PRTPO EXECUTIVE BOARD MEETING

June 18, 2021 | 10:00 – 12:00

Zoom Meeting – Login Below

1.	10:00 – 10:05	**Welcome and Introductions**	*Chair Bek Ashby*
2.	10:05 – 10:10	**Approval of Agenda**	ACTION
		Consent Calendar • *Minutes from April 16, 2021 (Attachment A)* • *PRTPO Public Participation Protocols (Attachment B)*	ACTION
3.	10:10 – 10:20	**Approval of SFY 2022-2023 UPWP** *(Attachment C)* *This is PRTPO's work plan and budget for SFY 2022 and 2023. It will go into effect July 1. The Board is asked to approve Resolution 21-03 adopting the SFY 2022-2023 Unified Planning Work Program.*	ACTION
4.	10:20 – 10:25	**PRTPO Bylaws Review Findings** *(Attachment D)* *The Bylaws Review Committee met on May 5th and forwarded to the Board its findings that the current PRTPO Bylaws meet the needs of the organization and are sufficient in scope. They recommend completion of a UPWP Development Policy as called for in the Bylaws. The Board is asked to approve the findings and recommendations of the Review Committee.*	ACTION
5.	10:25 – 10:30	**Amendment to SFY 2021-2026 RTIP** *(Attachment E)* *Clallam County requests an amendment to the SFY 2021-2026 RTIP to add two priority projects. Inclusion in the RTIP supports funding and implementation efforts. The Executive Board is asked to amend the RTIP to include these two projects.*	ACTION
6.	10:30 – 11:00	**EV Readiness – Insights for PRTPO Work Program** *PRTPO is establishing an inventory of resources to support EV readiness across the region. Mike Usen of DKS will brief the Board on key considerations and potential follow-up strategies based on his assessment of resources available to the region and activities completed or underway. The Board will scope a follow-up work plan early in the new biennium to support this 2040 RTP priority planning need.*	PRESENTATION Mike Usen, DKS
7.	11:00 – 11:05	**Draft Title VI Plan for the Peninsula Region** *(Attachment F)* *PRTPO is required to update its 2015 Title VI Plan. The Board is asked to review and comment on the draft plan. It will be sent to WSDOT for review before coming back to the Board for approval in August.*	DISCUSSION 1st Reading
8.	11:05 – 11:15	**PRTPO Legislative Update for 2022 Session** *(Attachment G)* *In 2020 the Executive Board convened a Legislative Workgroup to develop a regional policy and funding agenda. This was used to educate the region's legislators and others about PRTPO and regional priorities. The Board will discuss how it wants to approach its 2022 legislative agenda, for implementation over the next few months.*	DISCUSSION

9.	11:15 – 11:45	**State Broadband Update** *Russ Elliott is leading Washington's assertive efforts to make broadband access universal in this state. This is a priority issue on PRTPO's legislative agenda. Russ will talk with the Board about efforts underway and ways that local communities can pre-position for the significant funding opportunities on the near horizon.*	BRIEFING Russ Elliott, Director WA State Broadband Office
10.	11:45 – 11:50	**Results of PRTPO's First State Audit** *(Attachment H)* *This is a report out on PRTPO's first state audit since becoming an independent organization.*	INFORMATION
11.	11:50	**Public Comment Period** *This is an opportunity for anyone from the public to address the Board.*	
12.	11:55	**PRTPO Member Updates** *Information sharing among members on topics of general to the region and its partners.*	
	12:00	**Adjourn**	

Other Attachments
Coordinator Report

Bek Ashby, Chair

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

Next Executive Board Meeting – August 20, 2021, 10:00-12:00

ACTION – PRTPO Title VI Plan
Draft PRTPO Policy for UPWP Development
Olympic Discovery Trail – Potential US Bike Route System Designation
2022 Legislative Agenda – Kick-off Discussion
WSDOT Overview of 2022-2027 TIP Projects

Click here to download the 2021 PRTPO Resource Manual

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

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Dial by your location
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PENINSULA RTPO

PRTPO.org

ATTACHMENT A

Minutes of Meeting
PRTPO EXECUTIVE BOARD
April 16, 2021
10:00 – 12:00
Via Zoom
Meeting video available on YouTube

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

ATTENDEES

Executive Board:

Clallam County	Steve Gray *(alternate)*
Jefferson County	Kate Dean
Kitsap County	David Forte *(alternate)*
Mason County	Randy Neatherlin
City of Port Angeles	Lindsey Schromen-Wawrin
City of Port Orchard	Bek Ashby
City of Port Townsend	Ariel Speser
City of Poulsbo	Ed Stern
City of Sequim	Rachel Anderson
Port of Shelton	Dick Taylor
Clallam Transit	Brendan Meyer
Jefferson Transit	Tammi Rubert
Kitsap Transit	John Clauson
Mason Transit	Mike Ringgenberg *(alternate)*
WSDOT Olympic Region	Dennis Engel *(alternate)*
Jamestown S'Klallam Tribe	Annette Nesse
Skokomish Tribe	Marty Allen
Squaxin Island Tribe	Penni Restivo

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

Others:
Wendy Clark-Getzin, TAC Chair, Jefferson County
Sara Crouch, Jefferson Transit – Lead Fiscal Agency
Casey Duff, Senator Cantwell's Office
Dina Geizler, Oly CAP
Cliff Hall, WSDOT Tribal and Regional Coordination
Matt Klontz, City of Sequim

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

Approval of Agenda

ACTION: Mr. Neatherlin moved, and Mr. Clauson seconded to approve the agenda as presented. There were no objections.

Approval of Consent Calendar

ACTION: Mr. Sterns moved, and Ms. Dean seconded to approve the Consent Calendar as presented. There were no objections to the motion.

Amendment to PRTPO Procurement Policy

The Board considered minor revisions to the PRTPO Procurement Policy to clarify the Executive Board's role in authorizing the Chair to execute contracts on behalf of PRTPO.

ACTION: Mr. Neatherlin moved, and Mr. Meyer seconded to approve the proposed amendment to PRTPO's Procurement Policy. There were no objections to the motion.

Contract Authorization for EV Planning Services

The Board reviewed draft contract with DKS for professional services to assist PRTPO Coordinators in developing an inventory of existing resources pertaining to electric vehicles (EV) and other factors related to EV readiness. This is a $4,500 services agreement that must be completed before June 30, 2021.

ACTION: Ms. Dean moved, seconded by Mr. Taylor to approve Resolution 02-2021 authorizing the PRTPO Chair to execute a contract with DKS for EV planning services. There were no objections to the motion.

Draft SFY 2022-2023 Unified Planning Work Program

Ms. Black presented the Board with the draft work program and budget for the new biennium beginning July 1, 2021. As expected, base funding for the new budget is about $30,200 less than the previous biennium. The new annual work program budget will be $137,161.

The budget includes an additional $80,000 in supplemental funding to support human services transportation planning. Ms. Black explained that the draft UPWP will direct $60,000 of that to the region's four transit agencies to support outreach activities across the region. The remaining will be used to refresh PRTPO's Human Services Transportation Plan.

Appendix A is not yet developed. Appendix A identifies some additional planning needs that PRTPO would undertake if it had extra funding. These can be aspirational planning needs that would require a grant or other funding opportunity. Especially helpful are identified needs in the $5,000 - $15,000 range that might be possible if PRTPO can achieve efficiencies in delivering elements of its work program. Small planning activities can make incremental progress on big issues and leverage future opportunities.

Members discussed a range of issues and coordinated planning opportunities when thinking about activities PRTPO could accomplish with additional resources:

- Hood Canal Bridge openings are unpredictable, creating unreliable travel times that exacerbate congestion. This is especially impactful to transit agencies in terms of cost, connecting services, and being a viable alternative to driving for more people. Metadata collected by Google, others, creates opportunities for new kinds of analysis to inform decisions about bridge openings and increase system coordination, especially during peak travel times. Alternatively, there may be measures that give transit

some kind of access priority. Making long-distance connections across systems – such as what the Strait Shot offers – is a high priority for the region's transit agencies as they update their long-range system plans. Unpredictable travel times related to random openings of the Hood Canal Bridge undermine those efforts and increase passenger vehicle demand on already congested facilities.

- Existing land use patterns are an obstacle to reducing vehicle miles traveled in the Peninsula region and makes it harder for transit to operate efficiently. It will take innovations in technology, such as more system electrification, first-mile/last-mile strategies, and policy innovations that make transit a more attractive alternative than driving for member communities to reduce greenhouse gas emissions generated by transportation. Reducing greenhouse gas emissions should be a PRTPO priority and so this may be an area for potential follow-up.

- Intercity transit services take a certain number of vehicles off the road. The value of those services in reducing carbon emissions can be quantified. This could be useful in informing future investment decisions.

- Innovations in transit are different in rural areas than in urban ones due to different system needs and constraints. There is growing awareness that investments are needed for these innovations but there is little consensus around which ones represent the right investments. There may be opportunity for a regional subcommittee to explore which of the emerging innovations would have greatest value to the Peninsula Region and its communities so that as these funding opportunities arise the region's transit agencies are well-positioned to secure grants.

- Creating more intercity connections would help more people use transit instead of driving. It is possible to get from the west end of the region to Mason and Kitsap communities by transit, but it is a long and inconvenient trip.

- Rural roads need to be safer for all modes of travel. These roads are often the only route for pedestrians and cyclists, putting non-motorized travelers on the shoulder of high speed highways. Recent tragic deaths of two Suquamish tribal elders underscores the importance of looking for ways to make rural roads safe for all.

Ideas will be explored with the TAC to develop some more formal ideas for the Board's consideration in June. Decisions as to which activities to fund if additional resources are available in the future will be made by the Board at that time.

Biennial Bylaws Review
PRTPO's bylaws call for a biennial review to determine if any changes are needed. Interested Board members are invited to participate in a subcommittee meeting on May 5th at 10:00 to review the existing language and make a recommendation to the Board as to whether changes are needed. An invitation will be sent to all Executive Board members. The full Board will consider the subcommittee's recommendation in June.

Draft PRTPO Public Participation Protocols
This is the Board's first reading of the draft Public Participation Protocols. It is an update of PRTPO's 2014 Public Participation Plan. It describes the various means by which PRTPO will make its work program and decisions

open and accessible to the public. The draft Protocols will be available for public review and comment before coming back to the Board in June for approval. No changes were requested.

Update on Local Agency Support in Use of Federal Funds
Ms. Black briefed the Board on efforts to support training needs and address local inequities in the use of funds. She reported that a comprehensive work session on managing FHWA-funded projects is scheduled for April 20th with training provided by Ruth McIntyre and Diane Sheesley of TranTech. They combine WSDOT Local Programs experience with city and county agency experience. PRTPO extended the invitation to local staff from the surrounding regions.

Status Update on SFY 2020 TAP Projects
Members heard updates from local and tribal agencies that received 2020 TAP awards. All projects are on track to obligate by August 1, 2021.

State and Federal Legislative Updates
Chair Ashby noted that many different legislative efforts are underway at the state and federal levels that are of interest to PRTPO and its members. She recognized Casey Duff, staff liaison to this part of Washington from Senator Maria Cantwell's office, and invited him to open the discussion with insights from Washington, D.C.

Mr. Duff introduced himself and provided an overview on Senator Cantwell's priorities. Senator Cantwell is the Chair of the Commerce Committee. Broadband is a top focus of hers right now. As infrastructure funding shapes up this committee will also focus more directly on transportation. He advised that discussions are underway about programmatic funding for an infrastructure package; the Senate is not yet talking about project earmarks like they are in the House. The Senator's transportation priorities are focused on public transportation as well as rail and freight infrastructure. Mr. Duff reported that Senator Cantwell realizes public transportation in rural areas has to compete with urban services on the I-5 corridor and is committed to supporting rural system needs. Mr. Duff encouraged members to reach out to him and keep him informed about their project and programmatic needs so he can help present their interests to the Senator. [Casey_Duff@Cantwell.Senate.gov / 253.441.0169]

Mr. Duff also encouraged members to request letters of support from Senator Cantwell's office when they are applying for federal grants. He will also forward information to PRTPO about any upcoming grants or other funding opportunities as he learns of them. He reiterated that it is his job to be a resource to all the communities and to help them with information, insights, additional contacts, and other support.

Mr. Stern asked about coordination between Senator Cantwell's office and Washington's broadband efforts headed up by Russ Elliott at Department of Commerce, and what considerations are being made for rural areas. Mr. Duff explained the distribution of funding from CARES Act and the American Rescue Plan (ARP), noting that both were targeted to immediate emergency needs primarily, though ARP did include a more robust program for tribes which is still underway. Neither were intended as long-term strategies. He advised that the best opportunity for more comprehensive broadband expansion will be in the infrastructure plan. Senator Cantwell considers broadband essential transportation infrastructure and is already holding hearings and roundtables to get information, including a focus on rural and tribal communities.

Mr. Duff noted that state law prohibits PUDs from being internet service providers and so bars them from accessing many federal funding sources available to provide these services to their communities. These are the kind of providers who can offer broadband service to their communities where for-profit internet service providers won't go because it is not profitable. Correcting this legislatively can go a long way towards addressing

some of the first-mile/last-mile barriers precluding rural communities from having broadband access. Mr. Stern concurred and identified efforts currently underway to address this barrier.

Ms. Dean reported on the discussions underway to identify revenues to offset the massive transportation needs identified in various bills. There is support for several measures among different coalitions but final details won't be known until the session ends in nine days.

PRTPO Coordinator Report
Ms. Black reviewed the report, highlighting information on the Freight and Goods Transportation System update and on consumer broadband benefits available from the FCC. She requested copies of high resolution photos members may have of transportation facilities and community shots that PRTPO can use in its reports and website.

Public Comments
There were no public comments.

Member Updates
Several members shared updates on activities of interest to the Board.

- Ms. Nesse reported that the Jamestown S'Klallam Tribe is working on its response to Representative Kilmer's call for projects. The Tribe will request funds to improve the intersection of Sophus Road and US 101 to make it safer for cyclists and pedestrians to get between the Tribal Center and the Longhouse. The preferred option coming out of the Intersection Control Evaluation is a roundabout; it is at WSDOT now for review and approval. It will be a regionally significant improvement. This project has received coverage from the Peninsula Daily News and Sequim Gazette. The roundabout will have bike and pedestrian features that enable non-motorized travelers to cross US 101 safely. While many people would prefer a tunnel, US 101 is at sea-level there and so a tunnel is not feasible. The Sophus intersection was chosen because it is already heavily used by pedestrians and is closer to the Longhouse destination that people are going to.
- Mr. Stern noted that the new roundabout going in on SR 305 does have a tunnel for non-motorized crossing. It addresses lots of problems including Cascade-to-Pacific bike route connections. It includes a good transit connection with nice stops – Kitsap Transit runs a lot of service on this corridor. Mr. Stern reported that there will also be a new double-decker electric bus providing service between Winslow and Bremerton.
- Mr. Clauson reported that Kitsap Transit took delivery of its second electric bus and is impressed with its performance. Kitsap Transit is expanding its bus charging capacity using various technologies, exploring inductive charging, and is also looking at hydrogen fuel cell technology. Kitsap Transit also launched its new Southworth Fast Ferry passenger-only service to Seattle. He reported that Gorst corridor improvements are being proposed for Kilmer's funding inquiry by a coalition of organizations. The aim is to make this corridor more resilient to seismic and other disruptions caused by global warming, and relieve congestion.
- Mr. Engel reported that WSDOT is looking at a lot of funding uncertainty until the legislative session concludes.

Adjourn
Chair Ashby adjourned the meeting at 12:00.

ACTION ITEM

To: PRTPO Executive Board
From: Edward Coviello and Thera Black, PRTPO Coordinators
Date: June 11, 2021
Subject: **Approval of Public Participation Protocols**

REQUESTED ACTION:

Approve PRTPO's Public Participation Protocols.

Overview

PRTPO's Public Participation Protocols spell out how PRTPO will communicate and engage with the general public as it carries out the region's transportation planning work program. This is not a mandatory document for stand-alone Regional Transportation Planning Organizations like PRTPO, but it is helpful for clarifying publicly how PRTPO intends to engage with the community. PRTPO must comply with requirements of the Open Public Meetings Act (RCW 47.30). The protocols outlined in this document meet or exceed those requirements.

This document does not replace PRTPO's Title VI Plan, which is also undergoing an update at this time. This document speaks to PRTPO's overall approach to public engagement and access for its various work program activities whereas the Title VI Plan is more narrowly focused on compliance with specific federal non-discrimination laws.

Protocols outlined in this plan reflect PRTPO's current practice of community engagement. Approval will not result in changes to how PRTPO engages with the community or conducts its business.

The Board reviewed the draft of this plan in April. It was posted on the PRTPO website for two months inviting comment. As of the time of this mailing, no comments have been received.

Next Steps

Upon approval by the Board this will replace the 2014 Public Participation Plan on the website and in the PRTPO Resource Manual.

Attachment:
PRTPO Public Participation Protocols

For More Information:
Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org
Edward Coviello | 360. 360.824.4919 | EdwardC@KitsapTransit.com

Peninsula Regional Transportation Planning Organization

Public Participation Protocols

Creating Opportunities for Public Involvement in Regional Transportation Planning

INTRODUCTION

This documents the protocols Peninsula Regional Transportation Planning Organization (PRTPO) follows in its public participation activities. The intent is to provide the public with timely access to useful information and create meaningful processes that allow interested members to participate fully in the regional transportation planning process.

Following is a brief overview of PRTPO and its responsibilities as a state-designated Regional Transportation Planning Organization (RTPO). This important context is followed by public information and engagement protocols for the various activities in which PRTPO is involved.

PRTPO Overview

PRTPO is a 27-member special-purpose planning organization of local, tribal, and state governments working together under a mutual Interlocal Agreement to address transportation issues and opportunities facing the Peninsula Region. Created in 1991 as authorized by Chapter 47.80 of the Revised Code of Washington (RCW), PRTPO was re-established as an independent entity on July 1, 2019 after almost 30 years of administration by the Olympic Region of the Washington State Department of Transportation (WSDOT).

The Peninsula Region encompasses all of Clallam, Jefferson, Kitsap, and Mason Counties. PRTPO members represent four counties, nine cities, five tribes, four transit agencies, four port districts, and WSDOT. This map highlights the geography and communities within the region.



PRTPO is responsible for fulfilling all requirements of a Regional Transportation Planning Organization (RTPO) outlined in Chapter 47.80 RCW and in Chapter 468-86 of the Washington Administration Code (WAC). PRTPO receives a biennial allocation of about $275,000 in state funds with which to do its work.

PUBLIC INFORMATION AND ENGAGEMENT

PRTPO is committed to providing timely access to information and conducting its processes in ways that support broad public participation in regional transportation planning. PRTPO is a public entity. Its meetings and events comply with requirements of Washington's Open Public Meetings Act, Chapter 42.30 RCW.

PRTPO covers a large region. It does so with limited resources. For that reason, PRTPO relies on electronic communications and technology as much as possible and works to support virtual engagement opportunities that enable participation without necessitating travel.

This is a highly rural region, though; many people do not yet have access to broadband internet that makes virtual participation possible. Technology itself is a barrier for others. These are on-going considerations in how PRTPO approaches communication and engagement for its various processes.

These protocols represent best practices PRTPO strives to maintain, but its work and the opportunities for community engagement are tightly constrained by budget and staff resources. While PRTPO strives to fully satisfy these protocols, failure to comply with any provision does not by itself constitute a failure of public process nor does it render any actions or decisions by the Executive Board invalid.

This next section describes the means by which PRTPO shares information with the general public. That is followed by the engagement protocols PRTPO practices in its core work program and other activities.

Core Work Program Activities – Public Information Protocols

Following are the primary means by which PRTPO conveys information to the public.

PRTPO Website

PRTPO maintains a website at PRTPO.org. PRTPO relies on the website as its primary information portal for members and the community. The website hosts meeting materials, documents, and other resources of value to PRTPO members and the traveling public. It includes contact links to PRTPO Coordinators who can answer questions and offer more information or provide documents in alternate formats.

Email Distribution Lists

PRTPO maintains a distribution list of individuals and organizations wishing to be kept apprised of meetings and other regional planning activities. This is the primary means of distributing meeting agenda packets, direct notices of events or opportunities, emerging news on topical issues, and other kinds of information appropriate for broad dissemination. When appropriate, topic-specific lists are developed to support a particular planning process or specialized subject-matter topic.

A *Contact Us* link on PRTPO's website allows visitors to sign up for future notices, ask questions, or request further information. This is promoted heavily PRTPO Coordinators, whose contact information is prominently displayed on the website. People can also request to receive future information when they sign into in-person meetings or contact PRTPO staff or policymakers.

Legal Notices

When PRTPO is contemplating an action that entails a public hearing it publishes a legal notice inviting public comment on the proposed action in the newspapers of public record. PRTPO recognizes the following as its official newspapers of public record:

- Shelton-Mason County Journal
- Kitsap Sun
- Port Townsend – Jefferson County Leader
- Sequim Gazette (Sound Publishing)
- Peninsula Daily News – Clallam & Jefferson County Editions (Sound Publishing)

PRTPO YouTube Channel

Video offers an increasingly viable option for communicating with the public. The PRTPO YouTube channel hosts short videos that support program activities, with links from the PRTPO website.

All materials intended for general public information or to support any kind of engagement process will be clear and understandable for the audience and intended purpose. PRTPO works to incorporate visualization when possible, including traditional maps and multi-media story maps, infographics, and other means of translating technical information for a lay audience. While complete avoidance of technical terms and acronyms is not practical, unnecessary jargon is avoided.

Core Program Activities – Public Engagement Protocols

Following are the primary opportunities for public engagement in PRTPO activities.

Executive Board Meetings

The Executive Board is the decision-making body for PRTPO. The Executive Board meets bi-monthly on the third Friday from 10:00 – 12:00. Meetings are open to the public. Every regular meeting agenda includes time for public comments.

The schedule of regular meetings for each year is set at the Executive Board's final meeting of the calendar year and is posted on the *Meetings* page of PRTPO's website.

Executive Board meetings are conducted virtually during pandemics or other instances when in-person meetings are not feasible. When post-pandemic in-person meetings resume, PRTPO intends to retain virtual access to its meetings to support participation without the barrier of travel time and distance. The desired format will coordinate video conferencing and phone-in access with in-person attendance. Details of this hybrid in-person/virtual meeting format will be developed in compliance with all requirements of Washington's Open Public Meetings Act.

Agenda and meeting materials are released electronically one week before the meeting and include details on the date, time, location, and any login information needed to access the meeting. Agenda packets are posted on the *Meetings* page of PRTPO's website and distributed directly to those on PRTPO's notification list via email.

The Executive Board is advised by a Technical Advisory Committee, an Executive Committee, and various ad hoc subcommittees as warranted. PRTPO committees and subcommittees are advisory to the Executive Board, which retains all decision-making authority. The PRTPO may make meeting materials available online to support participation of committee members, and may encourage outside participation, but these internal advisory working groups are not subject to the same Open Public Meetings Act requirements as the Executive Board. PRTPO Coordinators can offer more information to those interested in the working activities of the various committees.

Community Meetings

Community meetings provide important opportunities for policymakers and staff to talk with members of the public and representatives from different constituencies to hear how issues, plans, or policies affect the people directly involved. While community meetings are tailored to individual planning process needs, each is designed to ensure engagement is occurring during the formative stage(s) of each process.

PRTPO works to ensure that its in-person community meetings are geographically dispersed across the four-county region. This typically means a minimum of four events across the region for a single topic or planning process. Every effort is made to secure accessible event locations with convenient transit service, and to schedule events so that people have a window for participating at different times of day.

PRTPO will consider opportunities to conduct virtual community meetings in the future. This includes potential use of online surveys, comment tools, and other virtual engagement techniques that facilitate the sharing of information and collection of input and ideas from the public. As noted earlier, large parts of the region do not have broadband internet access. This means that if PRTPO hosts online virtual community engagement events it will also identify appropriate means of engaging the interests of those who are likely to be under-represented given the planning topic.

In addition to its own meetings, PRTPO staff and policymakers are available on request to meet with community groups to discuss regional planning topics of interest to the group.

Public Hearings

PRTPO conducts public hearings before adopting or making changes to its long-range Regional Transportation Plan (RTP) and its Human Services Transportation Plan (HSTP).

Public notices are posted a minimum of two weeks before the hearing, which is typically conducted as a part of the regularly scheduled PRTPO Executive Board meeting. Legal notices are posted in the newspapers of record and on the PRTPO website.

Public testimony may be made in person as well as in writing or via email. Comments received in writing or via email are presented to the Executive Board for consideration during its review of testimony. PRTPO acknowledges receipt of all comments received during public hearings, which become part of the public record for that activity or document.

Special Meetings

At times PRTPO may convene a special meeting of the Executive Board. Every attempt will be made to announce such a meeting at least five days in advance though shorter notice may be necessary depending on the nature of the meeting. Public notices of special meetings are posted on the PRTPO website, distributed through PRTPO's notification list, and filed with local newspapers providing general circulation. Opportunity for public comment at special meetings is dependent on the situation necessitating such a meeting.

Major Plans and Studies

PRTPO must undertake major updates to its core planning documents periodically. This includes amendments, updates, or new versions of the RTP and HSTP. These updates, and other major planning studies, are announced through PRTPO's website and its notification lists as well as press releases and other announcements appropriate to the work being done.

Major plans and studies often warrant an integrated public involvement strategy as a part of the process. Activities are scoped and implemented with an eye towards engaging the region's diverse community early and often in accordance with the overall planning effort and available resources.

Where appropriate PRTPO engages organizations that work with specific populations or interests. PRTPO recognizes the value of trusted representatives in gleaning critical insights about diverse population groups, such as those gained from transit and non-profit service providers working with the region's most vulnerable residents.

Relationship to PRTPO's Title VI and Environmental Justice Responsibilities

PRTPO maintains a separate Title VI Plan that complies with federal requirements concerning non-discrimination in programs and activities. Nothing in these protocols contradicts those requirements.

Revisions to Public Participation Protocols

PRTPO will periodically revisit these protocols and update them as warranted to accommodate evolving communications and information technologies and updates to the Open Public Meetings Act, with an aim to ensure timely and reasonable public access to PRTPO's regional transportation planning program.

CONTACT

Questions on these protocols may be directed to the Lead Planning Agency:

Edward Coviello

EdwardC@KitsapTransit.com

360.824.4919

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black
Date: June 11, 2021
Subject: **SFY 2022-2023 Unified Planning Work Program**

REQUESTED ACTION:

Approve Resolution 03-2021, adopting the SFY 2022-2023 Unified Planning Work Program for the Peninsula Region.

Overview

In April the Board reviewed the draft 2022-2023 Unified Planning Work Program, or UPWP. The UPWP is the annual work plan for Peninsula RTPO and is based on a state fiscal year (SFY). It describes what work PRTPO will undertake to fulfill its responsibilities as a Regional Transportation Planning Organization and the budget to accomplish it.

The total work program budget is based on available state RTPO planning funds totaling about $137,000 a year. The annual base budget is about $15,000 less than in SFY 2021. The budget also includes $80,000 in supplemental state funding for human services transportation planning over the two-year work program.

The draft UPWP identifies some unfunded planning needs that could be accomplished with additional planning revenue. These are found on page 14.

The draft was reviewed by WSDOT for compliance with state requirements after the Board's review in April, and this draft meets all state requirements. The Technical Advisory Committee (TAC) considered the draft in May and provided input on the Unfunded Needs identified in Appendix A. The TAC recommended approval by the Executive Board.

Next Steps

Board approval of the adopting resolution enables PRTPO to submit this UPWP to WSDOT and begin its implementation on July 1st.

Attachment:

PRTPO Resolution 03-2021
SFY 2022-2023 UPWP for the Peninsula Region

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org
Edward Coviello | 360. 360.824.4919 | EdwardC@KitsapTransit.com

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 03-2021

Approving the SFY 2022-2023 Unified Planning Work Program for the Peninsula Region

Recitals

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

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

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

WHEREAS, the SFY 2022-2023 UPWP for the Peninsula Region addresses state and federal compliance requirements for PRTPO and other planning activities with the associated budget to support those activities.

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

THAT the scope and budget of the Unified Planning Work Program for SFY 2022-2023 be approved as per the attached document with the understanding that minor changes in work activity or budget may be made with Board approval as long as it does not increase the work program budget; and

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

APPROVED, this 18th day of June 2021.

ATTEST:

_____

Bek Ashby, Chair

ATTEST:

_____

John Clauson, Lead Planning Agency

PENINSULA RTPO UNIFIED PLANNING WORK PROGRAM

STATE FISCAL YEAR 2022-2023
(July 1, 2021 – June 30, 2023)

FOR EXECUTIVE BOARD APPROVAL
June 18, 2021

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PRTPO 2021 Officers

Bek Ashby, Chair
City of Port Orchard

Randy Neatherlin, Vice-Chair
Mason County

Tammi Rubert, Secretary
Jefferson Transit

www.PRTPO.org

BACKGROUND

The Unified Planning Work Program (UPWP) describes how state funds will be used for regional transportation planning purposes. As the Regional Transportation Planning Organization (RTPO), Peninsula RTPO receives state funds to support a continuous, cooperative, and comprehensive regional transportation planning process across the four-county Peninsula region. This section describes state laws that govern the activities of RTPOs and provides a brief overview of the region. The next section describes the work PRTPO intends to accomplish in SFY 2022 and 2023.

Regional Transportation Planning Organization Responsibilities

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

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

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

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

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

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

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

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

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

- Ensure coordination and consultation with Indian tribes.

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

State Emphasis Areas

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

Planning activities WSDOT will undertake in SFY 2022 and 2023 include:

☐ Highway System Plan Update
☐ Multimodal Investment Strategy

More planning activities are likely to be added during this work program horizon.

Additionally, WSDOT recommends a review and update if warranted of the Federal Functional Classification (FFC) of the region's roadway system.

UPWP Development Process

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

Schedule and major milestones for PRTPO's SFY 2022-2023 UPWP development:

Task or Milestone	Date
Executive Board Kick-off of SFY 2022-2023 UPWP	February 19, 2021
Executive Committee Review of Draft UPWP	April 1, 2021
Executive Board Review of Draft UPWP	April 16, 2021
WSDOT Review of Draft UPWP	April 27, 2021
Executive Board Adoption of SFY 2022-2023 UPWP	June 18, 2021

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

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

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

Description of the Region

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

Figure 1: Map of the Peninsula Region



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

Ten Indian Tribes have lands in the Peninsula region. Five of those tribes have an active Interlocal Agreement with PRTPO: Jamestown S'Klallam Tribe, Lower Elwha Klallam Tribe, Makah Nation, Skokomish Tribe, and Squaxin Island Tribe.

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

Kitsap County is the only county in Washington formally located within two different RTPOs: the highly rural Peninsula RTPO and the highly urban Puget Sound Regional Council. This reflects the important gateway role of Kitsap County in linking the Olympic and Kitsap Peninsulas with the Seattle metropolitan area and I-5 corridor. Kitsap County connects rural communities and businesses to metropolitan opportunities and connects people in those highly urban areas to rural recreational, cultural, tourism, and environmental opportunities throughout the region.

Regional Transportation Planning Organization Structure

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

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

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

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

Lobbying Activities

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

PRTPO SFY 2022-2023 WORK PROGRAM

PRTPO's Unified Planning Work Program supports an on-going and open process of collaboration and coordination that advances regional objectives. The SFY 2022-2023 UPWP is organized into four Work Elements:

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

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

At this time, the budget is fully funded by state RTPO revenue and additional state financial support for coordinated human services transportation planning.

SFY 2022-2023 UPWP Financial Summary

Funding Source: WSDOT
Funding Amount: $274,322 SFY 2022-2023 RTPO Funds
$80,000 State Funds for Human Services Transportation Planning
Work Performed by: PRTPO Lead Planning Agency with contracted staff and Lead Fiscal Agency, as directed by the PTPO Executive Board, and with engagement support from the region's four transit agencies

SFY 2022-2023 UPWP Budget and Funding by Work Element

PRTPO Work Element	STATE 2022 RTPO Funds	STATE 2023 RTPO Funds	STATE Human Svcs Trans Planning Funds	TOTAL 2022-2023 UPWP BUDGET
1. Program Administration	$79,161	$79,161		$158,322
2. Transportation Planning	$49,900	$49,900	$80,000	$179,800
3. Regional TIP	$8,100	$8,10		$16,200
4. Other PRTPO Activities	$0	$0		$0
TOTAL	**$137,161**	**$137,161**	**$80,000**	**$354,322**

Work Element 1 - Program Administration

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

Program Administration Summary:

Estimated Cost:	$79,171/year [$158,342 total]
Funding Source:	SFY 2022-2023 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff Lead Fiscal Agency

Program Administration Activities:

1.1 Meeting Support

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

Deliverables:

- Meeting agenda packets and presentation materials, meeting records

1.2 Public Information and Communications

- General public involvement and education, response to inquiries (project specific engagement listed separately) *(on-going)*
- Respond to inquiries from the public and media *(as needed)*
- Website updates *(on-going)*
- Website maintenance and security *(on-going)*
- Maintenance of communications lists *(on-going)*
- Legal notices *(on-going)*

Deliverables:

- Website platform for communications
- Correspondence

1.3 Title VI Compliance

- Title VI monitoring and compliance *(on-going)*
- Annual Title VI report *(September)*

Deliverable:

- Title VI Annual Report

1.4 PRTPO Support

- Biennial by-laws review *(biennial)*
- Maintain policies and procedures *(on-going)*
- Annual appointments *(annual, January-February)*
- Executive Board support – Resource Manual, new member orientations *(on-going)*
- Monitoring state and federal legislation affecting PRTPO and the RTPO process *(on-going)*

Deliverables:

- Updated by-laws (if needed)
- Updated policies and procedures (if needed)
- Updated PRTPO Resource Manual

1.5 Work Program Management

- UPWP development and budget monitoring *(3rd quarter, with on-going monitoring)*
- UPWP Annual Report of performance and expenditure *(September)*
- Work Program coordination *(on-going)*

Deliverables:

- UPWP amendments (if needed)
- SFY 2021 and SFY 2022 UPWP Annual Report of Performance and Expenditure
- SFY 2024-2025 UPWP

1.6 Accounting

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

Deliverables:

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

1.7 PRTPO Administrative Expenses

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

Deliverables:

- Varies by expense item

Estimated Level of Effort:

	SFY 2022	SFY 2023	2-Yr Total
1. Program Administration	**$ 79,171**	**$ 79,171**	**$158,342**
1.1 Meeting Support	*$ 22,500*	*$ 22,500*	*$ 45,000*
1.2 Public Information and Communications	*$ 5,000*	*$ 5,000*	*$ 10,000*
1.3 Title VI	*$ 3,520*	*$ 3,520*	*$ 7,040*
1.4 PRTPO Support	*$ 20,000*	*$ 20,000*	*$ 40,000*
1.5 UPWP Management	*$ 5,500*	*$ 5,500*	*$ 11,000*
1.6 Accounting	*$ 2,500*	*$ 2,500*	*$ 5,000*
1.7 PRTPO Administrative Expenses	*$ 20,141*	*$ 20,141*	*$ 40,282*

Work Element 2 – Transportation Planning

Transportation planning activities encompass the planning and on-going coordination, collaboration, and consultation that identifies issues and opportunities, works to implement regionally determined strategies, and which produces periodic updates to plans or guiding documents. This UPWP reflects the planning priorities on the PRTPO agenda for the next biennium. All work is directed by the PRTPO Executive Board. Implementation details for activities are developed by the Board as a part of its work program delivery process and will reflect budget constraints, other activities underway, and circumstances or opportunities available at that time.

Transportation Planning Summary:

Estimated Cost:	$89,900/year [$179,800 total]
Funding Source:	SFY 2022-2023 RTPO Funds ($99,800) State Human Services Transportation Planning Funds ($80,000)
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff PRTPO's Four Transit Agencies

Transportation Planning Activities:

2.1 Long-range Regional Planning

- 2040 RTP Supporting Activities
  - Increase EV readiness across the region *(on-going)*
  - Enhance regional resilience *(on-going)*
  - Conduct biennial review of 2040 RTP *(SFY 2022)*
  - Monitor and respond to emerging regional planning issues *(as warranted)*

Deliverables:

- Meeting materials, communication pieces, maps and data sets
- Biennial RTP review findings

2.2 Regional Coordination and Collaboration

- Participate in MPO/RTPO Coordinating Committee meetings *(quarterly)*
- Participate in inter-regional studies *(as warranted)*
- Participate in WSDOT SFY 2022-23 planning initiatives relevant to the Peninsula region including updates to the Highway System Plan, and as appropriate, the Multimodal Strategic Investment process *(as warranted)*
- Coordination with local agencies to ensure consistency between local and regional plans and strategies *(on-going)*
- Review with local and state agencies and amend as necessary the Federal Functional Classification of the region's roadway system *(SFY 2022)*

Deliverables:

- Correspondence and materials

2.3 Tribal Consultation

- Support consistency between tribal TIPs and long-range plans and PRTPO RTIP and long-range plan (*on-going)*
- Monitor state and federal policies that affect tribal coordination and planning considerations *(on-going)*
- Maintain communications with tribal partners and identify areas of potential collaboration and partnership *(on-going)*

Deliverables:

- Correspondence and materials

2.4 Human Services Transportation Planning

- Engage transportation service providers *(SFY 2022-2023)*
- Update data and equity profile *(SFY 2022)*
- Assess and update strategies *(SFY 2022-2023)*
- Identify and prioritize mobility needs *(SFY 2023)*
- Prepare, review, and adopt an updated Coordinated Human Services Transportation Plan *(SFY 2023)*

Deliverables:

- Communication and presentation materials
- Data sets and mapping products
- Coordinated Human Services Transportation Plan and project list

2.5 PRTPO Transportation Outlook 2022 and 2023

- Produce annual briefing paper of PRTPO transportation priorities *(2nd quarter)*
- Respond to legislative and other inquiries on the briefing paper and its priorities *(on-going)*

Deliverables:

- PRTPO Transportation Outlook 2022 and 2023 materials

2.6 Regional Grants Administration

- Conduct a Transportation Alternatives Program call for projects *(SFY 2022)*
- Conduct a Consolidated Grants prioritization process *(SFY 2023)*
- Complete annual Transportation Alternatives program status report for WSDOT *(December)*

Deliverables:

- Transportation Alternatives Program grant process and awards
- Prioritized list of candidates for the Consolidated Grants process
- Transportation Alternatives status reports

Estimated Level of Effort:

	SFY 2022	SFY 2023	2-YrTotal
2. Transportation Planning	**$ 89,900**	**$ 89,900**	**$179,800**
2.1 Long-range Planning	*$ 14,000*	*$ 14,000*	*$ 28,000*
2.2 Regional Coordination and Collaboration	*$ 8,900*	*$ 8,900*	*$ 17,800*
2.3 Tribal Consultation	*$ 2,000*	*$ 2,000*	*$ 4,000*
2.4 Human Services Transportation Planning	*$ 50,000*	*$ 50,000*	*$100,000*
2.5 PRTPO Transportation Outlook	*$ 5,000*	*$ 5,000*	*$ 10,000*
2.6 Regional Grants Administration	*$ 10,000*	*$ 10,000*	*$ 20,000*

Work Element 3 – Regional TIP

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

Regional TIP Summary:

Estimated Cost:	$8,100/year [$16,200 total]
Funding Source:	SFY 2022-2023 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff

Regional TIP Activities:

3.1 Develop and Maintain Regional TIP

- Work with local agencies to develop a six-year Regional TIP in the required format *(1st quarter)*
- Develop the Regional TIP documentation including financial plan and other report requirements *(1st quarter)*
- Advertise the draft Regional TIP for public review and comment *(1st quarter)*
- Prepare draft and final versions of the Regional TIP and meeting materials to support TAC review and recommendation, and Executive Board approval *(1st quarter)*
- Develop amendment package materials for the TAC, Executive Board, and WSDOT *(as needed)*

Deliverables:

- Draft and Final 2022-2027 and Draft 2023-2028 Regional TIP
- Amendments as needed to the 2022-2027 Regional TIP
- Meeting materials and other products to support the TAC and Executive Board review and approval process

3.2 Monitor Obligation Authority for Federally Funded Projects

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

Deliverables:

- Correspondence and meeting materials if needed

Estimated Level of Effort:

	SFY 2022	SFY 2023	2-Yr Total
3. Regional TIP	**$8,100**	**$8,100**	**$16,200**
3.1 Develop and Maintain Regional TIP	$8,000	$8,000	$16,000
3.2. Monitor OA for Federally Funded Projects	$ 100	$ 100	$ 200

Work Element 4 – Other PRTPO Activities in SFY 2022-2023

In addition to the core work program activities described in Work Elements 1-3, PRTPO will undertake additional activities in SFY 2022-2023 as funds allow to address specific outstanding needs for the region. These are one-time or occasional activities, separate from the on-going core functions. Specific activities will be identified by the Executive Board and amended into the UPWP as funds are identified.

Other PRTPO Activities in SFY 2022-2023 Summary:

Estimated Cost:	TBD
Funding Source:	SFY 2022-2023 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff Others TBD

Other PRTPO Activities in SFY 2022-2023:

4.1 To Be Determined

Estimated Level of Effort:

A budget for Other PRTPO Activities will be established at the time work is identified.

	SFY 2022	SFY 2023	2-Yr Total
4. Other PRTPO Activities in SFY 2022-2023			
4.1 TBD			

Other Planning Activities within the Peninsula Region

WSDOT Olympic Region Planning

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

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

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

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

Enhanced Local Collaboration involves working closely with local jurisdictions to offer early reviews and assistance on their comprehensive plans. This reduces the number of comments on the completed comprehensive plans. In addition, efforts include assisting in the development and review of subarea plans and other comprehensive plan updates or revisions.

WSDOT Olympic Region prepares and adopts its own UPWP. It has identified the following studies for the 2022-2023 biennium:

- US 101 / East Sequim Pre-design Study
- SR 302 / Victor Area Study

Other planning activities of possible interest to PRTPO or its members:

Many different entities conduct planning processes around the region, and some are of possible interest to PRTPO and its members. Board members are active on these studies and report out to other members during Board meetings when those studies are relevant to the region. Potentially relevant regionally significant study efforts known at the time this UPWP was drafted include:

- Gorst Area Coalition (SR 3/SR 16 Gorst/Belfair area mobility concerns)
- North Olympic Development Council (Climate Action Planning for North Olympic Peninsula)

Appendix A: SFY 2022-2023 Unfunded Needs

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

A. Regional EV Readiness Strategies
Comments received on the 2040 Regional Transportation Plan revealed public interest in electrification of the region's transportation system and its capacity to accommodate emerging vehicle technologies. In SFY 2021, the PRTPO Board allocated funding for a small end-of-biennium services contract to establish an inventory of known EV resources for use by PRTPO and its members. When complete, that inventory will provide a starting point for regional efforts to increase "EV readiness" across the Peninsula Region.

While process details will be informed by results of the EV inventory and other factors identified by the Executive Board, EV readiness strategies may focus on the siting of charging infrastructure for a regional network, funding opportunities for local agency planning and implementation, regulatory mechanisms and model codes, workforce and educational opportunities, or other strategic activities or plans that support regional objectives. Wherever possible, we will strive to coordinate with and leverage other efforts underway by PRTPO members and EV system stakeholders across the region. EV readiness strategies should support inclusion of the Peninsula region's EV network into the West Coast Electric Highway Program and advance local, regional, and state implementation activities.

Estimated cost - Work can be scaled according to resources, from $10,000 - $75,000

B. Strategies to Increase Rural Intercity Bus Service in the Peninsula Region
The Region's four transit agencies voluntarily provide an array of coordinated, connecting services that result in important but limited regional intercity transit service. PRTPO members support expansion of this coordinated regional intercity service over time, making it easier and more convenient to complete a loop of the Olympic Peninsula. Of particular interest is making reliable connections between every local and tribal community on the Olympic Peninsula to urban transit services on the Kitsap Peninsula that connect to Puget Sound systems.

This planning study is the first step in that process. It would convene the region's key transit and tribal partners along with stakeholders in adjacent Grays Harbor County to assess the challenges and opportunities for greater coordination between service providers, and any measures suitable for follow-up in the near- , medium- , and long-term. This will provide the foundation for future follow-up by PRTPO or its partners to expand that coordination and improve long-distance intercity service in the Peninsula Region.

Estimated cost - $7,500

C. Peninsula Region Safety Planning

Safety considerations are integral to most infrastructure designs and service plans. In recent years transportation agencies have started to conduct systemic safety analysis that provides a more comprehensive assessment of risks and potential mitigation strategies than reacting to individual crashes with spot improvements. This helps guide investments to where they will have the greatest safety benefits for the traveling public using any mode of travel as well as for system operators and workers. Implementation of a local safety assessment plan is increasingly an eligibility criterion or competitive factor in statewide grant programs.

This planning effort would build on existing and current work to create an inventory of resources and expertise around the region for dissemination among local agencies. Particular attention will be paid to tribes and the unique challenges they face in integrating multiple data sets, as well as to the transit and non-motorized assessments that may be generated by organizations other than cities and counties. Notable practices will be highlighted and data gaps identified.

The resulting safety planning inventory will be the foundation for a focused assessment by PRTPO with the TAC as to what information, resources, training, or other help, if any, PRTPO might incorporate into its work program to support system safety strategies across the region. It will not duplicate local, state, or tribal efforts but instead will leverage them to generate regional benefit for all. PRTPO will work to align its inventory and follow-up work program considerations with recommendations from the Washington Traffic Safety Commission and the range of strategies included in *Target Zero,* and with funding opportunities and safety initiatives from WSDOT.

Estimated cost - $10,000

D. Innovations in Rural Transit Service Delivery

New technologies and innovative service models have emerged in urban settings that may be transferable to rural systems, increasing transit access generally as well as opportunities for more coordinated services in the future. Examples include micro-mobility technologies like e-bikes that can address first-mile/last-mile barriers to transit access for many, and the application of real-time travel data generated by smart phones and vehicles to increase transit reliability and system operating efficiency for agencies and improve transit accessibility for passengers. It is difficult for on-demand service models like Uber and Lyft to work in typical rural settings, but what about in connection with regularly scheduled ferry service in those rural settings? Which of the emerging technologies and innovative service delivery models have potential to support rural system needs of the Peninsula Region?

This planning study would result in a synopsis of new and emerging opportunities with promise for rural systems in the Peninsula Region and key implementation considerations for transit agencies and their local, state, and tribal partners. It would include strategies suitable for PRTPO to pursue in its capacity as a regional partner.

Estimated cost = $15,000

E. Transportation Strategies that Reduce GHG Emissions in Rural and Small Urban Settings

The nature of existing land use patterns and long-term trends in rural and small urban settings constrain the ability to reduce vehicle miles traveled and corresponding greenhouse gas emissions. Achieving compact urban growth is harder here than in metropolitan areas, leaving these communities with fewer opportunities than big urban places to make system investments that increase walking, biking, and transit trip-making in lieu of car trips. Broadband access is not yet universal, meaning many people have no choice but to travel. And electric vehicle technology is harder and more expensive per capita to implement in rural communities than in urban ones. Rural communities must work harder and smarter to achieve emissions reduction benefits that come more easily in urban communities.

This work element will evaluate reductions in greenhouse gas emissions associated with regionally identified transportation system components like Clallam Transit's Strait Shot service, Kitsap Transit's passenger-only ferries, and the Worker-Driver Program serving the Navy Shipyard as compared to those same trips made by private vehicle. It will assess the effects of greater adoption of electric vehicles by public sector fleets and by households. To the extent practical it will leverage and/or align with other climate planning efforts underway in the region.

The aim is to better understand which strategies are most effective in the Peninsula Region in reducing carbon emissions and the conditions under which they are successful. This lays the groundwork for potential future work on incentives, investments, and other strategies targeted to those activities generating the most benefit.

Estimated cost - Work can be scaled according to resources, from $15,000 - $50,000

Appendix B: PRTPO Members



PRTPO Members

Clallam County
Jefferson County
Kitsap County
Mason County

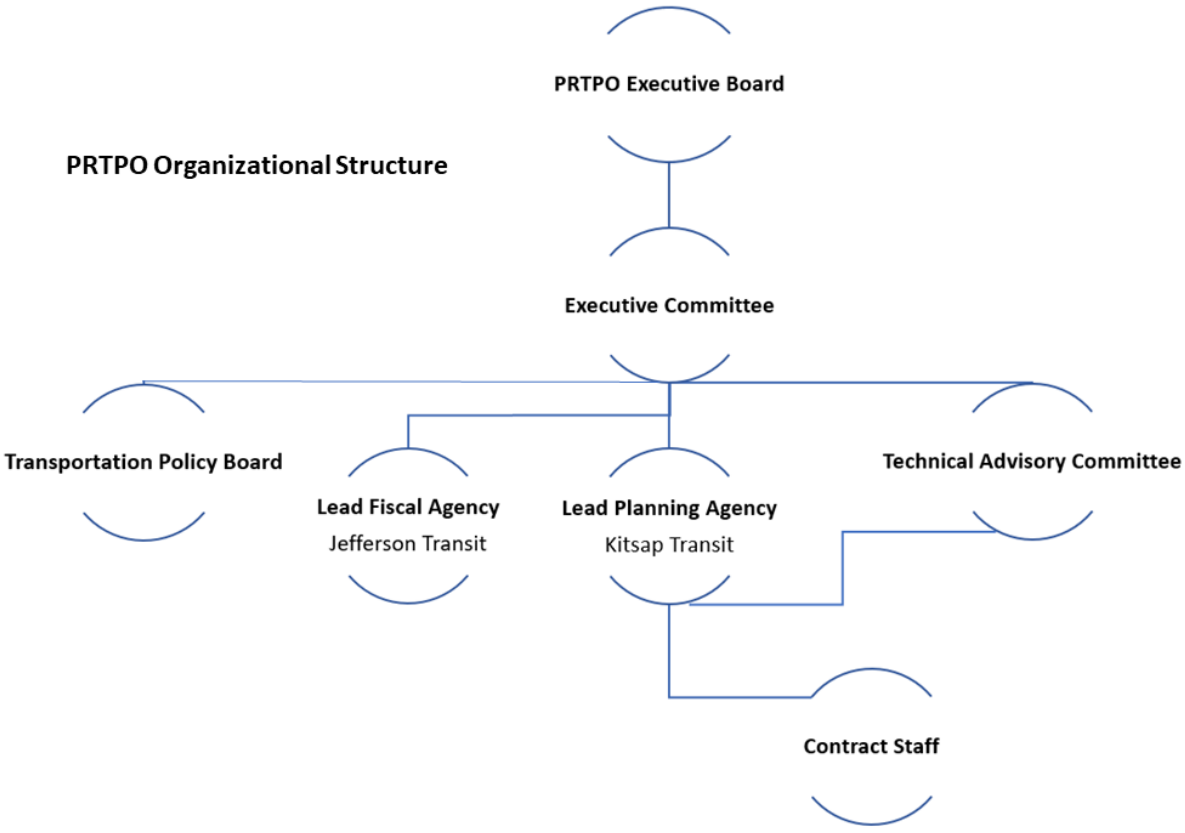
Bainbridge Island
Bremerton
Forks
Port Angeles
Port Orchard
Port Townsend
Poulsbo
Sequim
Shelton

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

Clallam Transit
Jefferson Transit
Kitsap Transit
Mason Transit

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

WSDOT Olympic Region



ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: June 11, 2021
Subject: **Acceptance of 2021 Biennial Bylaws Review Recommendation**

REQUESTED ACTION:

Accept the 2021 Biennial Bylaws Review Committee recommendation to make no change to the PRTPO Bylaws adopted by the Executive Board on June 21, 2019.

Background:

The bylaws adopted by PRTPO in June 2019 call for a biennial review to ensure those bylaws remain current and support PRTPO's functions. In April Chair Ashby invited interested members to participate in the first such review of those bylaws and make a recommendation back to the Board as to whether amendments are needed.

Members of the 2021 Biennial Bylaws Review Committee convened on May 5th to walk through the current bylaws and discuss how well they have supported PRTPO's functions as a Board and an organization. Participants included: Rachel Anderson, Bek Ashby, Wendy Clark-Getzin, John Clauson, Dennis Engel, Brendan Meyer, Randy Neatherlin, Mike Ringgenberg, Dick Taylor, and the PRTPO Coordinators.

- In their discussion members clarified that the current language regarding ex officio non-voting legislative members extends to their legislative staff, consistent with state statute.
- They determined it is appropriate for the bylaws to include more specificity in the terms by which officers of the Executive Board are established than those of the Technical Advisory Committee given the decision-making authority vested with the Board compared to the advisory responsibilities of the TAC. No issues have arisen to date with how the bylaws have worked.
- After discussion they determined the Secretary's duties as described are appropriate and accommodate the nuances of various technologies.
- The bylaws identify one remaining governance policy to be drafted specific to how PRTPO develops and amends its work program and budget, also known as the Unified Planning Work Program (UPWP). That is an implementation activity and will come to the Board as a draft policy in August.

In summary, the Review Committee found nothing "broken" that warrants fixing. The bylaws support the functional needs of the Lead Planning and Lead Fiscal Agencies and satisfy WSDOT needs. The 2021 Biennial Review Committee finds the current PRTPO bylaws satisfactory and recommends to the Executive Board that no changes be made.

Next Steps:

Upon Board acceptance of the Review Committee's recommendation the amendment page of the bylaws will be updated to reflect findings of this 2021 Biennial Review, and the current version will be added to the PRTPO Resource Manual. The next scheduled review will be in Spring 2023. In August the Board will review the remaining implementation policy required by the Bylaws, pertaining to UPWP development.

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

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ATTACHMENT E

ACTION ITEM

To: PRTPO Executive Board
From: Edward Coviello
Subject: **Amendment to the 2021-2026 Regional Transportation Improvement Program (RTIP)**

REQUESTED ACTION:

Approve an amendment to the 2021-2026 Regional Transportation Improvement Program as requested by Clallam County.

Overview

The 2021-2026 Regional Transportation Improvement Program was approved by the Executive Board at its October 16, 2020 meeting. Clallam County is requesting two projects be amended in the RTIP. One is already included and the second is a new addition to the RTIP.

The first project is the *ODT-Forks Calawah River Park to Sikum-Sol Duc Rd (STIP ID: WA-12976)*. This project is already in both the STIP and RTIP. The amendment is to add $825,000 of STBG funding for the construction phase and to update project cost estimates.

The second project is *the Dungeness National Wildlife Refuge Access Improvements (Lotzgesell, Voice of America & Kitchen Dick Roads) [STIP ID: WA 13534]*. This is a new project addition to the RTIP. The addition of the project to the RTIP will allow inclusion into the STIP. This is a Federal Lands Access Program (FLAP) funded project. Recently, the FLAP funds were transferred to Federal Highway Administration (FHWA) to be administered by WSDOT Local Programs.

Once approved by the PRTPO Executive Board the projects may be viewed at the PRTPO website at: https://prtpo.kitsaptransit.com/publications.htm

Upon the Board's approval the projects will be forwarded to WSDOT they will be included into the June STIP Amendment allowing the projects to move forward.

Attachment:

Updated STIP Projects

For More Information:

Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com

Washington State Department of Transportation

Six Year Transportation Improvement Program
From 2021 to 2026

Agency: Clallam Co.

County: Clallam

MPO/RTPO: Peninsula RTPO N Inside Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
05		Dungeness National Wildlife Refuge Access Improvements (Lotzgesell, Voice of America, & Kitchen-Dick Roads) 45350, 45890,94170 Lotzgesell & Kitchen-Dick Rd Intersection to Voice of America Rd MP 1.24 The project: relocates a portion of Voice of America Rd. which is the main access road to both the County Dungeness Recreation Area (DRA)and Dungeness National Wildlife Refuge (DNWR) away from an unstable marine bluff; re-aligns the curve from Kitchen-Dick Rd to Lotzgesell Rd. near the DRA/DNWR access road entrance; adds a dedicated left turn lane on Lotzgesell Rd at the Voice of America Rd DRA/DNWR access entrance; and includes shoulder widening for bicycle/pedestrian safety improvements.	WA-13534	11/24/20	11/24/20		9	07	C O P T W	1.440	CE	No

Funding

Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
S	PE	2021	WFL	166,613		0	0	166,613
S	CN	2023	WFL	1,562,826		0	269,911	1,832,737
			Totals	**1,729,439**		**0**	**269,911**	**1,999,350**

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
PE	166,613	0	0	0	0
CN	0	0	1,832,737	0	0
Totals	**166,613**	**0**	**1,832,737**	**0**	**0**

Washington State Department of Transportation

Six Year Transportation Improvement Program
From 2021 to 2026

Agency: Clallam Co.

County: Clallam

MPO/RTPO: Peninsula RTPO N Inside Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00		Olympic Discovery Trail - Forks Calawah River Park to Sitkum-Sol Duc Rd (aka. "A" Road) Olympic Discovery Trail Forks Calawah River Park to Sitkum-Sol Duc Rd Construction of a prefabricated steel, multi-user trail bridge (est. 220-240 feet long by 16-18 feet wide) over the Calawah River from the northeast corner of the Calawah River Park in the City of Forks; and an approximately 1-mile new segment of the Olympic Discovery Trail between the new trail bridge crossing and the Sitkum-Sol Duc Road near its intersection with US 101.	WA-12976	11/12/19	11/12/19		15	28		1.000	CE	No

Funding

Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
S	PE	2021	TAP(R)	64,875		0	10,125	75,000
S	CN	2022	TAP(R)	385,125		0	51,992	437,117
S	CN	2022	STP(R)	825,000		0	237,883	1,062,883
			Totals	**1,275,000**		**0**	**300,000**	**1,575,000**

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
PE	75,000	0	0	0	0
CN	0	750,000	750,000	0	0
Totals	**75,000**	**750,000**	**750,000**	**0**	**0**

	Federal Funds		State Funds	Local Funds	Total Funds
Grand Totals for Clallam Co.	**3,004,439**		**0**	**569,911**	**3,574,350**

DISCUSSION ITEM – 1ST READING

To: PRTPO Executive Board
From: Edward Coviello and Thera Black, PRTPO Coordinators
Date: June 11, 2021
Subject: **Draft Title VI Plan**

REQUESTED ACTION:

No action is requested. The Board is asked to provide input on the draft document. It will come before the Board for approval in August.

Overview

Title VI of the Civil Rights Act of 1964 and related statutes and regulations stipulate that "no person shall, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Federal Highway Aid (FHWA) program or other activity" for which PRTPO receives federal financial assistance.

While PRTPO does not receive any federal financial assistance, WSDOT does. WSDOT must comply with Title VI requirements and its funding sub-recipients must comply as well. PRTPO is a WSDOT funding sub-recipient since it receives state RTPO funds for its work program. That is why PRTPO must comply with these federal requirements even though it does not receive or use federal funds or conduct typical activities with which Title VI is concerned. PRTPO has been complying with Title VI requirements since its inception in 1990.

PRTPO last adopted a Title VI Plan in 2015. In 2021 that plan is being updated to reflect the organization's new structure and to comply with the most recent guidance from WSDOT's Office of Equal Opportunity (OEO) that oversees Title VI compliance.

The attached draft document reflects the current guidance and format recommended by the OEO in March 2021. It is written to comply with requirements in federal statutes and includes language specific to those statutes. It includes assurances that PRTPO is committed to non-discrimination, identifies Title VI considerations by program area, spells out the procedures by which individuals can lodge complaints that their Title VI protections have been violated, and clarifies the complaint investigation process if complaints are lodged against PRTPO. It includes a Limited English Proficiency (LEP) Plan that identifies two LEP population groups in the region (Spanish and Tagalog) and measures to ensure language is not a discriminatory barrier to participation in PRTPO's regional planning process.

This document complements the Public Participation Protocols that the Executive Board will adopt in June. Those Protocols speak to overall strategies for public access to PRTPO's processes and planning activities whereas the Title VI Plan has a much narrower focus on avoiding discriminatory practices in PRTPO's work program that could impact specific groups of people.

Next Steps

Executive Board review and comments will be used to refine the draft document before sending it to the WSDOT Office of Equal Opportunity for review and making it available for public review. A final draft will come to the Board in August for approval.

Attachment:
Draft PRTPO Title VI Plan

For More Information:
Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org
Edward Coviello | 360. 360.824.4919 | EdwardC@KitsapTransit.com

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

TITLE VI PLAN - DRAFT

_____

Bek Ashby, Chair

Peninsula RTPO

_____

Date

Peninsula RTPO

60 Washington Avenue, Ste 200

Bremerton, WA 98337

360.824.4919

Info@PRTPO.org

TITLE VI NOTICE

Peninsula Regional Transportation Planning Organization (PRTPO) hereby gives public notice that it is the organization's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person shall, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Federal Highway Aid (FHWA) program or other activity for which PRTPO receives federal finance assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with PRTPO. Any such complaint must be in writing and filed with PRTPO's Title VI Coordinator within one hundred and eighty (180) days following the date of the alleged discriminatory occurrence.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

Materials can be provided in alternate formats by contacting PRTPO's Title VI Coordinator at 360.824.4919 or by email at Info@PRTPO.org.

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APPENDIX

A. **USDOT 1050.2A, Standard Assurances with Appendices**
B. **PRTPO Complaint Form**
C. **LEP Plan**

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TITLE VI POLICY STATEMENT AND AUTHORITIES

TITLE VI POLICY STATEMENT

Peninsula Regional Transportation Planning Organization (PRTPO) assures that no person shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any PRTPO-sponsored program or activity, whether those programs are federally funded or not. In the event PRTPO distributes federal funds to another entity, it will include Title VI language in all written agreements and will monitor for compliance.

PRTPO's Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports, and other PRTPO responsibilities as required by Title 23 Code of Federal Regulations (CFR) 200 and 49 CFR 21.

_____ _____

Bek Ashy, PRTPO Chair Date

AUTHORITIES

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "programs and activities" to include all programs or activities of federal aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (*Public Law 100-249 [S. 557]* March 22, 1988).

Additional Citations include:

Title VI of the Civil Rights Act of 1964; 42 USC 20000d to 2000d-4; 42 USC 4601 to 4655; 23 USC 109(h); 23 USC 324; DOT Order 1050.2; EO 12250; EO 12898; 28 CFR 50.3.

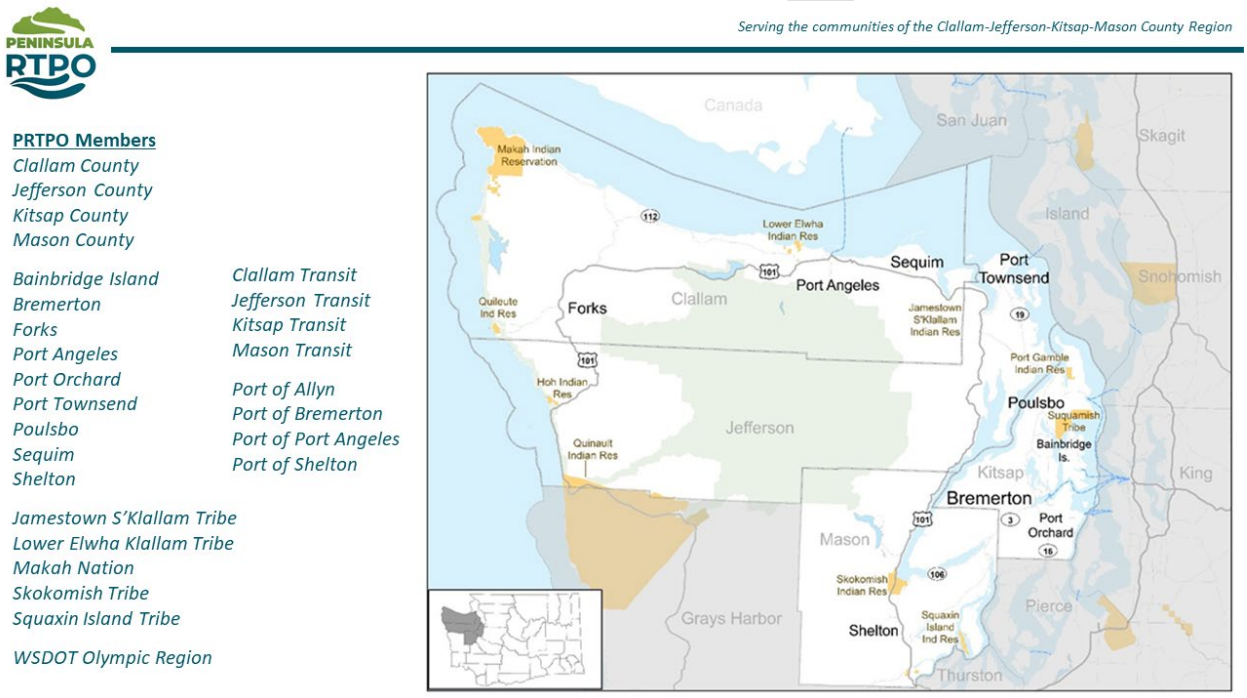
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ORGANIZATION, STAFFING, AND TITLE VI RESPONSIBILITIES

ORGANIZATIONAL OVERVIEW

PRTPO is a non-metropolitan Regional Transportation Planning Organization established pursuant to Chapter 47.80 of the Revised Code of Washington (RCW). It is a special purpose planning organization providing coordinated regional transportation planning for the four county Clallam-Jefferson-Kitsap-Mason County region. *(Figure 1)* PRTPO was established in 1991 and administered by the Olympic Region of the Washington State Department of Transportation (WSDOT) until July 1, 2019 at which time it was restructured as an independent, stand-alone organization.

Figure 1: Map of Peninsula Region and 2021 PRTPO Members



Membership in the PRTPO is voluntary and governed by terms of its adopted Bylaws and Interlocal Agreements. In 2021, PRTPO has 27 members. Members include local government cities, counties, port districts, and transit agencies, Native American tribes, and WSDOT Olympic Region.

PRTPO receives $137,160 a year in state funds from WSDOT's Office of Multimodal Planning to support a continuous, cooperative, and comprehensive regional transportation planning program across the four-county region, as well as periodic supplemental state funds for other planning needs directed by WSDOT. Statutory planning requirements are defined in RCW 47.80 and Chapter 468.86 of the Washington Administrative Code. PRTPO receives no other funding for its work, operating solely on state RTPO funds. PRTPO's work program and budget are spelled out in an adopted Unified Planning Work Program that is reviewed and approved by WSDOT.

PRTPO is a state-designated regional planning organization for a non-metropolitan region. It provides no mobility services or support, nor does it acquire or hold real property or construct projects. While it prioritizes projects submitted by others to receive funding through various WSDOT funding programs, PRTPO has no funds to award to transportation projects and is not a pass-through funding organization. PRTPO has minimal statutory authority.

A copy of the organization's Bylaws, signed Interlocal Agreements, current representatives, and adopted work program and budget can be found in the **PRTPO Resource Manual** published on PRTPO's website at PRTPO.org.

ORGANIZATIONAL STRUCTURE

The Executive Board is PRTPO's decision-making body and is comprised of elected officials and senior staff appointed by member organizations. The Executive Board is advised on a wide range of topics by a Technical Advisory Committee (TAC). The TAC is comprised of staff and some elected officials appointed by member organizations. If needed, PRTPO may convene an advisory Transportation Policy Board that includes representatives from other organizations besides PRTPO members; no such Policy Board body currently exists. An Executive Committee made up of the Chair, Vice-Chair, and Secretary of the Board provides direction and coordination in collaboration with the Lead Planning Agency and Lead Fiscal Agency between the Board's bi-monthly meetings.

PRTPO has no other standing advisory boards or committees.

STAFFING

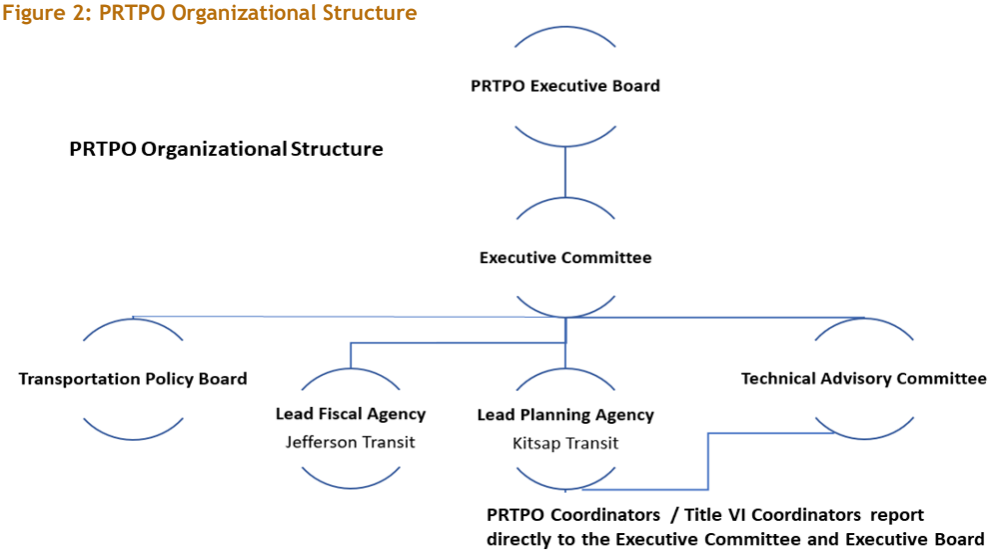
Kitsap Transit is contracted by PRTPO to serve as the designated Lead Planning Agency and is responsible for delivering the regional work program as directed by the Executive Board and established in the adopted UPWP. Kitsap Transit assigns two staff part-time as PRTPO Coordinators to deliver the work program for the Executive Board in coordination with the Executive Committee. PRTPO Coordinator staffing between the two positions totals about 0.5 FTE (Full-Time Equivalent). Both staff received Title VI training from WSDOT's Title VI Training Coordinator in December 2019 and carry out PRTPO's Title VI coordination and compliance activities.

Jefferson Transit is contracted by PRTPO to serve as the Lead Fiscal Agency and is responsible for accounting and invoicing functions for the organization. Jefferson Transit assigns one staff part-time to provide accounting functions, totaling less than 0.1 FTE.

PRTPO maintains an on-call contract with Kitsap County for legal support services.

Figure 2 depicts PRTPO's organizational structure. It shows the direct line of reporting from the PRTPO Coordinators to the Executive Committee and Executive Board.

Figure 2: PRTPO Organizational Structure



TITLE VI RESPONSIBILITIES

The PRTPO Executive Board is ultimately responsible for assuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related statutes and has directed that non-discrimination is required of all PRTPO staff, contractors, and agents pursuant to 49 CFR Part 21.

PRTPO tasked its PRTPO Coordinators to perform the duties of the Title VI Coordinator and ensure implementation of its Title VI program.

Title VI Coordinator responsibilities include:

- Submitting a Title VI plan and annual reports on PRTPO's behalf
- Developing procedures for the prompt processing and disposition of complaints
- Receiving, reviewing, and routing complaints, compiling a complaint log, and reporting to WSDOT
- Developing procedures for the collection and analysis of statistical data
- Developing a program to conduct Title VI reviews of program areas
- Conducting annual Title VI assessments of pertinent program areas
- Developing and posting Title VI information for dissemination
- Providing written and/or verbal information in languages other than English or in alternate formats where appropriate
- Resolving deficiency or remedial actions necessary for Title VI compliance
- Obtaining training as needed to remain current about Title VI requirements

PRTPO's Title VI Coordinators have other responsibilities for the organization and are not solely dedicated to Title VI compliance.

PRIMARY PROGRAM AREA DESCRIPTIONS & TITLE VI REVIEW PROCEDURES

PRTPO is a regional planning organization. Its work and budget is outlined in its adopted Unified Planning Work Program (UPWP) which is reviewed and approved by WSDOT's office of Multimodal Planning. The UPWP is organized around four program areas. The Title VI Coordinator is responsible for initiating, monitoring, and ensuring PRTPO's compliance with Title VI requirements for each of those areas.

PRTPO strives to ensure non-discrimination in all its work program activities and products. This section describes those four program areas, the primary Title VI responsibilities associated with each, and procedures for how each area will be monitored and reviewed for Title VI compliance.

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PROGRAM AREA	General Description	Title VI Responsibilities	Title VI Review Process
Work Program Administration	This program area provides for PRTPO's organizational support: meetings of the Executive Board, TAC, and Executive Committee; work program development and management; budget, accounting, and audit functions; website development and maintenance; general public communications; Title VI compliance; fixed expenses like insurance and fees	This program area is responsible for Title VI compliance for the whole work program including disseminating Title VI information to the public, monitoring and responding to complaints, obtaining needed remedial training, analyzing data and submitting annual reports, and maintaining and updating PRTPO's Title VI Plan. Self-reporting forms will be used to collect Title VI reporting data from participants in PRTPO activities for use in reviewing other work program activities.	PRTPO will monitor Title VI complaints received, the nature of complaints and their findings as a means of assessing its efforts. Based on the findings of any complaints received, PRTPO will determine if remedial training is needed and if so, ensure such training is obtained. PRTPO will notify the WSDOT OEO of any remedial actions taken.
Transportation Planning	This program area accounts for most of the regional planning and required RTPO activities: maintain a long-range regional transportation plan; develop a Human Services Transportation Plan; conduct tribal consultation; maintain regional coordination with other agencies and organizations; provide legislative information; prioritize Transportation Alternatives and Consolidated Grants projects for funding by WSDOT	Title VI responsibilities will vary by task. Some planning efforts will have their own public participation plans that identify targeted interests. Demographic and four-factor analysis will be used to identify appropriate resources and engagement techniques. In addition to maintaining an active relationship with its five tribal members, PRTPO is responsible for regular consultation with all ten tribes in the region.	Title VI Coordinator will collect data and evaluate demographic and socio-economic characteristics using four-factor analysis to ensure work program and public engagement strategies address LEP, minority, and low-income population needs when conducting updates of the Human Services Transportation Plan or Regional Transportation Plan, or any potential spin-off process resulting from core regional planning activities. Self-reported Title VI data from participants in PRTPO processes will be used to evaluate the efficacy of outreach strategies.

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PROGRAM AREA	General Description	Title VI Responsibilities	Title VI Review Process
Regional TIP	This program area is responsible for compiling the six-year transportation improvement programs (TIPs) provided by member agencies into a composite regional TIP and updating that document throughout the year as members add new projects. PRTPO is working to develop an interactive mapping tool to make local and state project information visual and more accessible to the widest group of people.	This is a reporting document that aggregates information developed by local, state, and tribal agencies into a single source. PRTPO is not responsible for decisions as to project selection and funding. As such, PRTPO's RTIP does not have a direct Title VI nexus.	Not applicable.
Other PRTPO Activities	This program area includes other activities identified by the Executive Board as budget and resources allow. No work is currently budgeted in the SFY 2022-2023 UPWP. PRTPO's Executive Board manages the work program and would identify any potential additional work activity as a part of its regular meetings.	Ensuring timely access to information on PRTPO meetings and agendas ensures no one is excluded from commenting on proposed new work activities.	Monitor Title VI complaints received, nature of the nature of the complaints, and findings. Determine if remedial training is needed and ensure such training is obtained.

REVIEW PROCEDURES FOR SUB-RECIPIENTS AND CONTRACTORS

PRTPO has no federal funds to award and so has no federal funding sub-recipients or contractors to monitor. If it does have such funds in the future, PRTPO will work with the WSDOT Office of Equal Opportunity to develop a review process.

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DATA COLLECTION/REPORTING/ANALYSIS

Program Area	Type of Data Collected & Process for Collecting	Intended Outcome of Data Analysis (Title VI Purpose for Collecting the Data)
Work Program Administration	Data: Title VI Complaints and Findings pertaining to compliance violations Source: Submitted by complainants alleging PRTPO Title VI violation	Ensure that PRTPO processes do not discriminate against, exclude, marginalize, or otherwise create barriers to participation in the regional planning work program due to race, color, national origin, disability, gender, age, or income.
Transportation Planning	Data: Demographic and socio-economic data from the Census, other sources, for comparative and contextual evaluation, four-factor analysis. Source: US Census Bureau, OFM, school districts, self-reported by people participating in PRTPO activities, service providers, etc.	Ensure that the distribution of benefits and/or burdens of PRTPO's planning processes and plans are fair. Ensure work funded by PRTPO's planning budget does not encourage, subsidize, or result in discrimination. Ensure PRTPO's processes provide LEP, minority, and/or low-income individuals with meaningful access to PRTPO's regional transportation planning program and input into its plans. Ensure that PRTPO's targeted engagement efforts are tailored appropriately for the demographics of the affected community and minimize barriers to participation for protected classes and low-income households. Ensure that, to the extent practicable and appropriate, PRTPO strives for participation that reflects the composition of the population affected by the regional plan, planning area, and/or planning topic under consideration.
Regional TIP	Not applicable	N/A
Other PRTPO Activities	Data: Title VI Complaints and Findings pertaining to compliance violations Source: Submitted by complainants alleging PRTPO Title VI violation	Ensure that core PRTPO processes do not discriminate against, exclude, marginalize, or otherwise create barriers to participation in the regional planning work program due to race, color, national origin, disability, gender, age, or income.

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TITLE VI TRAINING

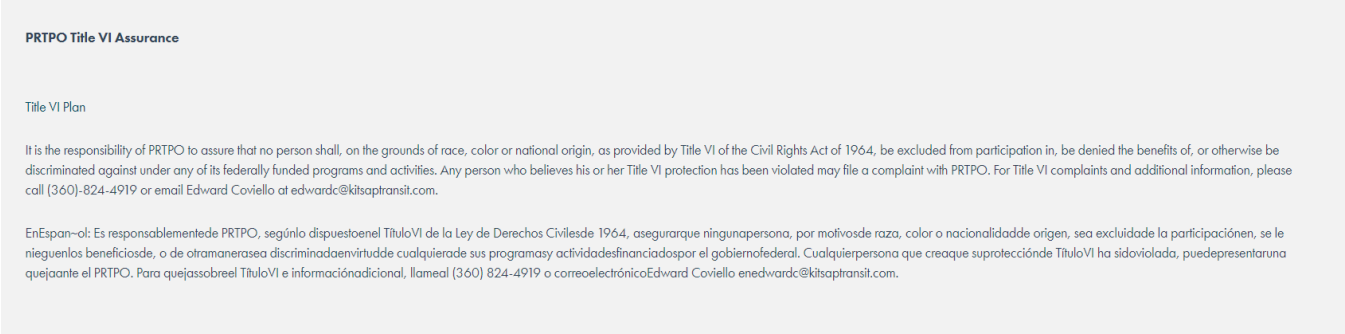
PRTPO Coordinators maintain program administration documentation and data necessary for preparation of annual Title VI reports. In keeping with PRTPO's policy of nondiscrimination, PRTPO Coordinators participate in applicable educational and training opportunities as needed.

PRTPO has no other staff or any subrecipients to offer additional Title VI training. If that changes then WSDOT's Office of Equal Opportunity may be asked to provide applicable training.

TITLE VI COMPLAINT PROCEDURES

Federal law prohibits discrimination on the basis of race, color, or national origin in any PRTPO program, service, or activity. This prohibition applies to all work of PRTPO, its contractors, consultants, and anyone else who acts on behalf of PRTPO.

PRTPO posts its Title VI Assurance and complaint information on the **About Us** page of the organization's website. It is provided in both English and Spanish. It includes a link to the Title VI plan as well as to the PRTPO Title VI Coordinator for questions or to register a complaint.



PRTPO Title VI Assurance

Title VI Plan

It is the responsibility of PRTPO to assure that no person shall, on the grounds of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or otherwise be discriminated against under any of its federally funded programs and activities. Any person who believes his or her Title VI protection has been violated may file a complaint with PRTPO. For Title VI complaints and additional information, please call (360)-824-4919 or email Edward Coviello at edwardc@kitsaptransit.com.

EnEspan~ol: Es responsablementede PRTPO, segúnlo dispuestoenel TítuloVI de la Ley de Derechos Civilesde 1964, asegurarque ningunapersona, por motivosde raza, color o nacionalidadde origen, sea excluidade la participaciónen, se le nieguenlos beneficiosde, o de otramanerasea discriminadaenvirtudde cualquierade sus programasy actividadesfinanciadospor el gobiernofederal. Cualquierpersona que creaque suprotecciónde TítuloVI ha sidoviolada, puedepresentaruna quejaante el PRTPO. Para quejassobreel TítuloVI e informaciónadicional, llameal (360) 824-4919 o correoelectrónicoEdward Coviello enedwardc@kitsaptransit.com.

PRTPO's complaint procedure is outlined below. The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complaint.

RIGHT TO FILE A COMPLAINT

Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any PRTPO program, service, or activity because of their race, color, or national origin may file a complaint with PRTPO. A complaint must be filed no later than 180 days after the date of the alleged discrimination.

COMPLAINT SUBMITTAL

A copy of PRTPO's complaint form is in Appendix B. Complaints should be in writing, signed, and submitted by mail, in person, or via e-mail. Complaints must meet the following requirements:

a. Complaint shall be in writing and signed by the complainant(s).

b. Complaint shall include the date of the alleged act of discrimination or the date on which the conduct was discontinued or the latest instance of the conduct.

c. Complaint shall present a detailed description of the issues, including names of those individuals perceived as parties in the alleged violation.

Allegations received by email will be acknowledged and processed once the identity of the complainant and the intent to proceed with the complaint have been established. For this, the complainant is required to mail or deliver a signed, original copy of the email transmittal for PRTPO to be able to process it. Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing.

Complaints should be submitted to:

PRTPO Title VI Coordinator

c/o Kitsap Transit

60 Washington Avenue, Ste 200

Bremerton, WA 98337

Via email: Info@PRTPO.org

Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint. For assistance with submitting a claim, please call 360.824.4919 and ask for the PRTPO Title VI Coordinator.

COMPLAINT TRACKING

Once a complaint is received, it will be reviewed to determine jurisdiction, acceptability, need for additional information, and the investigative merit of the complaint. All complaints are assigned a tracking number and tracked via a Complaint Log. The Complaint log contains the following information for each complaint filed:

- The name and address of the person filing the complaint.
- The date of the complaint.
- The basis of the complaint.
- The disposition of the complaint.
- The status of the complaint.

If a complaint is forwarded to another agency, complainants will be provided the name and contact information of the employee handling the complaint.

The Complaint Log and documentation are destroyed four years after the end of the fiscal year in which the case is closed.

COMPLAINT INVESTIGATION

The investigation will include as appropriate, a review of the pertinent practices and policies of PRTPO, the circumstances under which the possible noncompliance occurred, and other factors relevant to a determination as to whether PRTPO has failed to comply with Title VI.

PRTPO will not investigate a complaint against itself but will request the WSDOT Office of Equal Opportunity to conduct investigations. WSDOT will follow adopted procedures for investigating discrimination complaints according to the current State Title VI Plan. PRTPO will take prompt action whenever a compliance review, report, complaint, or any other information indicates a failure on PRTPO's part to comply with Title VI.

LETTERS OF FINDING AND RESOLUTION

Within sixty (60) days of receipt of the complaint, PRTPO's Title VI Coordinator or WSDOT investigator(s) will make a recommendation to the Executive Board regarding the merit of the complaint and whether remedial actions are needed to provide redress. The PRTPO Chair will transmit to the complainant one of the following two letters based on its findings:

a. A letter of finding indicating that a violation of federal Title VI regulations was not found. This letter will include any explanation of why a violation was not found and provide notice of the complainant's appeal rights. If applicable, the letter can include a list of procedural violations or concerns that certain practices are questionable and that without corrective steps, a future violation finding may be possible.

b. A letter of finding indicating that a violation of federal Title VI regulations was found. This letter will include a summary of the allegations and interviews of each violation referenced, a brief description of proposed remedies (including any disciplinary action, additional staff training, or other remedy/action), a notice of an anticipated completion date for the proposed remedies and notification of the complainant's appeal rights.

PRTPO will submit a copy of the complaint, resulting investigative report, letter of finding, and if appropriate any remedial actions to WSDOT's External Civil Rights Branch or other appropriate oversight agency within sixty (60) days of the Executive Board receiving the investigator's report.

APPEALS PROCESS

The letters of finding and resolution will offer the complainant a chance to provide additional information that would lead PRTPO or WSDOT investigators to reconsider the conclusions. Parties in the complaint should provide this additional information in writing to the PRTPO Executive Board within 60 days of the letter of finding being submitted. The request for reconsideration should be sufficiently detailed to contain any items the complainant feels were not fully understood or reviewed during the investigation. After reviewing this information with WSDOT investigators, PRTPO will respond either by issuing a revised letter of resolution or finding to the appealing party, or by informing the appealing party that the original letter of resolution or finding remains in force.

Complainants have the right to file a complaint directly with FHWA:

Federal Highway Administration
U.S. Department of Transportation Office of Civil Rights
1200 New Jersey Avenue, SE
8th Floor E81-105
Washington, DC 20590

CivilRights.FHWA@dot.gov

There is no prohibition against a complainant filing a Title VI complaint simultaneously with PRTPO, WSDOT, and FHWA.

PRTPO reserves the right to assign any Title VI complaint to Kitsap County's legal counsel for dissolution of any or all parts of this process. If so, Kitsap County's legal counsel will contact the complainant.

PUBLIC PARTICIPATION

PRTPO adopted Public Participation Protocols in June 2021 that describe public engagement procedures for each element of PRTPO's on-going work program and activities. This includes how PRTPO makes the month-to-month activities of the organization, such as Executive Board meetings and decision-making processes as well as more general information about the region's transportation system, open and accessible to the public. It is a guide to help people understand how they can participate in the on-going regional planning process.

Those adopted Protocols specify that when PRTPO engages in more direct community planning activities, engagement is tailored to that specific planning process and where appropriate, targeted communities of interest are identified. The two core community planning processes that PRTPO undertakes every few years are periodic major updates to the long-range Regional Transportation Plan (RTP) and the shorter-term Human Services Transportation Plan.

Process-specific public participation plans strive to provide affected communities with information that is readily understood and with convenient, accessible opportunities for engagement. Timing is important to ensure that public input can shape decisions and outcomes.

What that participation strategy looks like will differ depending on the specific planning process and its significance for affected communities, but in general when conducting community planning processes PRTPO will rely on these key techniques for ensuring representative participation.

- Use Census data to identify key stakeholder constituencies that may be under-represented in traditional planning outreach processes. This is also a useful indicator later in the process to understand how representative of the regional community or target interests is the input received and any likely consequences or follow-up strategies that may be warranted.

- Tap into the appropriate network of familiar and trusted providers and leaders that work with under-represented groups targeted for more focused engagement to identify the best ways of engaging with these communities. These are also critical allies to better understand how regional transportation policies or strategies in question might impact or benefit these communities or their mobility, often providing insights that individuals within a particular community would not have.

- Develop processes and materials appropriate for the targeted group(s) with opportunities for meaningful participation that minimize barriers associated with time or distance. In addition to considering geographic and transit access, this may mean scheduling meetings at non-traditional times to accommodate alternate work schedules, providing childcare at public meetings, or deploying effective surveys, polls, or online engagement activities that alleviate the need to travel.

- Encourage local leaders or service providers familiar to these population groups to be community liaisons for PRTPO, relying where possible on established information channels, networks, and groups to disseminate information and encourage participation. Where possible, try to establish and maintain long-term relationships with community leaders working with vulnerable populations with few transportation options.

PRTPO will make available Title VI information cards to participants in its community engagement activities that allow participants to self-report key demographic characteristics for use in Title VI reporting.

All of PRTPO's public participation activities are by necessity constrained by budget and staff resources and will be authorized by the Executive Board.

LIMITED ENGLISH PROFICIENCY

LEP individuals do not speak English as their primary language and have no ability or are limited in their ability to read, write, speak or understand English.

The U.S Department of Justice offers guidance on providing meaningful access to LEP individuals. The guidance suggests a "four-factor analysis" process to determine the number and proportion of individuals with LEP in the region and ways to cost effectively provide information services to these individuals. The guidance offers a threshold of five (5) percent of the affected population or 1,000 people in an affected area.

The four-factor analysis process includes:

- Determining the number and proportion of individuals with LEP within the affected population likely to be affected by a PRTPO work program activity or decision.
- Assessing the frequency with which individuals with LEP will come into contact with the program or activity.
- Evaluating the significance or consequential risk of the program to the lives of the individuals with LEP.
- Identifying appropriate resources to provide translation services relative to the magnitude of impacts or risks to be mitigated.

The PRTPO Title VI Coordinator is responsible for assessing LEP needs and recommending a public participation strategy to the Executive Board that meets the information needs of the affected LEP population. Where appropriate, Language Access Provisions will be identified. There are two languages with more than 1,000 individuals in the Region who do not speak English very well – Spanish and Tagalog.

When leading a planning effort in a community or part of the region with a large concentration of LEP individuals, PRTPO will translate vital meeting materials and planning documents as appropriate, including oral, written, and/or telephone-based translation services. Whether documents are considered vital will depend on the program or information involved and the consequences to the LEP person or community in question if the information is not provided in an accessible or timely manner.

Appendix C includes PRTPO's LEP Plan.

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APPENDIX A: USDOT 1050.2A, Standard Assurances with Appendices

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The United States Department of Transportation (USDOT) Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

The **Peninsula Regional Transportation Planning Organization** (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the Washington State Department of Transportation, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

> *"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, "for which the Recipient receives Federal financial assistance from DOT, including the Washington State Department of Transportation.*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23(b) and 21.23(e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all the Federal-Aid Highway Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

   > "Peninsula Regionnal Transportation Planning Organization, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.

4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.

5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.

7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:

   a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
   b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.

8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
b. the period during which the Recipient retains ownership or possession of the property.

9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, Peninsula Regional Transportation Planning Organization also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing Washington State Department of Transportation access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the Washington State Department of Transportation. You must keep records, reports, and submit the material for review upon request to the Washington State Department of Transportation, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

Peninsula Regional Transportation Planning Organization gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Federal-Aid Highway Program. This ASSURANCE is binding on Washington State, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Federal-Aid Highway Program. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Peninsula Regional Transportation Planning Organization

_____

(***Name of Recipient***)

by _____

(***Signature of Authorized Official***)

DATED October 14, 2020

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations**: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Washington State Department of Transportation, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. **Non-discrimination**: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment**: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.

4. **Information and Reports**: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Washington State Department of Transportation to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Washington State Department of Transportation, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance**: In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Washington State Department of Transportation may determine to be appropriate, including, but not limited to:

    a. withholding payments to the contractor under the contract until the contractor complies; and/or
    b. cancelling, terminating, or suspending a contract, in whole or in part.

6. **Incorporation of Provisions**: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The

contractor will take action with respect to any subcontract or procurement as the Recipient or the Washington State Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the Peninsula Regional Transportation Planning Organization will accept title to the lands and maintain the project constructed thereon in accordance with Title 23, United States Code, the Regulations for the Administration of the Federal-Aid Highway Program, and the policies and procedures prescribed by the Washington State Department of Transportation of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the Recipient all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto Peninsula Regional Transportation Planning Organization and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the Peninsula Regional Transportation Planning Organization, its successors and assigns.

The Recipient, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the Peninsula Regional Transportation Planning Organization will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended [, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the Peninsula Regional Transportation Planning Organization, pursuant to the provisions of Assurance 7(a):

A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:

    1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, Peninsula Regional Transportation Planning Organization will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*

C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the Recipient will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the Peninsula Regional Transportation Planning Organization and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by Peninsula Regional Transportation Planning Organization pursuant to the provisions of Assurance 7(b):

A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.

B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, Peninsula Regional Transportation Planning Organization will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*

C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, Peninsula Regional Transportation Planning Organization will there upon revert to and vest in and become the absolute property of Peninsula Regional Transportation Planning Organization and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

APPENDIX B: PRTPO Complaint Form

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PRTPO TITLE VI COMPLAINT FORM

It is the policy of Peninsula Regional Transportation Planning Organization (PRTPO) to assure that no person shall, on the grounds of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or otherwise be discriminated against under any of its programs or activities. Any person who believes his or her Title VI protections have been violated may file a complaint with PRTPO.

Please deliver this completed form to:

PRTPO Title VI Coordinator
c/o Kitsap Transit
60 Washington Avenue, Ste 200
Bremerton, WA 98337

Or via email to: Info@PRTPO.org

Call 360.824.4919 and ask for the PRTPO Title VI Coordinator if you need help with this form.

SECTION 1

Name:

Address:

Phone: Email:

SECTION 2

Are you filing this complaint on your own behalf? ☐ Yes ☐ No

If you answered yes, please go to Section 3. If you answered no, please respond to the following.

Provide the name and relationship of the person for whom you are filing this complaint.

Name: _____

Relationship: _____

Explain why you are filing for this aggrieved third party:

Have you obtained permission from this aggrieved third party to file this complaint on their behalf?

☐ **Yes,** I have obtained permission to file ☐ **No,** I have not obtained permission to file

SECTION 3

I believe the discrimination experienced was based on *(select all that apply):*

☐ Race ☐ Color ☐ National Origin

Date of Alleged Discrimination *(month, day, year)*:

Describe the alleged discrimination. Explain what happened and who you believe was responsible. Indicate if you believe other persons were treated differently than you. Please provide names and contact information of the people involved, if known, including those who discriminated against you and any witnesses. Please use the back of this form if additional space is needed and attach any supporting documentation.	

SECTION 4

Have you filed this complaint with any other federal or state agency or court?

☐ Yes ☐ No

If yes, check each box that applies

☐ Federal agency ☐ Federal Court ☐ State Agency ☐ State Court

Provide contact person and tracking number, if known, where the complaint was filed.

Contact Name:

Contact Phone: Contact Email:

Tracking Number:

Please sign below.

_____ _____

Complainant's Signature Date

(PRTPO Use)

Date Received: _____ Tracking Number: _____

APPENDIX C: LEP PLAN

DRAFT

LEP PLAN: ASSESSMENT OF LIMITED ENGLISH PROFICIENCY IN THE PENINSULA REGION

INTRODUCTION

Peninsula Regional Transportation Planning Organization (PRTPO) follows guidance from the U.S. Department of Transportation and U.S. Department of Justice to ensure meaningful access to its programs and activities by individuals with Limited English Proficiency (LEP). LEP individuals are people five years of age and older who speak a language other than English at home and who speak English less than "very well." This data is collected by the Census Bureau as a part of the American Community Survey (ACS).

What does it mean to speak English less than "very well?"

When respondents indicate they speak a language other than English at home they are asked how well they speak English. Those who respond "very well" are not considered to be LEP. Those who respond "Well," "Not Well," or "Not at All," are considered to have difficulty with English and are counted as LEP individuals.

LEP is not the same as speaking a language other than English at home. Thousands of people in the Peninsula Region speak other languages at home. The top five languages spoken at home in the Peninsula Region after English are, in order, Spanish, Tagalog, German, French, and Japanese.

This LEP Plan is concerned about those individuals who speak a language other than English AND speak English less than very well. The objective is to ensure PRTPO does not use language barrier in a discriminatory manner that violates the Title VI rights of LEP individuals, intentionally or unintentionally. Per federal guidelines, significant concentrations of LEP residents meriting closer attention are defined as five percent of the regional population or 1,000 individuals, whichever is smaller.

REGIONAL ASSESSMENT OF LIMITED ENGLISH PROFICIENCY

The Peninsula Region is a four-county region including all of Clallam, Jefferson, Kitsap, and Mason Counties. Data used for this assessment is Census data from the American Community Survey (ACS) 2015 data set, the most current time period with substate-level data. As per federal guidance, the assessment used Table B16001, and data was extracted for the four counties making up the region.

Based on the ACS data set, 93% of the region speaks English at home. Thirty-seven different languages and groups of languages are spoken at home by the other 7% of residents but most of them speak English "very well." Only 2% of the region's residents speak a language other than English at home AND don't speak English well.

No one LEP language accounts for five percent or more of the population in the Peninsula Region. However, two languages are spoken by more than 1,000 individuals who also speak English less than "very well" – Spanish and Tagalog. Those are the two language groups that PRTPO identified for four-factor analysis. Four-factor analysis is recommended for assessing the significance of language barriers to the affected populations and determining what reasonable steps PRTPO should take to ensure meaningful access to its regional planning activities by those who speak English less than "very well."

The four factors include:

1. **The number or proportion of LEP individuals likely to be affected by a PRTPO regional work program activity or decision.**

- *4,785 people are Spanish-speaking LEP individuals (1.2% total Peninsula Region population)*

- *1,514 people are Tagalog-speaking LEP individuals (0.4% total Peninsula Region population)*

2. **The frequency with which LEP individuals who speak Spanish or Tagalog are likely to come into contact with any PRTPO work program activity.**

   The likelihood of direct contact between LEP individuals in these groups and PRTPO regional planning activities is minimal due to the nature of PRTPO's responsibilities and budget.

   Every four years an update of the Human Services Transportation Plan strives to engage service providers who work with vulnerable communities, including those supporting LEP individuals, but engagement with individuals, whether LEP or not, is not typical due to the nature of the plan and its purpose.

   Similarly, PRTPO conducts updates of its 20-year Regional Transportation Plan, a policy and long-range planning guidance document. As a part of this process PRTPO typically hosts public meetings around the region to review and comment on the draft plan but individuals are not typically involved in developing the plan, whether they are LEP individuals or not.

3. **The nature of PRTPO work program activities and the likely direct consequential risk or benefits they might have on the lives of LEP individuals.**

   There is insignificant consequential risk or disparate opportunities for these LEP individuals associated with the activities that PRTPO undertakes as a part of its on-going work program and community planning activities.

4. **Resources available to ameliorate impacts and the cost to PRTPO of deploying those resources relative to the magnitude of impacts to be mitigated or avoided.**

   PRTPO will translate vital meeting materials and planning documents as appropriate, including oral, written, and/or telephone-based translation services when requested. Whether documents are considered vital will depend on the program or information involved and the consequences to the LEP person or community in question if the information is not provided in an accessible or timely manner. PRTPO will make every effort to ensure equitable access to information that allows LEP individuals to participate in the regional planning process and provide input to PRTPO decisions.

   When PRTPO conducts more extensive community-based planning activities, its Public Participation Protocols call for development of specific engagement plans for each process. LEP data suggests that any such plans include Language Access Provisions for Spanish-speaking LEP populations in the vicinity of Forks and Shelton, and for the Tagalog-speaking LEP population in Bremerton.

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: June 11, 2021
Subject: **Regional Approach to 2022 Legislative Updates**

REQUESTED ACTION:

No action is requested. The Board is asked to consider how PRTPO should approach its 2022 legislative updates. This discussion will guide that update process over the next few months.

Overview

In 2021 PRTPO convened a Legislative Work Group, a small group of members who met a few times during the summer and fall to develop a draft legislative agenda and materials for the Executive Board's review. This was a fairly comprehensive process that included a poll of the general membership and graphic support from Kitsap Transit. It included multiple opportunities for input and refinement from the TAC and Executive Board before the materials were finalized in late October. The resulting cover letter and infographics served as the foundation for PRTPO's legislative outreach efforts to legislators and their staff during late fall, ahead of the 2021 session. A copy of those materials is attached.

The Board is asked to discuss how it wants to approach preparations for the 2022 legislative session. The budget assumes some material updates and engagement, but the details of that process are to be developed by the Board.

One approach would convene a working subcommittee this summer, similar to last year, to evaluate what updates are needed and bring suggestions to the Board in August. Working with staff the subcommittee would come up with final revisions for the Board to consider in October.

Another approach would rely on the Board's meeting in August to identify modest updates to last year's materials. Staff would complete those updates and bring them to the Board for consideration in October.

Also on the table for consideration is how to approach regional meetings with legislators before session. In 2019, the Chair and Vice-Chair traveled to Olympia to meet with legislative leaders. In 2020, the Executive Board hosted three virtual legislative forums to present the region's transportation outlook and legislative priorities and to have a more collaborative discussion with legislators ahead of the session. The Board's discussion at this time about preferred approaches to legislative engagement will be helpful as we develop a coordinated approach to material updates and engagement.

Next Steps

Staff will develop an approach and initiate activities to implement the preferred approach identified by the Board. In all cases, 2022 legislative updates will come to the Board for further follow-up in August and October.

Attachment:
2021 Legislative Agenda
2021 Transportation Outlook slide deck used in legislative briefings

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

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

Bek Ashby
PRTPO Chair
Port Orchard City Council

Randy Neatherlin
Vice-Chair
Mason County Commission

Tammi Rubert
Secretary
Jefferson Transit Authority

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

Thank you for the support you've offered our local, state, and tribal transportation partners. As ex-officio members of Peninsula RTPO and valued state partners, your support helps ensure projects and policy objectives that benefit passenger and freight mobility on the Olympic and Kitsap Peninsulas get fair consideration at the state level. Regional collaboration and cooperation make us strong. Our partnership with you is important to our success.

The pandemic's harmful impact on the safety, health and vitality of communities will be aggravated by significant cuts to funding for programs that serve transportation needs. Here's why:

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.

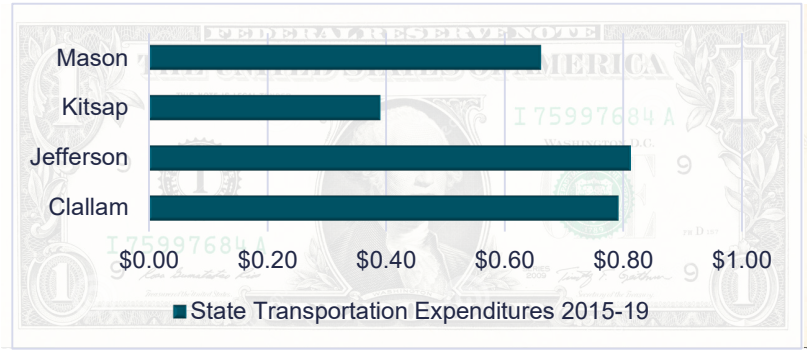
The work before us is daunting but doable, with your support. We look forward to working with you to improve mobility for residents and businesses throughout the Peninsula region.

Peninsula RTPO Key Contacts
www.PRTPO.org

Chair	Bek Ashby	bashby@cityofportorchard.us	360.731.0778
Vice-Chair	Randy Neatherlin	randyn@co.mason.wa.us	360.427.9670 x419
Secretary	Tammi Rubert	trubert@jeffersontransit.com	360.385.3020 x107
Lead Planning Agency	John Clauson	JohnC@kitsaptransit.com	360.478.6223
PRTPO Coordinator	Thera Black	TheraB@PeninsulaRTPO.org	360.878.0353
PRTPO Coordinator, LPA	Edward Coviello	EdwardC@KitsapTransit.com	360.824.4919

Residents Pay More than Their Fair Share

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

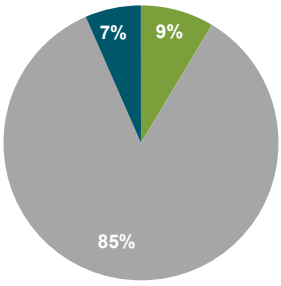


Source: WSDOT 2019 County by County Analysis, 2015-2019 Historical Analysis

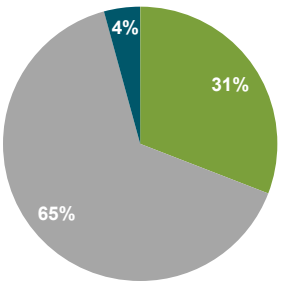
Lifeline Services Expensive to Provide

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

Share of Transit Trips



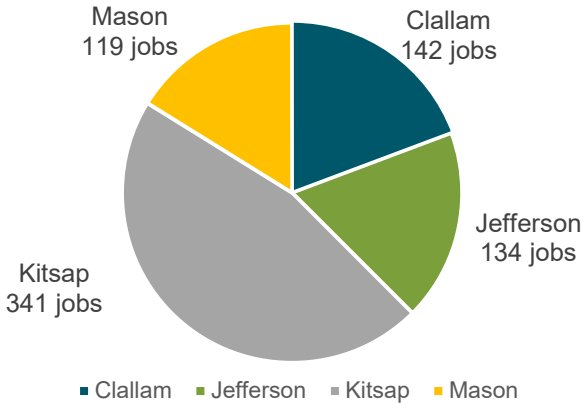
Share of Operating Expense



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

Transportation Projects = Jobs

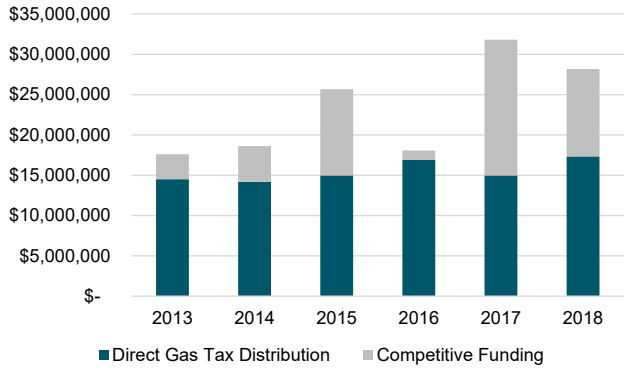
This chart shows the estimated growth in 2018-19 jobs, by county, attributed to WSDOT transportation investments.



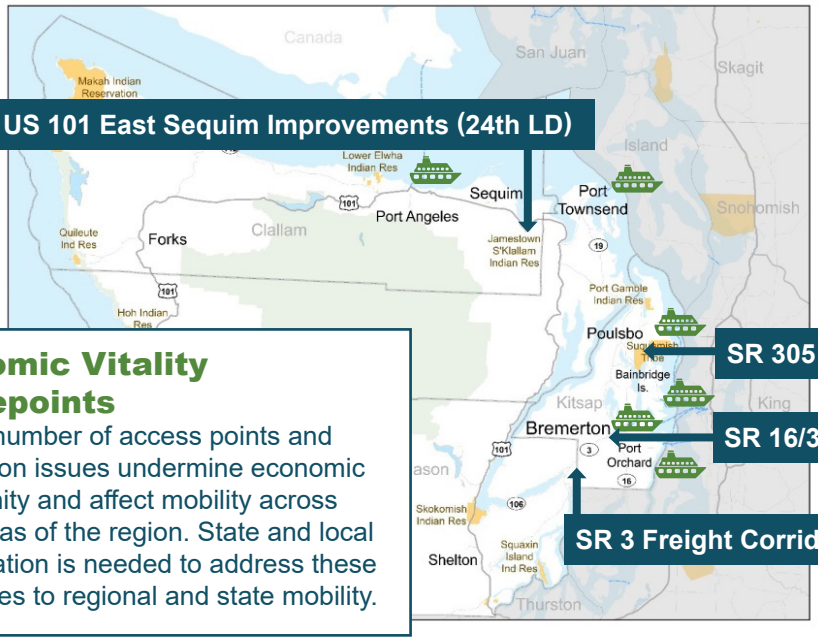
Source: WSDOT 2019 County by County Analysis - Return per dollar contributed by citizens within each county, state and federal transportation funds – 2019 analysis

Roller Coaster Budgets for Locals

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



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



Essential Marine Highway System

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

Economic Vitality Chokepoints

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

PRTPO.org

Transportation Outlook 2021

Peninsula RTPO Investment Priorities

Project	Agency	LD#	PRTPO Priority Project Characteristics: Multiple Modes	Shovel-ready	Economic Chokepoint	System Preservation	Improve Safety	Special Needs Mobility	Increase Resiliency	Connecting WA	Local TIP	Total Cost	Already
SR 104 Kingston Congestion Mitigation *Realign and create north couple for inbound ferry traffic, add remote holding capacity, and manage ferry traffic within Kingston*	Kitsap County	23	*	*	*		*	*			*	$20 M	$2.76 M
SR 305/Johnson Parkway - South Segment Noll Rd Construction *Complete roundabout and pedestrian tunnel at SR 305/Johnson Road, other elements of Noll Road Corridor Improvements, Ph. 1*	Poulsbo	23	*				*		*	*	*	$18.7 M	$18.7 M
Elwha River Bridge Replacement *Replace deficient 1926 bridge with new structure designed to current standards*	Clallam County	24	*	*		*			*		*	$30.3 M	$30.3 M
Olympic Discovery Trail - Forks to La Push *Construct 13 mile segment of the ODT connecting Forks to La Push (West Olympic Peninsula)*	Clallam County	24	*	*			*	*	*		*	$8.8 M	$6.1 M
Olympic Discovery Trail - Larry Scott Trail to US 101/SR 20 Junction *Construct accessible multi-use 9.6 mile segment of the ODT and Pacific NW Scenic Trail systems (East Olympic Peninsula)*	Jefferson County	24	*	*			*	*	*		*	$13 M	$2.5 M
Peabody Creek/Lincoln Street Culvert Repair *Complete critical culvert repair to to avoid collapse and minimize property damage, and improve fish passage*	Port Angeles	24		*		*	*		*		*	$3.5 M	$0.3 M
SR 20 Intersection Improvements at Mill Road & Kearny Road *City participation in WSDOT intersection safety project on SR 20 at Mill Road and Kearny Road, replacing outdated signals with roundabouts*	Port Townsend	24	*				*				*	$2.7 M	$1.0 M
US 101 East Sequim Corridor *Complete Simdars Rd/US 101 interchange and build frontage road connecting Palo Alto and Happy Valley Roads to interchange*	Sequim	24	*		*		*		*		*	$37 M	$1.9 M
Bay Street Pedestrian Pathway *Complete pathway construction between Port Orchard and Annapolis ferry terminals for 1.2 mile waterfront path*	Port Orchard	26	*	*			*	*		*	*	$3.0 M	$3.0 M
Sedgwick Rd/SR 160 Corridor Improvements *Design and construct improvements described in WSDOT's 2018 SR 16 Corridor Congestion Relief Study, listed as a near-term priority project*	Port Orchard	26	*		*		*		*		*	$6.0 M	$6.0 M
SR 3/16 Gorst Project - Resiliency, Mainline Capacity, & Non-Motorized Connectivity *Improve multimodal safety and efficiency of SR 3 and SR 16 in Gorst*	Kitsap County	26, 35	*		*		*		*			$425 M	
Park and Ride Development Project *Construct two new park & rides, one of which includes a transit building, and upgrade three existing park & rides*	Mason Transit Authority	35	*	*	*		*	*		*		$10.2 M	$10.2 M
SR 3 Freight Corridor *Construct new corridor parallel to SR 3 in Belfair, providing alternate route and improved freight access*	Mason County	35	*		*		*		*	*		$66.9 M	$66.9 M

Pavement Preservation and State of Good Repair

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

Peninsula RTPO
TRANSPORTATION OUTLOOK 2021

Issues and Opportunities Facing the Olympic and Kitsap Peninsulas

Bek Ashby, City of Port Orchard
Chair

Randy Neatherlin, Mason County
Vice-Chair

Tammi Rubert, Jefferson Transit
Secretary

6/11/2021

1

AGENDA

Introduction to the Peninsula Region

Transportation Issues and Opportunities Facing the Region

Legislators' Perspectives on 2021 Session

Public Comment

6/11/2021

2

PENINSULA RTPO

Serving the communities of the Clallam-Jefferson-Kitsap-Mason County Region

PRTPO Key Influences

Kitsap & Olympic Peninsulas

Pacific Ocean & Salish Sea

Marine highway is essential system

Olympic Mountains

Unique barriers, key partnerships

US Navy facilities, National security

Remote, limited access

International border crossing

Central Puget Sound gateway



6/11/2021

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PENINSULA RTPO

Serving the communities of the Clallam-Jefferson-Kitsap-Mason County Region

PRTPO Members

Clallam County
Jefferson County
Kitsap County
Mason County

Hoh Tribe
Jamestown S'Klallam Tribe
Lower Elwha Klallam Tribe
Makah Tribe
Port Gamble S'Klallam Tribe
Quileute Tribe
Squaxin Island Tribe
Skokomish Tribe
Suquamish Tribe

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

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

Clallam Transit
Jefferson Transit
Kitsap Transit
Mason Transit

WSDOT Olympic Region



PRTPO Members

- 4 Counties and 9 Cities
- 4 Transit Agencies and 4 Port Districts
- 9 Indian Tribes
- WSDOT Olympic Region

30 Year History of Collaboration and Partnership

6/11/2021

4

SFY 2021 – PRTPO's First Self-Determined Annual Work Program:

- Finalize **transition activities** to independent RTPO status
- Establish and communicate **near-term PRTPO transportation priorities**
- **Administer Consolidated Grants** prioritization process
- Support **federal funding flexibilities** for local partners
- Update **Public Engagement and Title VI Plans** and strategies
- Develop **GIS mapping tools** to support analysis and communications
- Participate in **statewide and inter-regional coordination** efforts

6/11/2021

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ISSUES AND OPPORTUNITIES FACING THE PENINSULA REGION

Revenue Shortfalls

Sustaining Rural Transit

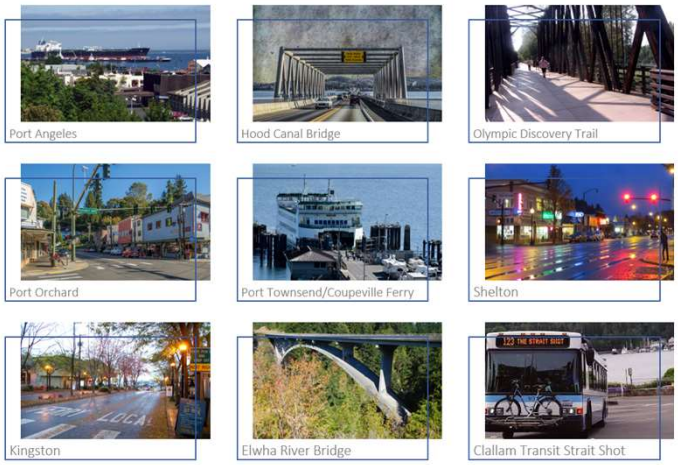
Unpredictable, Competitive Funding

Need for Funding Flexibility, Reliability

Protect Connecting WA Projects

System Resiliency

Universal Rural Broadband



6/11/2021

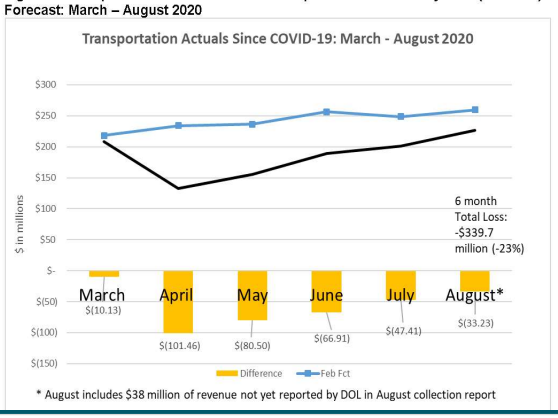
6

Long-standing revenue shortfalls impact ability to maintain local streets

- Local roadway preservation and maintenance needs are paid for out of the General Fund
- No increase in local gas tax share since 2005-06
- Local funding options generate limited revenue in small cities
- Collapse in 2020 gas tax revenues compounds our deficiencies
- Local agencies have no capacity to absorb shortfalls for core transportation programs

Quick Insight:

Figure 6: Transportation Revenue Actuals Compared to the February 2020 (Baseline) Forecast: March – August 2020

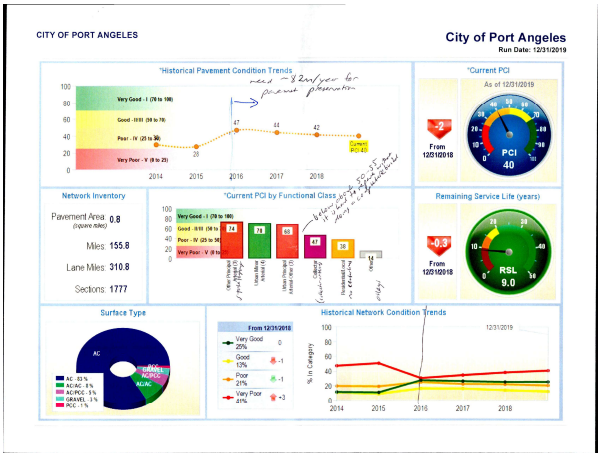


* August includes $38 million of revenue not yet reported by DOL in August collection report

Source: Transportation Revenue Forecast Council – September 2020 Transportation Economic and Revenue Forecasts.

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Spotlight: Port Angeles Preservation Issues



Excerpt from Port Angeles 2019 Citywide Pavement Condition Index Dashboard

Great Recession "recovery" required deferring maintenance for 10 years

"Catching up" is one year of entire General Fund for whole city – police, fire, parks, services, etc

Balanced budget audits don't consider costs of deferred maintenance

6/11/2021

8

Spotlight: Impacts of The Coho on Area Economy



November 2019 economic impacts analysis of Black Ball Ferry operations on the local Port Angeles / Clallam County economies.

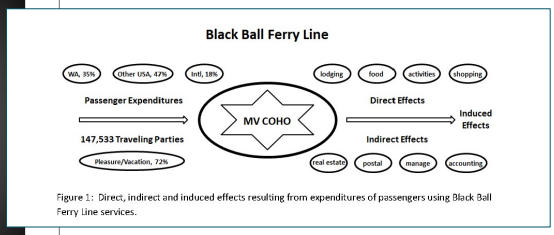


Figure 1: Direct, indirect and induced effects resulting from expenditures of passengers using Black Ball Ferry Line services.

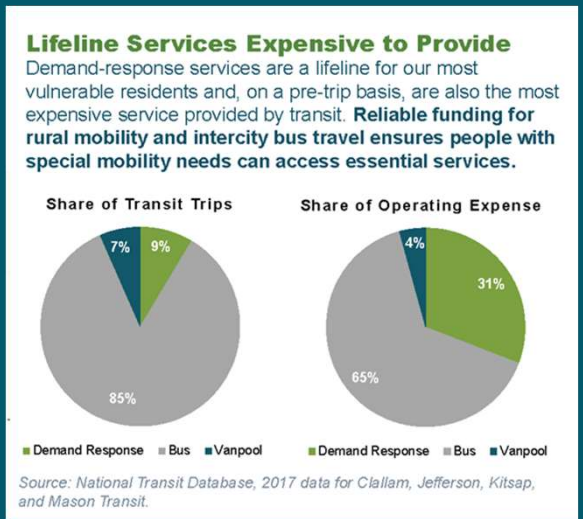
Black Ball Ferry employed 91 people in 2019. Each job supported an additional 9.7 jobs in the local economy, generating $27.8 million in wages and $10.9 million in state and local taxes. Black Ball operations ceased in March and have yet to resume.

Cancellation of all Black Ball Ferry operations due to closure of the international border has created widespread economic impacts in the region.

Rural and intercity transit is essential part of regional transportation system

- Cross-system coordination between agencies established critical regional intercity network
- Close cooperation between public transit and tribal transit agencies supports rural mobility
- Providing critical lifeline services for vulnerable residents in a highly rural region is expensive
- Local revenue sources for transit generate little revenue in rural communities

Quick Insight:



Capital projects rely on unpredictable, competitive funding sources

- Nature of funding is unpredictable and hard to plan for in local plans and budgets
- TIB and CRAB have had same gas tax revenue for competitive programs since the 1990s
- Local impact fees are supplemental, not a solution for capital funding needs
- Project funding is a return on taxpayer investments they pay through taxes and fees

Quick Insight:

Residents Pay More than Their Fair Share

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



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

11

Spotlight: Sequim Funding Realities

It takes a village…and seven long years
Funding sources for a recent city street reconstruction including utilities

- Federal
  - Federal Highway Administration (STP)
- State
  - Transportation Improvement Board
  - Safe Routes to School
  - Clean Water Standard Loan
  - Clean Water Centennial Grant
- Local
  - Transportation Benefit District
  - Transportation Impact Fees
  - Sewer Utility
  - Water Utility

Quick Insight:

Unexpected Consequences-

City of Sequim received $550,000 in federal STBG funds for the US 101 East Sequim Improvements (a priority PRTPO project). WSDOT declined to obligate these funds for design because of the required commitment to construct the project within 10 years or pay back the money, putting the project funds at risk. A federal/state funding swap could remove that consideration from local projects, allowing agencies to move forward with design and right of way while continuing to look for construction funding.

12

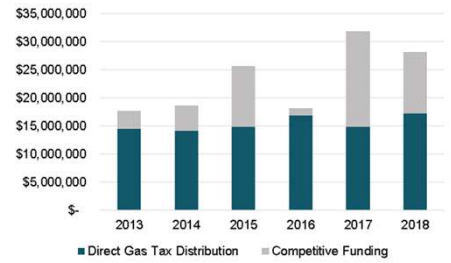
New funding mechanisms need to be flexible, predictable, and efficient to use

- New mechanisms need to ensure revenue flexibility to support multimodal system needs
- Federal funds, another primary source of grant revenue, are costly to use on many projects

Quick Insight:

Roller Coaster Budgets for Locals

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



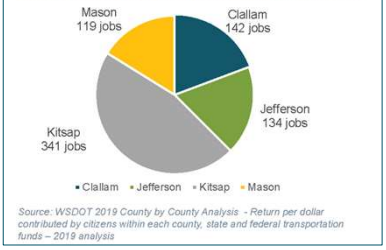
Source: County Road and City Street Revenues and Expenditures, for Clallam, Jefferson, Kitsap, and Mason Counties and their respective cities.

Protect *Connecting Washington* projects and stimulate economic recovery

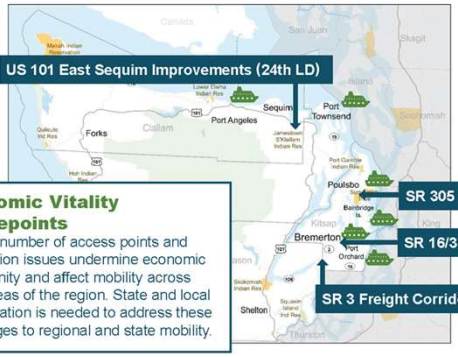
- *Connecting Washington* projects benefit our communities and need to be completed
- Other system chokepoints impede long-term economic vitality and need to be addressed

Transportation Projects = Jobs

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



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



Economic Vitality Chokepoints

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

Essential Marine Highway System

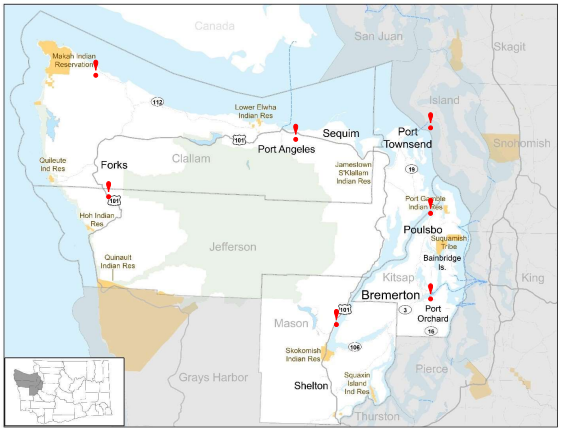
The majority of ferry trips in Washington begin or end in our region and the Coho is an international gateway for the State. This marine highway system is essential to our regional mobility and economic health.

Long-term system resiliency is a pressing concern for communities across the region

- Geography limits route redundancy for much of the region
- Existing highways are prone to washouts, disrupting freight and stranding communities
- 27 bridges on the state system alone need seismic retrofits in addition to local retrofits
- Essential marine highway facilities and funding resources are in jeopardy

6/11/2021

Quick Insight:



System failures will have widespread implications for regional and state mobility. There are no viable alternate routes for much of the region.

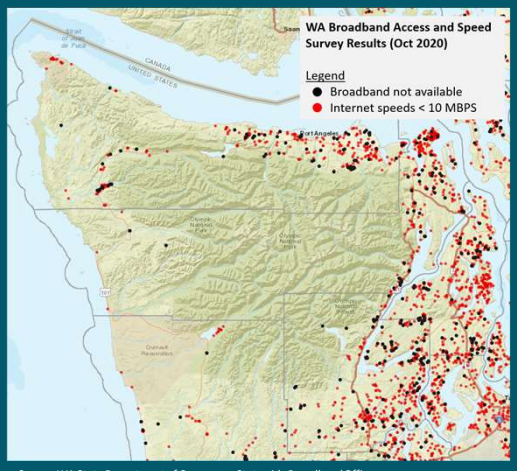
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Universal broadband access is an integral part of regional and statewide mobility

- COVID-19 underscores the imperative of expanding broadband access across the region
- People cannot "stay safe, stay home" without access to daily needs via the internet
- Much of the Peninsula Region does not have reliable, high speed internet service
- Remote access enables participation in PRTPO activities by members across the region

6/11/2021

Quick Insight:



Source: WA State Department of Commerce, Statewide Broadband Office.

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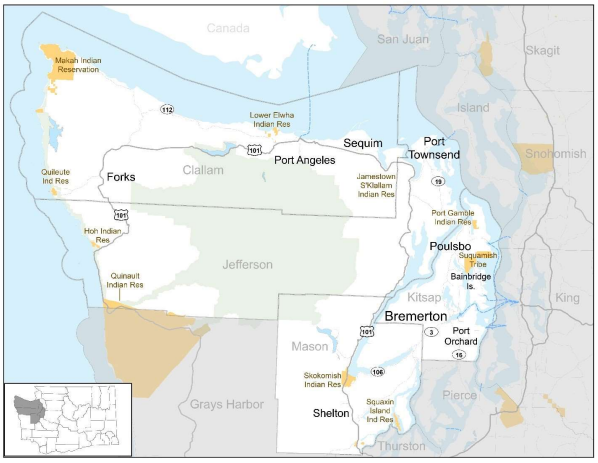
Serving the communities of the Clallam-Jefferson-Kitsap-Mason County Region

Stronger together.

- PRTPO members create opportunity through regional partnerships and collaboration
- As legislators, you are ex officio members of PRTPO and important regional partners

What transportation opportunities do you see in the 2021 session?

How can we support you in your work?



PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION
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Serving the communities of the Clallam-Jefferson-Kitsap-Mason County Region

Thank you for your time and interest.

We look forward to working together to meet the region's mobility needs.



PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION
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ATTACHMENT H

Office of the Washington State Auditor
Pat McCarthy

Financial Statements Audit Report

Peninsula Regional Transportation Planning Organization

For the period July 1, 2019 through June 30, 2020

Published June 1, 2021

Report No. 1028395

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Office of the Washington State Auditor
Pat McCarthy

June 1, 2021

Executive Board
Peninsula Regional Transportation Planning Organization
Port Townsend, Washington

Report on Financial Statements

Please find attached our report on the Peninsula Regional Transportation Planning Organization's financial statements.

We are issuing this report in order to provide information on the Council's financial condition.

Sincerely,

Pat McCarthy

State Auditor

Olympia, WA

Americans with Disabilities

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INDEPENDENT AUDITOR'S REPORT

Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Peninsula Regional Transportation Planning Organization
July 1, 2019 through June 30, 2020

Executive Board
Peninsula Regional Transportation Planning Organization
Port Townsend, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Peninsula Regional Transportation Planning Organization, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Council's financial statements, and have issued our report thereon dated May 24, 2021.

We issued an unmodified opinion on the fair presentation of the Council's financial statements in accordance with its regulatory basis of accounting. We issued an adverse opinion on the fair presentation with regard to accounting principles generally accepted in the United States of America (GAAP) because the financial statements are prepared by the Council using accounting practices prescribed by state law and the State Auditor's *Budgeting, Accounting and Reporting System* (BARS) manual described in Note 1, which is a basis of accounting other than GAAP. The effects on the financial statements of the variances between the basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

As discussed in Note 5 to the 2020 financial statements, the full extent of the COVID-19 pandemic's direct or indirect financial impact on the Council is unknown.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the Council's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Council's

internal control. Accordingly, we do not express an opinion on the effectiveness of the Council's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Council's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the Council's financial statements are free from material misstatement, we performed tests of the Council's compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Council's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Council's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However,

this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.



Pat McCarthy

State Auditor

Olympia, WA

May 24, 2021

INDEPENDENT AUDITOR'S REPORT

Report on the Financial Statements

Peninsula Regional Transportation Planning Organization
July 1, 2019 through June 30, 2020

Executive Board
Peninsula Regional Transportation Planning Organization
Port Townsend, Washington

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the Peninsula Regional Transportation Planning Organization, for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Council's financial statements, as listed on page 10.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of state law and the *Budgeting, Accounting and Reporting System* (BARS) manual prescribed by the State Auditor described in Note 1. This includes determining that the basis of accounting is acceptable for the presentation of the financial statements in the circumstances. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control

relevant to the Council's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Unmodified Opinion on Regulatory Basis of Accounting (BARS Manual)

As described in Note 1, the Peninsula Regional Transportation Planning Organization has prepared these financial statements to meet the financial reporting requirements of state law using accounting practices prescribed by the State Auditor's *Budgeting, Accounting and Reporting System* (BARS) manual. Those accounting practices differ from accounting principles generally accepted in the United States of America (GAAP). The differences in these accounting practices are also described in Note 1.

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash and investments of the Peninsula Regional Transportation Planning Organization, and its changes in cash and investments, for the year ended June 30, 2020, on the basis of accounting described in Note 1.

Basis for Adverse Opinion on U.S. GAAP

Auditing standards issued by the American Institute of Certified Public Accountants (AICPA) require auditors to formally acknowledge when governments do not prepare their financial statements, intended for general use, in accordance with GAAP. The effects on the financial statements of the variances between GAAP and the accounting practices the Council used, as described in Note 1, although not reasonably determinable, are presumed to be material. As a result, we are required to issue an adverse opinion on whether the financial statements are presented fairly, in all material respects, in accordance with GAAP.

Adverse Opinion on U.S. GAAP

The financial statements referred to above were not intended to, and in our opinion they do not, present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Peninsula Regional Transportation Planning Organization, as of June 30, 2020, or the changes in financial position or cash flows thereof for the year then

ended, due to the significance of the matter discussed in the above "Basis for Adverse Opinion on U.S. GAAP" paragraph.

Matters of Emphasis

As discussed in Note 5 to the 2020 financial statements, the full extent of the COVID-19 pandemic's direct or indirect financial impact on the Council is unknown. Our opinion is not modified with respect to this matter.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated May 24, 2021 on our consideration of the Council's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Council's internal control over financial reporting and compliance.



Pat McCarthy

State Auditor

Olympia, WA

May 24, 2021

FINANCIAL SECTION

Peninsula Regional Transportation Planning Organization
July 1, 2019 through June 30, 2020

FINANCIAL STATEMENTS

Fund Resources and Uses Arising from Cash Transactions – 2020
Notes to Financial Statements – 2020

Peninsula Regional Transportation Planning Organization
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended June 30, 2020

Beginning Cash and Investments		
308	Beginning Cash and Investments	-
388 / 588	Net Adjustments	-
Revenues		
320	Licenses and Permits	-
330	Intergovernmental Revenues	93,710
340	Charges for Goods and Services	-
350	Fines and Penalties	-
360	Miscellaneous Revenues	-
Total Revenues:		93,710
Expenditures		
510	General Government	-
540	Transportation	93,710
550	Natural/Economic Environment	-
Total Expenditures:		93,710
Excess (Deficiency) Revenues over Expenditures:		-
Other Increases in Fund Resources		
391-393, 596	Debt Proceeds	-
397	Transfers-In	-
385	Special or Extraordinary Items	-
381, 382, 389, 395, 398	Other Resources	-
Total Other Increases in Fund Resources:		-
Other Decreases in Fund Resources		
594-595	Capital Expenditures	-
591-593, 599	Debt Service	-
597	Transfers-Out	-
585	Special or Extraordinary Items	-
581, 582, 589	Other Uses	-
Total Other Decreases in Fund Resources:		-
Increase (Decrease) in Cash and Investments:		**-**
Ending Cash and Investments		
50821	Nonspendable	-
50831	Restricted	-
50841	Committed	-
50851	Assigned	-
50891	Unassigned	-
Total Ending Cash and Investments		**-**

The accompanying notes are an integral part of this statement.

Peninsula Regional Transportation Planning Organization (PRTPO)

Notes to Financial Statements

For Fiscal Year - July 1, 2019 through June 30, 2020 (MCAG 3232)

Note 1 – Summary of Significant Accounting Policies

The Peninsula Regional Transportation Planning Organization is a regional planning organization created under Chapter 47.80 RCW in 1991 and operates under the laws of the state of Washington applicable to a Regional Transportation Planning Organization. The PRTPO is a special purpose planning organization made from a voluntary association of cities, towns, counties, ports, transit agencies and tribes from the Olympic Peninsula Region of Washington State. The following local governments, tribes and agencies belong to the PRTPO through an Interlocal Agreement:

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

The PRTPO reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System (BARS)* Manual prescribed by the State Auditor's Office under the authority of Washington State Law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- Supplementary information required by GAAP is not presented.
- Ending balances are not presented using the classifications defined in GAAP.

A. Fund Accounting

Financial transactions of the PRTPO are reported in an individual fund. This fund uses a separate set of self-balancing accounts that comprises its revenue and expenditures. The PRTPO's resources are allocated to and accounted for in an individual fund for the purpose of performing transportation planning and administrative duties. The General fund is reported below.

General Fund

This fund is the primary operating fund of the government. It accounts for all financial resources.

B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received and expenditures are recognized when paid.

In accordance with state law the PRTPO also recognizes expenditures paid during twenty days after the close of the fiscal year for claims incurred during the previous period.

Note 2 – Budget Compliance

Budgets

The PRTPO adopts biennial appropriated budgets for the general fund based on funds granted through the Washington State Department of Transportation (WSDOT). The budgets are appropriated at the fund level for planning projects. The budget constitutes the legal authority for expenditures on those planning projects. Biennial appropriations for these funds lapse at the fiscal year end. Biennial appropriated budgets are adopted based on the same basis of accounting as used for financial reports.

The appropriated and actual expenditures for the legally adopted budget in the General Fund were as follows:

FY 2020/2021 Biennial Appropriation	FY 2020 Budget	Actual FY 2020 Expenditures (Cash Basis)	4th Qtr 2020 Expenditures (Late July 2020)	Variance/ Balance	Balance for FY 2021 Budget
$304,143	$152,071	$93,710	$26,288	$32,073	**$184,145**

Any revisions that alter the expenditures for the planning projects, or alter the total expenditures of the fund must be approved by the PRTPO Executive Board.

Note 3 – Deposits and Investments

PRTPO has an Inter-local Agreement with Jefferson Transit Authority (JTA) to provide Fiscal Agent duties. JTA utilizes the Jefferson County Treasurer for PRTPO deposits. JTA invoices WSDOT for planning services quarterly. PRTPO does not carry a cash balance in the fund as all payments from WSDOT are in turn paid to service providers.

PRTPO's deposits are entirely covered by federal depository insurance (FDIC) or by collateral held in a multiple financial institution collateral pool administered by the Washington Public Deposit Protection Commission (WPDPC) and this not subject to custodial credit risk.

Note 4 – Accounting and Reporting Changes

Effective July 1, 2019 the Peninsula Regional Transportation Planning Organization (PRTPO) began operating as an independent transportation planning organization for the first time in 30 years, creating a new financial reporting entity for the state of Washington. In coordination with WSDOT, who previously administered the PRTPO, a framework for regional transportation planning collaboration has been established. Through Inter-local Agreements Kitsap Transit has assumed the duties of Lead Planning Agency, and Jefferson Transit Authority has assumed the duties of Fiscal Agent.

Note 5 – Risk Management

The PRTPO risk exposure is limited to errors and omissions. The PRTPO purchases a policy for Errors and Omission coverage through the Association of Washington Cities –Risk Management Service Agency (AWC-RMSA).

Chapter 48.62 RCW authorizes the governing body of any one or more governmental entities to form together into or join a pool or organization for the joint purchasing of insurance, and/or joint self-insuring, and/or joint hiring or contracting for risk management services to the same extent that they may individually purchase insurance, self-insure, or hire or contract for risk management services. An agreement to form a pooling arrangement was made pursuant to the provisions of Chapter 39.34 RCW, the Interlocal Cooperation Act. The AWC RMSA was formed on January 1, 1989, when 32 municipalities in the State of Washington joined by signing an Interlocal Governmental Agreement to pool their self-insured losses and jointly purchase insurance and administrative services. As of December 31, 2019, 100 municipalities/entities participate in the AWC RMSA pool.

The AWC RMSA allows members to establish a program of joint insurance and provides risk management services to all members. All coverages, with the exception of pollution liability, are on an occurrence basis. The AWC RMSA provides all risk property, comprehensive crime, general liability, automobile liability, police liability, public officials' liability, employee fidelity and faithful performance, pollution liability, cyber liability, and equipment breakdown insurance coverage. Equipment breakdown is included with the property insurance carrier and fidelity (crime), pollution liability, and cyber liability coverages are stand-alone policies, which the AWC RMSA procures for its members. The AWC RMSA also allows members with airports to group purchase airport liability coverage.

Members pay an annual assessment to the AWC RMSA. The AWC RMSA is responsible for payment of all covered causes of loss against the jurisdiction above the stated retention. All members in the AWC RMSA

have $15 million in both per occurrence and aggregate liability limits. For the first $1 million in liability limits, AWC RMSA is self-insured for its Self-Insured Retention (SIR) of $250,000, per occurrence, and is reinsured by Great American for the additional $750,000. The $9 million in excess liability coverage limits is provided through an excess liability policy purchased from Argonaut Insurance Company. The $5 million in excess liability coverage limits above the first layer of excess coverage is purchased from Allied World National Assurance Company. Since AWC RMSA is a cooperative program, there is joint liability among the participating members. The excess property coverage is purchased through Lexington Insurance Company and in 2019, AWC RMSA carried a retention of $200,000 and limits up to $250 million. All commercial policies have been purchased through the Pool's Broker of Record, Aon.

Members contract to remain in the AWC RMSA pool for a minimum of one year and must give a one-year notice before terminating participation. Even after termination, a member is still responsible for contributions to the Pool for any unresolved, unreported, and in-process claims for the period they were signatory to the Interlocal Governmental Agreement.

The AWC RMSA establishes a loss fund for both reported and unreported insured events, which includes estimates of both future payments of losses and related claim adjustment expenses.

In accordance with WAC 200.100.02023, the AWC RMSA is governed by a board of directors, which is comprised of elected officials of participating members.

Outline of coverages

	Member deductible	Pool retention or deductible	Coverage limits
General, automobile, and employment practices liability	None*	$250,000	$15,000,000
Crime – Employee fidelity	None	$200,000	$1,000,000
Cyber liability	None	$25,000	$3,000,000

*Optional member-specific deductibles may be selected.

Note 5 – Subsequent Events

In February 2020, the Governor of the state of Washington declared a state of emergency in response to the spread of a deadly new virus. In the weeks following the declaration, precautionary measures to slow the spread of the virus have been ordered. These measures include closing schools, colleges and universities, cancelling public events, prohibiting public and private gatherings, and requiring people to stay home unless they are leaving for an essential function.

All PRTPO meetings (Executive Committee, Executive Board, and Technical Advisory Committee) are being held as remote meetings utilizing Zoom software. To date, there have been no other financial or operational impacts on the PRTPO.

The length of time these measures will be in place, and the full extent of the financial impact on the PRTPO is unknown at this time.

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

As an agency, the State Auditor's Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

Our audits look at financial information and compliance with federal, state and local laws for all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits and cybersecurity audits of state agencies and local governments, as well as state whistleblower, fraud and citizen hotline investigations.

The results of our work are available to everyone through the more than 2,000 reports we publish each year on our website, www.sao.wa.gov. Additionally, we share regular news and other information via an email subscription service and social media channels.

We take our role as partners in accountability seriously. The Office provides training and technical assistance to governments both directly and through partnerships with other governmental support organizations.

Stay connected at sao.wa.gov

- Find your audit team
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- Learn about our training workshops and on-demand videos
- Discover which governments serve you — enter an address on our map
- Explore public financial data with the Financial Intelligence Tool

Other ways to stay in touch

- Main telephone: (564) 999-0950
- Toll-free Citizen Hotline: (866) 902-3900
- Email: webmaster@sao.wa.gov

INFORMATION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: June 11, 2021
Subject: **PRTPO Coordinator Report**

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

Since the Board's April 16 Meeting:

- **Federal Funding Workshop.** PRTPO hosted a FHWA federal funding workshop for 35 local agency staff on April 20th with training provided by Ruth McIntyre and Diane Sheesley of TranTech. Attendees included staff from Grays Harbor, Island, and Thurston Counties. A video recording is available on PRTPO's YouTube channel.
- **UPWP Review Meeting with WSDOT.** PRTPO Executive Committee, Lead Agencies, and PRTPO Coordinators met with WSDOT officials from Headquarters and Olympic Region to review the draft work program and overall compliance with state RTPO requirements. WSDOT comments are reflected in the UPWP the Board will adopt in June.
- **Technical Advisory Committee.** The TAC met remotely on May 20th. Among other things, the TAC reviewed and refined the list of unfunded planning needs in Appendix A of the draft UPWP, received a briefing on the Freight and Goods Transportation System update, and also received a presentation on the US Bike Route System (USBRS). The Olympic Discovery Trail is under consideration for USBRS designation. This topic will come to the Board in August.
- **Executive Committee Meeting on June 3.** The Executive Committee met remotely with the Lead Planning Agency and Lead Fiscal Agency to discuss issues coming before the Board and provide direction on work program activities. The Executive Committee directed staff to explore how PRTPO might transition to a hybrid in-person/virtual meeting schedule as we emerge from the pandemic. Expect this to come to the Board for discussion in August.
- **Other Staff Activities of Interest to Members:**
    - **Freight and Goods Transportation System Update:** We sent WSDOT data requests to cities, counties, and ports about the need to review and update where needed the Freight and Goods Transportation System (FGTS) roadway designations. FGTS designation is an eligibility criterion for some funding sources and a competitive point factor in others. WSDOT felt the 2019 designations under-represented first-mile/last-mile connectors associated with ports, so I reached out directly to the four PRTPO port members as well as to the Port of Port Townsend and offered assistance in reviewing and updating their information. WSDOT requests that all updates be collected and submitted by RTPOs. Updates are due by June 30th.
    - **GIS Services Contract:** Ed and I met with the GIS contractors to assess PRTPO's start-up needs and develop the scope for a first product. Licensing and site set-up efforts are complete and work is underway on building the base platform.

Other Information of Interest:

- **Federal Funding Obligation Targets:** In mid-May we learned from WSDOT Local Programs that the August 1st deadline for federal funding obligations applies all federal funding sources, not just Transportation Alternatives and rural Surface Transportation Block Grant funds. This includes Bridge, Safety, and NHS funds that local agencies applied for directly from WSDOT. If projects do not proceed as planned local agencies risk losing their funds. This information was shared with the TAC in May. It is worth double-checking internally to be sure that all obligation paperwork has been submitted for 2021 projects and any federal carryover projects from 2020.

- TRB 24th National Conference on Rural Public and Intercity Bus Travel – October 25-27

  This is a biennial event hosted by the Transportation Research Board and focused exclusively on rural transit and intercity bus concerns. It will be a virtual conference with 5 different tracks in each 90-minute session:

  - Planning, Design and Research
  - Policy, Funding, and Finance
  - Special Topics on Rural Mobility
  - Rural and Tribal Transportation in Today's Operating Environment
  - Better Mobility through Technology

  In addition to the track sessions there will be keynote speakers and roundtable topics. These conferences tend to spotlight cutting edge ideas from around the country as well as exemplary practices and innovations.

  Early Bird Registration is available through August 27th for $200.

- **PRTPO Grant Support:** Grant season is underway. Remember that PRTPO can provide letters of support, mapping assistance, and proofreading. Please get in touch with Ed or me.

- **Got photos?** We are building an image library that reflects the diversity of the Peninsula Region and the many ways that transportation and mobility shape our communities and the places we love. We are looking for high resolution images that can be used in reports, presentations, and other PRTPO materials. Project pictures are always welcome as are those artsy shots that tell a story about the people and places that transportation serves. Please email images to me in the highest resolution available, in either jpeg or png file formats, and with a short reference as to what / where / when the picture depicts and who to credit for the photo. As always, get in touch if you have questions. Thank you!!

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

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