharing or a local funding match required for this program.

6. **Can an entity apply for a Rural and Tribal Assistance Pilot Program grant while applying for other USDOT and federal grant funding opportunities?**

Generally, yes. We encourage applicants to leverage all available grant programs. Applicants must clearly state in their application that a similar proposal has been submitted for a separate Federal grant program. If an applicant receives multiple sources of funding for the same project, they should clearly delineate which sources fund which components or phases.

7. **Will there be another opportunity to apply for this grant?**

Yes. USDOT anticipates an annual NOFO for grants through the remaining three years of the five-year program authorization. The Build America Bureau anticipates releasing the next Rural and Tribal Assistance Pilot Program NOFO in federal FY 2024 which will be for FY 2024 funds ($2 million).

8. **Can I reapply next year if my application is not selected this year?**

Yes. We encourage interested applicants to reapply, developing and updating applications as appropriate.

9. **What is the timing for applications?**

The Rural and Tribal Assistance Pilot Program grant application window will open at 2 p.m. EST on **August 14, 2023**. Applications will be accepted through September 28, 2023, but please note: **this program is first-come, first-served**.

10. **Can I use these funds for construction?**

No, construction phase activities are not eligible for this program.

11. **Are there any restrictions on funding?**

No more than 20 percent of the funds for each fiscal year of the program may go to any one state. This means that for FY 2022, the maximum award amount to any one state, and by extension any one project, is $320,000. The same is true for FY 2023, with a maximum award amount of $360,000.

Eligible Applicants

1. **Who is eligible to apply for a Rural and Tribal Assistance Pilot Program grant?**

Eligible applicants include:

a. a unit of local government or political subdivision that is located outside of an urban area that has a population of more than 150,000 residents as determined by the Bureau of the Census. (These instructions show how to use TIGERweb to verify eligibility, using the project location to determine if location is in an urbanized area. This linked mapping tool can also be used to determine applicant eligibility, and this tutorial provides step-by-step instructions on using the tool);
b. a State seeking to advance a project in an area located outside of an urban area with a population of more than 150,000 residents as determined by the Bureau of the Census;
c. a federally recognized Indian Tribe; or
d. the Department of Hawaiian Home Lands.

2. **I don't see my type of organization listed here. Am I eligible to apply for a grant under this program?**

Only the entities listed above are eligible to apply to the Program.

Eligible Projects

1. **What are eligible projects?**

In general, eligible projects include those that are *reasonably expected to be eligible* for certain DOT funding and financing programs. This eligibility expectation is beneficial to applicants because work completed using funding from this Program may be referenced in applications for other DOT funding and financing programs which, if awarded, may continue to advance infrastructure projects.

- These programs are: TIFIA, RRIF, INFRA, Mega, RAISE, and the National Culvert program.

2. **What if we don't know what the specific project will be? What if the request for funding is for a consulting firm to analyze current conditions and suggest projects?**

Applicants will need to have identified a problem that is project and location specific. The solution to that problem does not need to be identified to be considered for funding. What cannot be funded through this program is a larger study, the outcome of which is multiple projects.

3. **Can funds be used for multiple projects?**

Only one project can be submitted on an application, and the maximum number of applications an applicant can submit is three. If applicants choose to submit multiple applications, they should keep in mind that a single state can only be awarded up to $320,000 of FY 2022 funds and up to $360,000 of FY 2023 funds.

4. **If an applicant has an SS4A action plan, could this assistance program could be used to hire technical consultants for an implementation grant?**

If the implementation grant is for a single project, then yes - provided that the project is one that would reasonably be expected to be eligible for funding from one of the funding programs listed in the answer to Question 1 of this section.

Submitting the Application

1. **How can I apply for the program?**

Visit the Program webpage for information regarding applying. There is a link to the application questions interested applicants should download/review/answer using a word processing app or software before the online web-based application portal opens at 2pm EST on August 14, 2023. Applications will not be able to be saved in progress, so applicants should be prepared to type and/or cut and paste responses in the webform. Attachments to the application will not be allowed.

2. **When is the application deadline?**

The application window closes September 28, 2023; however, applicants are advised to submit their applications as soon as possible after the window opens at 2 p.m. EST on August 14, 2023 as funding will be awarded on a **first-come, first-served basis.**

3. **Will projects be reviewed as they come in, prior to the closing of the application window?**

Applications will be reviewed in batches as they are received. The review process is detailed in the NOFO.

4. **How will you determine "first-come"?**

Submitted applications will be timestamped so the Bureau will know the order that forms were submitted.

5. **Who must sign/e-sign the application?**

Applicants should obtain approval of the application contents from senior leadership and comply with internal rules of delegation of signature authority. The signer should be indicated as the individual who has completed the form on the day of submission.

Grant Administration

1. **If an eligible entity uses a consultant to help develop their application to this program, is that consultant still eligible to be awarded a contract for engineering services paid under this grant program using the competitive advertisement process?**

Refer to CFR 200.319 (b)- Rule on competition.

2. **How will funds be distributed to a successful applicant? Will it be done via FMIS? or DELPHI?**

USDOT will use DELPHI for reimbursing grant awardees for eligible project-related expenses incurred.

3. **Are Tribal Employment Rights Ordinance (TERO) fees eligible costs?**

TERO fees applied to contracts for professional services performed on eligible projects and tasks are eligible for Federal-aid reimbursement.

Washington State Department of Transportation

Transportation Building
310 Maple Park Avenue S.E.
P.O. Box 47300
Olympia, WA 98504-7300
360-705-7000
TTY: 1-800-833-6388
www.wsdot.wa.gov

July 31, 2023

Steffani Lillie, Service & Capital Development Director
Kitsap Transit
60 Washington Ave, Suite 200
Bremerton, WA 98337

Re: WSDOT Public Transportation Division 2021-2023 Biennium Site Visit Closeout

Dear Steffanie Lillie:

Thank you for collaborating with Washington State Department of Transportation (WSDOT) Public Transportation Division staff during the 2021-2023 biennium joint site visit with Kitsap Transit and Peninsula Regional Transportation Planning Organization (PRTPO).

The site visit reviewed compliance with federal, state, and grant program administrative and civil rights policy requirements related to your Coordinated Public Transit – Human Services Transportation Plan (CPT-HSTP) grant. As previously discussed, WSDOT waived the financial portion of the site visit due to Kitsap Transit's completion of a triennial review with the Federal Transit Administration.

We reviewed all documentation addressing the issues identified in the site visit. As mutually agreed, our feedback will be integrated into PRTPO's Title VI Plan during its scheduled update in 2024.

Based on the information provided and the assurances regarding PRPTO's update of its Title VI policy, WSDOT considers you have satisfactorily responded to our requests. We find Peninsula RTPO and Kitsap Transit to be "In Good Standing" and have closed the site visit.

Thank you for your assistance throughout the site visit process and for your continued compliance efforts. If you have any questions, please contact me at 360-705-6885 or via email at Elizabeth.Safsten@wsdot.wa.gov.

Sincerely,

Elizabeth Safsten

Elizabeth Safsten
Community Liaison – Peninsula Region
Public Transportation Division

Cc:
John Clauson, Kitsap Transit
Thera Black, PRTPO

Ed Coviello, PRTPO
Jill Nordstrom, WSDOT PTD
Nhan Nguyen, WSDOT PTD
File

INFORMATION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 11, 2023
Subject: **PRTPO Letters of Support Tendered Since Last Board Meeting**

PRTPO regularly provides letters of support to members applying for state or federal grants. Applicants often get a competitive bump from having a letter from PRTPO affirming the value of the project to the regional transportation system. PRTPO encourages its members to request support letters when appropriate. Chair Ashby asked that these letters be included as information attachments in the Board agenda packets.

Attached is the sole letter of support issued on behalf of PRTPO since the Board met in June.

Anyone with questions about how to request a letter of support for a project grant is asked to get in touch with me.

Attached Letter(s):

- *Jamestown S'Klallam Tribe – Tribal Transit Grant*

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

July 27, 2023

Jessica Payne, COO
Jamestown S'Klallam Tribe
1033 Old Blyn Highway
Sequim, WA 98382

Ref: Jamestown S'Klallam Tribe's Tribal Transit Mobility 2023 Grant Request

Dear Ms. Payne,

The Peninsula RTPO is pleased to support the Jamestown S'Klallam Tribe's *Bus Shelters-Bike Lockers-Stationary Bike Racks* proposal for a Tribal Transit Mobility Grant. This funding will enable the Tribe to increase access to transit not just for tribal members but for the broader Sequim community by making it easier to get to and from transit and improving waiting conditions at bus stops.

This project will install ADA accessible and weather-protected shelters at stops on US 101 and East Washington Street in Sequim. This project will also install bike racks and bike lockers at select locations to support the use of bicycles for important first-mile/last-mile access while helping to relieve conflicts that can occur between bikes and ADA-mobility needs on buses. This project will help maximize the value of existing transit services by reducing barriers that inhibit access to those services.

Public transportation is an important part of the regional transportation system serving the highly rural Peninsula Region. The stops selected for improvements are served by Clallam Transit, Jefferson Transit, and Greyhound's Dungeness Line. These three transit providers cooperate to offer coordinated connections in Sequim, Diamond Point, the Blyn Scenic Overlook, and Discovery Bay on US 101. PRTPO has heard from its members the importance of coordinated transit connections that enable people to travel city to city via transit and to make convenient connections to Seattle ferries in Kitsap County. This Jamestown S'Klallam project leverages that interagency transit coordination by making it easier for people to use the regional services available.

The Jamestown S'Klallam Tribe is a valued member of PRTPO with a long history of leadership and cooperation to improve access and mobility across the region. This is but the latest example of the Tribe pursuing investments that increase opportunities for people of all ages and abilities to meet their travel needs without having to rely on driving personal vehicles.

The Peninsula RTPO is pleased to support this funding application. A Tribal Transit Mobility Grant funding award will support tribal needs and broader regional mobility needs in the Peninsula region and further the legislative intent of the Climate Commitment Act. On behalf of PRPTO, I offer our support and encourage WSDOT to fund this important project.

Sincerely,



Bek Ashby, PRTPO Chair
City of Port Orchard

cc: Wendy Clark-Getzin, Jamestown S'Klallam Tribe