PRTPO EXECUTIVE BOARD MEETING

February 20, 2026 | 10:00 – 12:00

Zoom Meeting – Login Below

1.	10:00 – 10:05	**Approval of Agenda** **Consent Calendar** • *Approval of Minutes from December 19, 2025 (Attachment A)* • *SFY 2026 Q2 Invoice Approval (Attachment B)*	ACTION
2.	10:05 – 10:45	**Annual Check-in with WSDOT Olympic Region Administrator** *This is PRTPO's annual check-in with WSDOT Olympic Region* JoAnn Scheuler. *2025 ended with big impacts on our transportation network. This is a great time to gain useful insights into what the Olympic Region has on deck this year, ask questions, and explore opportunities to improve coordination and communication ahead of a busy construction season.*	DISCUSSION JoAnn Scheuler, Olympic Region
3.	10:45 – 11:00	**Direction on SFY 2026-27 UPWP Amendment** *(Attachment C)* *As PRTPO approaches the midpoint of the biennium, it is necessary to refresh and calibrate the Unified Planning Work Program (UPWP) to existing conditions. The Board will consider a draft UPWP amendment in April.*	DISCUSSION
4.	11:00 – 11:05	**Human Services Transportation (HSTP) Proposals** *(Attachment D)* *The HSTP request for proposals was due January 9, 2026. The proposals were reviewed, and a consultant was selected by a committee. The selected consultant is recommended by TAC for approval by the Board.*	ACTION
5.	11:05 – 11:35	**Retreat Planning Group Subcommittee Retreat Report Out** *(Attachment E)* *The retreat is scheduled for April 17, 2026. This is a discussion of topics, speakers, and those willing to assist with retreat planning.*	DISCUSSION
6.	11:35 – 11:40	**June 2026 Meeting Date Confirmation** *The 2026 Meeting Schedule has a conflict in June 2025, as Juneteenth falls on that day. The alternatives are June 12 or 26. However, June 26 is a FIFA game.*	ACTION
7.	11:40 – 11:45	**Update to the Hood Canal Bridge Operations Request** *WSDOT Olympic Region formally requested that the Coast Guard modify its Hood Canal Bridge policies regarding opening for sailboats during the World Cup.*	BRIEFING
8.	11:45 – 11:50	**PRTPO Coordinator Update** *Short updates to keep members apprised about matters of potential interest.*	BRIEFING
9.	11:50 – 12:00	**Public Comment Period** *This is an opportunity for any member of 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.*	
10.	12:00	**Adjourn**	

Other Attachments

Substitute House Bill 2134

USCG World Cup Deviation Request HCB

Greg Brotherton, Chair

Mike French, Vice-Chair *Amy Asher, Secretary*

Next Executive Board Meeting – April 17, 2026 – 10:00 – 12:00

Jamestown S'Klallam Tribe's Red Cedar Hall

Doors open at 9:30 for coffee and socializing

Join Zoom Meeting

https://kitsaptransit.zoom.us/j/82002583309?pwd=10MS9aJIb1nKSiCvdF5acbuWztTgi3.1

Or by phone: 253 215 8782 US (Tacoma). Meeting ID: 820 0258 3309 Passcode: 583717

Minutes of Meeting

ATTACHMENT A

PRTPO EXECUTIVE BOARD
December 19, 2025
10:00 – 12:00
Via Zoom
Meeting video available on YouTube

CALL TO ORDER

Chair Lindsey Schromen-Wawrin called the meeting to order at 10:00.

ATTENDEES

Executive Board:

Clallam County	Mike French
Jefferson County	Greg Brotherson
Kitsap County	David Forte *(alternate)*
Mason County	Randy Neatherlin
City of Bremerton	Vicki Grover
City of Port Angeles	Lindsey Schromen-Wawrin, Chair
City of Port Townsend	Ben Thomas, Vice-chair
City of Poulsbo	Ed Stern
City of Sequim	Rachel Anderson
Port of Shelton	Dick Taylor
Jefferson Transit	Nicole Gauthier
Mason Transit	Amy Asher
Squaxin Transit	Monica Nerney
WSDOT Olympic Region	George Mazur

Staff:
Amna Parson, PRTPO Coordinator
Edward Coviello, PRTPO Coordinator
Thera Black, PRTPO Coordinator

Others in Attendance:
Michael Bateman, City of Poulsbo
Miranda Nash, Jefferson Transit
Jayme Brooke, Jefferson Transit
Senator Deborah Krishnadasan, Washington Senate District 26
Representative Greg Nance, Washington House of Representatives District 23 - Position 2

PRTPO Annual Legislative Forum

Chair Schromen-Wawrin welcomed attendees to the legislative forum with Representative Greg Nance in attendance. He presents the legislative forum slide deck covering an overview of PRTPO goals and organization, the concept of the PRTPO 2026 transportation outlook, such as complete planning, regional corridor planning, state ferry reliability, Hood Canal Bridge policies, and intercity bus service, as well as the corridor list related to connectivity. The presentation covers the Hood Canal Bridge request, which is asking WSDOT to request a temporary deviation in lift operations, the budget requests $150,000 to WSDOT to complete an operational

economic analysis of the lift operations to better understand the best way to manage the bridge's different transportation uses.

After the presentation, Representative Nance expressed that the PRTPO makes their lives easier by facilitating these dialogues that allow deep dives and prioritization, leading to the completion of legislative visions. He mentions that the main challenge is maintaining and preserving what we already have, and then bringing a vision for how we build those complete streets and ensure we're doing effective planning in this time, with pretty severe budget constraints. His phrase is "safe streets, connected communities, and fast ferries," which encompasses his work making our community a safe place to be and prioritizing safe routes to school in some of our urban and rural clusters. Part of it is ensuring accountability: that we're doing it at the right standard and the right way, so we can continue funding these projects across the state. He highlights a proposed roundabout right now on Bainbridge Island at the corner of 305 and High School Road, where there's virtually no local support for this, and we have big concerns that this will make it much harder for folks embarking on the STO in the Puget Sound to the Pacific to actually enjoy their first miles here without disruption. A lot of his work on the House side will be about ferries, addressing deferred maintenance, such as working on the Mosquito Fleet Act to authorize more passenger-only ferries. He explains that one of the key use cases here for a lot of folks who are aiming to travel to the hospital and to healthcare settings, it is a big lift to have to jump on a straight shot, to disembark with a bag, get on a ferry, and head over to the city. The more that we can actually deliver here, local healthcare options on the peninsulas, and then, where that's not possible, convenient, passenger-only, dock-to-dock, door-to-door service, is a policy that we're aiming to make happen here, and Senator Krishnadasan has been a key partner every step of this. We got that through a bipartisan 87-8 majority in the House; now onto the Senate Transportation Committee. As we look at the opportunity to rebound salmon populations in Hood Canal and the summer chum success story, there. Really, we know our bridge is one of the key predation spots, so the lift and collaboration with the Coast Guard not only helps the flow of folks trying to get home and get to where they're going and get to work, but it also can help us boost salmon and boost national security preparation. A lot of the issues we're looking at are going to require multidisciplinary leadership and support, and so I'm delighted to be here to engage.

Senator Krishnadasan states that she is new to her role and is blown away by the work and progress being made to build the ferry system. She has learned to keep the pedal down to keep things relevant and ensure they stay at the top. She is overwhelmed by the transportation system's maintenance and preservation being far behind. She thinks it will be a big topic after the weather and roads washing out, asking the question, are we really prepared for all of this? The funding part is going to be a big part, so she was asked to come on board as vice chair on the budget side. She mentions they did get some sales tax revenue to balance and to pass a bipartisan transportation package last year. She plans to endorse the sales tax, which will remain on the transportation side, since it balances the transportation budget. Her work on the budget side is to support Representative Nance in making sure that we are building safe, reliable Transportation that will meet our needs now and in the future, and that we're really being smart about the growth and anything we add. She mentions that people are really talking about practical solutions like putting in a culvert somewhere, when it would have been smarter to do something over here first. going to push on making sure that, one, the projects that we are doing are long-term, and we're not going to have to change them down the road, that we have that vision as we look at all projects, because the money we spend needs to be meaningful and considered for the long-term for our state. She looks forward to engaging with Senator Lee to learn more about how the Senate will proceed with this. But she will be talking to Representative Nance about the Mosquito Fleet and Fast Ferries. She knows there's been some pause on some of that on the Senate side, and she wants to dig into why and how we can move that.

Member Stern states that Representative Nance had an outsized impact on the state budget regarding ferry boats, and that this was probably the biggest impact since Senator Karen Schmidt. He mentions that this morning, Seattle Times headlines talk about Ferguson wants $1 billion for new ferries, $150 million more to maintain old ones, and I just want to raise my hands for the role that State Representative Greg Nance has had in that, and look forward to him receiving strong support from our new State Senator, Debroah Krishnadasan. Representative Nance mentions that he and Member Stern have hosted three town halls in Poulsbo to elevate the issue, and one of the special elements in our work on the peninsula is that we actually have WSF crew members come out. He states that Member Stern is a great partner on this and that we need new tools, financial support, and political will behind this.

Chair Schromen-Wawrin asks what our strategy is and how much the larger operating budget fight will affect what happens to the transportation budget, given that Governor Ferguson says he doesn't want to raise new revenue and will propose an all-cuts budget. Representative Nance states that there are 3 buckets that to consider when making each work within transportation. Number one, there are some projects that are of a discretionary nature that we just do not have the funds to complete. He mentioned that a proposed roundabout on Bainbridge Island, which is about $40 million now and was paused, but there is a possibility to come back in 6 or 8 years when the financial position improves, because there are other priorities that are extremely urgent. He mentions the Warren Avenue Bridge, where the project is about a million and a half short of getting an engineer's estimate. He explains that part of this reprioritizing in real time will be very important in the supplementary budget year, and that we should think a little outside the box. He mentions that FIFA will bring hundreds of thousands of tourists to our region, and they are trying to get Wi-Fi on board our ferries as quickly as possible so the tourists can upload videos and photos. It is possible to buy a daily or weekly Wi-Fi pass, with good internet and connectivity right here at the terminal and on board, and for just $50, a rider can get all their photos and videos posted to their blog or social media. There are ways for us to generate relatively significant sums to reinvest in ferries. He thinks the governor does not want to issue new taxes or bonds, but we have to pay our bills, and that can be achieved by thinking outside the box. He thinks Senator Krishnadasan's experience as a school board director will help with budget management and has been helpful on the Senate side as they try to put together two good proposals for the governor's consideration.

Member Gauthier made a comment on Jefferson Transit being really proud of the fact that they launched a run that will take community members and visitors alike from Port Townsend directly to the Kingston Ferry Terminal to access the Washington State Ferry, but also Kitsap Transit Fast Ferries. Their 2026 budget included the addition of Sunday service, so launching a Sunday service will again allow community members and visitors to move both inside and outside our county, making connections. One of Jefferson Transit's biggest hurdles, and maybe Clallam Transit as well, is the bridge and navigating the bridge openings. They expect to see more people wanting to access our community, which makes them a little nervous. They don't have additional drivers, and I don't really have additional vehicles to help accommodate that. Their agency really needs some consistency with moving across the bridge. Any time there is a large bridge opening or a long-term bridge opening, it reduces our ability to continue running service both inside and outside the county, because our drivers will come back and have other routes to run. She states that if there is a way forward, we can start really strategizing and thinking about how to better coordinate so that transit agencies can plan around some of those bridge openings. This could make Jefferson feel confident that folks boarding their buses can get to or from the ferry. On the peninsula, lots of communication between Column Transit, Jefferson Transit, Mason Transit, and

Kitsap Transit, trying to get people to where they need to be, and she thinks Jefferson Transit's doing some really cool things in 2026, but we could use some support when it comes to the Hood Canal Bridge. Representative Nance expresses gratitude for the comment. He states they are already talking to the Coast Guard, and there's clearly a public benefit to having brief, regular openings.

Member Forte re-emphasized for the county some things to look out for in the transportation budget going forward, as movement in Kitsap supports the Olympic Peninsula and Mason County, since it is in the center. He lists the Hood Canal Bridge is a high priority for the county, the SR40 realignment in Kingston to support that movement to the Kingston Ferry and the Kingston community, SR305 corridor, which is moving forward, but also is experiencing, for the last projects moving forward, a shortfall, and the ability to, finish up some of those projects that were part of that corridor, and the Grost corridor on SR3 and 16. A lot of groundwork needs to be done during this period to anticipate how we'll advance those projects in the future, because all these corridors are very critical to Kitsap, the peninsula, and Mason County for that movement and support. His request is for Representative Nance and Senator Krishnadasan to monitor those corridors and projects as budget discussions and future planning are being developed. Senator Krishnadasan agrees to Member Forte's request and mentions that when we were talking with Kitsap Economic Development Group about Grost, is that they should need to pick a path forward, and start moving in that direction, because a lot of players have come to the table, are willing to talk, and come up with how to move forward with that. She thinks it's important to keep the project as a priority. She states Congresswoman Emily Randall and her are partnering on that coalition and driving that forward, and with what WSDOT is proposing, they will do what they can to really secure the funding and really see that project forward. She thinks it's still important to talk about it because it is important to go back to the vision and make sure that other projects feeds into it properly to make sure, we are not spending money unfruitfully. Member Forte mentions that the WSDOT team for the Pell is working well as part of that and they just released their next phase, or their next prioritization process as part of that, and it is open for comments until January on their narrowing down their alternatives. More can be found on their website.

Chair Schromen-Wawrin speaks on bridge and connectivity and his previous journeys doing the four-bus combo to get from Port Angeles to the Bainbridge Island ferry, stating that if one bus was late there was no guarantee that he could make the next connection. With the straight shot, a rider can know get on that bus and back to Port Angeles. One time he waited in line on the Kitsap Peninsula for the bridge to open which led the operator to turn the bus around because the bridge was not expected to open. This is a real inconvenience for buses full of passengers. He thinks coordination and the ability to work together really makes it possible for people to get here they need to go, and then still get home safely.

Member Brotherton mentions that the Hood Canal Bridge is just a lifeline for Jefferson County and the Olympic Peninsula. It's tourism and economic development, but it's also patient transfers. His daughter is a student at West Sound Tech, so she travels that bridge every day for her school and experienced 6-hour delays. He is really proud of the work that's happening with the Summer Chum. In Quilcene, there is a have a big partnership with the Jamestown Tribe and Squalin Tribe to replace an 80- foot bridge with a 1,200-foot bridge is really going to unlock the floodplain in Quilcene and contribute to the recovery of the summer chum. These transportation issues involve the ecosystems transportation issues involve and people, but that Hood Canal Bridge is a critical piece for our human resilience and the ecosystem. Representative Nance states he has been on the ground there in Quilcene as a member of the Hood Canal Coordinating Council, looking at different span ways and how

we regenerate a floodplain that's going to be so important ecologically. A recent tour showed him that there are some species that do not come back as the summer chum does. He thinks as we think through multimodal and future connectivity, there's a way to do the right thing that benefits pedestrians and cyclists and drivers and salmon and boaters and commuters, too. Member Brotherton clarifies that his daughter is taking the school bus.

Member Neatherlin mentions that the PRTPO was very helpful in helping him push the work on the bypass in Mason County. The creation of the West Sound Alliance really made a huge impact as well. The project has been on the chopping block a lot, and he was invited to speak to the governor, Secretary of Transportation, and they were able to save it when we explained to him it was not a vanity project but a safety project more than anything else because of the deaths and some of the other issues. He mentions that there are bridges on both sides of the Navy shipyards, and the only way to get anything south is going to be through Mason County, and through Highway 3 to continue to go down south, to bring goods and other essentials. In case of any type of catastrophe, Belfair has two railroad trestles that go right through the middle of it that could come down at the same time, and that's another reason why that bypass is so important. Senator Krishnadasan agrees and states that emergency planning is very critical for that area, and she thinks this should continue to push the federal government on that. She is glad to see that the bypass project is moving forward, and there's continued support behind that, talking to the Chair of the Senate Transportation Committee.

Chair Schromen-Wawrin mentions a project in Port Angeles that is an example of the legacy of planning. It is a truck route. It runs from Highway 101 down into downtown Port Angeles' port area. But where the intersection is between the truck route and Highway 101, a driver can only get on and off the truck route to the west. It was built for log trucks to come in from the west end and head down to the Port of Port Angeles, because there are no on- or off-ramps facing east. All the trucks heading east from the port area through downtown Port Angeles rumble, creating conflict with other modes. The project is meant to complete that interchange at 101 and the truck route, if funding is available, to dramatically change the landscape for Port Angeles. Representative Nance states this is a good flag and an example of how state entry points can be used in a partnership to build a community vision. He endorses this project for consideration and is open to working on it. He mentions planting the right seeds now, like pre-design or early engineering estimates, can help promote the project when the budget changes. He states that a project in Bremerton, off 303 and off Highway 3, is similar and can change the complexion. Senator Krishnadasan has seen the intersection in Port Angeles and appreciates the clarification.

Chair Schromen-Wawrin wraps up the forum, asking for any suggestions for how PRTPO can support the Representative and Senator, maybe share stories from member communities. Representative Nance encourages members to reach out to them if they are in the Capitol. Senator Krishnadasan encourages members to reach out early and often, as this session will move quickly. She mentions that receiving impactful stories from members ahead of time can help support efforts to promote projects. They wanted to share their emails, which are: Representative Nance: greg.nance@leg.wa.gov and Senator Krishnadasan: deborah.krishnadasan@leg.wa.gov. Senator Krishnadasan wants the presentation for the forum which was forwarded to her and Representative Nance.

Forum Debrief, Takeaways, and Next Steps

Chair Schromen-Wawrin opens the floor for a discussion about the forum. Member Brotherton expresses excitement about meeting Representative Nance, and he thinks there should have been more language about the

relationship between summer chum and the Hood Canal bridge, or finding other considerations for the bridge improvements. Chair Schromen-Wawrin reminds members that advocacy is a year-round job, and there needs to be more regular communication with the elected officials who may not be aware of what we are – information sharing needs to be simplified for them. For instance, informing them if a project is not in the budget but was expected to be. Sometimes it's efficient to reach out to their legislative assistant as well. A poll at the meeting shows that members feel the forum is worth the time.

Approval of Agenda and Consent Calendar

Coordinator Coviello acknowledges this is the final meeting with Chair Schromen-Wawrin, Vice Chair Ben Thomas, Coordinator Black, and Fiscal Agent Nash. They were thanked by members for their leadership and contribution to the PRTPO throughout the years.

> **ACTION: Member Neatherlin moved, and Member Taylor seconded to approve the agenda and Consent Calendar. The motion passed unanimously. Member Neatherlin moved, and Member Anderson seconded to approve the state fiscal year 2026 Quarter 1 invoice. The motion passed unanimously.**
>
> **Consent Calendar**
> - ***Approval of Agendarf***
> - ***Approval of Minutes from October 17, 2025***
> - ***SFY 2026 Q1 Invoice Approval***

Release of Request for Proposal (RFP) for the 2026 Human Services Transportation Plan (HSTP)

Coordinator Coviello explains that the HSTP is up for an update after four years. Last update, the document was drafted by a combination of a consultant, the Board, and the TAC. This year, the HSTP will go out for an RFP again, with a little bit less of the $85,000 state funds. Since it's state funds, there are no additional workarounds like last time with federal funds. The RFP scope is attached to the agenda packet. One of the emphasis areas this year in the HSTP is public participation, as expressed during a meeting with the coordinators and the State Public Transit Division. The ask is for the Board to approve the release of the RFP, which will be open from next week to January 9, 2026. Then, proposals will be brought to the TAC for review. The scoring committee will be composed of Kitsap Transit, the Lead Planning Agency, and two TAC members. Once the TAC approves, the recommendation will be made for which proposal is best suited. Then, the selection will be brought to the Boar in February, with the contract to start in March. The tentative schedule is to have the draft completed by August and then submitted to the Washington State Transportation Department, Public Transit Division, no later than this time next year.

> **ACTION: Member Brotherton moved, and Vice Chair Thomas seconded to approve the release of the request for proposals for the 2026 Coordinated Human Services Transportation Plan. The motion passed unanimously.**

Approval of 2026-2031 Regional Transportation Improvement Program (RTIP) Amendment #1

Coordinator Coviello explains that Jefferson Transit has submitted 12 projects for consideration to be amended into the RTIP. As amendment number 1, these 12 projects are all planned projects for, ranging from electric vehicle purchases to facility improvements. The 12 projects are in the agenda pack. If approved, the projects will be added to the PRTPO 2026-2031 RTIP as an amendment, and the RTPI will be reloaded to the website. Member Gauthier states they have many plans and would just appreciate this being approved.

ACTION: Vice Chair Thomas moved, and Member Asher seconded to approve the addition of Jefferson Transit projects to the PRTPR 2026-2031 RTIP. The motion passed unanimously.

RTP Consistency Findings

Coordinator Black explains that in June, when the Board adopted the Regional Transportation Plan, it approved these principles and guidelines for determining consistency. This is a requirement under the Growth Management Act, and back in June, the Board had to verify that the RTP was consistent with the countywide planning policies of the four counties and that those countywide planning policies were consistent with the RTP, which included these guidelines and principles. Those guidelines and principles were used to proceed to the second step of that process, which is to verify that the comprehensive plans adopted by local agencies are also consistent with the RTP. Local agencies are on different schedules, but they update their comprehensive plans as part of the periodic update required by state law. This particular update is primarily the biggest changes that are related to housing and housing affordability. Some of these have been extremely challenging for local agencies to address. Coordinator Black reviewed all plans that are substantially complete. There's one that is not ready: Bainbridge Island. But for all the other 12 (cities and counties), she did review either the final plans or the substantially complete drafts. WSDOT asked that we refrain from taking any final decisions on the substantial or complete drafts until they're adopted. By the draft of the agenda packet memo, several plans had already been adopted, including all of our Kitsap County partners, Kitsap Bremerton, Port Orchard, and Poulsbo, Forks, not Bainbridge. Since Tuesday night, I'm happy to say that Mason County and Port Angeles both adopted their comprehensive plan updates, and neither made changes to the transportation element. Her ask is for the Board to consider the comprehensive plans of Kitsap County, Mason County, Bremerton, Forks, Port Orchard, Port Angeles, and Poulsbo to be consistent with the regional transportation plan. If there are questions that cannot be answered today, or concerns, or a member wants just more time to think about it, this will come back to the Board in February for action. Failure to demonstrate consistency with the RTP renders those agencies ineligible for state transportation grants. Happens about once every 10 years, but that is, that is what this is all about. It's just helping ensure that all the individual plans are consistent with the state's definition of consistency, which means they are not incompatible with the regional transportation plan. She found this exercise very enlightening on the members' community's vision.

Member French mentioned that Clallam will adopt its comprehensive plan in the first quarter of next year. Coordinator Black has provided comments to the Department of Community Development. The county has an elected Director of Community Development, so there is a more collaborative relationship with the community. He believes they have been able to incorporate Coordinator Black's comments and doesn't anticipate any real issues with Clallam county. Coordinator Black confirms she has worked with the staff about the comments.

Vice Chair Thomas states that Port Townsend passed the comprehensive plan on Monday night, and he is not sure whether the issues were addressed. Coordinator Black states she has not heard back and will double-check the plan with Steve. Chair Schromen-Wawrin mentions that not everyone is getting a pass. Coordinator Black confirms and explains that it is PRTPO's responsibility to members to ensure those items are included, and that if it wasn't coming from us, it would come from Commerce or WSDOT. Chair Schromen-Wawrin recognizes that items like this will be seen in the future as other jurisdictions adopt comprehensive plans.

ACTION: Member Taylor moved, and Member Brotherton, to find that the comprehensive plans of Kitsap County, Mason County, Bremerton, Forks, Port Orchard, Port Angeles, and Poulsbo are consistent with the regional transportation plan. The motion passed unanimously.

Retreat Planning Group

Coordinator Parson states that the Board approved the in-person retreat for April 17th next year. At the Executive Committee, there was a discussion about what the retreat could look like. Ideas that came up in that discussion were to ensure discussion groups include a mix of counties, so people can meet new people and discuss different topics, and to include table exercises. Topics mentioned included the Hood Canal Bridge, FIFA, and the HSTP update. She asks whether there is interest in forming a planning committee for the retreat to discuss ideas and identify volunteers. The planning committee would assist with development in this short turnaround from December to April. She also asks for the Board to have a little conversation about the retreat at this time and for volunteers to speak up. She explains that the planning committee would meet in January at a time they pick and at a cadence that works for the group. Members Brotherton, Gauthier, and Neatherlin are volunteers. Coordinator Parson encourages members who cannot be part of the planning committee to share ideas for the retreat.

Election of 2026-2027 PRTPO Officers

Chair Schromen-Wawrin states that the nominations for the executive committee are: Chair Greg Brotherton, Vice Chair Mike French, and Secretary Amy Asher. He asked whether there were any other nominees, but received no response. He mentions that the executive committee roles include an additional meeting to prepare the committee for the Board meeting, and that the chair is responsible for reviewing and signing letters. He asks for any objections to the executive committee members: Chair Greg Brotherton, Vice Chair Mike French, and Secretary Amy Asher. There were no objections. The new executive committee will assume there roles officially in January.

PRTPO Coordinator Update

Coordinator Parson explains that the 2026 schedule is attached to the agenda packet, but the June meeting will need to change from June 19 due to the holiday to either June 12 or 26. She notes that June 26 is a FIFA World Cup game day in Seattle. She will bring up the date rescheduling at the February meeting. She states that there is a call for freight projects for WSDOT, and the TAC was notified in November. PRTPO will accept projects until January 5. Then the projects will be brought to the Board for confirmation in February. Submissions are taken via email. We are looking for information on projects and any information to help us understand the project. More information is in the agenda packet on pages 14 and 15. Additionally, there is a different freight call for projects from the Freight Mobility Strategic Investment Board. They are opening up their applications for their 6-year strategic investment program starting Monday, December 15th. The deadline would be February, March 6th. At this time, PRTPO is unaware of how they are supposed to be involved in that process, but the TAC will be notified via email, and then they will be updated as more information on the process is known.

She continues to say an organization called Long Live the Kingshas reached out. They are an organization working on an assessment of the Hood Canal Bridge, looking at how we can improve the bridge, for people and salmon as well. They would like to present to the Board when possible; they have presented to the TAC in November. She is looking to find a good time sometime in either February or the month after to have them attend and present about their project. they could be a speaker for the retreat. A blurb about them is on page, 16 in the agenda packet.

She will email everyone in this meeting to request them provide any new people rotating into the role. It's also very important to nominate alternatives to make sure someone is at the meeting if they are not able to attend. She mentions she has received an email kickback for Brendan Mayer of the City of Port Angeles and Kate Dean for Jefferson County. It was confirmed that those contacts are no longer representatives by Member Brotherton and Chair Lindsey Schromen-Wawrin.

Coordinator Coviello thanks those leaving for their leadership, and Member Nash notifies the Board that she will be working at Washington State Transit Insurance Pool as their Deputy Director. Member French mentions that the smooth transition of Nash's departure showcases the great work environment at Jefferson Transit. Chair Lindsey Schromen-Wawrin notifies the members that the previous member and Chair Bek passed away in October, and members expressed their feelings and experiences with her.

Coordinator Black provided an update on the Hood Canal Bridge letter and request for a deviation in bridge lift operations during the World Cup next summer. She has been in correspondence with the Coast Guard, Danny McReynolds, out of Seattle, who put her in touch with Paul Garr, who helped her understand the process. Now, she is talking to the WSDOT's bridge manager for Bridges that move. Yesterday, she met with Matt Beatty from WSDOT, who has been assigned this project and will submit a letter to the Coast Guard on PRTPO's behalf. Due to the damage WSDOT is handling after the storm, he is planning to submit the same letter that PRTPO drafted, with the same changes.

He hopes to have that letter submitted to the Coast Guard in the first half of January. Then, they will open up a 90-day notice of proposed rulemaking in February at the federal level. We proposed for basically 4 weeks. It might just be the 6 days of the event. It looks like that's going to proceed, and it'll be an opportunity to maybe build on in the future for a more permanent resolution to those issues.

Public Comment Period

There were no public comments.

PRTPO Member Updates

Member Stern takes the time to thank Chair Lindsey Schromen-Wawrin for his public service at the Association of Washington Cities and at the PRTPO. Member French also mentions his shared experience with Chair Lindsey Schromen-Wawrin. Member Neatherlin thanks Chair Lindsey Schromen-Wawrin, Coordinator Black, and Bek for their time at the PRTPO. Member French and Chair Lindsey Schromen-Wawrin thank Coordinator Black for her help with the transition from her to Coordinator Parson.

Adjourn

There being no other business, Chair Schromen-Wawrin adjourned the meeting at 11:56.

H-3286.1

SUBSTITUTE HOUSE BILL 2134

State of Washington 69th Legislature 2026 Regular Session

By House Transportation (originally sponsored by Representatives Duerr, Reed, Parshley, Ryu, Ramel, Doglio, Fitzgibbon, Zahn, and Gregerson)

READ FIRST TIME 01/30/26.

AN ACT Relating to regional transportation plans, of regional transportation planning organizations containing certain counties, providing for reductions in greenhouse gas emissions and vehicle miles traveled; and amending RCW 47.80.030.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

Sec. 1. RCW 47.80.030 and 2005 c 328 s 2 are each amended to read as follows:

(1) Each regional transportation planning organization shall develop in cooperation with the department of transportation, providers of public transportation and high capacity transportation, ports, and local governments within the region, adopt, and periodically update a regional transportation plan that:

(a) Is based on a least cost planning methodology that identifies the most cost-effective facilities, services, and programs;

(b) Identifies existing or planned transportation facilities, services, and programs, including but not limited to major roadways including state highways and regional arterials, transit and nonmotorized services and facilities, multimodal and intermodal facilities, marine ports and airports, railroads, and noncapital programs including transportation demand management that should function as an integrated regional transportation system, giving

emphasis to those facilities, services, and programs that exhibit one or more of the following characteristics:

(i) Crosses member county lines;

(ii) Is or will be used by a significant number of people who live or work outside the county in which the facility, service, or project is located;

(iii) Significant impacts are expected to be felt in more than one county;

(iv) Potentially adverse impacts of the facility, service, program, or project can be better avoided or mitigated through adherence to regional policies;

(v) Transportation needs addressed by a project have been identified by the regional transportation planning process and the remedy is deemed to have regional significance; and

(vi) Provides for system continuity;

(c) Establishes level of service standards for state highways and state ferry routes, with the exception of transportation facilities of statewide significance as defined in RCW 47.06.140. These regionally established level of service standards for state highways and state ferries shall be developed jointly with the department of transportation, to encourage consistency across jurisdictions. In establishing level of service standards for state highways and state ferries, consideration shall be given for the necessary balance between providing for the free interjurisdictional movement of people and goods and the needs of local commuters using state facilities;

(d) Includes a financial plan demonstrating how the regional transportation plan can be implemented, indicating resources from public and private sources that are reasonably expected to be made available to carry out the plan, and recommending any innovative financing techniques to finance needed facilities, services, and programs;

(e) Assesses regional development patterns, capital investment and other measures necessary to:

(i) Ensure the preservation of the existing regional transportation system, including requirements for operational improvements, resurfacing, restoration, and rehabilitation of existing and future major roadways, as well as operations, maintenance, modernization, and rehabilitation of existing and future transit, railroad systems and corridors, and nonmotorized facilities; and

(ii) Make the most efficient use of existing transportation facilities to relieve vehicular congestion and maximize the mobility of people and goods;

(f) Sets forth a proposed regional transportation approach, including capital investments, service improvements, programs, and transportation demand management measures to guide the development of the integrated, multimodal regional transportation system. For regional growth centers, the approach must address transportation concurrency strategies required under RCW 36.70A.070 and include a measurement of vehicle level of service for off-peak periods and total multimodal capacity for peak periods; ((~~and~~))

(g) Where appropriate, sets forth the relationship of high capacity transportation providers and other public transit providers with regard to responsibility for, and the coordination between, services and facilities; and

(h) Provides for reductions in greenhouse gas emissions and vehicle miles traveled. This subsection applies only to regional transportation planning organizations that contain a county or counties meeting the criteria in RCW 36.70A.095. In the event that a county is included in two regional transportation planning organizations, the requirements of this subsection apply to the regional transportation planning organization with the larger population.

(2) The organization shall review the regional transportation plan biennially for currency and forward the adopted plan along with documentation of the biennial review to the state department of transportation.

(3) All transportation projects, programs, and transportation demand management measures within the region that have an impact upon regional facilities or services must be consistent with the plan and with the adopted regional growth and transportation strategies.

--- END ---

Washington State Department of Transportation

Olympic Region
7407 31st Ave NE, Lacey
P.O. Box 47440
Olympia, WA 98504-7440
360-357-2600 / Fax 360-357-2601
TTY: 1-800-833-6388
www.wsdot.wa.gov

January 20, 2026

Danny McReynolds, USCG
915 2nd Ave, Rm 3510
Seattle, WA, 98174

Dear Mr. McReynolds,

I am writing today to formally request a temporary deviation of the bridge opening hours for State Route 104, Hood Canal Bridge (HCB).

The World Cup 2026 is expected to bring a significant increase in traffic on state highways in June and early July this summer. WSDOT has received requests from our partners at Peninsula Regional Transportation Planning Organization, see attached letter, and others concerned about the unprecedented levels of travel between the Olympic and Kitsap Peninsulas with correspondingly high demand for reliable transit and ferry access to and from Seattle.

To help reduce delays and make travel planning more reliable, we are requesting a temporary deviation to restrict marine opening for recreational sailboats that are too tall to pass under the bridge's fixed spans. The requested deviation is as follows:

> From June 15, 2026, through July 6, 2026, marine openings of the HCB for recreational sailboats are restricted to two daytime openings at 10:00 a.m. and 2:00 p.m., with normal marine openings daily between 11:00 p.m. and 5:00 a.m.

We appreciate your consideration of this request and look forward to hearing your decision. I can be reached at (360) 357-2614 if you need additional information.

Sincerely,

Matt Beattie

Matt Beattie
Olympic Region Maintenance Manager

Enclosures: 33 CFR Part 117 – Docket No. USCG-2012-0074
PRTPO Letter

TABLE 1 OF § 100.801—EIGHTH COAST GUARD DISTRICT TABLE OF ANNUAL MARINE EVENTS

Table No.	Sector Ohio Valley	Date	Event/sponsor	Sector Ohio Valley location	Regulated area
*	*	*	*	*	*
5	5	The second Sunday in August.	Mountaineer Triathlon/ Greater Morgantown Convention and Visitors Bureau.	Monongahela River, Morgantown, WV.	Monongahela River, mile marker 101.0 to 102.0, Morgantown, WV.

* * * * *

PART 165—REGULATED NAVIGATION AREAS AND LIMITED ACCESS AREAS

■ 3. The authority citation for part 165 continues to read as follows:

Authority: 33 U.S.C. 1231; 46 U.S.C. Chapter 701, 3306, 3703; 50 U.S.C. 191, 195; 33 CFR 1.05–1, 6.04–1, 6.04–6, and 160.5; Pub. L. 107–295, 116 Stat. 2064; Department of Homeland Security Delegation No. 0170.1.

■ 4. Amend § 165.801 by revising in Table 1, the entry for Table No. 151 to read as follows:

§ 165.801 Annual Fireworks Displays and other events in the Eighth Coast Guard District requiring safety zones.

* * * * *

TABLE 1 OF § 165.801—EIGHTH COAST GUARD DISTRICT TABLE OF ANNUAL SAFETY ZONES

Table No.	Sector Mobile	Date	Sponsor/name	Sector Mobile location	Safety zone
*	*	*	*	*	*
151	10	Biannually occurring during odd numbered years; 2 Days; Mid-March to end of April.	Angels Over the Bay/ Keesler Air Force Base.	Back Bay Biloxi, Biloxi, MS.	Back Bay Biloxi, Bounded by the following coordinates: Eastern boundary; Latitude 30°25′47.6″ N, Longitude 088°54′13.6″ W, to Latitude 30°24′43″ N, Longitude 088°54′13.6″ W. Western Boundary; Latitude 30°25′25.6″ N, Longitude 088°56′9″ W, to Latitude 30°24′55″ N, Longitude 088°56′9″ W.

* * * * *

Dated: April 23, 2012.

Roy A. Nash,

Rear Admiral, U.S. Coast Guard, Commander, Eighth Coast Guard District.

[FR Doc. 2012–11809 Filed 5–15–12; 8:45 am]

BILLING CODE 9110–04–P

DEPARTMENT OF HOMELAND SECURITY

Coast Guard

33 CFR Part 117

[Docket No. USCG–2012–0074]

RIN 1625–AA09

Drawbridge Operation Regulation; Hood Canal, WA

AGENCY: Coast Guard, DHS.

ACTION: Final rule.

SUMMARY: The Coast Guard is modifying the drawbridge operating regulation for the Hood Canal floating drawbridge near Port Gamble. This modification will relieve heavy rush hour road traffic on State Routes 3 and 104 by allowing the draw of the bridge to remain closed to maritime traffic during afternoon rush hours during summer months. This action will help alleviate heavy rush hour road traffic by reducing bridge openings, thereby reducing traffic queues and delays due to bridge openings.

DATES: This rule is effective May 22, 2012.

ADDRESSES: Comments and related materials received from the public, as well as documents mentioned in this preamble as being available in the docket, are part of docket USCG–2012–0074 and are available online by going to *http://www.regulations.gov,* inserting USCG–2012–0074 in the ''Keyword'' box, and then clicking ''Search.'' This material is also available for inspection or copying at the Docket Management Facility (M–30), U.S. Department of Transportation, West Building Ground Floor, Room W12–140, 1200 New Jersey Avenue SE., Washington, DC 20590, between 9 a.m. and 5 p.m., Monday through Friday, except Federal holidays.

FOR FURTHER INFORMATION CONTACT: If you have questions on this rule, call or email the Bridge Administrator, Coast Guard Thirteenth District; telephone 206–220–7282 email *randall.d.overton@uscg.mil.* If you have questions on viewing or submitting material to the docket, call Renee V. Wright, Program Manager, Docket Operations, telephone 202–366–9826.

SUPPLEMENTARY INFORMATION:

Regulatory Information

On March 1, 2012 we published a notice of proposed rulemaking (NPRM) entitled Drawbridge Operation Regulation; Hood Canal, WA in the **Federal Register** (77 FR 12514). We received 17 comments on the proposed

rule. No public meeting was requested, and none was held.

Under 5 U.S.C. 553(d)(3), the Coast Guard finds that good cause exists for making this rule effective in less than 30 days after publication in the **Federal Register** because due to the volume of traffic and congestion in the area around the bridge any further delay would not be in the best interest for public safety. The Coast Guard conducted a test deviation of the bridge operating schedule from May 27, 2011 through September 30, 2011 with comments received through November 30, 2011. The Coast Guard also published an NPRM, which referenced a May 22 start date. The comments received both from the test deviation and the NPRM were overwhelmingly in support of implementing this rule, with no comments opposing the modification.

Basis and Purpose

Senator Phil Rockefeller and Representative Christine Rolfes of the Washington State Legislature requested that the operating regulations of the Hood Canal Bridge be changed to provide some relief to road traffic on State Routes 3 and 104. Traffic queues south of the eastern end of the bridge can be in excess of 45 minutes during and after openings of the draw span. The stopped road traffic on this two-lane highway blocks access to intersecting streets along the queue. The current operating regulations for the bridge are found at 33 CFR 117.1045. Per existing operating regulations, the bridge shall open on signal if at least one hour notice is provided and the draw shall be opened horizontally for three hundred feet unless the maximum opening of 600 feet is requested. The current regulations remain in effect except for the establishment of the restricted period under this rule. Navigation on the waterway consists of commercial tugs with tows, recreational vessels of various sizes, commercial fishing vessels, and U.S. naval vessels with escort vessels including those of the U.S. Coast Guard. This new rule will not affect commercial tug and tow vessels nor will it affect U.S. Naval Vessels or vessels in service to the U.S. Navy or other pubic vessels of the United States because pursuant to this rule, the bridge is required to open for these types of vessels during the restricted period. The Coast Guard conducted a test deviation of the bridge operating schedule from May 27, 2011 through September 30, 2011 during which the bridge was not required to open from 3 p.m. to 6 p.m. except for U.S. Navy Vessels and vessels attending the missions of the U.S. Navy. This test deviation was published in the **Federal Register** under docket number USCG–2010–0314 and comments were received and evaluated during the comment period which ended November 30, 2011.

Comments received, during the test deviation were evaluated and incorporated into a proposed rule which was published in the **Federal Register** on March 1, 2012 under docket number USCG–2012–0074.

Discussion of Comments and Changes

The Coast Guard issued a Notice of Proposed Rulemaking (NPRM) under docket number USCG–2012–0074 and received comments through April 16, 2012. 17 comments were received. The comments received in response to the NPRM were overwhelmingly in favor of instituting this rule. Sixteen of the 17 comments supported the modification. Eight of 16 comments supporting the modification also proposed adding similar restrictions on bridge openings for morning commute hours. The Coast Guard reviewed the bridge opening logs and the vehicle traffic counts for the morning hours and found no definitive benefit of imposing a morning restriction on the drawbridge operation. One comment was received in opposition to the applicability of the rule. The opposing commenter stated that the restriction should be expanded to include naval and commercial vessels. The Coast Guard reviewed the bridge opening logs and found no significant benefit gained by expanding the restrictions to tug and tow vessels which are exempt from this rule. The Coast Guard will not expand the restrictions to vessels of the U.S. Navy or vessels attending the missions of the U.S. Navy because restricting movement of U.S. Navy vessels could compromise national security. This final rule is being issued with no changes from the proposed rule issued under docket USCG–2012–0074.

Regulatory Analyses

We developed this rule after considering numerous statutes and executive orders related to rulemaking. Below we summarize our analyses based on 13 of these statutes or executive orders.

Regulatory Planning and Review

This rule is not a significant regulatory action under section 3(f) of Executive Order 12866, Regulatory Planning and Review, as supplemented by Executive Order 13563, Improving Regulation and Regulatory Review, and does not require an assessment of potential costs and benefits under section 6(a)(3) of that Order or under section 1 of Executive Order 13563. The Office of Management and Budget has not reviewed it under that Order. We have reached this conclusion by the fact that commercial tow vessels and U.S. Naval Vessels are exempt from the restricted openings. Vessels that would be primarily affected are recreational vessels that are not able to pass through the fixed navigational channels of the bridge. Vessels affected by the restricted opening schedule will be able to plan their trips to avoid the restricted period. There are no changes to the regulatory text of this rule from the previously issued NPRM.

Impact on Small Entities

Under the Regulatory Flexibility Act (5 U.S.C. 601–612), we have considered whether this rule would have a significant economic impact on a substantial number of small entities. The term ''small entities'' comprises small businesses, not-for-profit organizations that are independently owned and operated and are not dominant in their fields, and governmental jurisdictions with populations of less than 50,000.

The Coast Guard certifies under 5 U.S.C. 605(b) that this rule will not have a significant economic impact on a substantial number of small entities. This rule would primarily affect recreational sailboats which have mast heights that preclude them from passing under the fixed navigational openings in the bridge. Vessels which require an opening will be informed of the restricted closure period via the Coast Guard's Local Notice to Mariners which will allow them to plan trips to avoid this time frame.

Collection of Information

This rule calls for no new collection of information under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501–3520).

Federalism

A rule has implications for federalism under Executive Order 13132, Federalism, if it has a substantial direct effect on State or local governments and would either preempt State law or impose a substantial direct cost of compliance on them. We have analyzed this rule under that Order and have determined that it does not have implications for federalism.

Unfunded Mandates Reform Act

The Unfunded Mandates Reform Act of 1995 (2 U.S.C. 1531–1538) requires Federal agencies to assess the effects of their discretionary regulatory actions. In

particular, the Act addresses actions that may result in the expenditure by a State, local, or tribal government, in the aggregate, or by the private sector of $100,000,000 (adjusted for inflation) or more in any one year. Though this rule will not result in such an expenditure, we do discuss the effects of this rule elsewhere in this preamble.

Taking of Private Property

This rule will not cause a taking of private property or otherwise have taking implications under Executive Order 12630, Governmental Actions and Interference with Constitutionally Protected Property Rights.

Civil Justice Reform

This rule meets applicable standards in sections 3(a) and 3(b)(2) of Executive Order 12988, Civil Justice Reform, to minimize litigation, eliminate ambiguity, and reduce burden.

Protection of Children

We have analyzed this rule under Executive Order 13045, Protection of Children from Environmental Health Risks and Safety Risks. This rule is not an economically significant rule and would not create an environmental risk to health or risk to safety that might disproportionately affect children.

Indian Tribal Governments

This rule does not have tribal implications under Executive Order 13175, Consultation and Coordination with Indian Tribal Governments, because it does not have a substantial direct effect on one or more Indian tribes, on the relationship between the Federal Government and Indian tribes, or on the distribution of power and responsibilities between the Federal Government and Indian tribes.

Energy Effects

We have analyzed this rule under Executive Order 13211, Actions Concerning Regulations That Significantly Affect Energy Supply, Distribution, or Use. We have determined that it is not a ''significant energy action'' under that order because it is not a ''significant regulatory action'' under Executive Order 12866 and is not likely to have a significant adverse effect on the supply, distribution, or use of energy. The Administrator of the Office of Information and Regulatory Affairs has not designated it as a significant energy action. Therefore, it does not require a Statement of Energy Effects under Executive Order 13211.

Technical Standards

The National Technology Transfer and Advancement Act (NTTAA) (15 U.S.C. 272 note) directs agencies to use voluntary consensus standards in their regulatory activities unless the agency provides Congress, through the Office of Management and Budget, with an explanation of why using these standards would be inconsistent with applicable law or otherwise impractical. Voluntary consensus standards are technical standards (e.g., specifications of materials, performance, design, or operation; test methods; sampling procedures; and related management systems practices) that are developed or adopted by voluntary consensus standards bodies.

This rule does not use technical standards. Therefore, we did not consider the use of voluntary consensus standards.

Environment

We have analyzed this rule under Department of Homeland Security Management Directive 023–01 and Commandant Instruction M16475.lD, which guides the Coast Guard in complying with the National Environmental Policy Act of 1969 (NEPA) (42 U.S.C. 4321–4370f), and have concluded that this action is one of a category of actions which do not individually or cumulatively have a significant effect on the human environment. This rule is categorically excluded, under figure 2–1, paragraph (32)(e), of the Instruction.

Under figure 2–1, paragraph (32)(e), of the Instruction, an environmental analysis checklist and a categorical exclusion determination are not required for this rule.

List of Subjects in 33 CFR Part 117

Bridges.

For the reasons discussed in the preamble, the Coast Guard amends 33 CFR part 117 as follows:

PART 117—DRAWBRIDGE OPERATION REGULATIONS

■ 1. The authority citation for part 117 continues to read as follows:

Authority: 33 U.S.C. 499; 33 CFR 1.05–1; Department of Homeland Security Delegation No. 0170.1.

■ 2. Amend § 117.1045 by redesignating paragraphs (b) and (c) as paragraphs (c) and (d) respectively, and adding new paragraph (b) to read as follows:

§ 117.1045 Hood Canal.

* * * * *

(b) The draw of the Hood Canal Bridge, mile 5.0, need not open for vessel traffic from 3 p.m. to 6:15 p.m. daily from 3 p.m. May 22 to 6:16 p.m. September 30, except for commercial tug and tow vessels and vessels of the U.S. Navy or vessels attending the missions of the U.S. Navy and other public vessels of the United States. At all other times the bridge will operate in accordance with paragraph (a) of this section.

* * * * *

Dated: May 3, 2012.

A.T. Ewalt,

Captain, U.S. Coast Guard Commander, Thirteenth Coast Guard District Acting.

[FR Doc. 2012–11810 Filed 5–15–12; 8:45 am]

BILLING CODE 9110–04–P

DEPARTMENT OF HOMELAND SECURITY

Coast Guard

33 CFR Part 165

[Docket No. USCG 2012–0229]

Safety Zone; Fourth of July Fireworks, City of Antioch, CA

AGENCY: Coast Guard, DHS.

ACTION: Notice of enforcement of regulation.

SUMMARY: The Coast Guard will enforce the safety zone for the City of Antioch Fourth of July Fireworks display in the Captain of the Port, San Francisco area of responsibility during the dates and times noted below. This action is necessary to protect life and property of the maritime public from the hazards associated with the fireworks display. During the enforcement period, unauthorized persons or vessels are prohibited from entering into, transiting through, or anchoring in the safety zone, unless authorized by the Patrol Commander (PATCOM).

DATES: The regulations in 33 CFR 165.1191 will be enforced from 8 a.m. on through 10 p.m. on July 4, 2012.

FOR FURTHER INFORMATION CONTACT: If you have questions on this notice, call or email Ensign William Hawn, Sector San Francisco Waterways Safety Division, U.S. Coast Guard; telephone 415–399–7442, email *D11-PF-MarineEvents@uscg.mil.*

SUPPLEMENTARY INFORMATION: The Coast Guard will enforce a safety zone in navigable waters around and under the fireworks barge within a radius of 100 feet during the loading, transit, and arrival of the fireworks barge to the display location and until the start of the fireworks display. From 8 a.m. on until 8:45 p.m. on July 4, 2012 the

January 2, 2026

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

Mr. Matt Beattie
WSDOT Olympic Region
7407 31st Ave NE
Lacey, WA 98516

Dear Mr. Beattie,

I am writing to you on behalf of the 27 governments that make up the Peninsula Regional Transportation Planning Organization (PRTPO). Our communities are preparing to host fans and events for the 2026 World Cup matches in Seattle next summer, from June 15 – July 6. We're working to make transportation as efficient as possible to accommodate the historic surge in visitors while also continuing to support our residents and businesses. We anticipate unprecedented levels of travel between the Olympic and Kitsap Peninsulas via the Hood Canal Bridge with correspondingly high demand for reliable transit and ferry access to and from Seattle.

We are writing to ask for your help with this, please.

We are pursuing a temporary deviation in Coast Guard policies regarding Hood Canal Bridge operations, specifically as to when the bridge spans will open to allow passage of large recreational sailboats that are too big to use the east-end fixed-span. Under the current rule, with limited exceptions during peak evening periods in the summer, the skipper of any large sailboat can request WSDOT to open the Hood Canal Bridge spans for its passage, stopping all vehicular traffic. This entire process is unpredictable and disruptive, and can occur repeatedly. It creates back-ups felt from Bremerton to Port Angeles and impacts transit, commerce, ferry riders, commuters, and tens of thousands of other travelers on SR 104 and SR 3. We expect recreational sailboat activity to be higher next summer as a result of the World Cup, too, with associated increases in requests for passage that exacerbate these congestion impacts and undermine our coordination efforts.

That is why we respectfully ask for your assistance in submitting a request to the Coast Guard for a temporary deviation in its bridge lift policy. A Notice to Mariners establishing set times for sailboat passage at 10:00 am and 2:00 pm, when requested, plus any time between 10:00 pm and 6:00 am, would greatly increase predictability and travel time reliability during this period of profound strain on our rural highways and services. This will enable our transit agencies, charter service providers, and others to make reliable travel plans during the World Cup.

Our understanding from the Coast Guard is that a letter from WSDOT in January requesting this deviation is necessary for them to proceed with the requisite 90-day Notice of Proposed Rulemaking in February. Please let us know if there is any additional support PRTPO might offer you to help expedite the processing of this request. Thank you in advance for your consideration.

Respectfully,

Greg Brotherton, Chair
Peninsula Regional Transportation Planning Organization
Jefferson County Commissioner

ATTACHMENT B

ACTION ITEM

To: PRTPO Executive Board
From: Amna Parson, PRTPO Coordinator
Date: February 12, 2025
Subject: **SFY 2026 2nd Quarter Expense Voucher Approval**

REQUESTED ACTION

Approve 1st quarter expenditures for the SFY 2026 Unified Planning Work Program in the amount of $20,220.

Overview

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

The budget summary report is below.

Attachment:

- *SFY 2026 2nd Quarter Invoice Reimbursement Package*

Work Program Element	SFY 2026 Budget	SFY 2027 Budget	Total 26-27 Biennium	Previous Expenditures	Current Expenditures	Remaining Budget
Program Administration	$ 100,647	$ 90,000	**$ 190,647**	$ 19,553	$ 14,593	**$ 156,501**
Transportation Planning	$ 27,000	$ 37,648	**$ 64,648**	$ 9,571	$ 5,082	**$ 49,995**
Regional TIP	$ 9,200	$ 9,200	**$ 18,400**	$ 3,135	$ 545	**$ 14,720**
Board-Directed Activities	$ -	$ -	**$ -**	$ -	$ -	**$ -**
Totals	**$ 136,847**	**$ 136,848**	**$ 273,695**	**$ 32,260**	**$ 20,220**	**$ 221,215**

Acronyms:

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

For More Information:
Amna Parson | 360.473.1132 | AmnaP@kitsaptransit.com

RTPO PLANNING INVOICE VOUCHER

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

Vendor # 911209091

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

SIGNATURE edward coviello — 2/3/2026

TITLE Transportation & Land Use Planner

TOTAL RTPO REIMBURSEMENT requested this invoice **$20,220.26**

Agreement # GCC 1189

Invoice Date 2/3/2026

Billing Time Period
10.01.2025 - 12.31.2026

Allocation Authorized	$273,695.00
Biennium Expenditures-to-Date	$52,480.21
Allocation Balance	$221,214.79

WORK ELEMENT	DESCRIPTION	Previous Expenditures TO-DATE	CURRENT PERIOD EXPENDITURES	Biennium Expenditures TO-DATE
Program Administration	Salaries	$16,422.89	$11,621.60	$28,044.49
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$3,130.49	$2,971.49	$6,101.98
	Total	$19,553.38	$14,593.09	$34,146.47
Transportation Planning	Salaries	$9,480.00	$5,082.17	$14,562.17
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$91.12		$91.12
	Total	$9,571.12	$5,082.17	$14,653.29
Regional TIP	Salaries	$2,080.00	$545.00	$2,625.00
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$1,055.45		$1,055.45
	Total	$3,135.45	$545.00	$3,680.45
Other PRTPO Activities	Salaries	$0.00		$0.00
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$0.00		$0.00
	Total	$0.00	$0.00	$0.00
	TOTAL RTPO Reimbursement	$32,259.95	$20,220.26	$52,480.21

RTPO	Peninsula RTPO /	GCC 1189
Billing Time Period	10.01.2025 - 12.31.2025	

TPO Reviewer	Date

RTPO UPWP ACTIVITY DETAIL

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

Program Administration

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

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

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

PRTPO Support. Held an election for the Executive Committee**.** Responded to member requests for information. Provided letters of support as requested. Maintained PRTPO records and archives. Maintained on-going coordination and communication between lead agencies and Executive Committee and Executive Board. (on-going)

Work Program Management. Monitored budget and activities. (on-going)

Accounting. Completed regular accounting and invoicing activities. Completed SFY 2026 Q1 invoicing and budget reports for PRTPO expenses. (on-going)

Consultant/Misc/Travel:

Lead Agency 10% overhead administration charge

Transportation Planning

Long-range Regional Planning. Worked on RTP consistency reviews**.** Developed 2026 RTP Project List. (on-going)

Regional Coordination and Collaboration. Participated in quarterly meeting of WSDOT's MPO/RTPO Coordinating Committee. Participated in the quarterly Rural RTPO Work Group. (on-going)

Tribal Collaboration. Responded to requests for information and staff support. (on-going)

Human Services Transportation Planning. Drafted and published response for proposals for consultant to conduct the plan. (on-going)

Transportation Outlook. Conducted the legislative forum developed the 2026 draft portfolio. (on-going)

Regional Grants Administration. Continued to monitor TA project obligations and closures and track progress on OA targets. (on-going)

Consultant/Misc/Travel.:

N/A

Regional TIP

Develop and Maintain Regional TIP. Adopted RTIP for 2026-2031 and amendment #1. (on-going)

Consultant/Misc/Travel:

Other PRTPO Activities

N/A

Consultant/Misc/Travel.:

N/A

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

3P Transportation invoices #s 175, 176 and 177 are allocated to the Human Services Transportation Plan Grant through PTD and invocie #174 $1,920 is to the HSTP PTD grant. Invoice #174 was not added to the 1st Qtr.

SIGNATURE	TITLE	DATE
edward coviello	Transportation & Land Use Planner	2/3/2026

Kitsap Transit

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

INVOICE

Invoice Date	**01/21/2026**
Invoice ID	**8668**
Amount Due: $29,005.64	Page 1

CUSTOMER

JEFFERSON TRANSIT
63 4 CORNERS RD
PORT TOWNSEND, WA 98368

SHIP TO

Please detach and return this portion with your remittance

Customer ID	Customer PO No.	Order Date	Shipped Via	FOB
188		01/21/2026		

Terms	Due Date	If Paid By	Deduct	Sold By
	01/21/2026		$0.00	

Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
22606	PRPTO Expenses	1.00				$19,885.64
22709	PTD- HSTP Grant	1.00				$9,120.00

Subtotal	$29,005.64
Sales Tax	$0.00
Total	$29,005.64
Total Due	$29,005.64

Kitsap Transit
PRPTO
2025

	Jan 2025	Feb 2025	March 2025	1st Q 2025	April 2025	May 2025	June 2025	2nd Q 2025	July 2025	Aug 2025	Sept 2025	3rd Q 2025	Oct 2025	Nov 2025	Dec 2025	4th Q 2025
Staff Salaries & Wages	$18.85	$0.00	$0.00	$18.85	$812.37	$895.68	$329.80	$2,037.85	$2,869.20	$5,383.88	$3,951.33	$12,204.41	$6,202.17	$2,228.17	$3,899.80	$12,330.14
Staff Fringe Benefit	$34.08	$0.00	$0.00	$34.08	$373.85	$329.77	$57.01	$760.63	$436.60	$1,042.53	$753.85	$2,232.98	$898.41	$488.93	$651.29	$2,038.63
Advertising	$0.00	$0.00	$0.00	$0.00	$0.00	$405.22	$0.00	$405.22	$0.00	$1,055.45	$0.00	$1,055.45	$0.00	$0.00	$0.00	$0.00
Professional & Tech Service	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other Contract Services	$14,759.00	$0.00	$19,320.00	$34,079.00	$10,800.00	$0.00	$29,209.50	$40,009.50	$7,545.50	$6,024.00	$4,800.00	$18,369.50	$3,600.00	$2,400.00	$1,200.00	$7,200.00
Operating Supplies	$300.00	$0.00	$1,528.80	$1,828.80	$0.00	$19,525.00	$301.39	$19,826.39	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Third Party Recovery	$0.00	$0.00	($40,497.73)	($40,497.73)	$0.00	$0.00	($62,948.47)	($62,948.47)	$0.00	$0.00	($29,153.46)	($29,153.46)	$0.00	$0.00	$0.00	$0.00
Casuality Insurance	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Membership, Dues, and Subscription	$4,537.00	$0.00	$0.00	$4,537.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Merit Plan	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total	**$19,648.93**	**$0.00**	**($19,648.93)**	**$0.00**	**$11,986.22**	**$21,155.67**	**($33,050.77)**	**$91.12**	**$10,851.30**	**$13,505.86**	**($19,648.28)**	**$4,708.88**	**$10,700.58**	**$5,117.10**	**$5,751.09**	**$21,568.77**

Item not previously billed recoded:	$4,800
Cost Incurred 10.1.2025-12.31.2025:	$21,569
Total Direct Costs Reimbursement:	$26,369
Admin Fee 10%:	$2,637
Total Reibursement to Bill:	$29,006

$4,800 is an invoice from the 1st Qtr. Invocie #174
$1,920 to HSTP
$2,880 to PRTPO

Kitsap Transit
Invoice Expense Allocation Report

Vendor Name / Tax Identification Number	Transaction Date / Transaction Number	Description / Transaction Type	Status	Account Number	Account Description	Amount
3P TRANSPORTATION SERVICES						
3P TRANSPORTATION SERVICES	10/31/2025	PRTPO SERVICES FOR OC				
XXX-XX-1946	175	Invoice	Paid	10-50313-4102	Other Contractual Services	$3,600.00
	12/02/2025	PRTPO SERVICES FOR NC				
	176	Invoice	Paid	10-50313-4102	Other Contractual Services	$2,400.00
	01/02/2026	PRTPO SERVICES FOR DE				
	177	Invoice	Paid	10-50313-4102	Other Contractual Services	$1,200.00
					Totals for 3P TRANSPORTATION SERVICES:	*$7,200.00*

Kitsap Transit
Invoice Expense Allocation Report

Criteria

Report name: Test
Include all Invoices
Include these Credit Memos: <None>
Include all Invoice dates
Include these Invoice post dates: 10/1/2025 to 12/31/2025
Include all Accounts
Include all Funds
Include all Classes
Include all Projects
Include all Vendors
Include all Invoice Attributes
Include all Credit Memo Attributes
Include all Account Attributes
Include all Project Attributes
Include all Vendor Attributes
Include all Funding Source(s)
Include these Department(s): 4102

3P Transportation Services

INVOICE

Date: January 2, 2026
Client: Kitsap Transit
Project ID: KT 24-894
Project Name: PRTPO Coordinator
Billing Period: December 1, 2025 – December 31, 2025
Invoice Number: 177

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

Remit To:
3P Transportation Services
Attention: Thera Black
1905 Conger Avenue NW
Olympia, WA 98502

Professional services in delivery of the SFY 2026-27 UPWP @ $120/hour

Description	Hours	Amount
Task 1: Program Administration, including transition support	10	$1,200.00
Task 2: Transportation Planning, including transition support	0	--
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	0	--
Total charge for professional services	10.0	$1,200.00
Total balance due		$1,200.00

Thank you!!

360.878.0353
thera@3ptransport.com
1905 Conger Ave NW
Olympia, WA 98502

BILLING REPORT – Invoice 177

Client:	Kitsap Transit
Project ID:	KT 24-894
Project Name:	PRTPO Coordinator
Billing Period:	December 1, 2025 – December 31, 2025

Activity Breakout by UPWP Work Program Elements

Program Administration [10 hours]

Transition Support – Met weekly and provided onboarding support for new PRTPO Coordinator. Provided information and responded to questions.

Meeting Support – Prepared for and participated in December 19th Executive Board meeting.

Other Planning Activities – Other activities this month that fall under Program Administration.

- Completed invoicing.
- Completed correspondence between PRTPO Chair and WSDOT regarding Hood Canal Bridge.

3P Transportation Services

INVOICE

Date: December 2, 2025
Client: Kitsap Transit
Project ID: KT 24-894
Project Name: PRTPO Coordinator
Billing Period: November 1, 2025 – November 30, 2025
Invoice Number: 176

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

Remit To:
3P Transportation Services
Attention: Thera Black
1905 Conger Avenue NW
Olympia, WA 98502

Professional services in delivery of the SFY 2026-27 UPWP @ $120/hour

Description	Hours	Amount
Task 1: Program Administration, including transition support	10.5	$2,160.00
Task 2: Transportation Planning, including transition support	9.5	$1,140.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	0	--
Total charge for professional services	20.0	$2,400.00
Total balance due		$2,400.00

Thank you!!

360.878.0353
thera@3ptransport.com
1905 Conger Ave NW
Olympia, WA 98502

BILLING REPORT – Invoice 176

Client:	Kitsap Transit
Project ID:	KT 24-894
Project Name:	PRTPO Coordinator
Billing Period:	November 1, 2025 – November 30, 2025

Activity Breakout by UPWP Work Program Elements

Program Administration [10.5 hours]
Transition Support – Met weekly and provided onboarding support for new PRTPO Coordinator. Provided information and responded to questions.

Meeting Support – Prepared for and participated in November 20th TAC meeting.

Other Planning Activities – Other activities this month that fall under Program Administration.

- Completed invoicing.
- Maintained minor correspondence with LPA staff and members.

Transportation Planning [9.5 hours]
RTP Update – Screened recent draft versions of Comp Plans and updated documentation. Prepared briefing materials on RTP consistency determinations for TAC. Followed up with WSDOT and members regarding next steps.

Complete Streets – Reviewed input details and prepared briefing materials for TAC.

3P Transportation Services

INVOICE

Date: November 3, 2025
Client: Kitsap Transit
Project ID: KT 24-894
Project Name: PRTPO Coordinator
Billing Period: October 1, 2025 – October 31, 2025
Invoice Number: 175

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

Remit To:
3P Transportation Services
Attention: Thera Black
1905 Conger Avenue NW
Olympia, WA 98502

Professional services in delivery of the SFY 2026-27 UPWP @ $120/hour

Description	Hours	Amount
Task 1: Program Administration, including transition support	18.0	$2,160.00
Task 2: Transportation Planning, including transition support	12.0	$1,440.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	0	--
Total charge for professional services	30.0	$3,600.00
Total balance due		$3,600.00

Thank you!!

360.878.0353
thera@3ptransport.com
1905 Conger Ave NW
Olympia, WA 98502

BILLING REPORT – Invoice 175

Client:	Kitsap Transit
Project ID:	KT 24-894
Project Name:	PRTPO Coordinator
Billing Period:	October 1, 2025 – October 31, 2025

Activity Breakout by UPWP Work Program Elements

Program Administration [18 hours]
Transition Support – Met weekly and provided onboarding support for new PRTPO Coordinator. Provided information and responded to questions.

Meeting Support – Attended October Board meeting and participated in debrief. Resolved technical issues with transferring PRTPO YouTube channel to a new owner.

Communications – Drafted and submitted letter from Chair to federal delegation requesting temporary Coast Guard policy restrictions on closures of Hood Canal Bridge for recreational sailboat passage during the World Cup.

Other Planning Activities – Other activities this month that fall under Program Administration.

- Completed invoicing.
- Maintained minor correspondence with members.

Transportation Planning [12 hours]
RTP Update – Completed consistency reviews of local Comprehensive Plan periodic updates. Met with Port Townsend team to resolve concerns. Initiated documentation of consistency findings for TAC review and Board approval.

3P Transportation Services

INVOICE

Date: October 1, 2025
Client: Kitsap Transit
Project ID: KT 24-894
Project Name: PRTPO Coordinator
Billing Period: September 1, 2025 – September 30, 2025
Invoice Number: 174

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

Remit To:
3P Transportation Services
Attention: Thera Black
1905 Conger Avenue NW
Olympia, WA 98502

Professional services in delivery of the SFY 2026-27 UPWP @ $120/hour

Description	Hours	Amount
Task 1: Program Administration, including transition support	16.0	$1,920.00
Task 2: Transportation Planning, including transition support	24.0	$2,880.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	0	--
Total charge for professional services	40.0	$4,800.00
Total balance due		$4,800.00

Thank you!!

360.878.0353
thera@3ptransport.com
1905 Conger Ave NW
Olympia, WA 98502

BILLING REPORT – Invoice 174

Client:	Kitsap Transit
Project ID:	KT 24-894
Project Name:	PRTPO Coordinator
Billing Period:	September 1, 2025 – September 30, 2025

Activity Breakout by UPWP Work Program Elements

Program Administration [16 hours]

Transition Support – Met with and provided onboarding support for new PRTPO Coordinator. Provided feedback and responded to questions.

Other Planning Activities – Other activities this month that fall under Program Administration.

- Completed invoicing.
- Completed minor website updates.
- Maintained minor correspondence with members.

Transportation Planning [24 hours]

RTP Update – Worked on consistency reviews of local comprehensive plans. Preliminary reviews completed for Mason County, Shelton, Port Angeles, Forks, Clallam County, and Jefferson County; initiated review of Port Townsend draft. Documentation underway.

Jefferson Transit Authority
PRTPO Fiscal Agent Expenses

Jefferson Transit Authority
63 4 Corners Rd
Port Townsend WA 98368

Invoice Date: 12/31/2025
Invoice Period: October-December 2025

Staff Salaries & Wages Expenses

Description	Date	Hours	Wages	Benefits	Total
End of Quarter invoicing	27-Oct	0.5	$ 26.27	$ 17.17	$ 43.44
Annual report	27-Oct	2	$ 105.08	$ 68.68	$ 173.76
Deposits/checks	17-Nov	0.5	$ 26.27	$ 17.17	$ 43.44
Bank Reconcile	9-Dec	0.5	$ 26.27	$ 17.17	$ 43.44
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
Total Salaries & Wages			$ 183.89	$ 120.19	$ 304.08

Other Reimbursable Expenses

Description	Date	QTY	Rate	Total
				$ -
				$ -
				$ -
				$ -
Total Reimbursables				$ -

Expense Summary for Quarter

	October	November	December	Total
	10/1/2025	11/1/2025	12/1/2025	
	10/31/2025	11/30/2025	12/31/2025	
Staff Salaries and Wages	$ 131.35	$ 26.27	$ 26.27	$ 183.89
Staff Fringe Benefit	$ 85.85	$ 17.17	$ 17.17	$ 120.19
Other Reimbursables	$ -	$ -	$ -	$ -
Subtotal	**$ 217.20**	**$ 43.44**	**$ 43.44**	**$ 304.08**
Overhead Charge 10%	$ 21.72	$ 4.34	$ 4.34	$ 30.41
TOTAL	**$ 238.92**	**$ 47.78**	**$ 47.78**	**$ 334.49**

Invoice Total: $ 334.49

ATTACHMENT C

DISCUSSION ITEM

To: PRTPO Executive Board
From: Amna Parson
Date: February 12, 2026
Subject: **Direction on SFY 2026-27 UPWP Amendment**

REQUESTED ACTION

No action is requested, though input is helpful at this time. The Board will be asked to review a draft SFY 2026 UPWP Amendment in April before submittal to WSDOT for review. The Board will adopt the final SFY 2026 amendment in June.

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 receives an allocation of state RTPO funds each biennium. The 2026-2027 biennium funding amount totals $273,695 to support all of PRTPO's planning and administrative functions. In June 2025, the Board adopted its SFY 2026-2027UPWP (attached). It lays out the PRTPO work program, from July 1, 2025, through June 30, 2027. PRTPO's UPWP Development Policy calls for review and amendment of the two-year UPWP at the mid-point, to make adjustments, if needed, to the Year 2 work program or budget. This is the kick-off to that amendment process. The rest of this memo provides an overview of the UPWP itself and insights on the budget and work program status at this point in the biennium.

Orientation to the UPWP

PRTPO's UPWP is organized around four primary work elements:

Work Element 1 – Program Administration includes all activities needed to support PRTPO's organizational needs such as meeting support, member services, accounting and legal services, general communications, Title VI compliance, and developing and maintaining the UPWP. It also includes fixed costs such as insurance, software licenses, membership fees, cost recovery fees, public notices, and other recurring expenses.

Work Element 2 – Transportation Planning includes most of the ongoing planning functions of PRTPO, such as updating and implementing the Regional Transportation Plan and Human Services Transportation Plan, and grant administration for Transportation Alternatives and Consolidated Grants. It includes regional coordination efforts with WSDOT planning processes and with other RTPOs, collaboration and GMA coordination with local partners, and tribal consultation, as well as PRTPO's annual Transportation Outlook with legislators.

Work Element 3 – Regional TIP includes development, amendment, and maintenance of the Regional TIP throughout the year, as well as monitoring compliance with state Obligation Authority targets.

Work Element 4 – Board-Directed Activities identifies those activities above and beyond the core program activities in any year that PRTPO will accomplish with its existing resources. The Executive Board identifies these activities throughout the biennium as funding and staff capacity allow.

For More Information:
Amna Parson | 360.473.1132 | AmnaP@kitsaptransit.com

Appendix A of the adopted UPWP identifies a small number of Unfunded Planning Needs that could be undertaken with additional resources. These ideas come up through the TAC and Executive Board processes.

PRTPO's UPWP Development Policy spells out how the UPWP will be developed and amended, and which this process complies with. PRTPO also receives guidelines from WSDOT that are factored into the work program.

There is regular and ongoing coordination between the PRTPO Coordinators, Lead Planning Agency, Fiscal Agent, and the Executive Committee throughout the year in monitoring and managing the UPWP, but the Executive Board is responsible for adopting and amending the UPWP and setting the overall work program direction.

On-going Planning
PRTPO Coordinators will have an in-person meeting with WSDOT on March 26 for the mid-biennium check-in to discuss the progress of the UPWP.

This topic was flagged for the TAC in January. They were asked specifically about the Unfunded Planning Needs list, which is used when additional funding becomes available. These items were discussed to benefit from an update or rewording in light of ongoing coordination and interest:

- B. Convene Hood Canal Bridge Advocacy Group to Assess Operational Strategies
- E. Promote Regional Cooperation to Improve Ferry Service Reliability
- F. Convene a Regional Transportation Resilience Forum
- G. Facilitate Coordinated Freight Data Collection Process for Local T-2 and T-3 Routes

Next Steps
PRTPO Coordinators, Lead Planning Agency, Fiscal Agent, and Executive Committee members will draft a SFY 2026 UPWP Amendment for the Board to review and refine in April. A final draft amendment package will be submitted to WSDOT ahead of a review meeting in late April. The amendment will be presented to the Board for adoption in June and go into effect on July 1, 2026.

Attachments:

- *SFY 2025-2027 Unified Planning Work Program, adopted June 2025*

For More Information:
Amna Parson | 360.473.1132 | AmnaP@kitsaptransit.com

PENINSULA RTPO UNIFIED PLANNING WORK PROGRAM

STATE FISCAL YEAR 2026-2027
(July 1, 2025 – June 30, 2027)

APPROVED BY THE PRTPO EXECUTIVE BOARD
June 20, 2025

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 03-2025

Approving the SFY 2026-2027 Unified Planning Work Program for the Peninsula Region

Recitals

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

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

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

WHEREAS, the SFY 2026-2027 UPWP for the Peninsula Region addresses state compliance requirements for PRTPO and other planning activities with the associated budget to support those activities.

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

THAT the scope and budget of the Unified Planning Work Program for SFY 2026-2027 be approved as per the attached document with the understanding that minor changes in work activity or budget may be made with Board approval as long as it does not increase the work program budget;

THAT the Chair is authorized to sign the SFY 2026-2027 WSDOT GCC 1189 agreement authorizing state funding for the UPWP; and

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

APPROVED, this 20th day of June 2025.

ATTEST:

Lindsey Schromen-Wawrin, Chair

ATTEST:

Ben Thomas, Vice-Chair

Contents

BACKGROUND 1
Regional Transportation Planning Organization Responsibilities 1
State Emphasis Areas 2
UPWP Development Process 3
Description of the Region 4
Regional Transportation Planning Organization Structure 5
Lobbying Activities 5

PRTPO SFY 2026-2027 WORK PROGRAM 6
SFY 2026-2027 UPWP Financial Summary 6
Work Element 1 - Program Administration 7
Work Element 2 – Transportation Planning 9
Work Element 3 – Regional TIP 12
Work Element 4 – Board-Directed Activities in SFY 2026-2027 13
Other Planning Activities within the Peninsula Region 14

Appendix A: SFY 2026-2027 Unfunded Needs 15

Appendix B: PRTPO Members 18

PRTPO 2025 Officers

Lindsey Schromen-Wawrin, Chair
City of Port Angeles

Ben Thomas, Vice-Chair
Port Townsend

Gary Anderson, Secretary
Port of Bremerton

www.PRTPO.org

BACKGROUND

The Unified Planning Work Program (UPWP) describes how state funds will be used for regional transportation planning purposes. As the Regional Transportation Planning Organization (RTPO), Peninsula RTPO receives state funds to support a continuous, cooperative, and comprehensive regional transportation planning process across the four-county Peninsula region. This section describes state laws that govern the activities of RTPOs and provides a brief overview of the region. The next section describes the work PRTPO intends to accomplish in SFY 2026 and 2027.

Regional Transportation Planning Organization Responsibilities

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

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

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

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

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

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

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

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

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

- Ensure coordination and cooperation with Indian tribes.

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

State Emphasis Areas

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

WSDOT requests that RTPOs allocate resources for the following activities this biennium:

- ☐ Support WSDOT HQ in its review of RCW 47.80 requirements
- ☐ Make public documents available online *(complete and on-going)*
- ☐ Support WSDOT in carrying out HEAL Act requirements
- ☐ Support local Comprehensive Plan update processes
- ☐ Support WSDOT in scoping an update to the Statewide Multimodal Transportation Plan
- ☐ Support WSDOT Active Transportation Planning Division activities where applicable
- ☐ Support WSDOT Public Transportation Division's update to the Statewide Public Transportation Plan
- ☐ Support WSDOT Rail, Freight, and Ports Division planning activities where applicable
- ☐ Support WSDOT updates to the Federal Functional Classification System
- ☐ Support WSDOT Olympic Region in compiling data for its Transportation Asset Management Plan reporting

PRTPO will participate in these processes as appropriate given the relevance of activities to PRTPO's work program and the organization's budget and staffing capacity. The Executive Board will determine participation as planning opportunities present themselves.

UPWP Development Process

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

Schedule and major milestones for PRTPO's SFY 2026-2027 UPWP development:

Task or Milestone	Date
Executive Board Kick-off of SFY 2026-2027 UPWP	February 21, 2025
Executive Board Review of Draft UPWP	April 18, 2025
WSDOT Review of Draft UPWP	April 22, 2025
Executive Board Adoption of SFY 2026-2027 UPWP	June 20, 2025

UPWP Amendment Process:

PRTPO's UPWP Development policy stipulates that the two-year UPWP will be amended midway through the biennium, to recalibrate the budget for Year 2 of the biennium.

An amendment to the adopted UPWP is also warranted when there is a substantive change to the budgeted work to be accomplished. There are two principal reasons why the UPWP may be amended outside of the mid-biennium update.

a. A substantial redirection of the work program is needed within the existing budget to respond to factors that were not anticipated in the current work program, and which should not wait for a subsequent UPWP update or amendment cycle to proceed.
b. PRTPO receives an increase in work program funding for additional activities within the current SFY.

In all cases, the Executive Board will consider a proposed amendment and take formal action to approve any change before forwarding the amended UPWP to WSDOT for approval.

Description of the Region

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

Figure 1: Map of the Peninsula Region



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

The Peninsula region encompasses lands of ten Indian Tribes. Five of those tribes have an active Interlocal Agreement with PRTPO: Jamestown S'Klallam Tribe, Lower Elwha Klallam Tribe, Makah Nation, Skokomish Tribe, and Squaxin Island Tribe. PRTPO regularly invites the other five to join the organization and welcomes their participation in regional planning activities where interested.

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

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

Regional Transportation Planning Organization Structure

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

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

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

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

Lobbying Activities

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

PRTPO SFY 2026-2027 WORK PROGRAM

PRTPO's Unified Planning Work Program supports an on-going and open process of collaboration and coordination that advances regional objectives. The SFY 2026-2027 UPWP is organized into four Work Elements:

1. Program Administration
2. Transportation Planning
3. Regional TIP
4. Board-Directed Activities

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

SFY 2026-2027 UPWP Financial Summary

Funding Source: WSDOT
Funding Amount: $273,695 SFY 2026-2027 RTPO Funds
$85,000 SFY 2026-2027 WSDOT Funds for HSTP
Work Performed by: PRTPO Lead Planning Agency with contracted staff support and Lead Fiscal Agent, as directed by the PTPO Executive Board

SFY 2026-2027 UPWP Budget and Funding by Work Element

PRTPO Work Element	STATE 2026 RTPO Funds	STATE 2027 RTPO Funds	STATE HSTP Planning Funds	TOTAL 2026-2027 UPWP BUDGET
1. Program Administration	$100,647	$90,000		$190,647
2. Transportation Planning	$27,000	$37,648	$85,000	$149,648
3. Regional TIP	$9,200	$9,200		$18,400
4. Board-Directed Activities	$0	$0		$0
TOTAL	**$136,847**	**$136,848**	**$85,000**	**$358,695**

Work Element 1 - Program Administration

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

Program Administration Summary:

Estimated Cost:	$190,647
Funding Source:	SFY 2026-2027 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff Fiscal Agent

Program Administration Activities:

1.1 Organizational Support

- Biennial by-laws review *(biennial)*
- Maintain policies and procedures *(on-going)*
- Annual appointments *(annual, January-February)*
- Executive Board support – Resource Manual, new member orientations, etc *(on-going)*
- Monitoring state and federal legislation affecting PRTPO and the RTPO process, or having a regionally significant effect on its members *(on-going)*
- Distribute information and resources to members on potential transportation funding opportunities or other support *(on-going)*

Deliverables:

- Updated by-laws (if needed)
- Updated policies and procedures (if needed)
- Updated PRTPO Resource Manual (annually and as warranted)
- Other products or resources derived from PRTPO support (TBD)

1.2 Meeting Support

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

Deliverables:

- Meeting agenda packets and presentation materials, meeting records

1.3 Public Information and Communications

- General public involvement and education *(on-going)*
- Respond to inquiries from the public and media *(as needed)*
- Website updates and content development, maintenance, and security *(on-going)*
- Maintain public records *(on-going)*
- Make public documents available online *(on-going)*

Deliverables:
- Website platform and content
- Correspondence
- Public Records

1.4 Work Program Management
- UPWP development and budget monitoring *(3rd quarter, with on-going monitoring)*
- UPWP Amendments *(Q4 SFY 2026 and as needed)*
- UPWP Annual Report of Performance and Expenditure *(September)*
- Work Program coordination *(on-going)*

Deliverables:
- UPWP amendments (as needed)
- SFY 2025 and SFY 2026 UPWP Annual Report of Performance and Expenditure
- SFY 2028-2029 UPWP

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

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

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

Deliverables:
- Varies by expense item

1.7 Title VI Compliance
- Title VI monitoring and compliance *(on-going)*

Deliverable:
- Response to Title VI Complaints *(as needed)*

Estimated Level of Effort:

	SFY 2026	SFY 2027	2-Yr Total
1. Program Administration	**$ 100,647**	**$ 90,000**	**$190,647**
1.1 Organizational Support	*$ 38,000*	*$ 30,000*	*$ 68,000*
1.2 Meeting Support	*$ 28,647*	*$ 25,000*	*$ 53,647*
1.3 Public Information & Communications	*$ 2,000*	*$ 2,000*	*$ 4,000*
1.4 Work Program Management	*$ 5,000*	*$ 6,000*	*$ 11,000*
1.5 Accounting	*$ 1,500*	*$ 1,500*	*$ 3,000*
1.6 Administrative Expenses	*$ 25,000*	*$ 25,000*	*$ 50,000*
1.7 Title VI	*$ 500*	*$ 500*	*$ 1,000*

Work Element 2 – Transportation Planning

Transportation planning activities encompass the planning and on-going coordination, collaboration, and consultation needed to identify issues and opportunities, develop regionally determined strategies, provide regional direction and leadership on priority matters, and produce periodic updates to plans or guiding documents. This UPWP supports PRTPO's priority planning objectives for the 2026-2027 biennium, onboarding of a new PRTPO Coordinator and a refresh of the Human Services Transportation Plan. All work is directed by the PRTPO Executive Board. Implementation details for activities are developed by the Board as a part of its work program delivery process and reflect budget constraints, other activities underway, and circumstances or opportunities available at that time.

Transportation Planning Summary:

Estimated Cost:	$149,648
Funding Source:	SFY 2026-2027 RTPO Funds and PTD Planning Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff

Transportation Planning Activities:

2.1 Long-range Regional Planning

- Compile New RTP Project List *(Q2 in SFY 2026, 2027)*
- Complete the RTP Biennial Currency Review *(Q2 SFY 2027)*
- Support Multimodal Level of Service Coordination with WSDOT and Local Partners *(as warranted)*
- Maintain Data Portal and Mapping Tools *(ongoing, based on need and available resources)*

Deliverables:

- Updated RTP Project List and Online Map
- 2027 RTP Biennial Review Documentation and potential RTP amendment
- Meeting materials, communication pieces, maps, and data sets
- Executive Board and TAC meeting materials

2.2 Coordination and Collaboration

- RTPO and Regional Coordination
  - MPO/RTPO Coordinating Committee meetings *(quarterly)*
  - Rural RTPO Coordination meetings *(quarterly)*
  - Coordination with WSDOT TRIP re: RTPO policies *(as warranted)*
  - Collaboration and Coordination with Other Regions *(as warranted)*
- WSDOT Coordination

  Participate in WSDOT planning activities as appropriate and feasible within the budget:
  - Peninsula Region Joint Operations Group Coordination Meetings *(TBD)*
  - Public Transportation Division activities including update of statewide Public

Transportation Plan *(SFY 2026-2027)*
- Active Transportation Planning Division activities *(as warranted)*
- Rail, Freight, and Ports Division planning activities *(as warranted)*
- Olympic Region Transportation Asset Management reporting *(SFY 2026)*
- Update of Federal Functional Classification *(as warranted)*

- Local and Intra-regional Collaboration
  - Work with local agencies to coordinate planning efforts and demonstrate consistency between local and regional plans and strategies *(on-going)*
  - Support communications, maintain resources, and facilitate the cooperative efforts of PRTPO members and their partners working to enhance the EV-readiness and resiliency of the region's transportation system *(on-going)*

Deliverables:
- Correspondence and materials
- Executive Board and TAC briefing materials, as warranted

2.3 Tribal Collaboration
- Work with tribal partners to support coordination between tribal and regional plans and strategies, especially during major updates of the Regional Transportation Plan or as requested by one or more tribes (*on-going)*
- Monitor state and federal policies that affect tribal coordination, planning, and funding considerations *(on-going)*
- Work with PRTPO tribal members to ensure available data on tribes is reliable and/or appropriately used in regional materials and planning processes *(on-going)*
- Promote on-going communications and build relationships with tribal partners and their allies across the region, and identify areas of potential collaboration and partnership for further follow-up *(on-going)*
- Maintain relations with the five non-member tribes and seek opportunities for collaboration *(on-going)*

Deliverables:
- Correspondence and materials
- Biennial invitations to non-member tribes to formally join PRTPO as voting members

2.4 Human Services Transportation Planning
- Complete an update of the Human Services Transportation Plan *(due Dec 2026)*
- Monitor funding and policy programs and maintain communications as appropriate with public transit, tribal transit, and human services transportation providers *(on-going)*

Deliverables:
- Updated Human Services Transportation Plan (Dec 2026)
- Data sets and mapping products

2.5 PRTPO Transportation Outlook 2026 and 2027
- Facilitate development of a coordinated list of priority regional concerns *(Q1 each year)*
- Produce an annual briefing paper of PRTPO transportation priorities *(Q2 each year)*
- Host an annual legislative forum to share regional priorities and identify areas for collaboration *(Q2 each year)*
- Respond to legislative and other inquiries on the briefing paper and its priorities *(on-going)*
- Coordinate with members in monitoring and supporting PRTPO's priorities *(on-going)*

Deliverables:

- PRTPO *Transportation Outlook* 2026 and 2027 legislative folios
- Executive Board, TAC, and Subcommittee meeting materials

2.6 Regional Grants Administration

- Monitor obligation and project delivery of Transportation Alternatives awards *(on-going)*
- Conduct Consolidated Grants prioritization process *(Q2 SFY 2027)*
- Complete annual Transportation Alternatives program status report for WSDOT *(December)*

Deliverables:

- Prioritized list of candidates for the Consolidated Grants process
- Completed WSDOT Public Transportation Division Consolidated Grants submittal form
- Executive Board and TAC meeting materials

Estimated Level of Effort:

	SFY 2026	SFY 2027	2-YrTotal
2. Transportation Planning	**$ 72,000**	**$ 77,648**	**$ 149,648**
2.1 Long-range Planning	*$ 8,500*	*$ 11,148*	*$ 19,648*
2.2 Regional Coordination and Collaboration	*$ 10,000*	*$ 10,000*	*$ 20,000*
2.3 Tribal Collaboration	*$ 2,500*	*$ 2,500*	*$ 5,000*
2.4 Human Services Transportation Planning	*$ 45,000*	*$ 40,000*	*$ 85,000*
2.5 PRTPO Transportation Outlook	*$ 5,000*	*$ 5,000*	*$ 10,000*
2.6 Regional Grants Administration	*$ 1,000*	*$ 9,000*	*$ 10,000*

Work Element 3 – Regional TIP

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

Regional TIP Summary:

Estimated Cost:	$15,000
Funding Source:	SFY 2026-2027 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff

Regional TIP Activities:

3.1 Develop and Maintain Regional TIP

- Work with local agencies to compile a six-year Regional TIP (RTIP) *(1st quarter)*
- Develop RTIP documentation, financial plan and other report requirements *(1st quarter)*
- Advertise the draft RTIP for public review and comment *(1st quarter)*
- Prepare draft and final versions of the RTIP and briefing materials to support TAC review and recommendation, and Executive Board approval *(1st and 2nd quarters)*
- Develop amendment materials for the TAC, Executive Board, and WSDOT *(as needed)*

Deliverables:

- Draft and Final 2026-2031 and 2027-2032 RTIPs
- Amendments as needed to the adopted RTIP
- Meeting materials and other products to support the TAC and Executive Board review and approval process

3.2 Monitor Obligation Authority for Federally Funded Projects

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

Deliverables:

- Correspondence and meeting materials if needed

Estimated Level of Effort:

	SFY 2026	SFY 2027	2-Yr Total
3. Regional TIP	**$ 7,500**	**$ 7,500**	**$15,000**
3.1 Develop and Maintain Regional TIP	$ 7,400	$ 7,400	$14,800
3.2. Monitor OA for Federally Funded Projects	$ 100	$ 100	$ 200

Work Element 4 – Board-Directed Activities in SFY 2026-2027

In addition to the core work program activities described in Work Elements 1-3, PRTPO will undertake additional activities in SFY 2026-2027 as funds and staffing allow. Appendix A identifies priority unfunded planning needs PRTPO would like to pursue. These activities are separate from the on-going core functions described in Work Elements 1-3 and are dependent on funding. Several activities support the *Strategic Agenda & Action Plan* in the Regional Transportation Plan. Specific activities will be identified by the Executive Board and amended into this Work Element as funds are secured.

Board-Directed Activities in SFY 2026-2027 Summary:

Estimated Cost:	N/A
Funding Source:	SFY 2026-2027 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff Others TBD

Board-Directed Activities in SFY 2026-2027:

Specific work program activities to be undertaken will be identified and scoped by the Executive Board based on resources, timing, and other opportunities and constraints. Appendix A identifies some unfunded candidate activities that advance Regional Transportation Plan concerns. Specific activities will be indicated below through an administrative amendment to the UPWP.

4.1 To Be Determined by Executive Board

Estimated Level of Effort:

A budget for Board-Directed Activities will be established at the time work is approved by the Executive Board.

	SFY 2026	SFY 2027	2-Yr Total
4. Board-Directed Activities in SFY 2026-2027	**$ 0**	**$0**	**$0**
4.1 TBD			

Other Planning Activities within the Peninsula Region

WSDOT Olympic Region Planning

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

WSDOT Olympic Region prepares and adopts its own UPWP. Planning activities in this biennium are related to Tribal and Regional Coordination, and Preliminary Engineering activities. WSDOT Olympic Region has no corridor or sub-area studies budgeted for SFY 2026-2027.

Tribal and Regional Coordination activities entail WSDOT participation in the planning activities of PRTPO, local jurisdictions, and the federally recognized tribes within the region. Ongoing local and regional coordination activities include providing technical oversight, proactive collaboration, and expanded review for Comprehensive Plan Periodic Updates, annual amendments, and subarea plans in Clallam, Jefferson, Kitsap, and Mason counties as well as providing policy guidance regarding WSDOT's approach to implementing HB 1181, HB 1220 and SSSB 5412. WSDOT also provides enhanced technical and coordination support and oversight for PRTPO's RTP updates.

Preliminary Engineering activities this biennium include advancing the SR 3 Gorst Area Planning and Environmental Linkages (PEL) Study and pre-design projects for safety, preservation, and HEAL Act eligible capital projects, to further define community needs and project details at a conceptual/planning level of detail.

WSDOT's Multimodal Planning Office also leads pre-design studies for Fish Passage and a subset of other preservation and improvement projects in compliance with Washington State's Complete Streets requirements. Pre-design studies, which occur just prior to initiation of Preliminary Engineering, entail coordination with stakeholders and the general public to reach commitments on project features that meet state requirements and support local plan implementation. WSDOT planning staff coordinate with PRTPO and local agency planning staff during the course of all pre-design efforts.

Appendix A: SFY 2026-2027 Unfunded Needs

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

Listed below are important unfunded planning needs PRTPO or its partners would pursue with additional resources. They are derived from the PRTPO *Strategic Agenda & Action Plan* in the adopted RTP along with some standing programmatic concerns. Many of these activities are "next steps" PRTPO identified to help move the needle on some difficult regional issues. No priority is implied in the order of the list.

If a funding opportunity arises, the PRTPO Executive Board will determine which activity to pursue based on the specific funding opportunity, timing, and other factors. If the pursuit is successful, the activity and associated revenue will be amended into the SFY 2026-2027 UPWP. Any state RTPO funds allocated to these activities must be fully expended by June 30, 2027.

A. Extend PRTPO's Annual Services Agreement with the AWC GIS Consortium

As a member of the Association of Washington Cities, PRTPO obtains GIS services through an annual service agreement with the GIS Consortium. This is a flat fee for a certain number of hours of GIS support to assist PRTPO Coordinators in developing and maintaining online products. The contract schedule corresponds roughly with the state fiscal year; service contracts expire in SFY Q4.

This is a high value investment for PRTPO that extends the organization's capacity for member support and effective communications. A Tier 2 service agreement provides 45 hours of GIS service directed by PRTPO and any unused hours roll over to the following year.

Estimated cost – $10,000/year

B. Convene Hood Canal Bridge Advocacy Group to Assess Operational Strategies

Coast Guard policies govern when the Hood Canal Bridge is closed to allow recreational sailboats to pass. A fixed span at the east end of the bridge accommodates vessels up to 50' tall at high tide and 59' tall at low tide, but requests are regularly made for passage by yachts taller than that entering or leaving Hood Canal. Requests are random, but they accounted for more than half of all bridge-lifts in 2023. Travelers are unable to plan their trips to avoid these closures. It takes about an hour for WSDOT to stop traffic, open the bridge, wait for the yacht to clear passage, close the bridge, and reopen it to traffic. This creates congestion and economic impacts from Bremerton to Port Angeles. Growth in recreational marine traffic is expected to increase the frequency of these requests.

Washington State lawmakers secured a provision from the Coast Guard in 2012 restricting those closures at certain times during peak tourist season. The PRTPO Executive Board would like the Coast Guard to revisit its policies and further restrict when a pleasure craft can stop traffic on SR 104 for passage through. The Board would also like to build support for improvements on the east end to better manage traffic impacts on the surrounding community of these closures.

This activity will convene 2-3 work sessions intended to increase understanding of the implications of current policies and build support for a coordinated approach to the Coast Guard, as well as lay the groundwork for east end infrastructure improvements. PRTPO will convene a range of local, state and federal stakeholders to assess the need for policy changes that improve operational efficiency of the state highway system without undue impacts on the recreational boating

community and which increase predictability for motorists and sailors alike. The aim of these work sessions is to develop champions among those who are positioned to take this matter forward to the Coast Guard.

Estimated cost: $10,000

C. Analysis of Traffic, Economic, and Community Impacts of Hood Canal Bridge-Lift Practices

The SR 104 Hood Canal Bridge is a vital freight and passenger link between Central Puget Sound and communities and tribal lands throughout the Olympic Peninsula. Despite this, WSDOT has very little data regarding the effects of Hood Canal Bridge operations on travelers and the economy. Without reliable data and analysis of the impacts on traffic and the economy, it is difficult to have effective discussions with the Coast Guard and recreational boating community about bridge management operations. This is an unfunded WSDOT need with direct implications for PRTPO's ability to initiate meaningful dialogue with its state and federal partners. It is included here to indicate PRTPO support for this important but unfunded WSDOT planning effort.

Estimated cost: $150,000

D. Explore Opportunities for Long-Distance Bus Service Around the Olympic Peninsula

The unique geography of the Olympic Peninsula creates challenges to rural intercity connectivity for all travelers, but especially for transit riders. Transit on the US 101 loop around the Olympic Peninsula is provided by four different transit agencies – Mason Transit, Jefferson Transit, Clallam Transit, and Grays Harbor Transit – and the privately operated Dungeness Line. While cooperation between the agencies makes it possible for a person to eventually get from the west side of the Olympics to the east side, it is not convenient.

This activity will engage the four public transit agencies in an exploratory work session to assess the potential for a future scheduled service built on interagency coordination and collaboration, with a brief report out to the Executive Board. This is a preliminary exercise intended to assess feasibility and interest, to determine whether a more comprehensive technical study is warranted. If so, participants will help develop a high-level scope of work, cost estimates, and key considerations for a follow-up study, to support future funding pursuits.

Estimated cost: $5,000

E. Promote Regional Cooperation to Improve Ferry Service Reliability

In June 2025, the Executive Board will meet with Representative Nance (26th) to tap his insights on state efforts to improve reliability of the Washington State Ferry system and considerations about future ferry opportunities. The Board will also meet in the future with Steve Nevey, director of Washington State Ferries. The intent is to identify specific meaningful steps that PRTPO can take to advance the reliability of and future growth in ferry service for the Peninsula Region. This placeholder reflects the Board's long-standing support for ferry service in the region.

Estimated cost: TBD

F. Convene a Regional Transportation Resilience Forum

Each of the four counties in the Peninsula Region have Comprehensive Emergency Management Plans (CEMP), locally coordinated to help prepare each county for response, recovery, and continuity of services in the event of a disaster. The State itself has a plan. It is likely Olympic National Park has a plan, as well as State Parks, DNR, and others. Transportation is key to the response and recovery strategies in every plan. In a region with the geographic complexity and transportation vulnerabilities found in the Peninsula Region, it is worth ensuring there is awareness of and coordination between the various plans and their underlying transportation assumptions,

especially concerning seismic lifeline routes. Regional preparedness entails regional collaboration.

This forum will convene representatives within the emergency management divisions of the four PRTPO counties and associated transportation representatives, representatives from WA State and Western Federal Lands, and others for an initial assessment of the adequacy of transportation coordination between CEMPs, and between local, state, and federal land management agencies. It will consider if there are untapped coordination opportunities to enhance the resilience of vital transportation infrastructure. This work session will help the stakeholders determine what follow-up measures, if any, are warranted to improve the Peninsula Region's resilience through enhanced or innovative transportation planning activities and collaborations.

Estimated cost: $7,500

G. Facilitate Coordinated Freight Data Collection Process for Local T-2 and T-3 Routes

Some of Washington's important freight routes are on local facilities. Every two years WSDOT asks PRTPO to help coordinate an update of freight data for the local elements of the state's Freight and Goods Transportation System (FGTS), but only one of the region's local partners has the resources to collect or maintain such data. Small local agencies have difficulty obtaining this information, making them less competitive in freight funding opportunities.

If funded, this activity would entail a coordinated effort to collect baseline data for all of the region's local T-2 routes (there are 5) and a select number of priority local T-3 routes for use in updating the FGTS. This would support future updates for a few biennia until such time fresh data could be collected again. Importantly, it would advance local efforts to address key freight mobility issues affecting their communities, ports, and businesses and provide the information needed to compete more effectively for project funding. This data collection effort may be of potential interest to WSDOT or others, enhancing coordination and data collection opportunities.

Estimated cost - $25,000 - $50,000+

H. Pursue Additional Program Funding to Enhance PRTPO Planning Capacity

In 2024-2025, the Executive Board considered its work program requirements and organizational aims against the regular RTPO funding it receives from the legislature and determined that base program funding is inadequate. An increase in funding is needed to better carry out its work program and fulfill its role as a regional partner. PRTPO joined with the other 16 regions in an unsuccessful bid to secure a legislative increase in base funding. The experience suggested that alternate approaches may be more fruitful going forward. Two such approaches include a coordinated programmatic effort focused just on funding for rural RTPOs, as well as one that seeks a legislative earmark or planning grant for a specific PRTPO need or activity. Any such effort to secure additional funding will take some advance planning and resources to support the necessary coordination.

Estimated cost - $5,000

Appendix B: PRTPO Members



PRTPO Members

Clallam County
Jefferson County
Kitsap County
Mason County

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

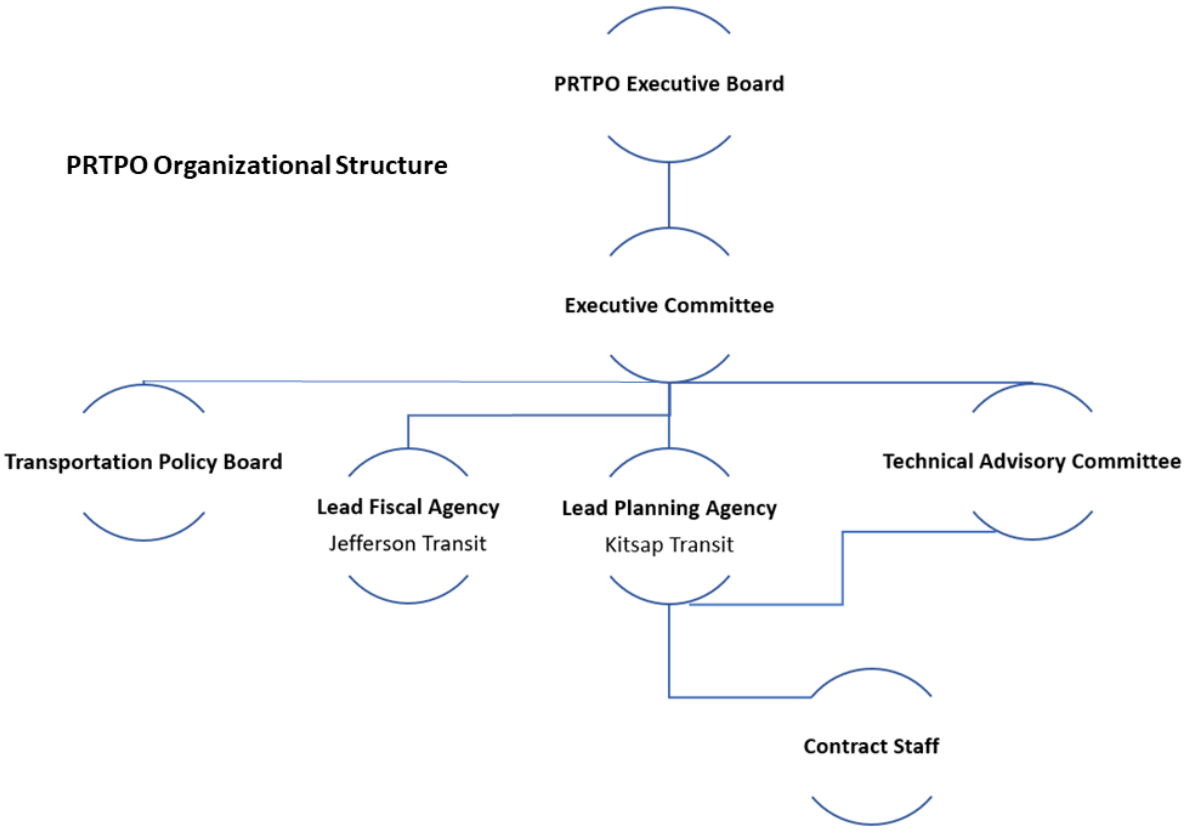
Jamestown S'Klallam Tribe
Lower Elwha Klallam Tribe
Makah Tribe
Skokomish Tribe
Squaxin Island Tribe

Clallam Transit
Jefferson Transit
Kitsap Transit
Mason Transit

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

WSDOT Olympic Region

PRTPO Organizational Structure



ATTACHMENT D

ACTION ITEM

To: PRTPO Executive Board
From: Edward Coviello
Date: February 12, 2026
Subject: **Contract Award for the 2026 Human Services Transportation Plan (HSTP)**

REQUESTED ACTION

Approve contract between the PRTPO and 3P Transportation Services for the 2026 Coordinated Human Services Transportation Plan (HSTP).

Overview

The WSDOT Public Transportation Division (PTD) requires MPO/RTPOs to prepare a coordinated HSTP every four years. The PRTPO will develop the Plan with stakeholders, service providers, public transportation users, and the public.

The PTD has provided the PRTPO with $85,000 of state funds to complete the 2026 HSTP.

The HSTP is a mechanism to assist with the awarding of grants through the State's Consolidated Grants Program which provides operating and capital funds for rural and urban transportation providers. The PRTPO ranks applications for the CGP every two years before sending the rankings to WSDOT PTD for final award.

The Plan will identify regional priorities, which determine eligibility for funding under WSDOT's Consolidated Grant Program. The grant program includes funding from state and federal sources. Additionally, WSDOT uses HSTPs as an input for the Statewide Human Services Transportation Plan.

WSDOT PTD oversees the development of the HSTP in partnership with the PRTPO. The PTD has developed a guidebook to assist in preparing the Plan. The current Plan was last amended in December of 2024 and can be found at: https://www.prtpo.org/human-services-transportation-plan

The RFP was posted on the PRTPO website following Executive Board approval in December 2025.

Two firms provided proposals to the PRTPO. The PRTPO used a scoring committee of four individuals. The two PRTPO Coordinators, one person from Jefferson Transit and a staff member from the City of Shelton. The committee scored the proposals using the standard form provided by the Lead Planning Agency. The total scores are presented in the attached Notice of Intent to Award notice.

The highest score and lowest price proposal was from 3P Transportation Services at $64,488.

The Technical Advisory Committee concurred with the scoring committee recommendation to award the contract to 3P Transportation Services pending executive Board review and approval.

Attachments:

- *PRTPO Consultant Agreement*
- *Cover Letter and Proposal - 3P Transport*
- *Intent to Award Contract Notice - PRTPO 2026 HSTP*

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

PRTPO

CONSULTANT AGREEMENT

PRTPO # 25-012

HSTP Update

TABLE OF CONTENTS

ARTICLE 1: OVERALL PROJECT

ARTICLE 2: GENERAL PROVISIONS

ARTICLE 3: COMPENSATION, PAYMENTS & RECORDS

ARTICLE 4: PRTPO RESPONSIBILITIES

ARTICLE 5: INSURANCE PROVISIONS

ARTICLE 6: SCHEDULE

ARTICLE 7: LABOR PROVISIONS

ARTICLE 8: CONSULTANT PROVISIONS

PRTPO

CONSULTANT AGREEMENT

THIS AGREEMENT, made and entered into in duplicate this __ day of MONTH, 20__, by and between Peninsula Regional Transportation Planning Organization, hereinafter referred to as "PRTPO", and **CONTRACTOR**, hereinafter referred to as "CONSULTANT."
WITNESSETH:

WHEREAS, PRTPO desires to have certain services and/or tasks performed as hereinafter set forth requiring specialized skills and other supportive capabilities, hereinafter referred to as the "Project," and

WHEREAS, CONSULTANT represents that CONSULTANT is qualified and possesses sufficient skills and the necessary capabilities, including technical and professional expertise, to perform the services and/or tasks set forth in this Agreement.

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, PRTPO and CONSULTANT agree as follows:

ARTICLE 1
OVERALL PROJECT

1.1 RELATIONSHIP OF PARTIES

The CONSULTANT covenants with PRTPO to furnish the CONSULTANT's reasonable skill and judgment in furthering the interests of PRTPO. The CONSULTANT shall furnish memos, reports, spreadsheets or other appropriate documents, and use the consultant's best effort to perform the work in this Agreement in an expeditious and economical manner consistent with the interest of PRTPO. The CONSULTANT shall endeavor to promote harmony and cooperation with the other governmental parties and agencies involved with the Project, PRTPO, and other persons or entities essential to the Project.

1.2 GENERAL SCOPE OF SERVICES

CONSULTANT shall perform such services and accomplish such tasks, including the furnishing of all materials, documentation, and equipment necessary for full performance thereof, as are identified and designated as CONSULTANT responsibilities throughout this Agreement and as detailed in exhibits attached hereto and incorporated herein.

Exhibit A: Request for Proposal, Project PRTPO #25-012

Released:12/23/2025

Exhibit B: 3p Transportation Services Proposal for PRTPO #25-012

Released: 01/09/2025

1.3 TERM OF THE AGREEMENT

CONSULTANT shall not begin work under the terms of this Agreement until authorized by the signing of this Agreement. The services under this Agreement are directly related to and shall be coordinated with the Project Schedule. The established completion time shall not be extended because of any delays attributable to CONSULTANT, but may be extended by PRTPO in the event of a delay attributable to PRTPO or because of unavoidable delays caused by an Act of God, governmental actions, pandemic, or other conditions beyond the control of CONSULTANT.

ARTICLE 2
GENERAL PROVISION

2.1 ASSIGNMENT/SUBCONTRACTING

A. CONSULTANT shall not assign its performance under this Agreement or any portion of this Agreement without the written consent of PRTPO, and it is further agreed that said consent must be sought in writing by CONSULTANT not less than seven days prior to the date of any proposed assignment. PRTPO reserves the right to reject without cause any such assignment.

B. PRTPO permits subcontracts for those items of work as shown in EXHIBIT (B) attached hereto and made a part hereof. The parties understand that subconsultants may be added or deleted during the course of the Agreement. EXHIBIT (B) may be amended as the need arises, upon mutual agreement of the parties, without a formal amendment to this Agreement. All terms, conditions, covenants and performances contained herein by and between the CONSULTANT and PRTPO shall be required of the subconsultant and made part of any subconsultant agreement.

2.2 ATTORNEYS FEES AND COSTS

If any legal proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default, or misrepresentation in connection with any of the covenants, terms, conditions, OR provisions of this Agreement, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and costs incurred in such action or proceeding.

2.3 CHANGES

Either party may request changes to the scope of services and performance to be provided hereunder, however, no change or addition to this Agreement shall be valid or binding upon either party unless such change or addition be in writing, and signed by both parties. Such amendments shall be attached to and made a part of this Agreement.

CONSULTANT shall not incur additional cost which would modify the amount of the compensation established in EXHIBIT (), except as PRTPO may specifically authorize in writing.

CONSULTANT shall make all such changes and revisions in the completed work of this Agreement as are necessary to correct errors appearing therein, when required to do so by PRTPO, without additional compensation therefore.

2.4 COMMUNICATIONS

Communications in connection with this Agreement shall be in writing and shall be delivered personally; or by facsimile, or by regular, registered, or certified mail addressed to the PRTPO Representative designated to receive such communications. Communications shall be considered received at the time actually received by the addressee. Telephone calls may be used to expedite communications but shall not be official communication unless confirmed in writing. All

telephone communication shall be directed to the Project Manager (designated representative) as appropriate.

2.5 DISPUTE RESOLUTION

PRTPO's Protest and Appeal Procedures are to be used for the resolution of disputes.

2.6 JURISDICTION

A. This Agreement has been and shall be construed as having been made and delivered within the State of Washington, and it is agreed by each party hereto that this Agreement shall be governed by laws of the State of Washington, both as to interpretation and performance.

B. Any action of law, suit in equity, or judicial proceeding for the enforcement of this Agreement or any provisions thereof shall be instituted and maintained only in any of the courts of competent jurisdiction in Kitsap County, Washington.

2.7 RESERVED

2.8 MEDIATION

As a condition precedent to the hearing of any trial or arbitration, the Parties shall submit any and all disputes between them to non-binding mediation with the assistance of an experienced mediator. The Parties shall each designate a representative with full settlement authority who will participate for at least four hours in mediation. The Parties shall share equally all expenses, exclusive of attorney's fees, associated with the mediation.

2.9 NOTICE

Notice provided for in this Agreement shall be sent by certified mail to the addresses designated for the parties on the last page of this Agreement.

2.10 REQUESTS FOR ARBITRATION

Requests for arbitration shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. A request for arbitration shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the request for arbitration be made after the date when institution of legal or equitable proceedings based on such claims, dispute or other matter in question would be barred by the applicable statutes of limitations.

The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

2.11 SEVERABILITY

A. It is understood and agreed by the parties hereto that if any part, term or provision of this Agreement is held by the courts to be illegal, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

B. If it should appear that any provision hereof is in conflict with any statutory provision of the State of Washington, said provision, which may conflict therewith, shall be deemed inoperative and null and void insofar as it may be in conflict therewith, and shall be deemed modified to conform to such statutory provision.

2.12 TERMINATION

A. **TERMINATION FOR CONVENIENCE:** The performance of work under this Agreement may be terminated by PRTPO in accordance with this clause in whole, or from time-to-time in part, whenever PRTPO shall determine that such termination is in its best interests. Any such termination shall be effected by delivery to the CONSULTANT of a Notice of Termination specifying the extent to which performance of service under the Agreement is terminated, and the date upon which such termination will become effective.

After receipt of a Notice of Termination, and except as otherwise directed by PRTPO, the CONSULTANT shall stop work under the Agreement on the date and to the extent specified in the Notice of Termination.

Settlement of claims by the CONSULTANT under this Termination of Convenience clause shall be in accordance with the provisions set forth in the Federal Acquisition Regulations, except that wherever the word "Government" appears it shall be deleted and the words "PRTPO" shall be substituted in lieu thereof.

B. **TERMINATION FOR DEFAULT:** PRTPO may, by written notice of default to the CONSULTANT, terminate the whole or any part of this Agreement if the CONSULTANT fails to perform the services within the time specified herein or any extension thereof; or if the CONSULTANT fails to perform any of the provisions of the contract, or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and in either of these two circumstances does not cause such failure to be corrected within a period of ten (10) business days (or such longer period as PRTPO may authorize in writing) after receipt of notice from PRTPO specifying such failure.

If the Agreement is terminated in whole or in part for default, PRTPO may procure, upon such terms and in such manner, as PRTPO may deem appropriate, supplies or services similar or those so terminated. The CONSULTANT may be liable to PRTPO for excess costs for such similar services and shall continue the performance of this Agreement to the extent not terminated under the provisions of this clause.

Except with respect to defaults of sub-consultants, the CONSULTANT shall not be liable for any excess costs if the failure to perform the Agreement arises out of cause beyond the control and without the negligence of the CONSULTANT. If the failure to perform is caused by the default of a sub-consultant, and if such default arises out of causes beyond the control of both the CONSULTANT and the sub-consultant, and without the negligence of either of them, the CONSULTANT shall not be liable for any excess costs for failure to perform, unless the services to be furnished by the sub-consultant were obtainable from other sources to provide the services required.

Payment for services and accepted by PRTPO shall be at the price specified in the Agreement. PRTPO may withhold from amounts otherwise due the CONSULTANT for services provided such sum as PRTPO determines to be necessary to protect PRTPO against loss because of outstanding liens or claims of former lien holders.

If, after Notice of Termination of this Agreement under the provisions of this clause, it is determined for any reason that the CONSULTANT was not in default under the provisions of this clause, the rights and obligations of the parties shall be the same as if the Notice of Termination had been issued pursuant to Termination of Convenience of PRTPO.

The rights and remedies of PRTPO provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

2.13 TREATMENT OF ASSETS

Title to all property furnished by PRTPO shall remain in the name of PRTPO and PRTPO shall become the owner of the work product and other documents, if any, prepared by CONSULTANT pursuant to this Agreement unless otherwise expressly provided herein.

ARTICLE 3
COMPENSATION, PAYMENTS AND RECORDS

3.1 ACCOUNTING RECORDS

The CONSULTANT shall keep full and detailed accounts and exercise such controls as may be necessary for proper financial management under this agreement; the accounting and control systems shall be satisfactory to PRTPO. The CONSULTANT shall preserve records, books, correspondence, instructions, drawings, subcontracts, purchase orders, memoranda and other data relating to this Agreement for a period of three years after final payment, or for such longer period as may be required by law.

3.2 AUDIT AND INSPECTION OF RECORDS

PRTPO, the State Auditor, the Comptroller General for the United States, or any of their duly authorized representatives, shall, until three (3) years after final payment under this Agreement or for any shorter period specified, have access to and the right to examine any of the CONSULTANT's directly pertinent books, documents, papers or other records involving transactions related to this Agreement, and may request copies of specific documents at no charge to PRTPO. These same requirements apply for any subconsultant.

3.3 CHANGE ORDER PROCEDURE

A. Oral change orders are not permitted. No change in this Agreement shall be made unless PRTPO's Project Manager (designated representative) gives his/her prior written approval thereto. The CONSULTANT shall be liable for all costs resulting from, and/or for satisfactorily correcting, any specification change not properly ordered by written modification to the Agreement and signed by PRTPO's Capital Development Director.

B. Exhibit (B) includes a firm fixed fee price and the schedule for the work to be performed. This proposal is accepted and may be modified by negotiations between the CONSULTANT and PRTPO's Project Manager. At that time, both parties shall execute a detailed modification in writing.

Disagreements that cannot be resolved within negotiations shall be resolved in accordance with the Agreements Dispute Resolution Clause.

C. Any proposed change in this Agreement shall be submitted to PRTPO, or designated members thereof, for prior written approval. Subject to this prior approval, PRTPO's designated representative may at any time, by a written order, and without notice to the sureties, make changes, within the general scope of this agreement, and/or the drawings, designs or specifications.

If such change causes an increase or decrease in the cost of, or the time required for, the performance of any part of the work under this Agreement, whether changed or not changed by any such order, an equitable adjustment shall be made in the Agreement price or delivery schedule, or both, and the Agreement shall be modified in writing accordingly.

Any claim by the CONSULTANT for adjustment under this clause must be asserted within thirty (30) days from the date of receipt by the CONSULTANT of the notification of change; provided, however, that PRTPO's designated representative, if she or he decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under this Agreement.

3.4 COMPENSATION AND METHOD OF PAYMENT

A. Payments for services provided hereunder shall be made following the performance of such service, unless otherwise permitted by law and approved in writing by PRTPO. No payment shall be made for any service rendered by CONSULTANT except for services identified and set forth in this Agreement.

B. PRTPO shall pay CONSULTANT for work performed under this Agreement compensation on a fixed fee not-to-exceed basis as described in EXHIBIT (B) attached hereto and made a part hereof.

C. Payments shall be made following presentation of CONSULTANT invoices and progress report. Invoices shall be prepared monthly on the basis of the work described in EXHIBIT X estimated to be completed that month and at a percentage of the total cost of services to be performed.

Payments are due and payable within thirty (30) days from the date the CONSULTANT's invoice is received by the PRTPO.

3.5 OWNERSHIP OF DOCUMENTS

The original documentation and data furnished to CONSULTANT by PRTPO shall be returned. All designs, drawings, specifications, documents, and other work products prepared by CONSULTANT are instruments of service for this Agreement, and are property of PRTPO. Reuse by PRTPO or by others acting through or on behalf of PRTPO of any such instruments of service not occurring, as a part of this Agreement shall be without liability or legal exposure to CONSULTANT.

The drawings, specifications and any other design and planning documents produced by or provided to the CONSULTANT, and other key professionals employed by the CONSULTANT shall become the property of PRTPO, but the use of these documents shall be approved in writing by the CONSULTANT and reasonable request for release from liability by the CONSULTANT shall be granted by PRTPO.

All designs, drawings, specifications, technical data and other documents or information produced by CONSULTANT in the performance of this Agreement shall be the sole property of PRTPO, and PRTPO is vested with all rights therein of whatever kind and however created, provided however any design documents not stamped and signed by appropriate registered professional architects or engineers shall be deemed to be incomplete and requiring further review or design completion.

None of the funds, materials, property or services provided directly or indirectly under this Agreement shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office.

PRTPO shall not reuse any documents, reports, materials, or other subject matter provided by CONSULTANT hereunder for other than the project defined by the Agreement without prior written consent of CONSULTANT, which shall not be unreasonably withheld. PRTPO shall, in any event, indemnify, defend and hold CONSULTANT harmless from and against any and all claims, suits, actions, judgments, demands, losses, costs, expenses, damages and liability caused by,

resulting from, or arising out of such reuse. CONSULTANT is not liable for PRTPO or third party misuse of any documents, reports, records, plans, or materials prepared, procured, or produced in the rendition of services under this Agreement.

3.6 PATENT RIGHTS

Any patentable result arising out of this Agreement, as well as all information, designs, specifications, know-how, data, and findings shall be made available to the Government for public use, unless PRTPO shall, in a specific case where it is legally permissible, determine that it is in the public interest that it not be so made available.

3.7 INDEPENDENT CONSULTANT RELATIONSHIP

A. The parties intend that an independent CONSULTANT/PRTPO relationship will be created by this Agreement. PRTPO is interested primarily in the results to be achieved; subject to the provisions herein, the implementation of services will lie solely with the discretion of CONSULTANT. No agent, employee, servant or representative of CONSULTANT shall be deemed to be an employee, agent, servant or representative of PRTPO for any purpose, and the employees of CONSULTANT are not entitled to any of the benefits PRTPO provides to its employees. CONSULTANT will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants, subconsultants or representatives during the performance of this Agreement.

B. In the performance of the services herein contemplated, CONSULTANT is an independent consultant with the authority to control and direct the performance of the details of the work, however, the results of the work contemplated herein must meet the approval of PRTPO and shall be subject to PRTPO's general rights of inspection and review to secure the satisfactory completion thereof.

3.8 WARRANTY OF TITLE

CONSULTANT shall warranty to PRTPO its successors and assigns, that the deliverables covered by the Agreement, when delivered to PRTPO or to its successors or assigns, is free from all liens and encumbrances.

ARTICLE 4

PRTPO PROVISIONS

4.1 RESERVED

4.2 INFORMATION

PRTPO shall provide full information in a timely manner regarding the requirements of the Project, including any additional information about its program which sets forth PRTPO's objectives, constraints and criteria, including preliminary space requirements and relationships, flexibility and expandability requirements, special equipment and systems, and site requirements.

4.3 STATEMENT OF FINANCIAL ASSISTANCE

This Agreement is subject to receipt of financial assistance by PRTPO from the Federal PRTPO Administration. PRTPO shall arrange such assistance or other funding prior to authorizing the work of this Agreement to start. In the event the work of this Agreement is started and such financial assistance or other funding is not available, PRTPO may terminate this Agreement in accordance with Article 2.12 Termination for Convenience.

4.4 PRTPO'S DESIGNATED REPRESENTATIVE

PRTPO shall designate a Project Manager who shall have express authority to bind PRTPO with respect to all matters requiring PRTPO approval or authorization. This representative shall have the authority to make decisions on behalf of PRTPO subject to PRTPO board approvals as required, concerning scope of work, schedules, review of budgets, and changes in the work of this Agreement without further formal PRTPO action, and shall render such decisions promptly and furnish information expeditiously, so as to avoid unreasonable delay of the CONSULTANT and the Project.

ARTICLE 5
INSURANCE PROVISIONS

CONSULTANT shall obtain and keep in force during the full term of this Agreement the following insurance coverage's:

5.1. Worker's Compensation Insurance in compliance with the laws of the State of Washington covering all CONSULTANT's employees who perform under this Agreement.

5.2 Comprehensive Auto Liability Insurance on all vehicles used in connection with this Agreement whether owned, non-owned, or hired; with limits for bodily injury or death not less than $100,000.00 per person and $300,000.00 per occurrence, and property damage limits of not less than $50,000.00; or in the alternative, not less than $300,000.00 combined single limit coverage.

5.3 Comprehensive General Liability Insurance with limits for bodily injury and property damage of not less than $300,000.00 per incident and $600,000.00 aggregate. A certificate of such insurance or a copy of such insurance policy or policies shall be provided to PRTPO within one week after the execution of this Agreement. CONSULTANT' shall agree to give PRTPO thirty -(30) days written notice of cancellation in coverage below the limits set forth herein. Coverage in the minimum amount set forth herein shall not be construed to relieve CONSULTANT from liability in excess of such coverage. PRTPO shall be specifically included as an additional insured in the insurance coverage required by this section. Notwithstanding, PRTPO reserves all claims or rights of action against CONSULTANT as if PRTPO were not named in the subject policy or policies.

5.4 Professional liability insurance appropriate to the Consultant's profession with limits of no less than $2,000,000 per claim and $2,000,000 policy aggregate limit.

ARTICLE 6
SCHEDULE

6.1 SCHEDULE FOR THE WORK

The work of this Agreement shall be commenced upon receipt of a written Notice to Proceed. The services under this Agreement are directly related to and shall be coordinated with the Project Manager.

6.2 NOTIFICATION OF DELAY

The CONSULTANT shall notify the PRTPO designated representative as soon as the CONSULTANT has, or should have, knowledge that an event has occurred, which will delay deliveries. Within five (5) calendar days, the CONSULTANT shall confirm such notice in writing, furnishing as much detail as possible.

ARTICLE 7
LABOR PROVISIONS

7.1 SAFETY AND HEALTH STANDARDS

CONSULTANT shall be responsible for safety of CONSULTANT's employees and shall cause its Subconsultants to be responsible for the safety of its employees. CONSULTANT is not responsible for the safety of any other person working on this Project.

ARTICLE 8
CONSULTANT PROVISIONS

8.1 CONSULTANT RESPONSIBILITY FOR QUALITY

A. The CONSULTANT shall be responsible for the professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, and other services furnished by the CONSULTANT under this contract. The CONSULTANT shall, without additional compensation, correct or revise any errors or deficiencies in its designs, drawings, specifications, and other services which shall mean such services not meeting the standard of care as defined in Section 1.2 of this Agreement.

B. Neither PRTPO's review, approval or acceptance of, nor payment for, the services required under this contract shall be construed to operate as a waiver of any rights under this contract or of any cause of action arising out of the performance of this contract.

8.2 COMPLIANCE WITH LAWS

A. CONSULTANT, in the performance of this Agreement, shall comply with all applicable federal, state or local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs, accreditation, and licensing of individuals. The CONSULTANT shall comply with any other standards or criteria as described in this Agreement to assure quality of services.

B. CONSULTANT specifically agrees to pay any applicable business and occupation (B&O) taxes, which may be due on account of this Agreement.

C. This Agreement shall be governed by the pertinent requirements included in Federal PRTPO Administration Circular 4220.1F as amended and the attached CERTIFICATIONS

8.3 DEBARRED BIDDERS

Neither CONSULTANT, nor any officer or controlling interest holder of CONSULTANT, is currently, or has been previously, on any debarred bidders list maintained by the United States Government.

8.4 HOLD HARMLESS AND INDEMNIFICATION

CONSULTANT shall defend, protect, indemnify and hold harmless PRTPO and its agents, employees and/or officers from and against any and all claims, suits, actions, damages, and liability whatsoever, which PRTPO may incur by reason of any negligent act, action, neglect, omission or default on the part of CONSULTANT provided, however, that if such liability is caused by or results from the concurrent negligence of PRTPO, its agents, employees, and/or officers, and CONSULTANT or its agents and employees, this provision shall be valid and enforceable only to the extent of CONSULTANT's negligence.

If a lawsuit subject to this hold harmless provision ensues, the CONSULTANT shall appear and defend that lawsuit at its own cost and expense to the extent of its negligence.

8.5 PAROL AGREEMENT

All prior or contemporaneous communications, representations or agreements, whether oral or written, with respect to the subject matter thereof which are inconsistent with this Agreement are hereby superseded. No amendment hereafter made between the Parties shall be binding on either Party unless reduced to writing and signed by an authorized representative of the Party sought to be bound thereby. No provision of this Agreement is intended or shall be construed to be for the benefit of any third party.

8.6 PROHIBITED INTEREST

No member, officer or employee of PRTPO shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

8.7 SEVERABILITY

Should an part, term, or provision of this Agreement be decided by the Courts to be illegal or in conflict with any applicable statute or regulation, the validity of the remaining portions or provision shall not be affected thereby.

8.8 SUCCESSORS

PRTPO and CONSULTANT respectively bind themselves, their partners, successors, assigns and legal representatives to the other party in respect to covenants, agreement sand obligations contained in the Agreement. Neither party to the Agreement shall assign the Agreement as a whole without written consent of the other. If either party attempts to make such an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Agreement.

8.9 SURETIES

If at any time during the continuance of the Agreement, the sureties, or any of them, shall in the opinion of PRTPO become untrustworthy, PRTPO shall have the right to require additional and sufficient sureties, which the CONSULTANT shall furnish to the satisfaction of PRTPO within ten (10) days after notice.

The parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Further, any modification of this Agreement shall be in writing and signed by both parties. Failure to comply with any of the provisions stated herein shall constitute material breach of contract and cause for termination. Both parties recognize time is of the essence in the performance of the provisions of this Agreement. It is also agreed by the parties that the exoneration of the nonperformance of any provision of this Agreement does not constitute a waiver of the provisions of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first herein above written.

PRTPO	**3P TRANSPORTATION**
By: _____	By: _____
Its: _____	Its: _____
Address:	Address:
Date: _____	Date: _____

3P Transportation Services

8 January 2026

Dear Members of the HSTP Review Committee,

One of the most important roles of a Regional Transportation Planning Organization is that of a convener. PRTPO's regional table is known for the wide range of transportation stakeholders who come together regularly to collaborate and coordinate around shared issues and opportunities. Enduring and productive relationships have been forged around PRTPO's table over the decades.

These same benefits of regional communication and cooperation can extend to the periodic updates of PRTPO's Human Services Transportation Plan, too. Every four years PRTPO has an opportunity not just to satisfy its compliance requirements, but to help forge strong partnerships and new collaborations among those entities working to meet the needs of the region's most vulnerable residents.

That is why I am pleased to submit this proposal to conduct the 2026 update to PRTPO's Human Services Transportation Plan, the HSTP. I am excited at the opportunity to build on work PRTPO completed in 2022 and cultivate some of the budding relationships and regional partnerships that have taken root over the last four years in the realm of human services as a part of this next periodic update.

Relevant Background

I have worked with RTPOs since 1992. I was Senior Transportation Planner for Thurston Regional Planning Council until September 2015, when I left to work in the private sector and eventually, for myself. The first rural RTPO I worked with was the Okanogan Council of Governments in 2017. That is where I gained my appreciation of rural RTPOs, which only increased when I developed the Regional Transportation Plan for the Island RTPO. I was thrilled that Kitsap Transit contracted with me to provide PRTPO Coordinator services, which I provided from August 2019 – June 2025. Since then, I have supported on-boarding for PRTPO's new coordinator while engaging in other activities.

In my capacity as PRTPO Coordinator, I was deeply involved in the 2022 update of the Human Services Transportation Plan and designed and helped carry out its transition to an online format. I also administered PRTPO's Consolidated Grant processes in 2020, 2022, and 2024, and established a process to facilitate the important role PRTPO plays in ranking projects. Since completion of the 2022 HSTP update, I have made numerous new connections with transportation and human services providers across the four counties, allies

360.878.0353
thera@3ptransport.com
1905 Conger Ave NW
Olympia, WA 98502

we did not know in 2022. One outgrowth of that was the featured presentation by Miranda Burger at the October 2024 Executive Board retreat, a well-received overview and discussion about Olympic Connect and the Olympic Community of Health from a new HSTP ally.

My familiarity with the region and the nature of this update means that I can hit the ground running, making the most of the short time available to engage this region's service providers and their clients, as well as PRTPO members and other stakeholders. Together we will review and update the HSTP so it fully supports PRTPO's planning needs and helps bring home critical statewide competitive funding that supports mobility for those who don't drive due to age, income, or disability.

Contents

This package includes an overview of my approach to this update, the project work plan and schedule, cost proposal, and examples of my work. As presented, this will enable review of a draft update by the Executive Board on August 21st, followed by a public review and comment period, with adoption by the Board on October 16, 2026.

Assumptions

This approach assumes that PRTPO seeks a consultant to deliver this HSTP update in close coordination with Lead Planning Agency (LPA) staff, but with limited direct involvement on their part. I bring the skills and established relationships necessary to work independently and yet in complete alignment with the rest of PRTPO's work program, so that the HSTP fits neatly into the rest of PRTPO's agenda.

In 2022, PRTPO migrated its Human Services Transportation Plan to an online format and established a regional GIS data portal. Both have content that will need updating, and this proposal assumes I am responsible for that. Upon selection, I will work with LPA staff to determine the best means of accessing PRTPO's ArcGIS online database to update layers and refresh the HSTP Storymap. It may work best for LPA staff to grant me license permissions to access the database directly, or for me to provide them with the info needed to update the platform themselves, or they may prefer that I manage updates to online content by working through their GIS Consortium services contract. All are good and workable options for delivering the HSTP update as described.

Finally, I assume this RFP is for the HSTP update only and includes no role in carrying out the Consolidated Grant process PRTPO must conduct in November-December 2026. The work plan and cost proposal presented is specific to the HSTP update to be adopted in October.

Please read through the proposed approach. I hope you find that it meets or exceeds your expectations for this update, and holds potential to open doors to new regional partnerships and opportunities that will benefit those who are least advantaged in our communities. I welcome the chance to talk with you about the approach and engagement strategies and answer any questions you may have. Thank you for your consideration.

Sincerely,



PRTPO 25-012

HSTP UPDATE

A proposal to update PRTPO's Human Services Transportation Plan as prepared by Thera Black, 3P Transportation Services. Materials prepared in accordance with direction specified in RFP 25-012.

PROJECT APPROACH

This 2026 update of the Human Services Transportation Plan is organized around four primary task areas, summarized below, plus project management.

- **Data Development and Documentation** activities refresh the demographic profile of the target populations the HSTP must consider. This includes residents who are 65 and older, those with a disability, as well as low-income households. We'll update regional demographics for these groups and their mobility needs. Per Board direction in 2022 and consistent with state policy, this HSTP update is also concerned with mobility needs that may be distinct to the ten tribal nations across the region. In addition, we will look for patterns and insights as to mobility needs that are unique to this region's veteran population, another PRTPO priority concern. Activities in this task area include updating the inventory of services available to meet mobility needs of these population groups and refreshing relevant GIS layers.
- **Analysis and Evaluation** activities use the 2022 update as a starting point to review and assess the range of strategies that are effective in meeting mobility needs of these target populations, to ensure the HSTP list is current and complete. When we feel we have a good understanding of effective strategies and the services available, we'll evaluate these measures to identify readily recognizable gaps between what is needed to meet mobility needs and what is available. These strategies and gaps in service serve an important role later when PRTPO evaluates and ranks Consolidated Grant projects.
- **Plan Development** activities are primarily focused on telling the compelling story of human services transportation in the Peninsula Region and providing useful information and resources. This is the public-facing element of the HSTP. I'll refresh the 2022 storymap and materials, and the HSTP web page [https://www.prtpo.com/human-services-transportation-plan] to reflect today's understanding of issues and opportunities. Draft content will be presented to the Board in August for review and refinement, before being released for public review and comment in September. A final draft will come back to the Board for final review and adoption in October.

  Though most of this effort is for the public facing plan, development activities also include documentation and checklists necessary to support WSDOT's review and approval of PRTPO's 2026 HSTP, and archiving of the 2022 HSTP products for PRTPO's records.
- **Engagement** is the very foundation of this update and where most effort will be spent. It is described as if it were its own task area but for the most part, it is not separate from the other areas of work. To the contrary, active engagement on the part of transportation providers, human services providers, and the public they serve is vital to the understanding and assessments needed to update this HSTP. References to "we will

review" and "we will evaluate" speak to the involvement of transportation and service providers throughout this update cycle.

Engagement envisioned for this update will be in virtual online forums or facilitated through online polls and mapping tools. As we learned in 2022, online tools are powerful and efficient for collecting input, with only modest need for hard copy print materials. In fact, online forums eliminate barriers of time and distance that keep many of those in our target groups from attending in-person meetings in this very large region.

This update will continue to rely heavily on the expertise and insights of the transportation providers who work with the thousands of special needs transportation clients across the region. Their participation is essential in establishing a composite understanding of mobility needs, issues, and opportunities. I'll augment that overarching understanding with input from system users about their personal experiences and opinions, to help convey the importance of the work done by transportation providers and service providers alike. To reach as wide a market share as I can, I'll work to engage individual through people they know and trust - their transportation and service providers. We found in 2022 that outreach directly to individuals by organizations like ECHHO, an organization they know and trust, was more effective than direct outreach from someone they don't know, like a planner or a consultant.

The 2026 update will expand on that basic engagement though. Since the heavy lift of the initial online transition is complete, this update redirects some of that focus to three targeted engagement opportunities, all of which have potential to launch new avenues for regional cooperation long after the HSTP is complete.

One is the tribal forum referenced above, which will convene a virtual forum with tribal representatives working in transportation and health and human services from the ten tribal nations of the Peninsula Region. The other two will be similar to each other but cover different geographies. Each will bring together transportation providers and human services providers from geographies aligned with the state-designated Accountable Communities of Health (ACH) regional organizations. We were unaware of these regional organizations in 2022 but have since learned their value in understanding the "human services" part of the Human Services Transportation Plan. Olympic Community of Health is the ACH for the Clallam-Jefferson-Kitsap County region. CHOICE is the ACH for SW Washington, and includes Mason County. We'll take advantage of PRTPO's reputation as a regional convener and this HSTP update to bring together transportation service providers with human services providers to increase awareness, nurture new collaborations and promote ongoing communications that extend well beyond the timeframe of this update.

The aim of all three targeted forums is to ensure the HSTP is effective at supporting PRTPO's decision-making. But also, to enhance the capacity of those organizations that are working to eliminate transportation as a barrier to accessing human services and the basic needs of daily life, regardless of an individual's age, income, or disability.

Engagement activities also include a traditional public review and comment period for the draft HSTP prior to Board adoption in October.

Finally, while engagement is primarily focused outwards, this proposal recognizes the importance of PRTPO policy maker input and buy-in before being presented with a draft plan in August. With April dedicated to a Board retreat, the only opportunity may be the June meeting. I will work with the PRTPO Coordinator as soon as I have a notice to proceed, to schedule time on that agenda for discussion, input, and direction from the Board to help inform development of the draft that will be presented for review in August. Board meetings are included as a part of the Engagement activities.

PROJECT WORK PLAN AND SCHEDULE

This is the outline of proposed work by task area and associated deliverables. It is followed by a proposed schedule by task area for delivering this work. As presented, it will enable the Board to adopt a final plan in October 2026.

1. Project Management

a. Work with PRTPO Coordinator to refine the proposed schedule below, to ensure alignment with the PRTPO Executive Board's meeting schedules and availability. This HSTP Roadmap will be the primary scheduling coordination tool and may be revised if warranted to accommodate PRTPO's needs. We will also ascertain the best way for me to update the online GIS content on PRTPO's website.

b. Schedule a regular check-in time with the PRTPO Coordinator to provide status updates, respond to questions, and maintain communications and coordination.

c. Complete invoicing and record keeping.

Deliverables:

- 2026 HSTP Roadmap
- Invoices
- Correspondence

2. Data Development and Documentation

a. Review GIS layers for HSTP population demographics and where updated information is available, refresh those layers. Maintain an eye for new information resources that can enhance understanding of demographic and mobility characteristics of affected groups.

b. Review, reassess, and update regional mobility needs of HSTP target populations.

c. Review and update the inventory of transportation providers and the services available to meet human services transportation mobility needs.

d. Assess Limited English Proficiency (LEP) needs for outreach.

Deliverables:

- Updated list of mobility needs and regional patterns of travel for affected groups
- Updated inventory of transportation providers and services available, with expanded contact information where feasible
- Updated GIS layers for demographic characteristics and system inventory

3. Analysis and Evaluation

a. Evaluate 2022 strategies for addressing mobility needs and update as necessary to reflect 2026 conditions, particularly in light of access needs at this stage of post-pandemic recovery.

b. Conduct gap analysis to assess adequacy of existing services in meeting current service needs. Expand the range of strategies as warranted to accommodate new needs.

Deliverables:

- Updated list of strategies to meet mobility needs of targeted populations
- Identification of gaps where available services are unable to meet existing needs

4. Plan Development

a. Compile materials, including photos, testimonials, and other resources with value in updating the plan.

b. Compile materials identified during the update that have value to service providers as a standing resource after the plan update is complete.

c. Update the HSTP landing page on PRTPO's website throughout this process to accommodate the various phases of work and maintain alignment with each stage of plan development.

d. Develop a draft storymap and other plan materials for the 2026 HSTP for review by the Executive Board on August 21st.

e. Develop a final draft storymap and other plan materials for review and adoption by the Executive Board on October 16th.

f. Develop a technical documentation appendix that supports WSDOT's review and approval of the final draft HSTP.

g. Archive 2022 HSTP materials for PRTPO's records.

Deliverables:

- Draft and final storymap and other materials for the 2026 HSTP update
- HSTP landing page on PRTPO's website
- Technical appendix or checklist to support WSDOT's review

5. Engagement

a. Establish contact with known transportation providers, human services providers and other allies and stakeholders, and update that list throughout this process as new contacts are made. Initiate outreach and enlist their support for specific activities.

b. Develop online materials and tools for engaging transportation providers and human services providers to refresh our understanding of:

i. Clientele in need of mobility support, including insights on needs, travel patterns, challenges, unmet needs, and coordination opportunities

ii. Transportation services that they provide

iii. Evaluation of strategies and service gaps

This includes polls, as well as surveys for collecting public input from their clientele base, where appropriate.

c. Develop and host a region-wide online forum in Q2 to launch the planning phase of the update and initiate cross-sector communications.

d. Develop and convene two virtual forums designed to expand contacts and communications between transportation providers and human services providers. Align these events with the geographies of Washington's Accountable Communities of Health (ACH). One forum will be for transportation and human services providers in the Clallam-Jefferson-Kitsap ACH region known as the Olympic Community of Health. The second will be for those in Mason County, which is part of the CHOICE ACH region of SW Washington. That second event will include transit, tribes, and RTPOs from Thurston and Grays Harbor Counties, too.

e. Convene a virtual forum to explore tribal mobility needs, issues, and opportunities across Indian Country, bringing together representatives from the ten tribes of the Peninsula Region. The aim of this forum will be to identify needs and opportunities, especially those that may be unique to tribal nations, ensuring they are not overlooked in the broader regional assessment and perhaps revealing areas for further collaboration.

f. If warranted by the LEP assessment, develop outreach materials for targeted populations that do not speak English well or very well.

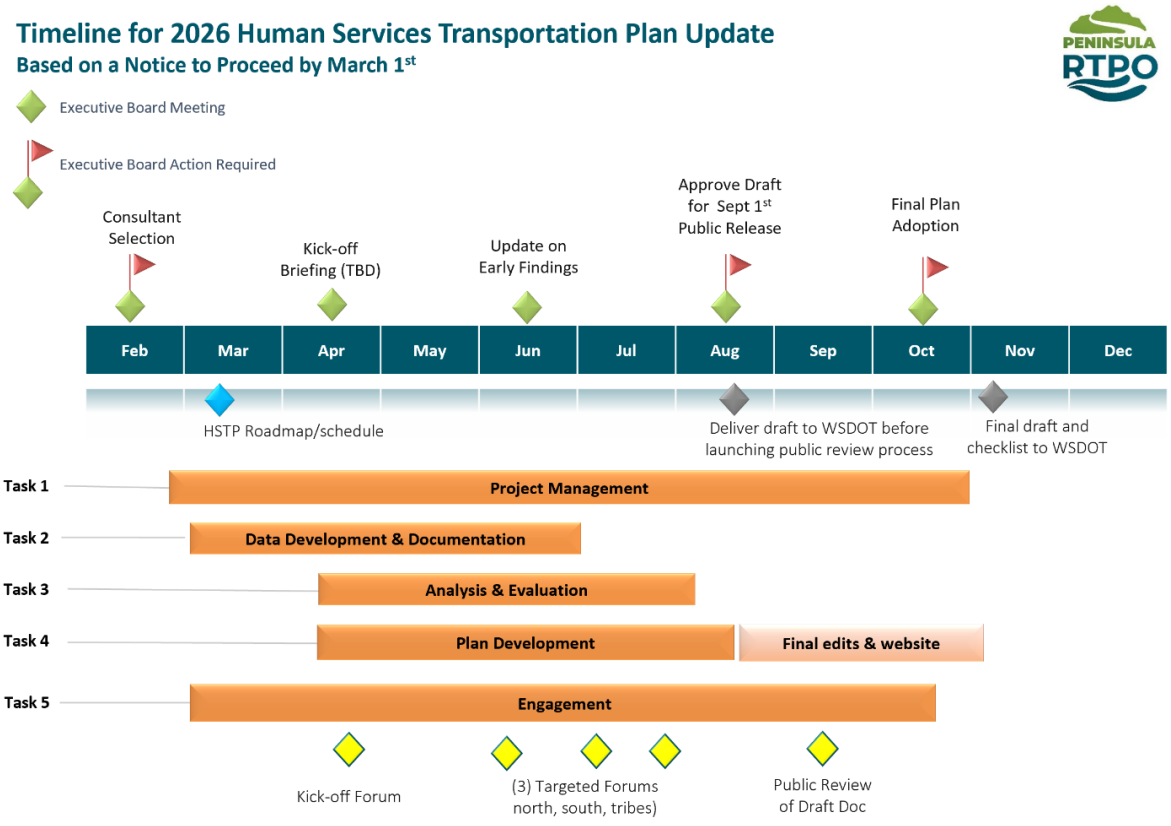
g. Develop materials and outreach tools to support public review and comment on the draft 2026 HSTP update.

h. Compile documentation throughout of outreach methods, stakeholder involvement, public participation, and other aspects of HSTP engagement that WSDOT is interested in.

i. Prepare briefing materials and participate in up to four Executive Board meetings between March and October.

Deliverables:

- Updated PRTPO contact lists for Consolidated Grant notifications and future HSTP updates
- Engagement tools, results, and documentation
- (4) online forums
- Public review process for draft plan and documentation
- Executive Board meeting materials



COST PROPOSAL

This cost proposal reflects a fully burdened, all-inclusive hourly rate of $175 / hour. As presented, there are no additional costs for travel or materials, and no sales tax. A 10% overhead is applied to the invoice total.

This proposal will deliver to PRTPO an updated Human Services Transportation Plan for a total cost not to exceed $64,488.

Task Area	Lump Sum Not to Exceed
1. Project Management	$ 5,600
2. Data Development & Documentation	$ 8,750
3. Analysis & Evaluation	$ 7,875
4. Plan Development	$14,000
5. Engagement	$22,400
Total labor costs	$58,625
10% overhead	$ 5,863
Scope of Work Total Cost	**$64,488**

EXAMPLES OF PAST PERFORMANCE AND DIGITAL WORK

The RFP requests 3-5 examples of work from the last five years that demonstrate my capacity to perform this update of the Human Services Transportation Plan as well as a digital portfolio illustrating some of my online work in that same period. During the last five years, I contracted solely with PRTPO for regional transportation planning work, so that is what I will draw on here. This augments the resume provided with my transmittal letter. For relevant examples, I highlight:

- **PRTPO's 2022 Human Services Transportation Plan.** I played an instrumental role in designing and developing the 2022 update and directed development of PRTPO's first storymap product. I established the structure that supports coordination with the Consolidated Grant process. We were starting from scratch in building relationships with service providers, and while we enjoyed robust participation at the time, I have established working relationships with numerous other providers we did not know then. The HSTP can be found on PRTPO's website at https://www.prtpo.com/human-services-transportation-plan
- **PRTPO's Consolidated Grant processes (2020, 2022, 2024).** I was responsible for developing and carrying out all three of those processes, working closely with transportation providers and ensuring consistency between the recommendations PRTPO made to WSDOT each funding cycle and the Human Services Transportation Plan. This experience honed my appreciation for the complexity of issues service providers are addressing as well as opportunities to leverage the HSTP to better support the region's partners during these funding cycles. Details on the 2024 Consolidated Grant cycle is at https://www.prtpo.com/2024-consolidated-grants-process.
- **PRTPO Data Portal**. I designed and assembled much of the content for this online resource, engaging TAC members to understand what data would be most useful to them. The aim was to develop a resource tool for members and the public that would be cost-effective and efficient to maintain over time and could grow if PRTPO's needs change in the future. Find it here: https://prtpo.maps.arcgis.com/home/index.html

- **PRTPO's 2025 Regional Transportation Plan Update.** I was responsible for all aspects of the RTP update, including conversion of the 2019 RTP into an online format that includes storymaps as well as static policy content. Reviewers can find the RTP-Online here: https://www.prtpo.com/rtp-online
- **PRTPO's Complete Street Candidate Database.** I've included this as an example of online tools designed to collect detailed local knowledge and information in an efficient way, both for input and export. Find the Dashboard here: https://prtpo.maps.arcgis.com/apps/dashboards/e4f34a301a6f4000be324c8471eaad0d . In addition, I've developed numerous Survey Monkey polls for PRTPO over the years to collect information, and generate and evaluate ideas.

This concludes my proposal and responses to the RFP.

I hope my interest in the work of updating this particular HSTP and my genuine affection for and understanding of this region are evident. Trust that I will bring an unmatched level of enthusiasm to this periodic update and will strive to tap every bit of opportunity it presents for those working day in and day out to meet the mobility needs of those less fortunate in our region.

Thank you for your consideration.

T

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

www.kitsaptransit.com

January 15, 2026

All Bidders

INTENT TO AWARD CONTRACT for RFP PRTPO 25-012, Human Services Transportation Plan Update.

This is to advise you that all offers received in response to the above referenced solicitation have been evaluated in accordance with State procurement regulations and the subject contract will be to:

3P Transportation Services
1905 Conger Ave NW
Olympia, WA 98502

The final weighted scores are provided for your review:

	Total Weighted Score
3P Transportation Services	1057.0
Seva Workshop LLC	945.0

If your firm desires further debriefing, please submit your request via email to edwardc@kitsaptransit.com. In accordance with State regulations, your written request should be received by this office within three (3) days after receiving notice of contract award.

Your interest in this solicitation and the effort expended in preparing your offer is appreciated.

Sincerely,

Edward Coviello, AICP
PRTPO Coordinator

ATTACHMENT E

DISCUSSION ITEM

To: PRTPO Executive Board
From: Amna Parson
Date: February 12, 2026
Subject: **Retreat Planning Group Subcommittee Retreat Report**

REQUESTED ACTION

The Board asked to provide feedback on the agenda for the in-person retreat on April 17.

Overview

The PRTPO Retreat Planning Group met in January to shape a draft agenda and theme for the upcoming retreat. The working theme, Connectivity and Coordination: Good and Bad, builds on this year's transportation outlook focus on comprehensive transportation planning. The room layout would include five to six mixed-county tables, with seating randomized through a traffic-flow-themed icebreaker.

The retreat's purpose is to create space for members to share real examples of regional coordination—both successes and challenges. Potential discussion prompts include the Belfair Bypass, Hood Canal Bridge, ODT, and Squaxin roundabouts. The Board and TAC will also be asked to contribute additional coordination topics and experiences. These examples will anchor table discussions throughout the day and support a presentation on the retreat theme and the PRTPO's role.

One proposed session is a presentation by the Jamestown S'Klallam Tribe highlighting their coordination work, ODT segment planning, and related challenges, followed by an optional tour.

Lunch would serve as both a break and a networking opportunity. Agencies such as the Olympic Peninsula Tourism Commission, WSDOT OR, emergency response partners, and regional development organizations may be invited to host tables for informal conversations. After lunch, the Tourism Commission would brief attendees on FIFA-related impacts to the region, offering a forum for members to raise concerns and discuss coordination needs. With regional issues already top-of-mind, the HSTP planning update would follow. The retreat would conclude with a facilitated group discussion synthesizing the successes and challenges collected throughout the day to identify shared issues and potential solutions. Timing for this final segment is still being refined.
The retreat is scheduled from 10:00 AM to 3:00 PM, and the layout will be the same as in 2024. The Board meeting would be held in the first hour. The draft agenda appears on the next page.

Next Steps
The Board is to provide feedback on the tentative agenda and retreat plan. Based on the feedback, staff will begin reaching out to finalize the agenda and, if necessary, to the planning group.

For More Information:
Amna Parson | 360.473.1132 | AmnaP@kitsaptransit.com

Tentative Agenda

9:30 – 10:00 AM	**Welcome, Sign-in, Coffee**
10:00 – 11:00 AM	**Board Meeting** • SFY 2024-2025 UPWP Amendment • HSTP Update • Long Live the King Presentation
11:00 – 11:05 AM	**Icebreaker** • Members move around the tables to imitate traffic flow
11:05 – 11:25 AM	**Introduction** • What is the PRTPO (5 minutes) • HSTP Update (20 minutes)
11:25 – 11:30 AM	**Presentation Connectivity and Coordination - Maintaining Agency: Good and Bad** • Belfair bypass, Hood Canal, Roundabout at Squaxin, ODT, etc.
11:30 AM – 12:00 PM	**ODT gaps** • Jamestown tribe to discuss their section, maybe conduct a walk along
12:00 – 1:00 PM	**LUNCH** • *IDEA: Guests can set up tables in the back to answer questions and provide information*
1:00 – 2:00 PM	**Presentation on FIFA and Summer Tourism** • Olympic Peninsula Tourism Commission • Kitsap Economic Development Alliance
2:30 – 3:00 PM	**Group Conversation** • *IDEA: Place examples at each table and have members discuss how they would address challenges or question how a method leads to success*.
3:00 PM	**Closing Remarks** • *IDEA: Group Photo*

Invitation List

- WSDOT representatives – at best one at each table
- Olympic Peninsula Tourism Commission
- Kitsap Economic Development Alliance
- Emergency Management representation
- WSDOT Associated Development Organizations

Physical Media

- Flyer on PRTPO and RTPO vs MPO at tables
- Survey on retreat
- Survey on HSTP

For More Information:
Amna Parson | 360.473.1132 | AmnaP@kitsaptransit.com