PRTPO EXECUTIVE BOARD MEETING

October 20, 2023 | 10:00 – 12:00

Zoom Webinar – Public Login Below

1.	10:00 – 10:10	**Welcome and Introductions**	*Chair Bek Ashby*
2.	10:10 – 10:15	**Approval of Agenda**	ACTION
		Consent Calendar • *Minutes from August 18, 2023 (Attachment A)* • *SFY 2023 UPWP Annual Report (Attachment B)* • *RTP Public Participation Plan (Attachment C)*	ACTION
3.	10:15 – 10:20	**Adopt PRTPO Letter of Support Policy** *(Attachment D)* *The Executive Board reviewed a draft Letter of Support policy in August and made no changes. It was reviewed by legal counsel; modest administrative changes were made. The Board is asked to approve Resolution 05-2023 adopting the new policy.*	ACTION
4.	10:20 – 10:25	**Amend PRTPO Bylaws** *(Attachment E)* *The Executive Board reviewed a draft PRTPO bylaws amendment package in August and made no changes. The proposed changes were reviewed by legal counsel; modest administrative changes were made. The Board is asked to approve Resolution 06-2023 amending the PRTPO bylaws.*	ACTION
5.	10:25 – 10:45	**Approve PRTPO 2024 *Transportation Outlook* Legislative Folio and Forum** *(Attachment F) In August the Board discussed the framework and major message themes for the 2024 folio. The Board is asked to approve the draft folio presented by the Work Group and discuss the annual legislative forum which will occur as an integral part of the Board's meeting in December.*	ACTION
6.	10:45 – 10:55	**Adopt SFY 2024-2029 RTIP for the Peninsula Region** *(Attachment G)* *The Regional Transportation Improvement Program (RTIP) is a listing of secured (funded) and planned (unfunded) projects as submitted by WSDOT, local, and tribal members. Upon approval of the RTIP, secured projects in the RTIP funded with federal revenues are added into the State TIP. The TAC reviewed the draft in September and recommended approval. The Board is asked to approve Resolution 07-2023 adopting the SFY 2024-2029 RTIP.*	ACTION
7	10:55 – 11:00	**Direction on 2024 Transportation Alternatives Call for Projects** *(Attachment H) In February the Board requested direction from the TAC about timing of the next Transportation Alternatives call for projects. The TAC recommends launching the next call in January. With the Board's approval staff will work with the TAC to refresh and finalize process materials and develop a schedule for the Board's approval in December.*	DISCUSSION
8.	11:00 – 11:35	**RTP: Executive Board Vision and Strategic Direction** *(Attachment I)* *This update of the region's long-range regional transportation plan is the first opportunity since PRTPO became self-directed for the Board to explore*	DISCUSSION

and articulate its vision - for this plan update but also strategic outcomes for this organization to achieve through this process. This is the first of three discussions about vision and strategic direction for this RTP update.

9. 11:35 – 11:40 **Inquiry into Seeming Anomalies in 2020 Census Results** *(Attachment J)* DISCUSSION
A WSDOT/FHWA review of 2020 Census urbanized area boundaries revealed some anomalies outside the purview of that adjustment process and which are being reviewed independently by local agencies, PRTPO staff, and others. This briefing will apprise the Board on what is known at this time and what further steps, if any, are being pursued.

10. 11:40 – 11:45 **Preview of Upcoming Process for Election of 2024 Executive Board Officers** *(Attachment K)* DISCUSSION
In December the process begins for the election of 2024 Executive Board officers in accordance with PRTPO Bylaws. This discussion will review the process by which the Chair accepts nominations and submits a slate of candidates to the Board. Elections will occur in February.

11. 11:45 **Public Comment Period**
This is an opportunity for anyone from the public to address the Executive Board.

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

12:00 **Adjourn**

Other Attachments
PRTPO Letters of Support

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

Next Executive Board Meeting – December 15, 2023 - 10:00-12:00

PRTPO ANNUAL LEGISLATIVE FORUM (10:00 – 11:00)

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

PENINSULA RTPO
PRTPO.org

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

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

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

Minutes of Meeting

PRTPO EXECUTIVE BOARD
August 18, 2023
10:00 – 12:00
Via Zoom
Meeting video available on YouTube

CALL TO ORDER

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

ATTENDEES

Executive Board:

Clallam County	Steve Gray *(alternate)*
Jefferson County	Kate Dean
Kitsap County	Christine Rolfes
Mason County	Randy Neatherlin, Vice-Chair
City of Bainbridge Island	Leslie Schneider
City of Bremerton	Vicki Grover
City of Port Angeles	Lindsey Schromen-Wawrin, Secretary
City of Port Orchard	Bek Ashby, Chair
City of Poulsbo	Ed Stern
City of Sequim	Rachel Anderson
City of Shelton	Deidre Peterson
Port of Allyn	Ted Jackson
Port of Port Angeles	Chris Hartman
Port of Shelton	Dick Taylor
Clallam Transit	Brendan Meyer
Jefferson Transit	Nicole Gauthier
Kitsap Transit	John Clauson
Mason Transit	Amy Asher
Skokomish Tribe	Marty Allen
WSDOT Olympic Region	George Mazur

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

Others:
Arne Bakker, Port of Bremerton *(alternate)*
Michael Bateman, Poulsbo *(alternate)*
Kate Fauver, WSDOT Olympic Region
Jim Fetzer, Clallam Transit *(alternate)*

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

Approval of Agenda

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

Consent Agenda

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

- ***Minutes from June 16, 2023***
- ***SFY 2023 Q4 Invoice***

PRTPO Letter of Support Policy

Chair Ashby provided background on PRTPO's practice over the last four years of offering letters of support for member projects. She explained the need for a policy that clarifies the conditions and process by which PRTPO will provide letters signed by the Chair in a streamlined manner. Ms. Black walked through the draft policy with the Board. Any changes to the draft policy requested by the Board will be incorporated and a final draft policy will be sent for legal review prior to asking the Board for approval in October. Chair Ashby asked members for questions and feedback.

Ms. Asher participated on the Letter of Support Work Group and spoke in favor of the straight-forward language, noting in particular the clarity it provides regarding expectations about prior public process.

Ms. Schneider discussed how the Puget Sound to Pacific RAISE grant proposal may have triggered the need for this policy, and how lack of clarity then may have led to confusion. She reviewed how that project would have fared under this draft policy. Chair Ashby affirmed that the RAISE grant request was one of the situations that highlighted the need for a policy, along with the rise of EV grants that entail new project partnerships.

Mr. Neatherlin explained his interest in a policy that clarifies what the Executive Board is authorizing the Chair to sign so that there are no questions later between members about why PRTPO supported certain projects.

Board members offered no changes to the draft language.

PRTPO Biennial Bylaws Review – Proposed Updates

Ms. Black explained the PRTPO bylaws stipulate a biennial review. In June the Board heard from the Bylaws Review Work Group that some changes were warranted, though additional work with PRTPO's tribal partners was needed before draft language could be developed. Draft revisions to the bylaws under consideration include edits to the Membership section clarifying the process for tribal membership within PRTPO separate from that of other entities. Ms. Black walked through other minor updates suggested by the Work Group and a small edit necessitated by the draft letter of support policy. Any final revisions from the Board will be made to the draft language, which will be sent for legal review before asking for Board approval in October.

Chair Ashby asked for any questions or comments. Board members offered no changes to the draft language.

WSDOT Review of State Projects in the Peninsula Region

Mr. Mazur introduced Ms. Fauver, his colleague who also develops and maintains the GIS layers with the region's project information. The two presented an overview of select WSDOT projects to the Board. Mr. Mazur explained these are projects that entail changes to the STIP, it is not an overview of every project WSDOT intends to pursue this next year.

Preservation projects - Preservation was substantially underfunded this past year. WSDOT is adding no new pavers to its list and expects to do eight projects. Mr. Mazur showed the Board where WSDOT's preservation projects will occur in the next year or two and identified bridge deck and bridge painting as big components of the program. Most will be in the west of the region, including SR 110, SR 113, and US 101. There will be some preservation work on SR 104 and US 101, too.

Fish passage – WSDOT is pursuing 17 projects affecting 50 individual sites. Projects getting underway next year will be in Port Angeles and to the east. Ms. Fauver reviewed projects underway in the Coastal 29 Progressive Design-Build contract and located generally in the western part of the region. She highlighted upcoming projects in the next big Progressive Design-Build contract for 29 sites in Kitsap County, of which nine are associated with a single intersection, as well as the "Whiskey bundle" which includes 11 sites in the west along SR 114, SR 113, and US 101. Construction will generally occur between 2025-2027.

Ms. Rolfes asked about WSDOT coordination with other stakeholders who own culverts upstream or downstream from the state culverts it is replacing. She referenced a local example where WSDOT is repairing its culvert while downstream is a city culvert presenting an unmitigated barrier. She inquired about the process WSDOT uses to coordinate with other government agencies in terms of timing and resources to fix their culverts, so that the stream is actually passable for fish.

Ms. Fauver explained that to comply with the federal injunction, if WSDOT can repair its culvert without impacting another agency's culvert barrier, it must do so. Hydrologically, if WSDOT cannot replace its barrier without impacting another barrier then WSDOT needs to replace that other barrier, correct it, or make it forward compatible for the owner to do so at a later time. If the other barrier is not close to the WSDOT barrier, then WSDOT will only correct its own per the terms of the injunction.

Ms. Gauthier asked about how to locate information about a fish passage project in west Jefferson County. She heard comments that US 101 will be closed for two-week stretches during construction. Ms. Fauver affirmed that and explained how to get the most current schedule and closure information, which is updated quarterly. She also offered to be a primary point of contact if people have any trouble locating information they need.

Mr. Schromen-Wawrin returned to the question about upstream and downstream coordination, and the need for a watershed-based approach to habitat restoration. The federal injunction is about honoring tribal treaty rights by removing the barriers to fish passage. The terms do specify WSDOT, but without addressing city and county culverts upstream and downstream from the state culverts it does not address the issue at the heart of the injunction, which is restoring fish habitat. Mr. Schromen-Wawrin agreed WSDOT is meeting the injunction order but encouraged them to focus more on miles of restored habitat for fish passage, not just state culverts. He spoke of an on-going coordination effort between Port Angeles and the Lower Elwha Klallam Tribe to access federal funds available in the Inflation Reduction Act (IRA) through NOAA, to remove city culverts on streams and creeks flowing in the Strait of Juan de Fuca. He asked about resources to support efforts like this.

Mr. Mazur acknowledged the point and explained his group is part of the project delivery team, and so is far removed from that policy and decision-making process. Ms. Fauver explained how WSDOT works with other property owners in the pre-design phase to identify and address upstream and downstream barriers. The state has lots of options for working with tribes, cities, counties, and resource agencies. It has much fewer when working with private property owners. In those cases, she directs private property owners to the Department of Fish and Wildlife, which maintains a funding program to support private property culvert retrofits.

Improvements – WSDOT has 14 improvement projects scheduled, six of which entail big cost changes. Nine of the 14 are intersection upgrades including six roundabouts, which they highlighted on the map. There is a big cost increase for the Belfair Bypass. The biggest project – Gorst – has not yet been programmed. It will be added phase by phase as it comes online.

Mr. Mazur concluded by noting that the TIP his agency will submit to PRTPO for approval in October will be a much smaller list of projects than last year, with cost increases for a few projects but very few additions. Ms. Black will send links to the fish passage information to members.

RTP: Draft Public Participation Plan

Ms. Black presented the draft plan and explained it will guide engagement activities for the Regional Transportation Plan update. Engagement activities include outreach to the general public and other stakeholders as well as inreach to members to ensure coordination beyond what the regular Board and TAC meeting schedules allow. Activities will be virtual, but that is likely to expand access rather than diminish it. The TAC reviewed the draft Public Participation Plan in July and recommended its approval. She asked for questions or suggestions. A final draft will come back to the Board for approval in October.

Mr. Mazur expressed interest in getting feedback from others in his department and will get any comments to Ms. Black by mid-September.

RTP: Requirements and History

To launch the Board's formal update efforts, Ms. Black provided an overview of the state requirements that PRTPO must address in its Regional Transportation Plan (RTP) update and its history with RTPs over the years.

She began with a brief overview of how Regional Transportation Planning Organizations (RTPO) like PRTPO came to be formed as part of the same 1990 legislation that resulted in the Growth Management Act (GMA). She pointed out how revolutionary the GMA was at the time, when there was no coordination between agencies about growth and future system needs, including transportation. GMA enabling legislation recognized a need for some entity to facilitate coordination between state and local agencies on transportation matters, and to ensure new coordinated comprehensive plans each municipality was about to prepare would work together to create a seamless transportation system that provided not just for cars, but also transit, walking, biking, and other modes. That is why RTPOs were created. That original intent is reflected in RCW 47.80 which outlines the responsibilities of RTPOs. Developing and maintaining a long-range RTP is one of those requirements.

Ms. Black reviewed the primary requirements associated with the RTP, noting that most of this is now hard-wired into the local Comprehensive Plans, Transit Development Plans, the six-year Transportation Improvement Programs (TIP) and the four-year Regional Transportation Improvement Program (RTIP). These were novel concepts thirty years ago as coordination efforts got underway, but PRTPO has those basics covered now.

Ms. Black reviewed the original RTP that PRTPO adopted in 1995 with a 2010 planning horizon, and its two updates, the first in 2015 (2035 horizon) and the last in 2019 (2040 horizon). She highlighted what was significant about each. This will be the third update of that original plan with a proposed 2050 planning horizon.

She concluded by noting the future is increasingly uncertain. This update will accommodate that by focusing on framing the strategic issues and opportunities the region faces rather than trying to develop solutions to specific problems. This RTP will identify priority strategies that are robust under a range of future scenarios and provide value for PRTPO, members, and stakeholders as they work to respond to rapidly evolving circumstances this next decade. In October the Board will begin updating the vision and strategic approach this plan will take.

Members commented on the historic perspective and its value in putting the RTP and the regional planning process into a useful context.

Ms. Scheider noted the frequent reference to regional coordination and asked what that looks like in this context. Ms. Black referred to an example from the 2035 RTP adopted in 2015. In that update, PRTPO pointed to the need for a non-motorized corridor between Kingston and LaPush, though did not prescribe what that route should be or the facilities it should include. Since then, members have individually and jointly pursued multiple elements of that corridor consistent with their own plans and which put into place local segments. In time those individual elements can eventually resemble a regional corridor. The RAISE grant proposal for the Puget Sound to Pacific

Trail exemplifies how a coordinated approach can take shape around a funding opportunity such as this to accelerate that corridor development, an example of how regional coordination can bring together individual local partners and actions to create something much bigger than any one of them.

Chair Ashby expressed her desire for this to be a user-friendly document with useful and accessible information.

2024 *Transportation Outlook* Framework and Next Steps

Chair Ashby briefed the Board on the legislative folio PRTPO calls *Transportation Outlook* and the process by which PRTPO identifies major messages and topics to highlight each year ahead of the next legislative session. This is a product PRTPO has produced for a number of years but since the transition it has taken on a standard format and development process. She recognized the Legislative Work Group that convened in July to help develop this year's folio for Board consideration.

Ms. Black reviewed the framework in the agenda packet, explaining it is an outline reflecting direction from the Work Group. This year's messaging puts renewed focus on existing funding commitments and calls out the need for safety funding. It will briefly flesh out a handful of secondary concerns and include a project list that is simplified from previous years. Board discussion will help determine if these are the right message areas for focus and then a draft will be developed with input from the TAC before it is sent to the Work Group for review. A final draft will come back to the Board for approval in October.

Mr. Neatherlin expressed disappointment that this folio would not present a single safety project for funding and questioned if safety makes sense as a priority topic without a funding request. There was discussion about the value of submitting a funding request when this is not a funding package year, with some comment about transportation funding fatigue among many legislators. There was support for emphasizing safety, even if it is not a specific funding request. Ms. Black asked if Board members wanted to limit the project list to safety projects only but got no support for that approach.

Mr. Stern suggested that PRTPO could pursue funding for a broadband project to tap the $1.3 billion in federal funding coming to Washington for broadband, taking a lead role in helping to develop a project package. Chair Ashby explained that PRTPO cannot lead an effort like that though it can emphasize the importance of rural access to broadband funding. Mr. Stern observed that most small agencies don't have the staff resources or technical capacity to apply for funding. Ms. Schneider noted the similarity between this and the RAISE grant. Since this is a legislative agenda, it would be appropriate to treat rural broadband access in a similar way, calling out the importance of this to the region. Mr. Jackson concurred, commenting on the significant effort that went into the early stages of broadband deployment last year. It is important to keep this message on the table as well as to emphasize that broadband is transportation.

Chair Ashby summarized the draft framework. It will be fleshed out with safety and Connecting Washington funding support as priority topics, and the secondary topics on page two will also include rural access to broadband. Members will be invited to submit one project for inclusion on the project list. Ms. Black will follow up with the TAC in developing the project list and a draft folio for review by the Legislative Work Group before it comes to the Board for approval in October. In October the Board will lay out its approach for the legislative forum in November.

Public Comments

There were no public comments.

Member Updates

There were no member updates.

Adjourn

There being no other business, Chair Ashby adjourned the meeting at 12:07

ATTACHMENT B

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: October 13, 2023
Subject: **SFY 2023 UPWP Annual Report**

REQUESTED ACTION:

Approve the State Fiscal Year 2023 UPWP Annual Report.

Overview

The Unified Planning Work Program (UPWP) is PRTPO's budget and work plan. It identifies how PRTPO will use the state funds it receives to accomplish its requirements as a Regional Transportation Planning Organization (RTPO) in accordance with RCW 47.80. PRTPO is funded solely through state RTPO funds.

PRTPO is required to submit an annual report summarizing funds expended relative to what was budgeted, the work that was undertaken, and the status of that work. This report is due to WSDOT on September 30th.

PRTPO's SFY 2023 UPWP Annual Report was compiled from the quarterly invoices reviewed and approved by the Executive Board with summary descriptions derived from those invoices of work completed between July 1, 2022, and June 30, 2023. A draft of the Annual Report was reviewed by the Executive Committee and approved for submittal to WSDOT by the submittal date.

A copy is attached.

Additional Attachments:

SFY 2023 Annual Report of Performance and Expenditure

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

SFY 2023 ANNUAL REPORT

Of Performance and Expenditure

July 1, 2022 – June 30, 2023

Peninsula RTPO

UNIFIED PLANNING WORK PROGRAM

September 30, 2023

Introduction

This is the Annual Report of Performance and Expenditure for State Fiscal Year 2023, referred to here as the **Annual Report.** This 2023 UPWP Annual Report recaps the expended RTPO budget and associated work program activities undertaken by PRTPO between July 1, 2022 - June 30, 2023, the status of that work, and an explanation of any variances between budgeted and actual expenditures. It reflects the work of PRTPO's Executive Board, Technical Advisory Committee, and Executive Committee as supported by the PRTPO Coordinators. PRTPO works with Kitsap Transit, its Lead Planning Agency (LPA) and Jefferson Transit, its Fiscal Agent (FA), to deliver the approved work program in accordance with its adopted policies and procedures.

Work program activities summarized here are described in PRTPO's Amended SFY 2022-2023 Unified Planning Work Program, or UPWP. This SFY 2023 Annual Report is for activities described in the second year of that UPWP, which was amended by the PRTPO Executive Board in June 2022.

Details of the expenditures summarized here were reviewed and authorized by the PRTPO Executive Committee and Executive Board each quarter, in accordance with PRTPO's Invoice Reimbursement Policy. This Annual Report summarizes the detail of those SFY 2023 quarterly invoices into a single annual statement of costs and services received, in compliance with state laws associated with the receipt and use of RTPO funds.

Annual Report Structure

This Annual Report is formatted to support state reporting requirements. It includes:

- A summary of expenses incurred by UPWP work program activity area with a budget narrative
- A summary by task of work undertaken in SFY 2023 with RTPO funds and its completion status

PRTPO's Revenue Source

PRTPO's work program activities are funded by state revenues administered by WSDOT and approved for use in carrying out the adopted UPWP. PRTPO is reimbursed for its expenses by WSDOT when it submits approved invoices and documentation for its expenditures.

The Annual Report is part of PRTPO's on-going accountability to WSDOT and the public in the administration and stewardship of these planning funds.

SFY 2023 Financial Summary

SFY 2023 Work Element	Expenditures*	
	Budgeted	Actual
Program Administration	$78,594	$77,784
Transportation Planning	$42,256	$67,687
Regional TIP	$11,303	$7,382
Other PRTPO Activities	$27,700	$7,000
Totals	**$159,853**	**$159,853**

**Note: Kitsap Transit used a federal grant from WSDOT to conduct an update of PRTPO's Human Services Transportation Plan. That funding is not part of PRTPO's adopted UPWP budget and is not included in this Annual Report. A summary of that work can be found at the end of the work program recap.*

Budget Narrative:

The SFY 2022-2023 UPWP was the first two-year UPWP approved by PRTPO, corresponding to the state biennium budget. It was amended in June 2022 to recalibrate the remaining year in light of first year expenditures and then again in April 2023 to add additional state revenues attributed to end-of-biennium funding.

PRTPO requested and received an end-of-biennium supplemental budget request in the amount of $21,110 for fourth quarter work. Most of this was allocated to a one-year extension of the AWC GIS Consortium services contract that has provided technical support for PRTPO's RTIP and upcoming RTP update. The remainder of the request was to help offset some budget shortfalls. Due to miscommunications, the revenue for the GIS services contract was credited to Task 2 while presented in the UPWP amendment as a Task 4 activity. This is reflected in the differences found in the table above.

Participation in Work Program Delivery:

Activities conducted in SFY 2023 involved active participation of PRTPO representatives on the Executive Committee, Executive Board, and Technical Advisory Committee, WSDOT Headquarters and Olympic Region staff, and other stakeholders. Work was performed by the Lead Planning Agency and Fiscal Agent with support from contract staff.

SFY 2023 Program Administration Summary

Purpose:

Program Administration provides on-going administrative services, accounting, and program management functions that support the overall regional transportation planning program.

Scope:

Program Administration includes core administrative duties related to the support and meeting management of PRTPO Executive Committee, Executive Board, and Technical Advisory Committee as well as any ad hoc work groups or subcommittees appointed by the Board. It includes basic public information and communication activities, website maintenance, Title VI compliance, UPWP development and management, and the development and maintenance of organizational resources and policies. It also includes administrative expenses associated with overhead costs.

Work Performed:

a. **Meeting Support:** Supported meeting functions of the Executive Committee, Executive Board, Technical Advisory Committee, and ad hoc working groups. ***(on-going)***

b. **Public Information and Communications**: Maintained PRTPO website and YouTube channel. Responded to public inquiries and requests for information. Prepared content for the WA State Transportation Commission annual report to the legislature. Prepared letters of support from the PRTPO Chair for member projects. ***(on-going)***

c. **Title VI Compliance:** Monitored for Title VI complaints (none received). ***(on-going)***

d. **PRTPO Support:**

   - Conducted biennial review of PRTPO bylaws, working with subcommittee to identify areas for improvement
   - Convened subcommittee to develop a draft letter of support policy for PRTPO
   - Extended PRTPO's legal services contract
   - Developed regular Coordinator Reports of useful resources and opportunities for members.
   - Updated and maintained PRTPO Resource Manual.
   - Developed "PRTPO Quick Start Guide" and conducted new member orientations.
   - Coordinated with GIS support on baseline data and mapping needs for PRTPO platform.
   - Completed annual appointments.
   - Responded to member requests for information and other needs. ***(on-going)***

e. **UPWP Management:** Completed SFY 2022 UPWP Annual Report. Managed the SFY 2022-2023 UPWP and monitored work program expenditures. Developed draft and final SFY 2024-2025 UPWP

and Unfunded Planning Needs. Prepared supplemental budget request for end-of-biennium funding. Completed two UPWP amendments.. ***(on-going)***

f. **Accounting:** Participated in SAO audit and responded to requests for information. Prepared monthly and quarterly invoices for Lead Planning Agency and Fiscal Agent. Managed expenses and disbursements. ***(on-going)***

g. **PRTPO Administration:** PRTPO administrative expenses for insurance, legal services, GIS support services, membership fees, web platform and domain, ArcGIS license, cost recovery, and audits ***(on-going)***

Deliverables:

- ☐ Meeting materials including briefs, presentations, and reports
- ☐ PRTPO Resource Manual with updates
- ☐ SFY 2022 Annual Report
- ☐ PRTPO *Quick Start* Guide
- ☐ Invoices and Budget Reports
- ☐ PRTPO Website and YouTube Channel
- ☐ Letters of Support
- ☐ Other Correspondence

SFY 2023 Transportation Planning Summary

Purpose:

Transportation planning activities encompass the planning and on-going coordination, collaboration, and consultation needed to identify issues and opportunities, implement regionally determined strategies, and produce periodic updates to plans or guiding documents.

Scope:

Activities include support for the long-range Regional Transportation Plan and Human Services Transportation Plan as well as other regional coordination activities and grant program administration. Planning activities are identified and directed by the Executive Board.

Work Performed:

a. **Long-range Planning: *(on-going work)*** SFY 2023 work included support for the 2040 RTP and scoping for an RTP update in the next biennium. On-going support for the current 2040 RTP featured efforts to enhance the region's EV-readiness.

   - Maintained the EV Infrastructure Exchange Group to facilitate communications and coordination among members and other EV stakeholders
   - Monitored rapidly emerging funding and other resource opportunities, obtained and disseminated relevant resources, and maintained the EV data portal on PRTPO's website

- Convened an October 2022 learning session with SRECTrade on "Clean Fuel Standards 101," in preparation for deployment of the new statewide clean energy program launching in January, and posted materials on PRTPO's YouTube page
- Maintained on-going coordination with GHCOG regarding EV opportunities on the US 101 corridor
- Supported members and their partners in reviewing and responding to grant opportunities and helped make connections to other resources and EV stakeholder opportunities

Work in this biennium towards the updated RTP to be completed in the next biennium focused on efforts by the Executive Board and TAC in scoping the work to be accomplished and schedule for completing the work within existing resources during the next biennium. This includes collaboration with the AWC GIS Services team about the data platform to support the plan update

b. **Regional Coordination and Collaboration: *(on-going)***

- **Local Agency Support**
  - Supported members in their response to WSDOT's *Connecting Communities* expedited project nomination and selection process
  - Responded to requests for information concerning WSDOT's *Complete Streets* budget proviso and implications for projects and coordination going forward
- **RTPO – MPO Coordination**
  - Maintained communications and coordination with GHCOG, IRTPO, PSRC, and TRPC on topics of overlapping regional transportation interests and invited their participation in relevant PRTPO activities
  - Participated in activities of the MPO/RTPO Coordinating Committee
  - Participated in activities of the Rural RTPO Work Group
- **WSDOT Collaboration**
  - Finalized the Critical Rural Freight Corridors submittal to WSDOT Freight Office
  - Participated in the WSDOT Investment Strategy Workshop
  - Participated on the WSDOT SR 302 corridor study team
  - Provided communications support between WSDOT and local agencies regarding 2020 Census urban area boundary review process
  - Completed the 2023 Freight and Goods Transportation System data update process
- **Others**
  - Finalized FMSIB priority freight investment call for projects

- Monitored activities of the legislature in establishing a federal funding swap pilot program and informed members of progress

c. **Tribal Consultation:** Began evaluating adequacy of the Census data specific to the region's tribes and the appropriateness for use by PRTPO in developing a regional profile of socio-economic characteristics of its members. Began reviewing issues raised by a member related to language in PRTPO's bylaws regarding tribal membership, for inclusion in a bylaws amendment package. Responded to member inquiries about state and federal tribal opportunities. Completed the biennial extension of formal invitations to non-member tribes with lands in the region. Monitored resources for information and opportunities of interest to tribes. ***(on-going)***

d. **Human Services Transportation Planning:** The following activities were conducted as a part of PRTPO's SFY 2023 core work program, not part of the federally funded work conducted by Kitsap Transit. Prepared Executive Board briefing and presentation materials for regular meetings. Developed MOU between Kitsap Transit and PRTPO to support the WSDOT audit of grant administration compliance procedures. Solicited public comments on the intent to amend Consolidated Grants recommended by the Executive Board into the HSTP, and completed that amendment process and updated the HSTP web page. Provided programmatic coordination between PRTPO Executive Board, WSDOT, and HSTP activities contracted by Kitsap Transit. A summary of work conducted with Kitsap Transit's federal grant can be found on the last page. ***(complete)***

e. **PRTPO Transportation Outlook 2023:** Completed Transportation Outlook 2023 legislative brief. Convened annual legislative forum between regional policy makers and legislators. Responded to inquiries regarding 2023 issues and opportunities. ***(complete)***

f. **Regional Grants Administration:** Consulted with members regarding available funding and timing of the next call for Transportation Alternatives projects. Scoped and implemented a regional Consolidated Grants call for projects and prioritization process. Monitored reports and direction from Local Programs and responded to requests for information. ***(on-going)***

Deliverables:

- ☐ Scope of work for long-range plan update in SFY 2024-2025 work program
- ☐ List of priority freight projects for FMSIB
- ☐ Consolidated Grants prioritization process and recommendation to WSDOT
- ☐ Amendment to the 2022 Human Services Transportation Plan
- ☐ EV data resource portal
- ☐ PRTPO submission for Critical Rural Freight Corridor designation
- ☐ Transportation Outlook 2023 folio and forum materials
- ☐ Meeting materials, work session videos, and correspondence

SFY 2023 Regional TIP

Purpose:

Regional TIP efforts support development of a coordinated program of region-wide transportation investments by WSDOT and local and tribal members, based on their internally adopted six-year Transportation Improvement Programs.

Scope:

Managing the TIP entails developing a composite six-year report of local and WSDOT TIPs and managing amendments to the resulting RTIP throughout the year, as well as coordination with local agencies and WSDOT in managing the STIP, monitoring and responding to reporting requirements from WSDOT Local Programs, and supporting local agency efforts in complying with their TIP requirements. PRTPO coordinates with WSDOT in administering the State TIP (STIP) and periodically conducts RTIP amendments in response to member requests.

Work Performed:

a. **Develop and maintain a six-year RTIP:** Developed and adopted the draft and final 2023-2028 RTIP, including public notice and review. Updated online RTIP mapping tool for use by local agencies in tracking and communicating about RTIP projects. Completed amendments as requested and worked with agencies to complete their STIP amendments. Maintained close coordination and communication with Nancy Huntley regarding the STIP and responded to member inquiries about projects in the RTIP and STIP. ***(on-going)***

b. **Monitor Obligation Authority for Federally Funded Projects:** Reviewed obligation status and provided information and coordination support to members. Responded to requests for information from Local Programs. ***(on-going)***

Deliverables:

- ☐ 2023-2028 Regional Transportation Improvement Program (RTIP) and amendments
- ☐ Online RTIP project review and mapping tool
- ☐ Correspondence and meeting materials

Other PRTPO Activities in SFY 2023

Purpose:

These activities are identified by the Executive Board to support regional work program priorities above and beyond the base program, as resources allow.

Scope:

Work conducted under this task is identified by the Executive Board in response to insights from existing work program activities and emerging opportunities, constrained by the available budget.

Work Performed:

- Developed a GIS scope of work and began background activities to support on-going regional information and communication needs as well as development of the long-range plan update ***(on-going)***
- Reviewed a variety of research and information sources for examples of innovative rural transit practices and use of technologies, to support rural transit strategies across the region. Flagged several for follow-up via the plan update process ***(on-going)***
- Worked with GIS team to incorporate transit GTFS data into PRTPO's base mapping capabilities ***(complete)***

Deliverables:

- ☐ GIS scope of work
- ☐ Prototype dashboards and web mapping tools
- ☐ Transit resources for long-range plan update and future HSTP updates

Grant-funded HSTP Activities Outside of the PRTPO Work Program

A federal grant assigned to Kitsap Transit and not included in PRTPO's work program was used to update the Human Services Transportation Plan for PRTPO. Kitsap Transit administered this grant in coordination with WSDOT Public Transportation Division and oversaw contractors and project delivery.

Work accomplished in SFY 2023 included: ***(complete)***

- Engagement with service providers to respond to potential strategies to address gaps and barriers and provide feedback on the draft plan
- draft and final adopted Human Services Transportation Plan
- coordination with PRTPO work program and Executive Board timeline

ATTACHMENT C

ACTION ITEM

To:	PRTPO Executive Board
From:	Thera Black, PRTPO Coordinator
Date:	October 13, 2023
Subject:	**RTP: Public Participation Plan**

REQUESTED ACTION:
Approve the Public Participation Plan that will support PRTPO's Regional Transportation Plan update.

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

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

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

The Board considered the draft Public Participation Plan in August and made no changes to it.

Next Steps
Upon Board approval this document will be used to guide engagement activities throughout the RTP update.

Attachment
Public Participation Plan for the Regional Transportation Plan Update (October 2023 final)

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

Peninsula Regional Transportation Planning Organization

Regional Transportation Plan Update - Public Participation Plan

October 2023

Introduction

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

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

Regional Transportation Plan Update

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

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

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

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

Engagement Techniques for the RTP Update

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

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

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

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

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

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

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

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

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

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

Other Regional Considerations

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

Schedule for Engagement

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

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

Regional Transportation Plan Point of Contact

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

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

ATTACHMENT D

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: October 13, 2023
Subject: **PRTPO Letter of Support Policy**

REQUESTED ACTION:

Approve Resolution 05-2023 adopting the PRTPO Letter of Support operating policy.

Overview

In August the Board reviewed a draft Letter of Support policy drafted by a working subcommittee of PRTPO members. The purpose of this operating policy is to clarify the conditions by which PRTPO will provide a letter of support as a routine administrative function and when a more formal review process is required. PRTPO has issued about four dozen letters of support over the last four years.

The draft policy reviewed by the Board identifies three key factors as determinative in authorizing the Chair to sign support letters on behalf of PRTPO as an administrative function.

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

The Board made no changes to the draft policy during its review.

The draft policy was reviewed by Lisa Nickel, PRTPO's legal counsel. She suggested a very few minor language revisions that resulted in no substantive change to the policy. A copy of the legal review mark-up draft is available on request.

The Executive Board is asked to adopt the new operating policy by approving Resolution 05-2023.

Attachment:
Resolution 05-2023
PRTPO Letter of Support Policy

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

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 05-2023

Approving PRTPO's Letter of Support Policy

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, as the Regional Transportation Planning Organization, PRTPO regularly requests for letters of support for projects to demonstrate to granting agencies project consistency with PRTPO processes and regional transportation planning objectives; and

WHEREAS, PRTPO desires to provide clarity to project sponsors in its approach to these requests to ensure efficiency and consistency over time in its administration of this routine function while minimizing unnecessary delays in what is often a time-constrained process for applicants; and

WHEREAS, the PRTPO Executive Board worked with members to develop an operating policy that clarifies the conditions by which letters of support are issued on a routine administrative basis and those which must proceed through a more formal review process; and

WHEREAS, the PRTPO Executive Board retains all rights to revisit this policy in the future and amend it if a change in conditions warrant a different approach.

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

THAT the procedures described in the Letter of Support Policy are appropriate for fulfilling this service for PRTPO members and other applicants, providing adequate transparency and efficiencies for project sponsors and enabling a consistent PRTPO approach over time.

APPROVED, this 20th day of October 2023.

ATTEST:

_____

Bek Ashby, Chair

ATTEST:

_____

Randy Neatherlin, Vice-Chair

6. Letter of Support Policy

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

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

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

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

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

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

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

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

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

Procedures

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

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

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

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

b. PRTPO Coordinator develops a draft letter of support and sends it to the PRTPO Chair for review, edit, and approval.
c. Once approved by the Chair, the PRTPO Coordinator will execute and finalize the letter and send a pdf to the Lead Applicant with a cc: to the PRTPO member requesting the support letter where appropriate.

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

Record of Submittals

The PRTPO Coordinator will include as Informational Attachments to the Executive Board agenda packets a pdf copy of all letters of support submitted since the previous Board meeting.

ATTACHMENT E

ACTION ITEM

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

REQUESTED ACTION:

Approve Resolution 06-2023 amending the PRTPO bylaws as presented.

Overview

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

In August the Board reviewed the proposed changes resulting from the work of the Subcommittee. Changes included clarification of the process for new tribes to join PRTPO as voting members, minor revision to authorized Chair duties associated with the new Letter of Support policy, update of TAC membership requirements, and corrections to a small number of typos. The Board made no changes to what was proposed. Legal counsel reviewed the draft language and made minor clarification revisions but offered no substantive changes. A copy of the legal counsel mark-up version is available on request.

The Board is asked to adopt the amended bylaws by approving Resolution 06-2023.

Attachment:
Resolution 06-2023 Amending the PRTPO Bylaws
Bylaws for the Peninsula Regional Transportation Planning Organization, as Amended October 20, 2023 (pending)

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

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 06-2023

Amending the Bylaws of the Peninsula Regional Transportation Planning Organization

Recitals

WHEREAS, the Peninsula Regional Transportation Planning Organization (PRTPO) is the designated Regional Transportation Planning Organization (RTPO) for the Peninsula region as established in 1990 through an Interlocal Agreement (ILA) of its voting members in accordance with Chapter 47.80 of the Revised Code of Washington (RCW); and

WHEREAS, in 2019 the PRTPO reorganized itself to become an independent, self-directed RTPO and adopted new governance bylaws which were ratified through an updated ILA by the voting members of PRTPO; and

WHEREAS, PRTPO's bylaws direct the Executive Board to conduct a biennial review to ensure the bylaws remain current and fully meet the needs of the RTPO; and

WHEREAS, the 2023 review identified a need for some minor clarifications, corrections, and additions to better support PRTPO's need; and

WHEREAS, the PRTPO Executive Board reviewed draft language proposed by a working subcommittee of its members and found them satisfactory; and

WHEREAS, the proposed language was reviewed by legal counsel and found adequate with minor clarifying adjustments.

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

THAT the Bylaws for the Peninsula Regional Transportation Planning Organization be amended as presented.

APPROVED, this 20th day of October 2023.

ATTEST:

_____

Bek Ashby, Chair

ATTEST:

_____

Randy Neatherlin, Vice-Chair

Bylaws for the Peninsula Regional Transportation Planning Organization

Original Adoption:	September 20, 2013
Amendments:	November 20, 2015
	January 18, 2019
	June 21, 2019
	October 20, 2023
Biennial Review Completed:	June 18, 2021
	June 30, 2023

BYLAWS

for the

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

1. Organization

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

2. Membership

A. Voting membership

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

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

i. Tribes

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

ii. All Other Entities

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

B. Nonvoting membership

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

APPROVAL DRAFT

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

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

C. Representatives

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

D. Responsibilities

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

3. <u>The Executive Board</u>

A. Purpose and responsibility

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

B. The Officers

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

i. The Chair

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

APPROVAL DRAFT

ii. The Vice Chair

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

iii. The Secretary

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

iv. Office elections

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

C. Executive Committee

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

D. Executive Board meetings

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

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

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

E. Executive Board quorum

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

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i. Two members each are from within the boundaries of at least 3 of the 4 counties.

ii. One of the two members described in (i) must be a duly elected representative.

iii. One Tribe is represented.

iv. Two Counties and two Cities are represented.

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

F. Executive Board voting

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

4. Transportation Policy Board

A. Purpose and responsibility

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

B. Policy Board membership

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

C. Policy Board meetings

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

5. Technical Advisory Committee

A. Purpose and responsibility

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

B. TAC membership

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

The TAC shall have two officers, Chair and Vice Chair. Those representatives eligible to serve as Chair and Vice Chair are those with members on the Executive Board. TAC officers shall serve two-year terms and no more than two consecutive terms in the same office.

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Elections shall occur during the first TAC meeting of the calendar year in which officer positions are open.

C. TAC Meetings

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

6. The Lead Planning Agency

A. Appointment

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

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

B. Duties of the LPA

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

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

7. Fiscal Agent

A. Appointment

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

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

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B. Duties of the Fiscal Agent.

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

8. Unified Planning Work Program and Budget

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

A. UPWP

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

B. Budget

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

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

9. Contract Services

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

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

10. Open public meetings

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

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11. Public records and records retention

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

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

12. Claims

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

Kitsap Transit
Clerk of the Board
60 Washington Avenue Suite 200

Bremerton, Washington 98337

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

13. Bylaw Review and Amendments

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

These Bylaws are hereby ADOPTED by motion of the Executive Board of the Peninsula Regional TransportationPlanning Organization on the 20th day of October, 2023.

Peninsula Regional Transportation Planning Organization

Bek Ashby, PRTPO Chair

Original adoption:	September 20, 2013
Amendments:	November 20, 2015
	January 18, 2019
	June 21, 2019
	October 20, 2023

APPROVAL DRAFT

EXHIBIT A

Membership for Determining a Quorum for Executive Board Business

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

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

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

APPROVAL DRAFT

ATTACHMENT F

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: October 13, 2023
Subject: **2024 *Transportation Outlook* and Legislative Forum**

Requested Action: Approve the draft 2024 *Transportation Outlook* legislative folio and schedule the annual legislative forum as a part of the Board's regular meeting on December 15th.

Background

In August the Board reviewed the framework and key messages proposed by the Legislative Work Group for PRTPO's 2024 *Transportation Outlook*. This annual folio is how PRTPO keeps the region's twelve legislators apprised of near-term priorities and opportunities to support regional mobility.[1] It is accompanied by a meeting with legislators intended to foster strong relations and identify possible areas for follow-up cooperation. In August the Board discussed the major themes for 2024 – on-going support for completion of existing funding commitments and renewed support for safety – as well as other important messages to convey.

With input from that August discussion staff worked with the TAC to develop draft narrative for the folio and a project list. This was subsequently reviewed and refined by members of the Legislative Work Group participating in this year's effort. This year's Work Group has included Bek Ashby, Randy Neatherlin, Leslie Schneider, Mike French, Lindsey Schromen-Wawrin, Steffani Lillie, Wendy Clark-Getzin, Ted Jackson, Michael Bateman, and Steve Gray. Members met once in July and again in October to develop the attached draft folio for the Board's consideration and approval.

In assessing the best way to engage legislators for this year's forum, Work Group members discussed the merits of this regular legislative communication opportunity as well as some challenges with scheduling such an event for so many people. They recognized the chance to use part of the Board's regularly scheduled meeting on December 15th as the venue for this year's forum. This would enable an invitation well in advance to all twelve of the region's legislators, maximizing the opportunity for more of them to attend and participate in a discussion with the full membership. A save-the-date notice is being sent to them in anticipation that the Board will approve this format for PRTPO's annual legislative forum.

Board members will discuss the proposed format and other logistics for the forum.

Next Steps

Upon approval by the Board the draft folio will be finalized for distribution to legislators and other stakeholders and will replace the 2023 *Transportation Outlook* on PRTPO's website and other informational outlets. Chair Ashby will work with staff in developing an invitation to legislators from the Chair inviting them to attend the Board's December meeting.

Attachments:

- 2024 *Transportation Outlook* [draft for Board approval]

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

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

PRTPO Members

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

www.PRTPO.org

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

Thank you for this annual opportunity to share with you, our legislative delegation, the needs and concerns of our member agencies working to build, operate, maintain, and manage all aspects of our transportation system and keep our communities moving. We value your partnership.

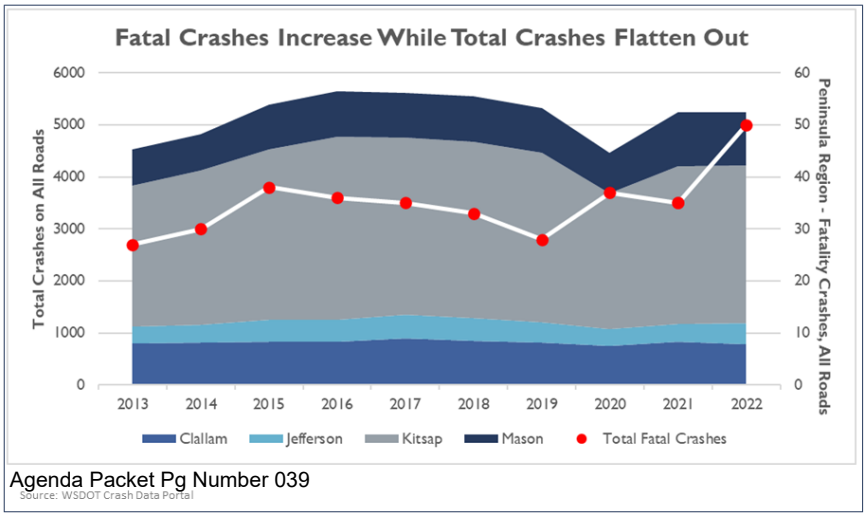
Let's finish what's been started. PRTPO continues to advocate for completion of the remaining *Connecting Washington* funding commitments from the 2015 funding package. It has been nearly a decade since the enactment of this funding package. Progress on the **SR 305 Safety and Mobility Improvements** is having a big impact on corridor mobility. We commend the WSDOT-local-tribal collaboration that made the new Johnson Road/SR 305 roundabout possible, a stellar example of intergovernmental cooperation with far-reaching benefits. More funding will complete the corridor and extend the benefits.

We're also encouraged by early signs of progress on the **SR 3 Freight Corridor project.** This shared endeavor between Mason County, the Belfair community, and WSDOT dates back to the 1960s! It is time for this legacy "Belfair Bypass" project to be completed and bring its mobility benefits and economic catalysts to north Mason County.

We also have our sights set on Sequim's **Simdars Road/US 101 Improvements** and Bremerton's **SR 3/Gorst-area Improvements**, both of which were funded in 2022's *Move Ahead WA* package. They will address two more long-standing mobility hotspots in the Peninsula Region, generating mobility and economic benefits for the region and state.

Safety is top of mind. As we come out of the pandemic, communities across the region are troubled by the pronounced spike in fatalities they see on our public roadways. We ask you to join us as we double-down on our shared goals of zero deaths and a safe system for all road users. We encourage your renewed support for safety funding programs and innovative partnerships to reduce fatalities and serious injuries on our public facilities, minimize conflicts between motorized and non-motorized travelers, and tame state highways that serve as Main Streets through our local communities.

State investments provide critical support for local safety projects. More can be done. With your support, our local, state, and tribal partners can get it done.



Source: WSDOT Crash Data Portal

DRAFT

Make smarter use of federal funds. Thanks to your support for smarter use of federal funds, a **funding swap pilot program** was established in the 2023 session but it **needs to be of a longer duration** for any of our members to participate. A progress report to the Legislature in December 2024 is premature. We encourage you to **extend this pilot program through 2026**. This will give Local Programs the time it needs to work out implementation details and enable a selection of small, federally funded local projects from rural counties to participate in the program before an evaluation on the pilot program's effectiveness is sent to the Legislature.

There's more on our radar. Over this next year PRTPO is exploring regional issues and opportunities our communities face between now and 2050. Expect to hear more from us this next year on:

- **Hood Canal Bridge policies regarding opening for large recreational sailing vessels**
  We are working to develop an estimate of the average vehicle hours of delay and economic impacts to the traveling public attributed to opening the bridge for large sailboats. This is information the Legislature and Coast Guard can use to review and update if necessary the current policies and standards governing bridge openings for recreational vessels.
- **Puget Sound to Pacific Trail coordinated planning**
  A collaboration of several regional members received a federal RAISE grant to complete a coordinated planning effort that will fill in gaps in the Sound to Olympics Trail and the Olympic Discovery Trail. This will queue up construction-ready projects that establishe a non-motorized route from ferry terminals on Bainbridge Island to La Push on the Pacific coast.
- **EV-readiness and resilience in rural regions**
  PRTPO's local and tribal members are forging new relationships with Public Utility Districts, EV charging companies and vendors, and other stakeholders working to expand the region's capacity to support the transition to clean, renewable energy. Together they are tapping new rural economic opportunities while reducing the region's GHG emissions and fossil fuel dependence.
- **Broadband makes a difference**
  Thank you for your ongoing support for equitable, expansive broadband access. That means a lot in a highly rural region such as ours. We still have a way to go but our members report increasing access for their constituents and employers. Your legislative support helps Washington secure important federal funding that is extending the reach of this effort into hard-to-serve rural areas.

We appreciate your interest and support for priority regional concerns. We look forward to working with you this next year to improve mobility throughout the Peninsula region and keep travel safe and reliable.

Peninsula RTPO Key Contacts
www.PRTPO.org

Chair	Bek Ashby	bashby@portorchardwa.gov	360.731.0778
Vice-Chair	Randy Neatherlin	randyn@masoncountywa.gov	360.427.9670 x419
Secretary	Lindsey Schromen-Wawrin	lswawrin@cityofpa.us	360.406.4321
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

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PRTPO 2024 *Transportation Outlook*

Transportation Investment Needs in the Peninsula Region

Project	Agency	LD#	Total Cost	Already Secured
SR 108/Old Olympic Highway Safety Project Install (2) compact roundabouts at US 101/SR 108 ramp terminals and construct non-motorized pathway with pedestrian lighting through interchange.	Squaxin Island Tribe / WSDOT	35	$ 3.3 M	$0
SR 3 Freight Corridor (Belfair Bypass) Construct new corridor parallel to SR 3 in Belfair, providing alternate route and improved freight access. This is a *Connecting WA* project. Though it has funding commitments, it remains a PRTPO priority concern until built.	WSDOT / Mason County	35	$78.9 M	$78.9 M
SR 3/16 Gorst Project - Resiliency, Mainline Capacity, & Non-Motorized Connectivity Improve SR 3/16 in Gorst. This is a *Move Ahead WA* project.	Kitsap County	26, 35	$425 M	$74.0 M
Sedgwick Rd/SR 160 Corridor Improvements Design and construct near-term improvements described in WSDOT's 2018 SR 16 Corridor Congestion Relief Study.	Port Orchard	26	$6.0 M	$0
SR 305 Construction - Safety & Mobility Construct safety and mobility improvements at 12 locations on SR 305 from the Bainbridge ferry terminal to Hostmark St in Poulsbo. Four locations have been funded in whole or in part. Additional funds are needed to address other corridor locations.This is a *Connecting WA* project.	WSDOT	26, 23	$78 M	$40.3 M
Sound to Olympics (STO) Trail - Sakai Pond to Madison Ave Segment Complete the next half-mile segment of the STO Trail connecting the Sakai Pond segment to Madison Avenue.	Bainbridge Island	26,23	$3.5 M	$0.5 M
Olympic Discovery Trail - Forks to La Push Complete next 13 mile segment of the ODT connecting Forks to La Push and the Quileute Nation, and Olympic National Park coastal trailheads.	Clallam County	24	$13 M	$7.6 M
SR 19 Chimacum Rhody Drive Ped-Bike Improvements Construct pedestrian/bicycle facilities along SR 19 from HJ Carroll County Park to Chimacum Crossroad.	Jefferson County	24	$1.8 M	$0.3 M
Puget Sound to Pacific Trail - Planning and Design Complete planning and design for a 200 mile trail corridor from the Bainbridge Island ferry terminal to La Push, connecting and completing the Olympic Discovery Trail and Sound to Olympics Trail. Port Angeles received a RAISE grant to lead multi-agency coordination for this 13-agency project	Port Angeles w 12 local, tribal, and state project partners	24, 26, 23	$16.1 M	$16.1 M
SR 117 Truck Route at US 101 Interchange Improvement Enable full directionality at interchange, reconfiguring interchange to improve efficient freight access and overall safety, minimize conflicts with other uses.	Port Angeles	24	$ 7.8 M	$0.26 M
SR 104 Kingston Congestion Mitigation Construct SR 104 realignment from Main Street and congestion/safety improvements. Though it has funding commitments, until it is built it will remain a PRTPO priority concern.	Kitsap County	23	$20 M	$20.0 M
Noll Road Corridor Improvements Three phases of corridor projects will improve multimodal mobility, increase system safety, and improve traffic flow along SR 305 corridor.	Poulsbo	23	$33.1 M	$22.7 M

Pavement Preservation, Asset Management, and State of Good Repair

PRTPO stands with its local, state, and tribal partners in reiterating the need for adequate, predictable funding to preserve and maintain the existing transportation system - streets and highways, bridges, ferry terminals and vessels, transit vehicles and infrastructure, trails and pathways, sidewalks, airport runways, port terminals, and technology. Existing revenues are insufficient and unreliable for maintaining a State of Good Repair across the region.

ATTACHMENT G

ACTION ITEM

To: PRTPO Executive Board
From: Edward Coviello
Date: October 13, 2023
Subject: **Adopt 2024-2029 Regional Transportation Improvement Program**

REQUESTED ACTION:

Approve Resolution 07-2023 adopting the 2024-2029 Regional Transportation Improvement Program for the Peninsula Region.

Overview

One of PRTPO's annual responsibilities is to develop a six-year Regional Transportation Improvement Program (RTIP) in cooperation with WSDOT, local jurisdictions, and transit agencies.[1]

Some projects in the first four years of the Regional TIP will move automatically into the Statewide TIP (STIP) by virtue of their inclusion in the adopted RTIP. Those projects include:

a) Local agency or transit projects that have any federal funds AND are funding secured for that phase
b) All WSDOT projects

Inclusion in the STIP is a prerequisite for agencies before they can obligate federal funds awarded to projects through a grant or earmark appropriation. Obligation is the formal process of getting federal funds that have been awarded to a project contractually assigned to it and is a critical step in securing and delivering federally funded projects.

The draft RTIP report can be viewed online here on PRTPO's website. It includes projects submitted by PRTPO members in Clallam, Jefferson, and Mason Counties, and WSDOT. Kitsap County projects are included in the Puget Sound Regional Council (PSRC) RTIP.

The Board is asked to approve Resolution 07-2023 adopting the RTIP. Upon adoption the RTIP will be forwarded to WSDOT where applicable projects from its first four years will be aggregated with those from other RTPOs across the state into the 2024-2027 STIP described above.

Attachment:
Resolution 07-2023 Adopting the 2024-2029 RTIP for the Peninsula Region

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

[1] RCW 47.80(5)

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 07-2023

Approving the SFY 2024-2029 Regional Transportation Improvement 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 Regional Transportation Improvement Program (RTIP)developed by the PRTPO that describes projects that have planned or secured funding within the counties of Clallam, Jefferson and Mason, by WSDOT and any PRTPO member within the for mentioned three counties; and

WHEREAS, Kitsap County members develop their RTIP through the Puget Sound Regional Council (PSRC); and

WHEREAS, the SFY 2024-2029 Regional Transportation Improvement Program for the Peninsula Region addresses state and federal compliance requirements.

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

THAT the Regional Transportation Improvement Program (RTIP) for SFY 2024-2029 be approved as per the attached report; and

THAT members may request amendments to the RTIP using the PRTPO approved RTIP Amendment process.

THAT PRTPO staff will submit projects with secured funds to the WSDOT for inclusion in the 2024 State Transportation Improvement Program (STIP) upon approval of the PRTPO 2024-2029 RTIP.

APPROVED, this 20th day of October 2023.

ATTEST:

_____

Bek Ashby, Chair

ATTEST:

_____

Randy Neatherlin, Vice-Chair

ATTACHMENT H

Discussion Item

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: October 13, 2023
Subject: **2024 Transportation Alternatives Call for Projects**

Background

PRTPO is responsible for identifying projects to receive federal Transportation Alternatives (TA) program funds from WSDOT for priority projects in Clallam, Jefferson, and/or Mason Counties. (Kitsap members participate in PSRC's program where more funding is available.) Federal TA funds support a wide range of project types but are probably best known for funding non-motorized and *Complete Streets* projects, special landscaping and environmental remediation projects, Safe Routes to School projects, and historic preservation projects. All PRTPO members in those three rural counties are eligible project applicants as are some other entities.

In 2020 PRTPO allocated four years' worth of funding in a single call for projects, awarding $1.1 million to four projects. PRTPO planned to conduct a call for projects biennially from then on. During its call for projects in 2022 to award $516,000, PRTPO received no funding applications. A debrief with TAC members revealed the dollar amount was too low to support a competitive federal funding process. The Executive Board advised consulting with the TAC in determining an appropriate time to launch the next call for TA projects.

When it met in September the TAC revisited this question of when to initiate a fresh call for projects. They considered the revenue available by "programming ahead" four years to ensure it would be a big enough funding pool to make the cost and effort of federalizing local projects worthwhile. By programming funds for fiscal years 2023-2026 PRTPO can **identify $1,389,000 in TA awards for local agencies to receive from WSDOT.** PRTPO would strive to ensure that of this amount, at least $503,700 goes to projects in rural areas and at least $385,900 goes to projects in urban areas as defined by the 2020 Census. In discussing the approach with staff there was general agreement that the materials and process developed for 2022 provide a solid starting point for a 2024 process and can be ready to go by the end of this year.

The TAC recommended to the Executive Board that PRTPO launch a new call for TA projects early in 2024 with selection occurring in late spring or early summer. This will maximize the leverage potential for project applicants pursuing other revenue sources for large projects. The TAC will review and refine the process materials when they meet again in November unless the Board directs otherwise.

The Board is asked to consider this TAC recommendation to proceed with a call for TA projects in January.

Next Steps

With Board concurrence staff with work with the TAC in November to review and refresh as necessary the materials for a 2024 TA process. Those details will come to the Board in December for approval at that time, with a likely launch of the next TA Call for Projects in early January 2024.

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

ATTACHMENT I

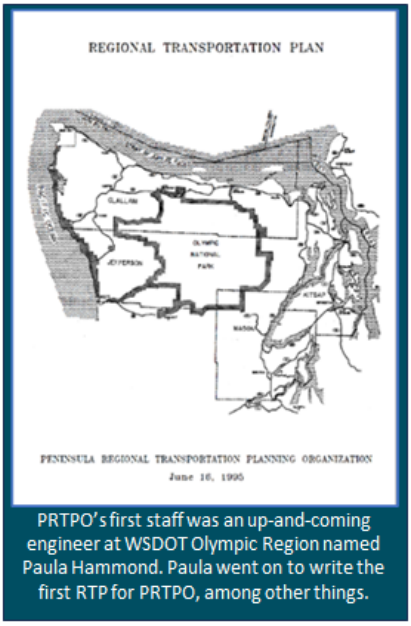
DISCUSSION ITEM

To:	PRTPO Executive Board
From:	Thera Black, PRTPO Coordinator
Date:	October 13, 2023
Subject:	**RTP: Executive Board Vision and Strategic Direction**

REQUESTED ACTION:
No action is requested. This is the first of a couple of discussions about the Board's vision and objectives for this long-range planning process, and how products of the RTP align with other PRTPO activities.

Overview

In August Board members reviewed state requirements for PRTPO's long-range Regional Transportation Plan (RTP) as well as some of the history behind those requirements. RTPOs were created by the legislature in 1990 to help facilitate Growth Management Act (GMA) start-up efforts associated with transportation, providing the first regionally coordinated transportation planning processes most of the state had ever experienced. Not only that, but transportation was suddenly "multimodal," and it had to meet new concurrency requirements. This was occurring at the same time and in coordination with local agencies, who were developing the first coordinated countywide planning policies then applying them to develop their very first comprehensive growth plans looking twenty years into the future.



PRTPO's first staff was an up-and-coming engineer at WSDOT Olympic Region named Paula Hammond. Paula went on to write the first RTP for PRTPO, among other things.

The topics of transportation, land use, and growth were on the table together for the first time, and it was messy! We take for granted the almost routine nature of intergovernmental coordination and integrated processes around which planning and project development occurs today, but in the early 1990s everything was being hashed out for the first time. And most of the state had nothing like RTPOs in place before this, adding a whole new level of intergovernmental coordination to an already chaotic yet exhilarating stew of public planning activities. RTPOs and the first RTPs they developed brought together stakeholders from across their region to look together over the horizon and plan for the future.

PRTPO is a different organization today and is looking at a different horizon than the Executive Board was looking at in 1993 when it began working on the first regional plan. Agencies have their Comp Plans in place and PRTPO has the goals and policies that demonstrate consistency between local and regional plans. PRTPO's partners are doing what they can to make viable, equitable, green travel alternatives widely accessible in a region known for its highly rural characteristics. They are doing what they can with the resources available to preserve their systems and keep life cycle costs low. PRTPO members demonstrate the power of interagency collaboration in providing a regional system that offers more to the traveling public than the sum of its parts. This strong 30-year foundation of regional collaboration and cooperation offers a fresh PRTPO vantage point for the next thirty years.

Executive Board Vision & Objectives for the Next 30 Years

The vision of PRTPO's first RTP was driven by GMA start-up activities, messy as they were at the time. What are those messy issues now that this long-range plan should address? This update of the RTP will reflect the vision and shared

insights and concerns of today's PRTPO. PRTPO members will talk about what that looks like as the Board works to develop a vision for this update and describe what a long-range strategy should do for the Peninsula Region. Here are a few early insights to kick-start that thinking.

- It seems clear from the priority messages developed every year for the *Transportation Outlook* legislative folio that PRTPO sees itself as an ally and a partner to its members, not a regulator. ***The vision for this RTP can reflect that partnership role between PRTPO and its members, allies with different but interrelated roles to play in meeting the mobility needs of the region and its communities.***
- Through the discretionary work the Board includes in its work program as it can, it seems that high value is placed on PRTPO activities that generate resources for members or connect members with opportunities and other stakeholders. PRTPO's role as regional convener supports this well and is amplified by the information sharing and collaboration that occurs around its table, at both the Executive Board and Technical Advisory Committee levels. ***The vision for this RTP can clarify the Board's intent for this update to be of practical value to members and perhaps to also shape future PRTPO work activities when appropriate. This fits well with the idea of PRTPO being a partner to its members more so than a regulator.***
- Members regularly make connections between the interests of PRTPO and those of other organizations, even if they're not transportation organizations. This includes matters related to resilience and emergency preparedness, health and the built environment, funding predictability and use of federal funds, green energy and zero-emission vehicle deployment, rural economic vitality, etc. Many PRTPO members are active with other groups that have intersecting interests though PRTPO has not sought to build strong connections with these other groups in recent years. ***The Board might want to explore ways this RTP can help support more collaboration between PRTPO and other groups to achieve shared objectives that neither could do on its own.***
- PRTPO cannot predict the future any better today than it could in 1995 but it can embrace that uncertainty. A prudent planning process should assume the next thirty years will be highly disruptive and that transportation will be a significant factor in many of the strategies communities will pursue as they try to adapt, recover, and respond to what comes at them. At this point in the 21st century there is value in considering difficult "what if" scenarios that have unknowable answers. Talking through what some of these uncertainties might mean for members and the region can generate different kinds of thinking, perhaps point to other stakeholders or partners in these regional efforts. ***This RTP will be forward looking in its approach, asking big questions and calling attention to priority issues and opportunities that can help communities across the region be a little better prepared for what they will face in 2050 and beyond.***

PRTPO has a unique table and state mandate that is like no other in the four-county Peninsula Region, bringing together the vast majority of the owners and operators of the regional transportation system to identify areas for future coordination. We will work to take full advantage of that regional forum during this update. By tapping the diverse perspectives and expertise around the table this update can lay the groundwork for on-going collaboration and cooperation that has lasting value to PRTPO members and the communities you serve long after the update is complete.

This Board discussion about your vision for this update and your aspirations for the process and what comes out of it, is key to its success.

Attachment
2050 RTP Schedule

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

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

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

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

TAC milestones: 1 2 3 4 5 6 7 8

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

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

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

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

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

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

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

#1 #2 Comment

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

ATTACHMENT J

Informational Item

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: October 13, 2023
Subject: **Inquiry Into Seeming Anomalies in 2020 Census Results**

This is an informational item to keep the Board apprised of an emergent topic affecting several members. It pertains to the 2020 Census and potential issues in the underlying census data.

Background

Every ten years results of the decennial census are used by the federal government to delineate urban areas that meet the definition of "urban" adopted by the Census Bureau. This is a formal definition codified in the Federal Register. Those lands that satisfy certain density criteria are designated as "urban" by the federal government and everything else in the country is considered "rural."

Among other things this federal designation informs the Federal Functional Classification of facilities. It has direct implications for cities and counties in that many state and federal transportation revenues are restricted in use. Rural revenues cannot be used on urban facilities and urban revenues cannot be used on rural facilities. Urban designation is a factor in the distribution of transit formula funding. It also affects stormwater standards and some street design factors. Importantly, urban and rural designation is a factor in the distribution of federal funds for other programs such as public health, education, social services, and more.

The decennial census is always followed by a process to review and adjust the resulting urban area boundaries based on real world conditions, landmarks, infrastructure, city boundaries, and other factors. FHWA directs MPOs to lead that process in urban areas and state DOTs to lead it everywhere else. It is a tightly defined process that has been underway since last spring. While the concern that follows surfaced during that process, any resolution will occur outside of it due to the limited scope and interests of that process.

Concern

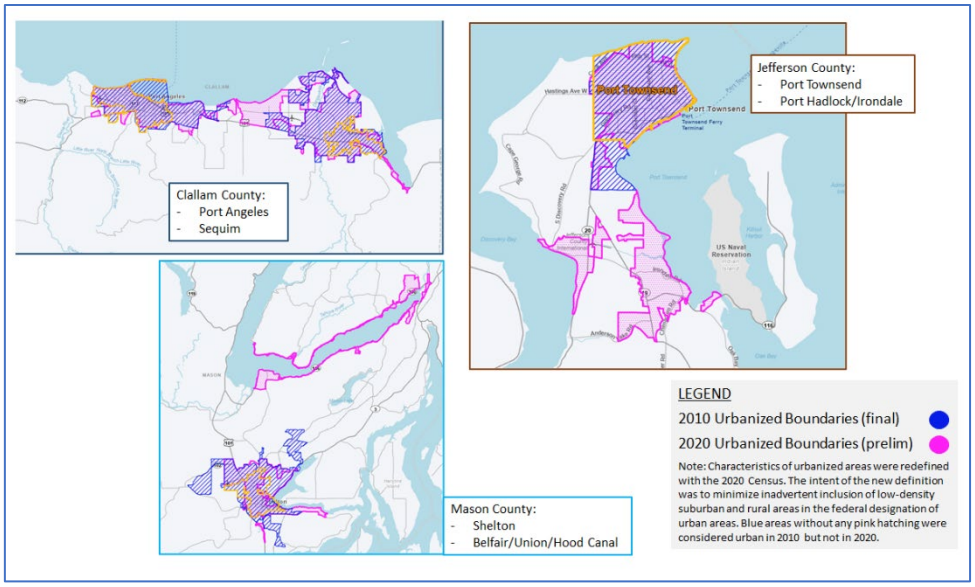
The Census Bureau worked hard in this 2020 process to develop criteria for defining urban areas that minimize the inclusion of low-density suburban and rural areas as urban places. This is part of a nationwide effort to better distinguish the country's truly urban areas from other places. Across the country over 1,100 places previously designated as "urban" in 2010 no longer meet the 2020 Census criteria, suggesting the new definition worked better. For example, while much of Camano Island and the Skagit Valley were swept up as "urban" by the 2010 definition, the new definition eliminated urban designations in those rural places, consistent with the intent of the Census Bureau and with real-world conditions.

Interestingly though, some new large urban areas popped up in rural Washington after the 2020 Census, with the largest concentration found in Clallam, Jefferson, and Mason Counties and on Whidbey Island. You can view them here on an easy to navigate map. A snapshot of the three counties is on the next page. Areas outlined in blue were designated urban in 2010. Areas outlined in pink meet the 2020 definition and will be designated as urban areas until at least 2033.

Everyone who has looked at them agrees many of these are illogical and don't reflect what is on the ground nor do they seem to comply with the criteria used to identify urban areas. They appear to be anomalies, possibly reflecting issues in the underlying coordinates used to geo-locate Census data or in the algorithms that aggregate urban criteria. All four locations are on or near large bodies of water subject to significant tides. There are large mountains and mountainous tracts. Rural census tracts are geographically large and bounded by irregular features. Even a slight error in the

underlying coordinates or formulas will transmit throughout the resulting Census data. It wouldn't be caught except through local familiarity with the area, which is why it surfaced in this process.

To emphasize here, the concern is about potential errors in the underlying data or coordinate system, perhaps in the data aggregation used for determining density. Local agencies are not questioning the Census Bureau's definition of "urban" nor are they challenging all the urban designations. They are just concerned about the significant new urban areas that suddenly appeared and which, in real life, are anything but urban.



Next Steps

Local agencies are currently assessing the implications of these seeming anomalies and what it means for their transportation programs before determining whether to pursue this further. Everyone is stretched thin and this may not be a priority concern. If it is, the urban area adjustment process being administered by WSDOT and FHWA is not the right venue nor the right people for understanding and resolving issues with Census data. This is potentially an issue with the underlying algorithms or coordinates and if so, corrections will have to be made by the Census Bureau itself.

The Census Bureau is open to looking at potential issues and has an established process for making information available to review its "TIGER/Line" and "TIGER/Geodatabases" files they use. With approval from the Executive Committee, I opened a line of communication with the Census Bureau to inquire about this process and get a case number if PRTPO members want to pursue this further. If follow-up is warranted it would be best to do it jointly instead of going it alone if more than one county is raising questions.

There is no certainty of the outcome. It is possible that a detailed review of the underlying data will demonstrate that somehow these highly rural places actually do meet the federal definition of "urban," in which case there is no recourse to the designation beyond some minor adjustments. However, if a review determines that there are errors then there is a process for fixing it. Errors do happen. The Census Bureau wants its data to be accurate.

If local agencies determine to question the accuracy of the underlying data mechanisms that generated these results, PRTPO can provide a little support. While PRTPO has limited resources, I can communicate and help coordinate early efforts with the Census Bureau. I would also reach out to the Office of Financial Management (OFM) for help. OFM oversees the state's Census data program and may want to help facilitate technical coordination and communication with the Census Bureau .

I expect to have a more current understanding of where this stands with the local partners by the Board meeting and will provide updates then.

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

ATTACHMENT K

Information Item

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: October 13, 2023
Subject: **Election of Executive Board Officers for 2024-2025**

Requested Action

This is an informational update. No action is requested. In February the Board will vote to elect its new officers for the 2024-2025 calendar years.

Background

Per PRTPO's bylaws, the election of officers occurs every two years. PRTPO's Executive Board is served by a Chair, a Vice-Chair, and a Secretary. Officer duties are spelled out in the bylaws, which PRTPO is amending elsewhere on this agenda.

Those same bylaws specify that no officer can serve more than two consecutive terms in a position. That means in February Bek Ashby will term out as Chair and Randy Neatherlin will term out as Vice-Chair.

The Chair is responsible for presenting a slate of candidates to the Board for consideration ahead of elections, and also for accepting nominations from the floor.

Chair Ashby will talk with the Board about the upcoming election cycle and what to expect in December and February.

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

INFORMATION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: October 13, 2023
Subject: **PRTPO Letters of Support Tendered Since Last Board Meeting**

PRTPO regularly provides letters of support to members applying for state or federal grants in accordance with its draft Letter of Support policy.

Copies of all letters administratively issued since the Board's last meeting are attached.

Please contact me with any questions about how or why to request a letter of support from PRTPO for a member project.

Attached Letter(s):

- *Kitsap Transit – Reconnecting Communities and Neighborhoods Grant*

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

September 21, 2023

Secretary Pete Buttigieg
US Department of Transportation
1200 New Jersey Avenue SE
Washington, DC 20590

Ref: Kitsap Transit *Reconnecting Communities and Neighborhoods* Kitsap-Pierce County Transit Study

Dear Secretary Buttigieg,

The Peninsula Regional Transportation Planning Organization (PRTPO) urges your support for Kitsap Transit's *Reconnecting Community and Neighborhoods (RCN)* grant request to complete a Kitsap-Pierce County Transit Study. This study is the first step in expanding transit service between Kitsap County and the jobs, veterans' services, health care, and education opportunities in Pierce County and the Tacoma area. This will fill a gap in coordinated service between these two counties, providing direct service that crosses the Tacoma Narrows Bridge and offers residents a convenient, cost-effective alternative to driving.

PRTPO enjoys the active participation of all four transit agencies serving the highly rural Peninsula Region. Each serves a different countywide PTBA across Washington's Kitsap and Olympic Peninsulas, which make up the Peninsula Region. For many years these four transit agencies have voluntarily coordinated their service planning to provide this large rural region enhanced levels of efficient, convenient intercity transit service. Kitsap Transit provides the other three agencies with connecting services to the Seattle-Tacoma metropolitan area that many of their constituents rely on for employment, health care, veterans' services, education, and more. Extending service into Tacoma and connections to the services offered by Pierce Transit and Sound Transit would not only benefit those in the immediate service area but would have far-reaching benefits across the Olympic Peninsula.

PRTPO heard during the update of our Coordinated Public Transportation-Human Services Transportation Plan in 2022 that this corridor between Kitsap and Pierce Counties – particularly over the Tacoma Narrows Bridge to the eastside of the Salish Sea – is not well served. Kitsap Transit is stepping up to address this need with support from this RCN grant. This initiative supports goals and objectives of PRTPO's Regional Transportation Plan and Human Services Transportation Plan as well as Kitsap Transit's own long-range transportation plan, offering commuters equitable and environmentally friendly alternatives to driving as well as viable connections to other essential services for those who cannot drive either due to age, income, or disability.

Kitsap Transit has been long-recognized as a regional leader in expanding access to opportunities and growing more sustainable, equitable communities as evidenced by its history of interagency cooperation, deployment of innovative technologies and services, and its approach to coordinated transportation-land use decision-making with its local partners. This Kitsap-Pierce Transit Study is yet another example of Kitsap Transit stepping up to lead an initiative with mobility benefits far beyond its service area.

PRTPO is pleased to support this funding application from Kitsap Transit. On behalf of the 27 members of the PRPTO, I offer our support and encourage USDOT to fund this important project.

Sincerely,

Bek Ashby, PRTPO Chair
City of Port Orchard