PRTPO EXECUTIVE BOARD MEETING

April 21, 2023 | 10:00 – 12:00

Zoom Webinar – Public Login Below

Board members receive their own links

1.	10:00 – 10:10	**Welcome and Introductions**	*Chair Bek Ashby*
2.	10:10 – 10:15	**Approval of Agenda**	ACTION
		Consent Calendar • *Minutes from February 17, 2023 (Attachment A)* • *SFY 2023 Q3 Invoice Approval (Attachment B)*	ACTION
3.	10:15 – 10:20	**Approval of UPWP Supplemental Budget Increase** *(Attachment C)* *PRTPO was successful in its Board-approved bid for supplemental funding for this fiscal year. These funds must be amended into the current UPWP. The Board is asked to approve Resolution 01-2023 amending the SFY 2022-2023 UPWP to increase the budget by $21,110 for described work.*	ACTION
4.	10:20 – 10:30	**Draft SFY 2024-2025 Unified Planning Work Program** *(Attachment D)* *A new regional UPWP will go into effect on July 1, 2023. It includes an overhaul of the Regional Transportation Plan as its primary work effort, in addition to core program activities. The Board is asked to review and refine the draft SFY 2024-2025 UPWP. It will come back for approval in June.*	1st READING
5.	10:30 – 11:00	**Legislative Forces Driving an Energy Transformation** *(Attachment E)* *A confluence of state and federal legislation is accelerating the transition of transportation to clean, renewable energy sources. This policymaker briefing offers a legislative overview, how these programs relate to each other, and what it can mean for communities across the Peninsula region.*	PRESENTATION Stephanie Celt, *WA State Dept. of Commerce*
6.	11:00 – 11:05	**Biennial Bylaws Review** *(Attachment F)* *PRTPO's bylaws call for a review of those bylaws every two years. The last review was conducted in 2021. The Executive Committee invites interested Board members to join them in this review. Findings and a recommendation will come to the Board in June. A copy of the current bylaws is attached.*	DISCUSSION
7.	11:05 – 11:10	**Review of PRTPO's Operating Policies and Procedures** *The Executive Committee will review PRTPO's operating policies and procedures to ensure they meet the organization's needs going into the future. Board members interested in participating in this review are invited to help. Review findings will be brought to the full Board for consideration.*	DISCUSSION
8.	11:10 – 11:30	**Preparing for a New Regional Transportation Plan** *(Attachment G)* *PRTPO will launch a major update of its Regional Transportation Plan in July. This discussion will help set expectations for what the Board wants to accomplish with its RTP and the regional transportation planning process. A scope of work will come to the Board for consideration in June.*	DISCUSSION

9.	11:30 – 11:40	**Preview of Online PRTPO Regional Profile** *As a part of Board-directed Task 4 work activities, we are building data and information tools to support PRTPO's on-going regional planning activities using contracted services of the GIS Consortium. This is an early preview of the demographic profile of the people who live in the Peninsula Region.*	BRIEFING
10.	11:40 – 11:45	**PRTPO Coordinator's Report** *(Attachment H)* *Short updates to keep the Executive Board apprised of PRTPO activities not addressed elsewhere on the agenda and opportunities of possible interest.*	BRIEFING
11.	11:45	**Public Comment Period** *This is an opportunity for anyone from the public to address the Executive Board.*	
		PRTPO Member Updates *Information sharing among members on topics of general interest to the region and its partners.*	
	12:00	**Adjourn**	

Bek Ashby, Chair

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

Next Executive Board Meeting – June 16, 2023 - 10:00-12:00

ACTION - SFY 2024-2025 UPWP Work Program
ACTION - Approval of Lead Planning Agency and Fiscal Agent Agreements
Recommendations of Biennial Bylaws Review Sub-Committee
Report on Task 4 Activities
Scope and Schedule for Regional Transportation Plan Update

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

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

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

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

PENINSULA RTPO
PRTPO.org

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

ATTACHMENT A

Minutes of Meeting

PRTPO EXECUTIVE BOARD
February 17, 2023
10:00 – 11:45
Via Zoom
Meeting video available on YouTube
Steve Roark presentation and discussion only

CALL TO ORDER

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

ATTENDEES

Executive Board:

Clallam County	Mike French
Jefferson County	Kate Dean
Kitsap County	David Forte *(alternate)*
Mason County	Randy Neatherlin, Vice-Chair
City of Bainbridge Island	Leslie Schneider
City of Bremerton	Vicki Grover
City of Forks	Paul Hampton *(alternate)*
City of Port Angeles	Lindsey Schromen-Wawrin, Secretary
City of Port Orchard	Bek Ashby, Chair
City of Port Townsend	Ben Thomas
City of Poulsbo	Ed Stern
City of Sequim	Rachel Anderson
Port of Allyn	Ted Jackson
Port of Bremerton	Gary Anderson
Port of Port Angeles	Chris Hartman
Clallam Transit	Brendan Meyer
Jefferson Transit	Nicole Gauthier
Kitsap Transit	John Clauson
Jamestown S'Klallam Tribe	Wendy Clark-Getzin
WSDOT Olympic Region	Ashley Carle *(Alternate)*

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

Others:
Michael Bateman, Poulsbo *(alternate)*
Mayor Becky Erickson, Poulsbo City Council
Ryan Clemens, WSDOT Tribal and Regional Integrated Planning Office
Steve Gray, Clallam County *(alternate)*, PRTPO TAC Vice-Chair
Cliff Hall, WSDOT Tribal and Regional Integrated Planning Office
Miranda Nash, Jefferson Transit, PRTPO Fiscal Agent
Steve Roark, Regional Administrator, WSDOT Olympic Region

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

Chair Ashby recognized Cliff Hall for his service to PRTPO over the years. Cliff is retiring from WSDOT. He introduced Ryan Clemens who recently joined WSDOT's Tribal and Regional Integrated Planning Office and will replace Cliff as a liaison to RTPOs.

Chair Ashby welcomed Commissioner Mike French, the new Clallam County representative to PRTPO. Mr. French was elected to the Board of County Commissioners in 2022. He served on the Port Angeles City Council prior to running for County Commissioner.

Gary Anderson introduced Arne Bakker, the Chief Operating Officer for the Port of Bremerton. Mr. Bakker appreciates the value of regional coordination and looks forward to participating with PRTPO in the future.

Chair Ashby asked for approval of the agenda.

Mr. Stern requested a change to the agenda to include an update on the Puget Sound to Pacific RAISE grant proposal. Chair Ashby indicated it could be inserted after the Transportation Alternatives Strategy update.

Approval of Agenda

> **ACTION: Mr. Stern moved and Ms. Clark-Getzin seconded to approve the agenda as revised. The motion passed unanimously.**

Consent Agenda

> **ACTION: Ms. Clark-Getzin moved and Mr. Neatherlin seconded to approve the Consent Agenda. The motion passed unanimously.**
>
> - ***Minutes from December 16, 2022***
> - ***SFY 2023 Q2 Invoice Approval***

SFY 2023 End-of-Biennium Funding Request
Ms. Black reviewed an opportunity to pursue end-of-biennium planning funds from WSDOT. She explained that an award of $21,110 would enable PRTPO to obtain another year of GIS services through its agreement with AWC's GIS Consortium and also backfill a small budget shortfall for planning of about $3,400. She affirmed for Mr. Hall that funds could be fully expended by June 30th. Ms. Black noted the Executive Committee had considered this and approved it for submittal to the Board.

Chair Ashby added that approval to pursue this funding would also authorize her to sign any agreements necessary to secure the funds if needed prior to the Board's next meeting in April. PRTPO expects this to be an expedited selection process.

> **ACTION: Mr. Clauson moved and Mr. Jackson seconded to approve PRTPO's end-of-biennium funding request of $21,110 to WSDOT and authorize the Chair to execute any necessary agreements. The motion passed unanimously.**

Chair Ashby recognized the arrival of Kate Dean and Steve Gray to the meeting.

Update on Federal Funding Swap Pilot Program

Ms. Black reminded the Board of this PRTPO legislative priority which would enable the federal STBG funds programmed by the three rural counties onto local projects to be swapped with state funds. PRTPO supported efforts to develop a pilot program that is working its way through the legislature and allow participation by Clallam, Jefferson, and Mason Counties. Mr. Forte questioned if the draft legislation might enable participation by all local agencies, not just rural. She was unaware of efforts to expand the program in that way and clarified that the PRTPO position had only been for its three rural counties.

Ms. Dean reported that she had just spent two days with Axel Swanson and shared additional insights.

- There is $25 million in the Governor's budget for this and it will be important to see that it stays in there. This is one of the four priorities for the Association of Washington Counties.

- It looks like there will be an exchange fee of 10%, so agencies would receive 90 cents on the dollar to exchange it from federal to state. This is higher than local agencies would like but lower than what WSDOT would like, and so seems to represent a good compromise.

- PRTPO helped to educate its legislators on this topic and so they were ready and waiting for it when this came forward. She felt PRTPO had been one of the first organizations outside of the WSAC to support this initiative going into the session and it seemed to increase awareness.

Annual Check-in with WSDOT Olympic Region Administrator
Chair Ashby introduced Steve Roark, Regional Administrator for WSDOT Olympic Region. Mr. Roark greeted the Board and introduced Ashley Carle from his planning office.

After a brief overview of Olympic Region assets and responsibilities, Mr. Roark started reviewing the upcoming construction season. There are many good projects scheduled but construction will be impactful. He dropped two resources into the chat box for download by members including an interactive map of construction projects across the North Olympic Peninsula and a link to an online "open house" that will have the most up-to-date information throughout the summer on the status of those projects, their schedules, and other information on travel impacts. *[Materials are on the Meetings page of PRTPO's website]*

- **Hood Canal Bridge** – WSDOT will need to close the bridge to travel for four weekends in late July and early August. The project is needed to address serious maintenance concerns resulting from the harsh saltwater environment in which it operates. He explained the nature of the work to be done and the alternatives considered to avoid weekend closures over the summer. There are no good options. This project will have the biggest impact on the region. WSDOT is looking at innovative measures to minimize the effects on people and businesses, but it will be very impactful.

- **Elwha River bridge replacement** – Construction gets underway this summer. Because it is being built on a new alignment existing traffic will continue to use the old bridge throughout much of the construction, which is expected to be complete in 2024.

- **Roundabout projects** – SR 104 at Paradise Bay Road will get a metered roundabout to better accommodate local traffic when Hood Canal Bridge openings cause the queues to back up and block local access. Another roundabout will go in on SR 104 at SR 19 with construction expected to get started

this summer and open this fall. That project will entail some detours. Another roundabout is scheduled to get started this summer, on SR 166 at Bethel and Maple.

- **Fish passage barrier removal projects** – WSDOT is retrofitting about 400 culverts statewide, of which 207 are in the Olympic Region with the majority of those on US 101. There are few practical detour opportunities. His team is evaluating other measures to keep traffic moving and minimize delay during construction, but impacts will be unavoidable. A number of projects across Mason, Jefferson, and Clallam Counties will be underway this summer, including three in Port Angeles. The "Coastal 29" projects on the westside of the Olympics won't go to construction until 2024.
- **SR 3 Freight Corridor project** – Olympic Region is still executing work on that under the current law budget but the Governor's budget pushed this out several biennia. They are watching to see where this ends up in the budgeting process.
- **Simdars Road Interchange** – He reviewed the components of the interchange project, noting the value to WSDOT as well as the local community. Both are included in the Move Ahead WA funding package and are currently scheduled to start in 2031.
- **Gorst Area Improvements** – There is $74.3 million in the Move Ahead WA funding package. WSDOT is reviewing short-, medium-, and long-range strategies and opportunities to coordinate with other projects, like some culvert retrofits.
- **Complete Streets** – WSDOT is required to make appropriate Complete Streets improvements to any of its projects that cost $500,000 or more, which is easily half or more of WSDOT projects. Project managers are assessing the best way to meet these requirements while keeping projects moving. There will be lots of opportunities for coordination and partnership.
- **SR 112** – There is $9.7 million in the Governor's budget to make improvements to SR 112.

Before opening the floor for discussion Chair Ashby confirmed with members that it is okay to extend the meeting time if needed. Members concurred.

Mr. Thomas noted the Port Townsend-Coupeville ferry route is down to only one boat, meaning that more people will rely on both Hood Canal Bridge and US 101 to get to and from the North Olympic Peninsula. He asked about the necessity of doing all the fish passage barriers projects on US 101 at the same time as the Hood Canal Bridge project. Mr. Roark was sympathetic to the situation, but explained the court injunction and the narrow window for operating in the rivers makes it challenging to avoid overlaps. Deferring them to 2024 is not a good option because of what is already slated for that construction season.

Ms. Dean acknowledged WSDOT's communication and coordination efforts but expressed strong concern still about the Hood Canal Bridge closures. August is an important economic window for area businesses. County governments on the North Olympic Peninsula want more time to discuss this with WSDOT. Mr. Roark supported more discussion but added that the kind of work to be done is highly specialized and needs to be scheduled in advance. They discussed the merits of doing closures on weekdays versus weekends, and of doing it over consecutive days versus weekends. Every option is highly disruptive.

Ms. Gauthier confirmed that during the closures WSDOT will periodically open the bridge for short periods of time to flush traffic through. Mr. Roark affirmed that but noted there is not agreement on when or how often to do those flushes.

Ms. Clark-Getzin noted that a second boat to serve the Port Townsend-Coupeville run during peak summer months could help alleviate some impacts. She also noted that for some of the fish passage projects the only possible detour routes will be through tribal lands. She indicated the Jamestown S'Klallam Tribe looks forward to consultation opportunities with WSDOT to assess those possibilities. Mr. Roark agreed that this underscores the need for ongoing communication and coordination.

Mr. Schromen-Wawrin observed that North Olympic Peninsula is a highly rural, isolated, remote area. Resiliency in such a place often means the ability to shelter in place. He explained that an unexpected, unplanned closure is much worse than a scheduled, planned closure. As disruptive as these next two construction seasons will be, deferring the work and not dealing with it in a deliberate manner is worse. He suggested that communities look at this as a drill for when there is an unexpected catastrophe. Consider it a practice run for how to respond when the system is broken. There may be some interesting and useful innovations that come from this.

Chair Ashby commented on the time frames for several of the projects, noting that Gorst funding is for planning, so improvements won't happen for some time. She observed the SR 3 Freight Corridor and the Simdars Road Interchange projects have been regularly pushed back. PRTPO actively works to keep them on the WSDOT radar.

Chair Ashby thanked Mr. Roark for his time and expressed appreciation for the partnership between WSDOT and PRTPO. She said the Board looks forward to these annual updates and the chance to talk with the Regional Administrator, adding that additional time will be scheduled for this next year.

Guidance on Priority Initiatives for SFY 2024-2025 UPWP

Ms. Black reviewed the purpose of the Unified Planning Work Program, explaining that input from the Board will be used to develop a draft budget and work plan that will go into effect on July 1. The Board will review a draft of that UPWP in April.

Based on preliminary discussions with the Executive Committee and Board, there seems to be interest in updating the Regional Transportation Plan (RTP). She explained that if PRTPO pursues an update in the next biennium there won't be opportunity to do much else beyond core activities. Today's discussion is to clarify is there really is interest in pursuing an update of that plan or if there are other planning priorities PRTPO might want to pursue instead over the next biennium.

Ms. Dean spoke in favor of an update to the RTP. She would like PRTPO to take a more integrated multimodal approach in its regional plan.

Chair Ashby noted that the current plan was developed by WSDOT during the transition and does not fully reflect the perspective of the new organization. PRTPO needs a more dynamic plan that is better integrated with the rest of its plans and processes. The RTP is the last piece to be modernized since the transition. It is an exciting opportunity, but it will take a lot of focus.

Mr. Jackson spoke in favor of a long-range plan that highlights the need for alternate routes. A resilient rural region will engage DNR, timber companies, the forest service, and others to develop a coordination strategy for alternate routes off the traditional roadway system. The current plan doesn't address resilience at all. Mr. Neatherlin concurred, noting the impacts Mason County will feel when the various fish passage projects on US 101 are underway because no such plan has been done before.

Chair Ashby confirmed that the draft UPWP the Board will review in April will feature an update of the Regional Transportation Plan as its primary activity.

Transportation Alternatives Strategy for 2023
Ms. Black reminded the Board that in 2022 PRTPO launched a call for Transportation Alternatives proposals and received no applications. At that time it was decided to wait until early 2023 and confer with the TAC to determine when to pursue the next call for projects.

In January the TAC discussed this topic and determined that the need is not there in 2023 but possibly 2024. Ms. Black will check back with the TAC in September and based on their feedback will come to the Board in October with a recommendation on how to proceed.

Chair Ashby noted that the very small amount of federal funding available to PRTPO to award to projects makes this a less attractive funding opportunity than many others available to local agencies.

Update on Puget Sound to Pacific RAISE Grant Proposal
Mr. Stern updated the Board on efforts to obtain a federal RAISE grant for the Puget Sound to Pacific trail project. The grant will complete planning, design, and other pre-construction work needed to close gaps in the Olympic Discovery Trail and the Sound-to-Olympics Trail, creating a complete non-motorized corridor from Bainbridge Island to La Push. The resulting "Puget Sound to Pacific" project will entail many different project partners, some of whom are still coming forward. It is a big grant application. Three non-profit trail groups are funding the application development. It is due at the end of February.

Mr. Schromen-Wawrin advised that on February 7th the Port Angeles City Council agreed to be the Lead Applicant for the proposal. Port Angeles will also be submitting an application for a different project.

Mayor Erickson added that Poulsbo is bringing a project element forward for the package and will be a formal co-signer to the proposal. She indicated that Poulsbo is familiar with federal grants and is looking forward to working with Port Angeles on this one.

Ms. Schneider expressed appreciation from Bainbridge Island to Port Angeles for stepping up to be Lead Applicant and offered any support the City can provide towards this effort.

Ms. Clark-Getzin noted that the Tribe is considering participating on another RAISE grant, as lead applicant for a project from the Hood Canal Salmon Recovery Board that will address issues on the Quilcene River.

PRTPO Coordinator's Report
Ms. Black advised members to look at the Coordinator's Report this month or forward to appropriate staff on their teams. It has links to several different grant programs that may be of interest. She encouraged people to get in touch with her if they have questions or want to bounce ideas about any of the opportunities.

Chair Ashby reminded everyone that PRTPO will provide letters of support for member projects.

Public Comments
There were no public comments.

Member Updates
There were no member updates.

Adjourn
There being no other business, Chair Ashby adjourned the meeting at 11:45

ATTACHMENT B

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: April 14, 2023
Subject: **SFY 2023 3rd Quarter Expense Voucher Approval**

REQUESTED ACTION:

Approve 3rd quarter expenditures for the SFY 2023 Unified Planning Work Program in the amount of $57,788.39.

Overview

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

The budget summary report is below.

Attachment:

- *SFY 2023 3rd Quarter Invoice Reimbursement Package*

Peninsula Regional Transportation Planning Organization
2022-23 UPWP Budget Report - SFY 2023 Quarter 3
January 1, 2023 - March 31, 2023

Note: Q3 invoice and budget report do not include the supplemental $21,100 awarded to PRTPO

Work Program Element	SFY 2022 Actual	SFY 2023 Budget	Total 22-23 Biennium	Previous Expenditures	Current Expenditures	Remaining Budget
Program Administration	$ 91,328	$ 78,594	$ 169,922	$ 118,209	$ 27,449	$ 24,263
Transportation Planning	$ 37,144	$ 38,856	$ 76,000	$ 60,694	$ 26,944	$ (11,638)
Regional TIP	$ 7,097	$ 11,303	$ 18,400	$ 13,040	$ 480	$ 4,881
Other PRTPO Activities	$ -	$ 10,000	$ 10,000	$ -	$ 2,915	$ 7,085
Totals	$ 135,569	$ 138,753	$ 274,322	$ 191,943	$ 57,788	$ 24,591

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

HSTP Grant	
$80,000	Grant Award
($1,500)	SFY22 Q2 Expenses
($1,818)	SFY22 Q3 Expenses
($33,731)	SFY22 Q4 Expenses
($32,076)	SFY23 Q1 Expenses
($1,375)	SFY23 Q2 Expenses
($7,050)	Cost Recovery
$2,451	HSTP Balance

Acronyms:

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

RTPO PLANNING INVOICE VOUCHER

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

Vendor # 911209091

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

SIGNATURE Edward Coviello

DATE 4/13/2023

TITLE Transportation & Land Use Planner

TOTAL RTPO REIMBURSEMENT requested this invoice **$57,788.39**

Agreement # GCB 3520

Invoice Date 4/13/2023

Billing Time Period
1/1/2023 - 3/31/2023

Allocation Authorized	$274,321.00
Biennium Expenditures-to-Date	$249,731.46
Allocation Balance	$24,589.54

WORK ELEMENT	DESCRIPTION	Previous Expenditures TO-DATE	CURRENT PERIOD EXPENDITURES	Biennium Expenditures TO-DATE
Program Administration	Salaries	$79,924.52	$16,117.18	$96,041.70
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$38,284.66	$11,332.29	$49,616.95
		$0.00		$0.00
	Total	$118,209.18	$27,449.47	$145,658.65
Transportation Planning	Salaries	$60,694.00	$9,234.40	$69,928.40
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$0.00	$17,710.00	$17,710.00
		$0.00		$0.00
	Total	$60,694.00	$26,944.40	$87,638.40
Regional TIP	Salaries	$12,225.11	$479.52	$12,704.63
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$814.78		$814.78
		$0.00		$0.00
	Total	$13,039.89	$479.52	$13,519.41
Other PRTPO Activities	Salaries	$400.00	$2,915.00	$3,315.00
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$0.00		$0.00
		$0.00		$0.00
	Total	$0.00	$2,915.00	$2,915.00
	TOTAL RTPO Reimbursement	$191,943.07	$57,788.39	$249,731.46

RTPO	Peninsula RTI	GCB 3520
Billing Time Period	1/1/2023 - 3/31/2023	

TPO Reviewer	Date
	4/13/2023

RTPO UPWP ACTIVITY DETAIL

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

Program Administration

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

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

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

PRTPO Support. Maintained PRTPO records and archives. Supported 2023 member appointments. Updated PRTPO Quick Start Guide and met with new incoming representatives for orientation. Updated PRTPO Resource Manual. Developed Coordinator Report for the Board. Responded to member requests for information. Maintained on-going coordination and communication between lead agencies and Executive Committee and Executive Board. (on-going)

Work Program Management. Worked with Executive Board and TAC in scoping the SFY 2024-25 UPWP and Unfunded Planning Needs. Developed draft budget and work plan for review by Executive Committee and Lead Planning Agency and Fiscal Agent. Prepared supplemental budget request for end-of-biennium funds from WSDOT. Monitored work program budget and activities. (on-going)

Accounting. Completed regular accounting and invoicing activities. Completed SFY 2023 2nd quarter invoicing and budget reports for PRTPO expenses. (on-going)

Consultant/Misc/Travel.:

Extended PRTPO's annual ArcGIS software license. Obtained casualty insurance through the AWC Risk Management Service Agency. Extended GIS Planning Services by AWC (17,710.00).

Transportation Planning

Long-range Regional Planning. Monitored new EV funding opportunities and responded to information requests from members regarding applications. Worked with Executive Board and TAC on early scoping considerations for an overhaul of the Regional Transportation Plan in the next biennium. Developed and refined draft scope of work, logistics framework, schedule. Reviewed current and upcoming regional data and information needs, communication tools with the GIS services contractors. Evaluated plans from other rural regions for insights and examples. (on-going)

Regional Coordination and Collaboration. Participated in quarterly meeting of WSDOT's MPO/RTPO Coordinating Committee. Participated in the WSDOT Investment Strategy Workshop. Participated in the stand-alone Rural RTPO Work Group. Provided input to Department of Fish and Wildlife staff on competitive transportation grants for environmental restoration work. Participated in WSDOT SR 302 Corridor Study. Coordinated with local agencies on the upcoming Census urban area boundary review process. Launched the 2023 Freight and Goods data update for WSDOT with the TAC. (on-going)

Tribal Consultation. Extended formal membership invitations to five non-member tribes in the region. Consulted with tribal partners about Census data available for tribes and suitability for use in a regional demographic profile. Began reviewing requirements of the Clean Energy Transformation Act concerning PUDs/utilities and their requirements for tribal consultation and on-going coordination. (on-going)

Human Services Transportation Planning. [Not HSTP contract work] Completed Appendix D reflecting Board's action in December to amend recommended Consolidated Grants projects into the HSTP and posted final updated plan online. Archived planning process materials. (on-going)

Transportation Outlook. Redistributed *Transportation Outlook 2023* materials to legislative delegration. Monitored the federal funding swap program its 2023 *Outlook* and provided updates to the TAC and Executive Board. Coordinated with local partners on specific projects identified in the *Outlook* . (on-going)

Regional Grants Administration. Maintained communications and responded to questions from WSDOT regarding the Consolidated Grants process. Worked with the TAC and Board to assess timing and process for the next Transportation Alternatives call for projects. Reviewed updated TA funding targets from Local Programs. (on-going)

Consultant/Misc/Travel.:

N/A

Regional TIP

Develop and Maintain Regional TIP. Responded to member requests for support and facilitated coordination with the STIP. (on-going)

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

Consultant/Misc/Travel.:

N/A

Other PRTPO Activities
Scoped with the GIS services team the framework for a regional data portal to support on-going regional planning needs as well as an update of the Regional Transportation Plan. Began work on demographic dashboard focused on people and places. Reviewed NTD data sets and availability of GTFS data for use in regional profile, capacity to support baseline regional transit inventory. Evaluated means of streamlining state and federal equity analyses, especially in navigating the state Information by Location analysis tool, and began looking at with the GIS services team. Provided input on early data products and previewed beta products with the TAC. Reviewed case studies and profiles of various innovations in rural transit service delivery and flagged some "sandbox" concepts for potential follow-up.
Consultant/Misc/Travel.:
N/A

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

SIGNATURE Edward Coviello	TITLE Transportation & Land Use Planner	DATE 4/13/2023

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

INVOICE

Invoice Date	**4/12/2023**
Invoice ID	**6738**
Printed on 4/12/2023	Page 1

CUSTOMER

JEFFERSON TRANSIT
63 4 CORNERS RD
PORT TOWNSEND, WA 98368

SHIP TO

Please detach and return this portion with your remittance.

Customer ID	Customer PO No.	Order Date	Shipped Via	FOB
188		4/12/2023		

Terms	Due Date	If Paid By	Deduct	Sold By
	4/12/2023		$ 0.00	

Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
16109	Total Costs PRPTO	1.00				$55,494.91

1st Quarter 2023 Costs

Subtotal	$55,494.91
Sales Tax	$0.00
Total	$55,494.91
Total Due	$55,494.91

Kitsap Transit
PRPTO
2023

	Jan 2023	Feb 2023	March 2023	1st Q 2023
Staff Salaries & Wages	$364	$715	$614	$1,693
Staff Fringe Benefit	$95	$286	$154	$535
Advertising	$0	$0	$0	$0
Professional & Tech Service	$266	$0	$0	$266
Other Contract Services	$0	$16,995	$9,130	$26,125
Operating Supplies	$0	$0	$0	$0
Third Party Recovery	$0	$0	$0	$0
Casuality Insurance	$3,821	$0	$0	$3,821
Membership, Dues, and Subscription	$300	$17,710	$0	$18,010
Merit Plan	$0	$0	$0	$0
Total	**$4,847**	**$35,706**	**$9,897**	**$50,450**

Reconciliation:

Invoice Expense Report:	48,222.40
Salaries and Wages Sheet:	2,227.52
Total:	50,450
Variance:	-
Total Eligible Costs for Reimbursement:	50,450
10% Administratiion Costs:	5,044.99
Total Costs Reimbursement:	**$ 55,494.91**

Hours for Staff and Wages

Name:	Date:	Hours:	Amount:	Hourly Rate
Edward Coviello	1/13/2023	3	179.82	59.94
Edward Coviello	1/17/2023	3	179.82	59.94
Edward Coviello	2/10/2023	6	359.64	59.94
Edward Coviello	2/24/2023	5	299.7	59.94
Edward Coviello	3/10/2023	2	119.88	59.94
Edward Coviello	3/24/2023	7	419.58	59.94
		Total:	$ 1,558.44	

Hourly Rate Wages:	$ 1,558.44
Holiday Time:	65.2
General Leave:	159.07
Benefits:	534.72
Total Salaries and Wages:	$ 2,317.43
Adjustment Accrual for 2022 Wages:	(89.91)
Total Salaries and Wages:	$ 2,227.52

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	2/1/2023	JAN SERVICES		10-50313-4102	Other Contractual Services	$8,305.00
XXX-XX-1946	142	Invoice	Paid			
	3/1/2023	FEB SERVICES		10-50313-4102	Other Contractual Services	$8,690.00
XXX-XX-1946	143	Invoice	Paid			
	4/3/2023	MARCH SERVICES		10-50313-4102	Other Contractual Services	$9,130.00
XXX-XX-1946	144	Invoice	Approved			
					Totals for 3P TRANSPORTATION SERVICES:	*$26,125.00*
AWC EMPLOYEE BENEFITS TRUST						
AWC EMPLOYEE BENEFITS TRUST	2/28/2023	PRPTO AWC MEMBERSHI		10-50901-4102	Membership Dues & Subs.	$17,710.00
	114577	Invoice	Paid			
					Totals for AWC EMPLOYEE BENEFITS TRUST:	*$17,710.00*
AWC						
AWC	1/1/2023	2023 RMSA MEMBERSHIP		10-50601-4102	Casualty & Liability Insurance	$3,821.00
	112758	Invoice	Paid			
	1/1/2023	2023 AWC MEMBER PRTP		10-50901-4102	Membership Dues & Subs.	$300.00
	112454	Invoice	Paid			
					Totals for AWC:	*$4,121.00*
KITSAP COUNTY PROSECUTOR'S OFFICE						
KITSAP COUNTY PROSECUTOR'S OFF	1/17/2023	LEGAL SERVICES 2022		10-50304-4102	Professional & Technical Serv	$266.40
		Invoice	Paid			
					Totals for KITSAP COUNTY PROSECUTOR'S OFFICE:	*$266.40*

Kitsap Transit
Invoice Expense Allocation Report

Report name: New Invoice Expense Allocation Report
Include all Invoices
Include all Credit Memos
Include all Invoice dates
Include these Invoice post dates: 1/1/2023 to 3/31/2023
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: April 3, 2023
Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: March 1, 2023 – March 31, 2023
Invoice Number: 144

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

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

Professional services in delivery of the SFY 2022-23 UPWP @ $110/hour

Description	Hours	Amount
Task 1: Program Administration	40.5	$4,455.00
Task 2: Transportation Planning	35	$3,850.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	7.5	$825.00
Total charge for professional services	83	$9,130.00

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

Thank you!!

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

BILLING REPORT – Invoice 144

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

Activity Breakout by UPWP Work Program Elements

Program Administration [40.5 hours]

Technical Advisory Committee Meeting – Developed and distributed agenda packet for March 16th TAC meeting. Prepared for, hosted, and participated in TAC meeting, and completed follow-up activities.

Executive Committee Meeting – Completed agenda packet development and distribution for the April 6th Executive Committee meeting.

PRTPO Support – Coordinate with Chair on upcoming biennial bylaws review and overall policy and procedures review, and preparation for agreement updates. Corresponded with granting agencies, others regarding resources and technical support for small agencies pursuing recent state and federal funding opportunities. Prepared letter of support for one congressional earmark request for member projects. Maintained agenda planning calendar for EC, Board, and TAC meetings. Provided scheduling support for various meetings. Responded to inquiries from members and other stakeholders on a variety of topics.

Work Program Management – Worked with TAC to develop list of unfunded 2024-2025 planning needs for consideration by the Executive Board. Developed draft budget for SFY 2024-2025 for review by the Executive Committee, Lead Planning Agency, and Fiscal Agent. Developed draft work plan and preliminary Unfunded Needs for review by the Executive Committee. Monitored workflow and budget.

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

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

Transportation Planning [35 hours]

RTP Activities: Refined RTP update approach and reviewed with LPA, TAC. Reviewed upcoming data needs and mapping resources with the GIS Consortium services team, for integration with the demographic and place-based profile currently under development. Evaluated other rural plans for potential value in organizing PRTPO's own plan update. Reviewed and assessed new federal Charging and Fueling Infrastructure grant program as a candidate funding source to enhance EV readiness and

responded to questions from members. Reviewed outline with outside experts for a regional forum on renewable hydrogen.

Regional Coordination and Collaboration –

- Statewide Coordination:
    - Attended March 1st meeting of rural RTPO group. Followed up with WSU Green Transportation team regarding resources to support rural RTPOs working to advance EV planning in rural areas and better support their various local, tribal, utility, and EVSE coordination efforts.
    - Reviewed Freight and Goods Transportation System data request from WSDOT and provided an update to the TAC. Coordinated with PSRC and WSDOT regarding consideration of facilities in Kitsap County. Followed up with WSDOT regarding opportunities for coordinated data collection effort in rural regions.
- Regional Coordination:
    - Participated in the SR 302 Corridor Study and followed up with Mason County staff.
    - Communicated with members and WSDOT regarding the pending update of Census urbanized area boundaries by local agencies.
    - Developed template for summarizing new grant programs to support "at-a-glance" assessment of program potential by local agencies and tribes.

Consultation – Solicited feedback on the Census Bureau's "My Tribal Area" data for individual tribes. Requested GIS services team to assemble data for closer review.

Regional Grants Administration – Monitored OA targets from Local Programs.

Transportation Outlook – Discussed with local staff the status of *Connecting WA* projects in the legislative budget process, efforts to restore them to near-term budget items.

Other PRTPO Activities [7.5 hours]

Worked with GIS services team on PRTPO's demographic dashboard and mapping tools. Evaluated ways to streamline access through the equity analysis tools, especially the state's Information by Location tracking tool. Reviewed potential data resources for big travel flow data and opportunities to assess pre- and post-pandemic patterns.

3P Transportation Services

Fund: 10
Post Date: ~~Jan~~ Feb '23
Purchase Order Number: 12027
Project #: 100
Account Code: 10 50313 1200
Funding Source: default
Signed: S. Lillie

INVOICE

Date: March 1, 2023
Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: February 1, 2023 – February 28, 2023
Invoice Number: 143

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

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

Professional services in delivery of the SFY 2022-23 UPWP @ $110/hour

Description	Hours	Amount
Task 1: Program Administration	45	$4,950.00
Task 2: Transportation Planning	26	$2,860.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	8	$880.00
Outstanding Balance for Invoice 142	Check outstanding Balance.	8,305.00
Total charge for professional services	79	$16,995.00

$8690.00

Thank you!!

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

BILLING REPORT – Invoice 143

Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: February 1, 2023 – February 28, 2023

Activity Breakout by UPWP Work Program Elements

Program Administration [45 hours]

Executive Board Meeting – Supported the February 17th Executive Board meeting including agenda packet development and distribution, website updates, coordination with Chair and LPA staff, and webinar hosting and support. Revamped Zoom webinar distribution template for Board meetings and established standard meeting template. Met with WSDOT about presentation content. Participated in the meeting, took notes, and debriefed. Downloaded and processed meeting videos and uploaded to YouTube channel with links from PRTPO website, and distributed follow-up materials to membership.

Executive Committee Meeting – Supported the February 2nd Executive Committee meeting with Lead Planning Agency and Fiscal Agent, including meeting hosting and support, and follow-up.

PRTPO Support – Continued to support 2023 appointments. Reached out to new representatives with orientation support and updated various distribution lists and records. Prepared Coordinator's Report. Prepared letters of support for four grant and congressional earmark requests for member projects. Maintained agenda planning calendar for EC, Board, and TAC meetings. Provided scheduling support for various meetings. Responded to inquiries from members and other stakeholders on a variety of topics.

Work Program Management – Reviewed approach to new work program with Executive Committee and prepared Board briefing materials. Reviewed supplemental budget estimate with leadership. Obtained approval by Board and submitted funding request to WSDOT. Prepared budget report for invoice approval. Continued refining budget model for SFY 2024-2025 UPWP. Monitored workflow and budget.

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

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

Transportation Planning [26 hours]

RTP Activities: Developed level of effort estimates and schedule for completing an update of the RTP in SFY 2024-25 as part of next UPWP. Discussed feasibility with Executive Committee and LPA staff before

presenting to Board. Initiated a discussion with other rural RTPOs about how they use their RTPs for prioritization. Scoped a working agenda for a Hydrogen 101 regional forum and routed for input.

Regional Coordination and Collaboration –

- Statewide Coordination:
    - MPO/RTPO Coordination Committee – Attended abbreviated statewide coordination meeting ahead of the Investment Strategy Workshop.
    - WSDOT Investment Strategy Workshop – Coordinated with Chair and Vice-Chair on agenda and logistics. Met with MPO/RTPO Chair regarding rural region issues and coordination opportunities. Participated in the workshop and debriefed with Chair on takeaways and follow-up measures. Initiated discussion with other rural RTPOs on their takeaways.
- Regional Coordination:
    - Provided input to Dept. of Fish & Wildlife on ways to help "transportation x restoration" projects like the US 101 elevation project at the Duckabush or the bridge replacement and floodplain repair project in Quilcene compete more effectively for state and federal transportation grants.
    - Monitored current and upcoming grants and forwarded relevant information to applicable partners. Responded to questions and inquiries on various opportunities.
    - Urban Area Boundary Adjustments – Reviewed guidance from WSDOT on decennial adjustments to urban area boundaries and consulted with LPA staff on appropriate role for PRTPO in supporting its members.

Consultation – Reviewed availability and reliability of Census data on the region's tribes for use in a regional demographic profile. Began outreach to tribes to assess their opinion of these data in reporting characteristics of their communities and determine if more reliable data are available elsewhere. Reviewed Clean Energy Transformation Act requirements of utilities regarding consultation and tribal engagement and potential opportunities for regional support.

Regional Grants Administration – Reviewed updated Transportation Alternatives funding estimates from Local Programs and new guidance. Prepared briefing memo for the Board. Met with Port of Bremerton staff to discuss availability of transportation grants and ways PRTPO can support members in their funding pursuits.

Transportation Outlook – Received updates from and talked with Axel Swanson about the federal funding swap pilot program and opportunities to support it through the legislative process.

Other PRTPO Activities [8 hours]

Identified potential case studies for use in a regional assessment of innovative practices and outline for a webinar or other engagement opportunity. Worked with GIS services team on a regional demographic dashboard with relevant information for transit and other systems planning and complementary mapping tools.

3P Transportation Services

INVOICE

Date: February 1, 2023
Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: January 1, 2023 – January 31, 2023
Invoice Number: 142

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

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

Professional services in delivery of the SFY 2022-23 UPWP @ $110/hour

Description	Hours	Amount
Task 1: Program Administration	47	$5,170.00
Task 2: Transportation Planning	27.5	$1,925.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	11	$1,210.00
Total charge for professional services	75.5	$8,305.00

Fund: 10
Post Date: Feb 2023 new PO #
Purchase Order Number: 11783
Project #: 100
Account Code: 10 - [redacted] 14340 - 0000
Funding Source: default
Signed:

10-50313-402

Thank you!!

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

BILLING REPORT – Invoice 142

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

Activity Breakout by UPWP Work Program Elements

Program Administration [47 hours]

Technical Advisory Committee Meeting – Developed and distributed agenda packet for January 19th TAC meeting. Coordinated with the PRTPO Chair, TAC Chair, and presenters. Prepared for, hosted, and participated in TAC meeting, and completed follow-up activities.

Executive Committee Meeting – Completed agenda packet development and distribution for the February 2nd Executive Committee meeting.

PRTPO Support – Archived calendar year 2022 website content and meeting records and set up new framework for 2023. Engaged members in renewing or updating calendar year 2023 appointments to the Board and TAC, responded to questions about PRTPO and appointments, and updated various distribution lists and records. Customized 2023 Zoom webinar appointment and meeting reminder templates for use in scheduling Board meetings. Updated PRTPO "Quick Start Guide." Conducted new member orientation meeting with Port of Bremerton staff. Compiled materials for Coordinator's Report. Maintained agenda planning calendar for EC, Board, and TAC meetings. Provided scheduling support for various meetings. Responded to inquiries from members and other stakeholders on a variety of topics.

Work Program Management – Prepared WSDOT quarterly invoice report for LPA. Updated budget reports with 2nd quarter actual expenditures and evaluated remaining budget and work program for SFY 2023. Developed estimate for PRTPO end-of-biennium funding request from WSDOT for consideration by the Executive Committee. Began refining budget model for SFY 2024-2025 planning. Monitored workflow and budget.

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

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

Transportation Planning [17.5 hours]

RTP Activities: Monitored electric vehicle funding opportunities and distributed pertinent information to EV Infrastructure Exchange group. Discussed ideas with industry experts about a Hydrogen 101 learning session for regional members. Further developed data dashboard concept for use in building a new online RTP and ways to advance that under existing GIS services contract work for Task 4.

Human Services Transportation Planning – Prepared "Appendix D" that reflects Board action in December amending Consolidated Grants projects into the Human Services Transportation Plan. Updated the document. Uploaded the amended plan to the PRTPO website and refreshed page content. Cleaned up and archived 2022 HSTP and Consolidated Grants files.

Regional Coordination and Collaboration –

- Statewide Coordination:
    - Consulted with rural RTPO staff about baseline funding formulas. Also, the emphasis on rural and tribal communities in recent grants, the federal funding swap pilot program, and any involvement of RTPOs in those efforts.
    - Monitored Local Programs release of new STBG and TA funding allocations and obligation authority targets.

Consultation – Developed outreach materials for biennial invitation to tribes within the region that are not members of PRTPO. Engaged PRTPO tribal members in renewing or updating representatives to the Board and TAC.

Regional Grants Administration – Compiled information for WSDOT Consolidated Grants reporting form and submitted to LPA for upload into GMS.

Transportation Outlook – Redistributed *Transportation Outlook 2023* to legislators and aides. Reviewed available information on funding swap pilot program and met with WSACE staff to discuss status of legislative effort. Briefed the TAC on efforts underway. Forwarded questions and insights from TAC members to WSACE staff and discussed potential for February workshop with local agency staff.

Other PRTPO Activities [11 hours]

Reviewed NTD data sets and availability of GTFS data to support baseline transit summary for regional profile. Reviewed state and federal data sources concerning equity analysis and the documentation needed for grants. Evaluated various tools for compiling, summarizing, and reporting Census and other data including ease of use by non-technical users and for long-term maintenance. Developed framework and needs for PRTPO information portal to guide initial development of products under the GIS services contract with an eye on future applications in an RTP update, the next HSTP update, and other work program needs.

Risk Management Service Agency

1076 Franklin St SE
Olympia, WA 98501-1346

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

Invoice

Order number: 112758
Date: 1/1/2023
Payment terms: Due upon receipt

Bill to :

Peninsula Regional Transportation Planning Organization
Edward Coviello
60 Washington Ave Suite 200
Bremerton, WA 98312

Quantity	Item description	Unit price	Discount	Extended
1.00	2023 AWC RMSA membership	$3,821.00	$0.00	$3,821.00

10-50600-402

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

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

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

Subtotal:	$3,821.00
Sales tax:	$0.00
Shipping/Handling:	$0.00
Grand total:	**$3,821.00**
Payment total:	$0.00
Amount due:	$3,821.00

Association of Washington Cities

1076 Franklin St SE
Olympia, WA 98501-1346

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

Invoice

Order number: 112454
Date: 1/1/2023
Payment terms: Due upon receipt

Bill to :

Peninsula Regional Transportation Planning Organization
Thera Black
60 Washington Ave Suite 200
Bremerton, WA 98312

Quantity	Item description	Unit price	Discount	Extended
1.00	AWC Associate Member - Public agency/Nonprofit small	$300.00	$0.00	$300.00

ok per Ed 1/5/2023

10-50901-4102

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

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

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

Subtotal:	$300.00
Sales tax:	$0.00
Shipping/Handling:	$0.00
Grand total:	**$300.00**
Payment total:	$0.00
Amount due:	$300.00

Kitsap County Prosecuting Attorney's Office
614 Division Street, MS-35
Port Orchard, WA 98366-4681
Phone: (360) 337-4992
Fax: (360) 337-7083

INVOICE

JANUARY 17, 2023

TO:

Kitsap Transit
For Peninsula Regional Transportation Planning Organization
Attn: Edward Coviello
Email: EdwardC@KitsapTransit.com

FOR:

Legal Services – 2022

DESCRIPTION	HOURS	RATE	AMOUNT
CONTRACT: KC-665-21			
Legal Services Provided First Quarter 2022			
Deputy Prosecuting Attorney hours	0.0	148.00	0.00
Paralegal hours	0.0	91.00	0.00
Legal Services Provided Second Quarter 2022			
Deputy Prosecuting Attorney hours	1.0	148.00	148.00
Paralegal hours	0.0	91.00	0.00
Legal Services Provided Third Quarter 2022			
Deputy Prosecuting Attorney hours	0.8	148.00	118.40
Paralegal hours	0.0	91.00	0.00
Legal Services Provided Fourth Quarter 2022			
Deputy Prosecuting Attorney hours	0.0	148.00	0.0
Paralegal hours	0.0	91.00	0.00
		TOTAL	**266.40**

Please make check payable to "Kitsap County Prosecuting Attorney" and remit to:

Attention: Carrie Alire
614 Division Street, MS-35-A
Port Orchard, WA 98366

Thank you!

2023

10-50304 - 4102

ORIGINAL DOCUMENT HAS A COLORED BACKGROUND PRINTED ON CHEMICAL REACTIVE PAPER WITH MICROPRINTED BORDER

6903558

JEFFERSON TRANSIT

63 4 Corners Rd
Port Townsend, WA 98368

1ST SECURITY BANK
www.fsbwa.com

98-8228/3251

CLAIM FUND CONTROL NO.
GENERAL FUND 690000010

Void After 180 Days

PAY One Thousand Six Hundred Ninety One Dollars and 40 Cents

DATE	WARRANT NUMBER	AMOUNT
3/7/2023	6903558	$1,691.40

TO THE ORDER OF
State Auditor's Office
PO Box 40021
Olympia WA 98504-0021

THE REVERSE SIDE OF THIS DOCUMENT INCLUDES AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW

⑈6903558⑈ ⑆325182289⑆51509341801⑈

6903558

DATE	INVOICE	Description	NET INVOICE AMOUNT
1/31/2023	L153201	PRTPO Audit	$1,691.40

$1,691.40

CLAIM VOUCHER

JEFFERSON TRANSIT AUTHORITY

Warrant Number:
6903558

PAY TO:
STAT001
State Auditor's Office

STATE OF WASHINGTON
COUNTY OF JEFFERSON

I, the undersigned do hereby certify under penalty of perjury, that the materials have been frunished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against Jefferson Transit Authority and that I am authorized to authenticate and certify to said claim.

Nicole Gauthier
General Manager

3/7/23
Date

FOR THE ITEMS INICATED BELOW:

Invoice Number	Invoice Date	Pay Date	Account Number	Description	Amount
L153201	1/31/2023	3/7/2023	100-50303-16	Professional & Technical Services \ OPR \ ADMIN	$1,691.40

Voucher Total $1,691.40

Invoice Voucher

Remit To: State Auditor's Office
PO Box 40021
Olympia, WA 98504-0021
Federal ID No. 91-6001098

Page: 1 *of* 1
Invoice No.: L153201
Invoice Date: 02/09/2023
MCAG No.: 3232
County: Kitsap

Peninsula Regional Transportation Planning Organization
63 4 Corners Road
Port Townsend, WA 98368

Now accepting electronic payments
Send to: Washington State Auditor's Office
Routing: 123000848 Account: 153911801147
Account type: Checking
Please include invoice number

(Return this portion with your payment)

State Auditor's Office *(Detach and retain for your records)*

Entity Name: Peninsula Regional Transportation Planning Organization
Invoice No.: L153201
Invoice Date: 02/09/2023

Audit No.: 60298 *Audit Period:* 21 - 22 *Purchase Order:*

Month/Year	*Work Performed*	*Bill Rate*	*Hrs*	*Amount*	*Travel/Other Expenses*	*Total*
12/22	Assessment Audit	$116.10	8.5	$986.85	$0.00	$986.85
01/23	Assessment Audit	$128.10	5.5	$704.55	$0.00	$704.55
	Sub Total:		**14.0**	**$1,691.40**	**$0.00**	**$1,691.40**
Total Due This Invoice: *(Hrs rounded to nearest tenth)*			**14.0**	**$1,691.40**	**$0.00**	**$1,691.40**

VA-411479

APPROVED Amanda Nash
DATE 2/22/23
AMOUNT 1,691.40
PROC FILE#
ASSET: YES ____ NO ____
CODE 100 50303 16
Reimbursable - PRTPO audit

JV Number: 230506

FULL PAYMENT DUE IN 30 DAYS

I hereby certify the amount listed herein is a proper charge for services rendered:

Janel M Roper

By: Janel M. Roper, Director of Administrative Services

For questions, please call (564) 999-0933 or (564) 999-0941 fax (360) 586-3105 or e-mail accreceivable@sao.wa.gov

State Auditor's Office

(Detach and retain for your records)

Entity Name: Peninsula Regional Transportation Planning Organization
Invoice No.: L153201
Invoice Date: 02/09/2023

Audit No.: 60298 ***Audit Period:*** 21 - 22 ***Purchase Order:***

Month/Year	*Work Performed*	*Bill Rate*	*Hrs*	*Amount*	*Travel/Other Expenses*	*Total*
12/22	Assessment Audit	$116.10	8.5	$986.85	$0.00	$986.85
01/23	Assessment Audit	$128.10	5.5	$704.55	$0.00	$704.55
	Sub Total:		**14.0**	**$1,691.40**	**$0.00**	**$1,691.40**
Total Due This Invoice: *(Hrs rounded to nearest tenth)*			**14.0**	**$1,691.40**	**$0.00**	**$1,691.40**

APPROVED Melinda Nash
DATE 2/22/23
AMOUNT 1,691.40
PROC FILE# _____
ASSET: YES _____ NO _____
CODE 100 503316
Reimbursable PRTPO audit

JV Number: 230506

FULL PAYMENT DUE IN 30 DAYS

I hereby certify the amount listed herein is a proper charge for services rendered:

Janel M Roper

By: Janel M. Roper, Director of Administrative Services

For questions, please call (564) 999-0933 or (564) 999-0941 fax (360) 586-3105 or e-mail accreceivable@sao.wa.gov

Association of Washington Cities

1076 Franklin St SE
Olympia, WA 98501-1346

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

Invoice

Order number: 114577
Date: 2/28/2023
Payment terms: Due upon receipt

Bill to :

Peninsula Regional Transportation Planning Organization
Edward Coviello
60 Washington Ave Suite 200
Bremerton, WA 98312

Quantity	Item description	Unit price	Discount	Extended
1.00	AWC Geographic Information Systems (GIS) Consortium Tier 3 includes annual fee	$17,710.00	$0.00	$17,710.00

Payment instructions

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

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

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

Subtotal:	$17,710.00
Sales tax:	$0.00
Shipping/Handling:	$0.00
Grand total:	**$17,710.00**
Payment total:	$0.00
Amount due:	$17,710.00

PRTPO Fiscal Agent Expenses
Jefferson Transit Authority
January- March 2023

		January	February	March	Total	Notes
Staff Salaries and Wages		$ 170.81	$ 70.01	$ 15.40	$ 256.22	
Staff Fringe Benefit		$ 91.57	$ 37.53	$ 8.26	$ 137.36	
Other Reimbursables		$1,691.40	$ -	$ -	$ 1,691.40	
	Subtotal	**$ 1,953.79**	**$ 107.54**	**$ 23.66**	**$ 2,084.98**	
Overhead Charge 10%		$ 195.38	$ 10.75	$ 2.37	$ 208.50	
	TOTAL	**$ 2,149.16**	**$ 118.29**	**$ 26.02**	**$ 2,293.48**	

Reimbursables:	SAO Audit Fee	1691.4
total Reimbursables:		**$1,691.40**

Salary Break out data:		**hrs**	**Wages**	**Benefits**	**Total**
Nash PRTPO Annual Audit	1/4/2023	1.50	$ 70.01	$ 37.53	$ 107.54
Nash PRTPO Annual Audit	1/5/2023	0.33	$ 15.40	$ 8.26	$ 23.66
Nash PRTPO Bank Rec/Audit	1/6/2023	1.00	$ 46.67	$ 25.02	$ 71.69
Nash PRTPO Invoice to WSDOT	1/25/2023	0.50	$ 23.34	$ 12.51	$ 35.85
Nash PRTPO Quickbooks Invoicing	1/30/2023	0.33	$ 15.40	$ 8.26	$ 23.66
Nash PRTPO Bank Rec/Checks	2/8/2023	1.50	$ 70.01	$ 37.53	$ 107.54
Nash PRTPO Bank Rec	3/7/2023	0.33	$ 15.40	$ 8.26	$ 23.66
			$ 256.22	$ 137.36	$ 393.58

Invoice Total: **$ 2,293.48**

ATTACHMENT C

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: April 14, 2023
Subject: **SFY 2023 UPWP Amendment to Add Supplemental Funding**

REQUESTED ACTION:

Adopt Resolution 01-2023 approving Amendment #2 to the SFY 2022-2023 UPWP to increase program funding by $21,100 for specified end-of-biennium activities.

Overview

In February the Board approved PRTPO's pursuit of supplemental end-of-biennium RTPO planning funds from WSDOT. PRTPO requested an additional $21,100 with which to obtain a one-year extension of its service agreement with the Association of WA Cities GIS Consortium and to backfill a $3,400 budget shortfall in its core two-year work program. PRTPO was successful in its funding request. It must now amend these additional funds and related activities into the currently adopted Unified Planning Work Program.

The effect of this UPWP amendment is to increase the overall two-year budget from $274,322 to $295,422. It resulted in an increase of $3,400 to Task 2 and an increase of $17,100 to Task 4. The table to the right shows the resulting two-year budget including these new funds. Once approved, new numbers will be reflected in the 4th Quarter Invoice and budget report the Board will receive upon the close of the biennium.

SFY 2022-2023 UPWP Budget and Funding by Work Element

PRTPO Work Element	STATE 2022 RTPO Funds	STATE 2023 RTPO Funds	TOTAL 2022-2023 UPWP BUDGET
1. Program Administration	$91,328	$78,594	$169,922
2. Transportation Planning*	$37,144	$42,256	$79,400
3. Regional TIP	$7,097	$11,303	$18,400
4. Other PRTPO Activities	$0	$27,710	$27,700
TOTAL	**$135,569**	**$159,863**	**$295,422**

** Work is supported by an additional $80,000 in funds administered by Kitsap Transit for the Human Services Transportation Plan update.*

Next Steps

Upon Board approval staff will submit the amended SFY 2022-2023 UPWP to WSDOT.

Attachment:
Resolution 01-2023 – Approving Amendment #2 to the SFY 2022-2023 UPWP for the Peninsula Region
Draft SFY 2022-2023 UPWP with Amendment #2

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

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 01-2023

Approving Amendment #2 to the SFY 2022-23 UPWP 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, the PRTPO Executive Board approved in February 2023 a proposed supplemental funding request of $21,100 to obtain an additional year of GIS services through the Association of WA Cities GIS Consortium agreement and to backfill a small shortfall in the planning budget, and

WHEREAS, PRTPO was successful in its pursuit and was awarded the requested funds by WSDOT; and

WHEREAS, the Unified Planning Work Program (UPWP) is PRTPO's official budget and work plan describing the work to be done in the biennium and the revenues to support that work; and

WHEREAS, PRTPO's UPWP Development Policy requires Executive Board approval of any increase in budget and authorized work program activities for the current fiscal year through a formal amendment to the UPWP.

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

THAT the budget and work program identified in Amendment #2 to the Unified Planning Work Program for SFY 2022-23 be approved as per the attached document; and

THAT the Lead Planning Agency and Lead Fiscal Agency are authorized to file the necessary revisions with the WSDOT and continue to administer the work program on behalf of PRTPO.

APPROVED, this 21st day of April 2023.

ATTEST:

_____

Bek Ashby, Chair

ATTEST:

_____

Randy Neatherlin, Vice-Chair

PENINSULA RTPO UNIFIED PLANNING WORK PROGRAM

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

AMENDMENT 2

PRTPO EXECUTIVE BOARD APPROVAL
April 21, 2023

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PRTPO 2022 Officers

Bek Ashby, Chair
City of Port Orchard

Randy Neatherlin, Vice-Chair
Mason County

Lindsey Schromen-Wawrin, Secretary
City of Port Angeles

www.PRTPO.org

BACKGROUND

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

Regional Transportation Planning Organization Responsibilities

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

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

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

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

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

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

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

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

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

- Ensure coordination and consultation with Indian tribes.

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

State Emphasis Areas

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

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

☐ Highway System Plan Update
☐ Multimodal Investment Strategy

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

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

UPWP Development Process

The UPWP development 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 2022-2023 UPWP – Amendment 1 development:

Task or Milestone	Date
Executive Board Kick-off of SFY 2022-2023 UPWP – Amendment 1	February 18, 2022
Executive Committee Review of Draft UPWP	March 31, 2022
Executive Board Review of Draft UPWP	April 15, 2022
WSDOT Review of Draft UPWP	April 26, 2022
Executive Board Adoption of SFY 2022-2023 UPWP	June 17, 2022
Executive Board Approval of Amendment 2 – Supplemental $$	April 21, 2023

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

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

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

Description of the Region

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

Figure 1: Map of the Peninsula Region



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

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

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

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

Regional Transportation Planning Organization Structure

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

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

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

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

Lobbying Activities

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

PRTPO SFY 2022-2023 WORK PROGRAM

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

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

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

Kitsap Transit is administering an additional $80,000 in funding from WSDOT to support an update of the Human Services Transportation Plan identified in Work Element 2 – Transportation Planning.

SFY 2022-2023 UPWP Financial Summary – Amendment 2

Funding Source: WSDOT
Funding Amount: $295,422 SFY 2022-2023 RTPO Funds
Work Performed by: PRTPO Lead Planning Agency with contracted staff support and Lead Fiscal Agent, as directed by the PTPO Executive Board

SFY 2022-2023 UPWP Budget and Funding by Work Element

PRTPO Work Element	STATE 2022 RTPO Funds	STATE 2023 RTPO Funds	TOTAL 2022-2023 UPWP BUDGET
1. Program Administration	$91,328	$78,594	$169,922
2. Transportation Planning*	$37,144	$42,256	$79,400
3. Regional TIP	$7,097	$11,303	$18,400
4. Other PRTPO Activities	$0	$27,710	$27,700
TOTAL	**$135,569**	**$159,863**	**$295,422**

** Work is supported by an additional $80,000 in funds administered by Kitsap Transit for the Human Services Transportation Plan update.*

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:	$169,922
Funding Source:	SFY 2022-2023 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff Lead Fiscal Agency

Program Administration Activities:

1.1 Meeting Support

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

Deliverables:

- Meeting agenda packets and presentation materials, meeting records

1.2 Public Information and Communications

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

Deliverables:

- Website platform for communications
- Correspondence

1.3 Title VI Compliance

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

Deliverable:

- Title VI Annual Report

1.4 PRTPO Support

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

Deliverables:

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

1.5 Work Program Management

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

Deliverables:

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

1.6 Accounting

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

Deliverables:

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

1.7 PRTPO Administrative Expenses

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

Deliverables:

- Varies by expense item

Estimated Level of Effort:

	SFY 2022	SFY 2023	2-Yr Total
1. Program Administration	**$ 91,328**	**$ 78,594**	**$169,922**
1.1 Meeting Support	*$ 21,028*	*$ 21,028*	*$ 42,056*
1.2 Public Information and Communications	*$ 2,800*	*$ 2,500*	*$ 5,300*
1.3 Title VI	*$ 500*	*$ 500*	*$ 1,000*
1.4 PRTPO Support	*$ 32,500*	*$ 20,066*	*$ 52,566*
1.5 UPWP Management	*$ 3,500*	*$ 3,500*	*$ 7,000*
1.6 Accounting	*$ 2,000*	*$ 2,000*	*$ 4,000*
1.7 PRTPO Administrative Expenses	*$ 29,000*	*$ 29,000*	*$ 58,000*

Work Element 2 – Transportation Planning

Transportation planning activities encompass the planning and on-going coordination, collaboration, and consultation needed to identify issues and opportunities, implement regionally determined strategies, and produce periodic updates to plans or guiding documents. This UPWP reflects the planning priorities on the PRTPO agenda for the 2022-2023 biennium. All work is directed by the PRTPO Executive Board. Implementation details for activities are developed by the Board as a part of its work program delivery process and reflect budget constraints, other activities underway, and circumstances or opportunities available at that time.

Transportation Planning Summary:

Estimated Cost:	$79,400
Funding Source:	SFY 2022-2023 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff

Transportation Planning Activities:

2.1 Long-range Regional Planning

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

Deliverables:

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

2.2 Regional Coordination and Collaboration

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

Deliverables:

- Correspondence and materials

2.3 Tribal Consultation

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

Deliverables:

- Correspondence and materials

2.4 Human Services Transportation Planning

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

Deliverables:

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

2.5 PRTPO Transportation Outlook 2022 and 2023

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

Deliverables:

- PRTPO Transportation Outlook 2022 and 2023 materials

2.6 Regional Grants Administration

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

Deliverables:

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

Estimated Level of Effort:

	SFY 2022	SFY 2023	2-YrTotal
2. Transportation Planning	**$ 37,144**	**$ 42,256**	**$ 79,400**
2.1 Long-range Planning	*$ 9,000*	*$ 13,400*	*$ 22,400*
2.2 Regional Coordination and Collaboration	*$ 10,500*	*$ 11,000*	*$ 21,500*
2.3 Tribal Consultation	*$ 2,000*	*$ 2,000*	*$ 4,000*
*2.4 Human Services Transportation Planning**	*$ 6,000*	*$ 4,356*	*$ 10,356*
2.5 PRTPO Transportation Outlook	*$ 4,144*	*$ 5,000*	*$ 9,144*
2.6 Regional Grants Administration	*$ 5,500*	*$ 6,500*	*$ 12,000*

** Work is supported by additional $80,000 in federal funding administered by Kitsap Transit*

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:	$18,400
Funding Source:	SFY 2022-2023 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff

Regional TIP Activities:

3.1 Develop and Maintain Regional TIP

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

Deliverables:

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

3.2 Monitor Obligation Authority for Federally Funded Projects

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

Deliverables:

- Correspondence and meeting materials if needed

Estimated Level of Effort:

	SFY 2022	SFY 2023	2-Yr Total
3. Regional TIP	**$ 7,097**	**$ 11,303**	**$ 18,400**
3.1 Develop and Maintain Regional TIP	$ 7,097	$ 11,203	$ 18,300
3.2. Monitor OA for Federally Funded Projects	$ -	$ 100	$ 100

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

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

Other PRTPO Activities in SFY 2022-2023 Summary:

Estimated Cost:	$27,700
Funding Source:	SFY 2022-2023 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff Others TBD

Other PRTPO Activities in SFY 2022-2023:

The PRTPO Executive Board identified four priority work program activities to pursue in SFY 2023 as resources are available. These include:

a. **Increase Resilience of Regional Transportation System.** Initial interest is on multimodal measures to increase system redundancy via alternate routes, strategic partnerships, and innovative opportunities that will increase the region's capacity to respond, recover, and adapt to system disruptions.

b. **Strategies to Increase Rural Intercity Bus Service in the Peninsula Region.** This would bring together the region's public and tribal transit partners to assess opportunities for improved coordination with the aim of making long-distance intercity bus travel in the Peninsula Region more convenient for more people.

c. **Innovations in Rural Transit Service Delivery.** This would assemble the latest research and best practices into a synopsis on the innovative use of technology or service models being applied in rural settings, to support PRTPO's transit partners in their efforts at increasing access to rural transit service in the Peninsula Region.

d. **One-Click/One-Call Coordination Activities.** This would focus on preliminary feasibility and scoping activities for a regional One-Click/One-Call dispatch center to support the efficient delivery of coordinated transportation services for people with special needs, helping pre-position this concept for a future funding opportunity by an appropriate program sponsor.

In December the Board approved a small, focused work element with SFY 2023 budgeted resources to build on some insights and takeaways from the recently completed Human Services Transportation Plan, developing a few resources to support rural transit agencies in their planning and coordination, as well as pursuit of grants.

In February the Board successfully pursued supplemental funding to backfill a small shortfall in planning funds (Task 2) as well as to obtain an additional year of services through the Association of WA Cities GIS Consortium.

These are the Board directed Task 4 activities for SFY 2023.

4.1 Regional Resources to Support Rural Transit Services (Reallocated SFY 2023 Funding)

Develop resources to support the coordination and delivery of rural transit services including mapping and communication tools, synthesis of rural service innovations, and emerging best practices for addressing first- and last-mile service connections as well as increasing awareness of long-distance intercity bus services. Tools will be developed with an eye towards integrating these resources with recently developed human services transportation planning products and supporting an upcoming update of the Regional Transportation Plan.

Deliverables:

- Regional demographic profile and mapping tools
- Compendium of best practices for innovative service delivery
- Workshop or webinar

4.2 Extend PRTPO's GIS Services Agreement (Supplemental Funding)

PRTPO obtains GIS support through a services agreement with the Association of WA Cities. An additional year of GIS services will generate 100 hours of expert staff support for PRTPO-directed work. An extension at this time will be used to support an update of the Regional Transportation Plan in SFY 2024-2025.

Deliverables:

- Annual service agreement

Estimated Level of Effort:

	SFY 2022	SFY 2023	2-Yr Total
4. Other PRTPO Activities in SFY 2022-2023	**$ 0**	**$ 27,700**	**$ 27,700**
4.1 Regional Resources to Support Rural Transit Svc	$ 0	$ 10,000	$ 10,000
4.2 Extend PRTPO's GIS Services Agreement	$ 0	$ 17,700	$ 17,700

Other Planning Activities within the Peninsula Region

WSDOT Olympic Region Planning

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

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

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

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

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

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

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

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

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

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

Appendix A: SFY 2022-2023 Unfunded Needs

PRTPO's Unified Planning Work Program is financially constrained by the state RTPO planning funds available each biennium to conduct this work. Additional regional transportation planning activities would benefit the region and its members if funds were available. Following are priority unfunded needs with a cost range where work is scalable.

A. Increase Resilience of Regional Transportation System
Comments received on the 2040 Regional Transportation Plan revealed public interest in measures that can increase the resilience of the region's transportation system in what is a heavily constrained physical geography. Mountains and water limit traditional opportunities for system redundancy and access, making most communities in the region vulnerable when primary lifeline routes are severed. This is true for all modes of travel in the Peninsula Region.

Innovative strategies are needed to increase route redundancy. Coordination and communication can leverage existing countywide emergency management efforts to ensure regional connectivity is adequately addressed. Collaboration among diverse stakeholders – local, state, federal, tribal, and private – can assess unique backroads opportunities for alternate emergency routes and explore ways the many small ports and boat launches could increase access in times of disaster. The intent is to grow the region's capacity to respond, recover, and adapt to major disruptions in the regional transportation system due to earthquakes, severe weather, climate change, or other such factors.

Estimated cost – $5,000 - $20,000

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

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

Estimated cost - $7,500 - $15,000

C. Innovations in Rural Transit Service Delivery
New technologies and innovative service models have emerged in urban settings that are being adapted for rural settings, increasing transit access generally as well as opportunities for more coordinated services in the future. Micro-mobility technologies like e-bikes that can address first-mile/last-mile barriers to transit access in small cities. Real-time travel data generated by smart phones and vehicles can increase transit reliability and system operating efficiency for agencies and

improve transit accessibility for passengers. On-demand service models like Uber and Lyft are inefficient in typical rural settings but may be viable in conjunction with regularly scheduled ferry service in those rural settings. Which of the emerging technologies and innovative service delivery models have potential to support rural system needs of the Peninsula Region?

This planning study would produce a synopsis of new and emerging opportunities with promise for rural systems in the Peninsula Region and key implementation considerations for transit agencies and their local, state, and tribal partners.

Estimated cost = $5,000 - $10,000

D. One-Click/One-Call Coordination Activities

Early engagement during development of the 2022 Human Services Transportation Plan update has revealed interest in a "one-click/one-call" dispatch service. This is a service run by a transportation or human services provider that matches individuals with the optimal mobility service provider for their specific travel needs and circumstances. Coordinated delivery of special needs transportation services across a large rural region can increase system efficiency and connect more people to the human services available to them while increasing travel convenience and reliability for the public.

This work program activity would focus initially on convening the region's various transportation service providers to begin exploring opportunities for establishing such a program in the Peninsula Region, identify candidate entities to lead such an effort, and next steps to advance the concept if it is deemed viable. The intent is to pre-position the concept for a future implementation grant opportunity by an interested proponent.

Estimated cost = $5,000 - $15,000

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

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

This study would evaluate the effects of greater adoption of electric vehicles by public sector fleets and by households and look at the effect of regionally significant services like Clallam Transit's Strait Shot, Kitsap Transit's passenger-only ferries, and Worker-Driver Programs serving the Navy Shipyard in reducing greenhouse gas emissions compared to those same trips made by private vehicle. It should consider the emissions reduction benefits of universal broadband access. The aim is to better understand which strategies are most effective in the Peninsula Region in reducing carbon emissions and the conditions under which they are successful, as well as provide PRTPO members with data and information to support their planning and implementation efforts. This would require outside expertise and additional funding resources.

Estimated cost = $15,000 - $50,000

Appendix B: PRTPO Members



PRTPO Members

Clallam County
Jefferson County
Kitsap County
Mason County

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

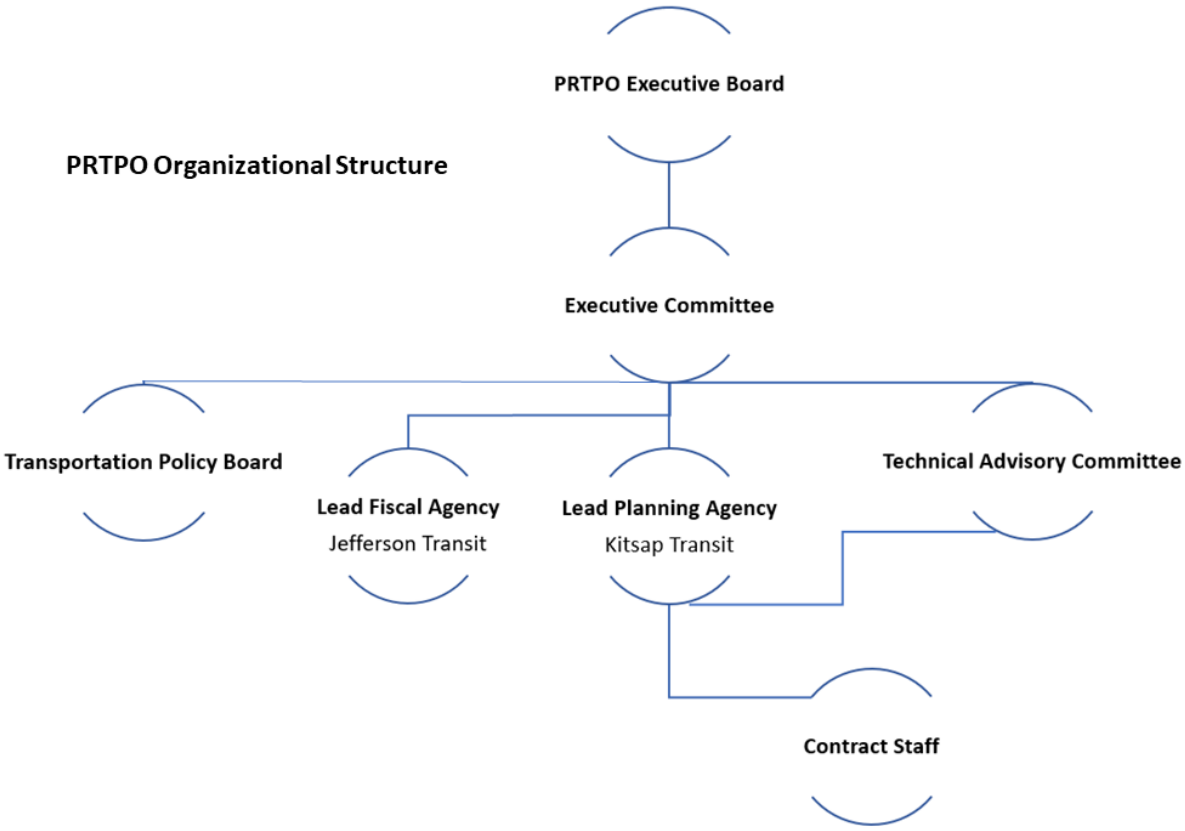
Port of Allyn
Port of Bremerton
Port of Port Angeles
Port of Shelton

Clallam Transit
Jefferson Transit
Kitsap Transit
Mason Transit

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

WSDOT Olympic Region

PRTPO Organizational Structure



ATTACHMENT D

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinators
Date: April 14, 2023
Subject: **Draft SFY 2024-2025 Unified Planning Work Program**

REQUESTED ACTION:

This item is for your information and discussion. The Board will take action on a final SFY 2024-2025 UPWP in June.

Overview

In February the Board discussed guidance and direction for developing the 2024-2025 Unified Planning Work Program (UPWP). The UPWP is PRTPO's work plan and budget. It describes what work PRTPO will undertake to fulfill its responsibilities as a Regional Transportation Planning Organization and the budget to accomplish it.

This draft is for the next two-year biennium and covers the period from July 1, 2023 through June 30, 2025. The UPWP will be amended midway through the biennium, in spring of 2024. It can also be amended at any other time during this period to accommodate changes in budget or work program activities as directed by the Board.

Draft UPWP

PRTPO's work program is funded by state RTPO planning funds. The budget for the next biennium is $273,948 and is summarized on page 6 of the draft UPWP. About 65% is allocated to Task 1 activities including PRTPO organizational support, meetings, communications, accounting, legal, insurance, and administrative expenses. Almost 30% is allocated to Task 2 planning activities including long-range planning, statewide coordination and participation on state planning processes, grant program administration, Transportation Outlook legislative support activities, and tribal consultation. The remaining 5% or so is allocated to Task 3 and its associated activities around the Regional Transportation Improvement Program. PRTPO intends to complete an update of the Regional Transportation Plan during this next biennium with $30,000 of the funds budgeted for Task 2 activities. Pages 7-12 of the draft UPWP provide more detail on the activities associated with each task.

The draft UPWP also includes Unfunded Needs in Appendix A. These are fairly small planning projects, coordination efforts, or data collection activities that could be completed with some additional funding. Inclusion here positions PRTPO and its partners for future funding opportunities that support the regional planning program.

Note there is no budget currently allocated for Task 4 activities. This is a placeholder in the work program for Board-directed work program activities that may be possible later in the biennium as a result of supplemental funding or perhaps reallocating some resources for other purposes. The Board will determine in the future if there are opportunities to identify budget and activities for this task area.

As presented, the budget and work program in this draft UPWP will fulfill PRTPO's compliance requirements under RCW 47.80 for the biennium.

WSDOT Review

Any changes recommended by the Board in April will be made to this draft UPWP before it is sent to WSDOT for review. WSDOT representatives will meet with members of the Executive Committee on April 25th to review the draft UPWP for

compliance with state requirements and WSDOT planning guidance. Minor changes to the draft may be made as a result of that review.

Next Steps

A final draft UPWP will be presented to the Board for review and approval in June. That final UPWP will be transmitted to WSDOT and go into effect on July 1. At that same meeting the Board will be asked to approve updated agreements with Kitsap Transit and Jefferson Transit to serve as the Lead Planning Agency and Fiscal Agent, respectively, for the new biennium work program.

Attachment:

Draft SFY 2024-2025 UPWP for the Peninsula Region

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

PENINSULA RTPO UNIFIED PLANNING WORK PROGRAM

STATE FISCAL YEAR 2024-2025
(July 1, 2023 – June 30, 2025)

EXECUTIVE BOARD REVIEW DRAFT
April 21, 2023

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PRTPO 2023 Officers

Bek Ashby, Chair
City of Port Orchard

Randy Neatherlin, Vice-Chair
Mason County

Lindsey Schromen-Wawrin, Secretary
City of Port Angeles

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 2024 and 2025.

Regional Transportation Planning Organization Responsibilities

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

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

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

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

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

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

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

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

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

- Ensure coordination and consultation with Indian tribes.

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

State Emphasis Areas

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

Planning activities identified by WSDOT of potential interest to PRTPO include:

- ☐ Statewide Carbon Reduction Strategy
- ☐ Implementation of the Highway System Plan
- ☐ Performance-based project model evaluation
- ☐ Statewide multimodal transportation plan update
- ☐ State Transportation Demand Management Plan
- ☐ State Commute Trip Reduction Plan
- ☐ Coordinated decision making with local agencies regarding transportation and land use
- ☐ Updates as warranted to the Federal Functional Classification system

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

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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 2024-2025 UPWP development:

Task or Milestone	Date
Executive Board Kick-off of SFY 2024-2025 UPWP	February 17, 2023
Executive Committee Review of Draft UPWP	April 6, 2023
Executive Board Review of Draft UPWP	April 21, 2023
WSDOT Review of Draft UPWP	April 25, 2023
Executive Board Adoption of SFY 2024-2025 UPWP	June 16, 2023

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

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

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

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Description of the Region

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

Figure 1: Map of the Peninsula Region



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

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

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

Kitsap County is the only county in Washington formally located within two different RTPOs: the highly rural Peninsula RTPO and the highly urban Puget Sound Regional Council. This reflects the

important gateway role of Kitsap County in linking the Olympic and Kitsap Peninsulas with the Seattle metropolitan area and I-5 corridor. Kitsap County connects rural communities and businesses to metropolitan opportunities and connects people in those highly urban areas to rural recreational, cultural, tourism, and environmental opportunities throughout the region.

Regional Transportation Planning Organization Structure

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

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

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PRTPO SFY 2024-2025 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 2024-2025 UPWP is organized into four Work Elements:

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

Each Work Element includes one or more activities 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 2024-2025 UPWP Financial Summary

Funding Source: WSDOT
Funding Amount: $273,948 SFY 2024-2025 RTPO Funds
Work Performed by: PRTPO Lead Planning Agency with contracted staff support and Lead Fiscal Agent, as directed by the PTPO Executive Board

SFY 2024-2025 UPWP Budget and Funding by Work Element *[preliminary estimates March 2023]*

PRTPO Work Element	STATE 2024 RTPO Funds	STATE 2025 RTPO Funds	TOTAL 2024-2025 UPWP BUDGET
1. Program Administration	$88,500	$88,500	$177,000
2. Transportation Planning	$39,274	$39,274	$78,548
3. Regional TIP	$9,200	$9,200	$18,400
4. Other PRTPO Activities	$0	$0	$0
TOTAL	**$136,974**	**$136,974**	**$273,948**

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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:	$177,000
Funding Source:	SFY 2024-2025 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)*

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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 2024 and as needed)*
- UPWP Annual Report of performance and expenditure *(September)*
- Work Program coordination *(on-going)*

Deliverables:
- UPWP amendments (as needed)
- SFY 2023 and SFY 2024 UPWP Annual Report of Performance and Expenditure
- SFY 2026-2027 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, licenses, membership fees, 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 2024	SFY 2025	2-Yr Total
1. Program Administration	**$ 88,500**	**$ 88,500**	**$177,000**
1.1 Organizational Support	*$ 30,000*	*$ 30,000*	*$ 60,000*
1.2 Meeting Support	*$ 25,000*	*$ 25,000*	*$ 50,000*
1.3 Public Information & Communications	*$ 3,000*	*$ 3,000*	*$ 6,000*
1.4 Work Program Management	*$ 4,000*	*$ 4,000*	*$ 8,000*
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 objective for the 2024-2025 biennium, a refresh of the long-range Regional 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:	$78,548
Funding Source:	SFY 2024-2025 RTPO 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

- Develop a new Regional Transportation Plan *(SFY 2024-2025)*
  The Board will prepare a separate work plan to guide RTP development
- Maintain 2040 RTP Supporting Activities
  - Complete the RTP Biennial Currency Review *(Q2 SFY 2023)*

Deliverables:

- Meeting materials, communication pieces, maps, and data sets
- Record of public engagement
- Draft and Final Regional Transportation Plans
- 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:
  - Statewide carbon reduction strategy *(SFY 2024, as warranted)*
  - Multi-modal Planning Division activities including Highway System Plan implementation, performance-based project evaluation, statewide multimodal plan update, and Transportation Investment Strategy *(SFY 2024-2025, as warranted)*
  - Public Transportation Division activities including State Transportation Demand

Management Plan, Commute Trip Reduction Plan, and statewide Public Transportation Plan *(SFY 2024-2025, as warranted)*
    - Participate on WSDOT Olympic Region corridor and planning study teams *(as needed and as budget allows)*
    - Coordinate a regional update of the statewide Freight and Goods Transportation System data *(SFY 2025)*
    - Coordinate a regional update of Federal Functional Classification *(as needed)*
- Local and Intra-regional Collaboration
    - Work with local agencies to ensure consistency between local and regional plans and strategies, especially during major updates of local Comp Plans and/or the Regional Transportation Plan *(on-going with emphasis in SFY 2024-2025)*
    - 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 Consultation
- 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)*

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

2.4 Human Services Transportation Planning
- Monitor funding and policy programs and coordinate as appropriate with public transit, tribal transit, and human services transportation providers and their partners *(on-going)*
- Update data and regional equity profile *(SFY 2025)*

Deliverables:
- Data sets and mapping products

2.5 PRTPO Transportation Outlook 2024 and 2025
- Facilitate development of a coordinated list of priority regional concerns *(1st quarter)*
- Produce an annual briefing paper of PRTPO transportation priorities *(2nd quarter)*
- Host an annual legislative forum to share regional priorities and identify areas for collaboration *(2nd quarter)*
- 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 2024 and 2025 materials
- Executive Board, TAC, and Subcommittee meeting materials

2.6 Regional Grants Administration

- Conduct Transportation Alternatives program call for projects *(SFY 2024)*
- Conduct Consolidated Grants prioritization process *(SFY 2025)*
- Complete annual Transportation Alternatives program status report for WSDOT *(December)*

Deliverables:

- Transportation Alternatives Program grant process and awards
- Prioritized list of candidates for the Consolidated Grants process
- Transportation Alternatives status reports
- Executive Board, TAC, and Review Committee meeting materials

Estimated Level of Effort:

	SFY 2024	SFY 2025	2-YrTotal
2. Transportation Planning	**$ 39,274**	**$ 39,274**	**$ 78,548**
2.1 Long-range Planning	*$ 15,524*	*$ 15,524*	*$ 31,048*
2.2 Regional Coordination and Collaboration	*$ 10,000*	*$ 10,000*	*$ 20,000*
2.3 Tribal Consultation	*$ 2,000*	*$ 2,000*	*$ 4,000*
2.4 Human Services Transportation Planning	*$ 500*	*$ 500*	*$ 1,000*
2.5 PRTPO Transportation Outlook	*$ 5,000*	*$ 5,000*	*$ 10,000*
2.6 Regional Grants Administration	*$ 6,250*	*$ 6,250*	*$ 12,500*

DRAFT

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:	$18,400
Funding Source:	SFY 2024-2025 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 quarter)*
- Update the interactive RTIP map to support project review *(1st quarter)*
- Develop amendment materials for the TAC, Executive Board, and WSDOT *(as needed)*

Deliverables:

- Draft and Final 2024-2029 and 2025-2030 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 2024	SFY 2025	2-Yr Total
3. Regional TIP	**$9,200**	**$9,200**	**$18,400**
3.1 Develop and Maintain Regional TIP	$9,100	$9,100	$18,200
3.2. Monitor OA for Federally Funded Projects	$ 100	$ 100	$ 200

Work Element 4 – Other PRTPO Activities in SFY 2024-2025

In addition to the core work program activities described in Work Elements 1-3, PRTPO will undertake additional activities in SFY 2024-2025 as funds and staffing allow, to address specific outstanding needs for the region. These are one-time or occasional activities, separate from the on-going core functions. Specific activities will be identified by the Executive Board and amended into the UPWP as funds are identified. It is also possible that no additional work will be conducted beyond what has already been identified.

Other PRTPO Activities in SFY 2024-2025 Summary:

Estimated Cost:	N/A
Funding Source:	SFY 2024-2025 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff Others TBD

Other PRTPO Activities in SFY 2024-2025:

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. 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 Other PRTPO Activities will be established at the time work is approved by the Executive Board.

	SFY 2024	SFY 2025	2-Yr Total
4. Other PRTPO Activities in SFY 2024-2025	**$ 0**	**$0**	**$0**
4.1 TBD			

DRAFT

Other Planning Activities within the Peninsula Region

WSDOT Olympic Region Planning

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

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

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

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

Enhanced Local Collaboration involves working closely with local jurisdictions to offer early and ongoing reviews and assistance on their Comprehensive Plans. This ongoing coordination reduces the potential for last-minute substantive comments on the completed Comprehensive Plans. In addition, efforts include assisting in the development and review of subarea plans and other comprehensive plan updates or revisions. WSDOT expects this emphasis area to be a high priority in this biennium because PRTPO jurisdictions must complete their periodic updates prior to June 30, 2025.

WSDOT Olympic Region prepares and adopts its own UPWP. It has identified the following planning studies within or affecting PRTPO for the 2024-2025 biennium:

- SR 307 from SR 305 to SR 104
- SR 101 from SR 3 to I-5 (~MP 349 to 367)

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. The 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. Pre-design studies received project development funding rather than Federal Planning funds and are therefore not strictly a part of the UPWP. However, WSDOT planning staff coordinate with PRTPO and local agency planning staff during the course of all pre-design efforts.

Appendix A: SFY 2024-2025 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 were available.

Following are unfunded planning needs with a cost range where work is scalable based on funding. The order presented here does not imply priority. The PRTPO Executive Board will determine priorities based on specific funding opportunities. Inclusion here does not necessarily mean that work must be conducted by PRTPO. A PRTPO member or other transportation stakeholder may pursue funding and carry out this work if the opportunity presents itself. Note that PRTPO itself can only accept state funds for additional work.

A. Extend PRTPO's Annual Services Agreement with the AWC GIS Consortium
As a member of the Association of Washington Cities, PRTPO is eligible to obtain GIS services through an annual service agreement with the GIS Consortium. This is a flat fee for a certain number of hours of work directed by PRTPO. Early products obtained by PRTPO through this contract include an interactive RTIP mapping tool and technical support, and some early regional demographic information and interactive infographic resources. The existing service contract in place will extend through much of SFY 2024 and will be used to develop some of the tools and communications platform PRTPO plans to use for its new RTP. These GIS services are vital to PRTPO's ability to build baseline information and analysis tools needed to support this and other on-going work program efforts.

This is a high value investment for PRTPO that extends the organization's capacity for analysis and effective communications. A Tier 3 service agreement provides 100 hours of GIS service directed by PRTPO and any unused hours roll over to the following year.

Estimated cost – $17,710 per year (includes cost recovery fee)

B. Freight Data Collection for Local Agencies
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 none of the region's local partners have the resources to collect or maintain such data.

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 they need 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

C. Evaluation of Lighting Standards and Compendium of Best Practices in Local Implementation
Local agencies work with an array of lighting and illumination standards for various aspects of the local transportation system. This includes various standards associated with lighting for streets, crosswalks, intersections, transit stops, trails and pathways, and other features of the transportation system. Each standard addresses a specific system need but the standards often conflict with each other.

PRTPO's Technical Advisory Committee identified the value potential in taking a coordinated approach to assessing the array of lighting standards they are working with at the local level, learning from each other's experiences, and compiling some best practices as to how local agencies are reconciling competing standards and policies.

There will be opportunity within the PRTPO core work program for the TAC to more clearly define what work products or processes would best meet their shared needs. This item is listed as a placeholder for the follow-up activities defined in that work session.

Estimated cost = TBD

D. Supplemental Funding for Regional Transportation Plan Development
PRTPO will undertake an update of its RTP in SFY 2024 and 2025. That update is scaled to the budget and resources available to PRTPO, which total about $30,000 for this work. Additional funding would enable a more comprehensive process for policy makers and expand opportunities for outreach and engagement over the two-year update cycle.

Estimated cost = $20,000 +/-

E. Increase Regional Transportation Resilience
Transportation resilience is challenging in a region so heavily constrained by geography and land ownership. Mountains and water limit traditional opportunities for redundant connections and access. Federal land management agencies and state resource agencies own and maintain significant land holdings across the region. These challenges make most communities in the region highly vulnerable to isolation when primary lifeline routes are severed unexpectedly or when a bridge, highway, or ferry terminal needs to be closed for major construction activities. This is true for all modes of travel in the Peninsula Region.

Innovative strategies are needed to increase route redundancy and system resilience. Coordination and communication can leverage existing countywide emergency management efforts to ensure regional connectivity is adequately addressed in those vital plans and coordination activities. Collaboration among diverse stakeholders – local, state, federal, tribal, and private – can assess unique backroads opportunities for alternate emergency routes and explore ways the many small ports and boat launches could increase access in times of disaster. New strategies for increasing energy resilience and maintaining critical operations can help communities cope longer with less hardship until system connections are restored. The intent is to identify ways to grow the region's capacity to respond, recover, and adapt to major disruptions in the regional transportation system due to earthquakes, severe weather, climate change, or other factors that take down the traditional transportation system.

Estimated cost = $10,000 - $50,000+

F. Coordinated Assessment of ADA Transition Plans and Follow-up Strategies

Every public agency is required to have and periodically update an ADA Transition Plan to identify accessibility barriers and guide remediation efforts. While this requirement has been in place for a long time it has recently come into sharper focus as a compliance factor in funding eligibility. Agencies are beginning to revisit their plans to ensure they meet current needs.

This work would take a collective approach to assessing the transportation infrastructure elements of ADA Transition Plans and evaluating consistency of those local elements with WSDOT's own statewide ADA Transition Plan. The goal would be to ensure compatibility across government sectors in terms of priority barriers to address and expand on the shared insights and expertise individual members bring to the table in order to support accessibility across the region.

Estimated cost = $5,000 - $15,000

G. Local Guide to State and Federal Green Energy and Zero-Emission Vehicle Grants

An array of new funding programs and finance opportunities have emerged recently from state and federal sources that are intended to catalyze the EV-readiness of the nation's transportation system. These programs are unlike many of the traditional funding programs that cities, counties, transit agencies, and tribes have relied on for years. They have new requirements, entail new partnerships, and open many new doors to funding opportunities. The challenge is how small agencies with limited resources can get familiar with them and quickly determine whether an opportunity has potential, and what key parameters each opportunity is concerned with.

This proposal would establish a grant guidebook for local agencies to orient them to the rapidly growing array of options and help them navigate the opportunities to identify those best suited to their needs. The intent is to provide a single-page synthesis of each program outlining key considerations so that they do not need to work through a 60 – 90 page funding announcement to determine if it is a good fit for their project need. An at-a-glance resource would help reduce some of the barriers that tribal and other small communities face when trying to access the funding resources available to them. It can be expanded as needed and updated as programs evolve over time.

Estimated cost = $10,000

H. Coordinated Traffic Data Collection via Streetlight

PRTPO members have shared needs for big-picture county-to-county travel flows, trip origin and destination data, and seasonal variations in travel patterns. Instead of each agency pursuing data collection individually, there can be economies of scale using automated data collecting services such as StreetLight to collect and report data for multiple agencies across the region. This proposal would seek funding for an add-on to a WSDOT or other contract license to collect travel data via StreetLight for local agencies across the region and some limited regional planning purposes.

Estimated cost = $15,000 - $25,000

Appendix B: PRTPO Members



PRTPO Members

Clallam County
Jefferson County
Kitsap County
Mason County

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

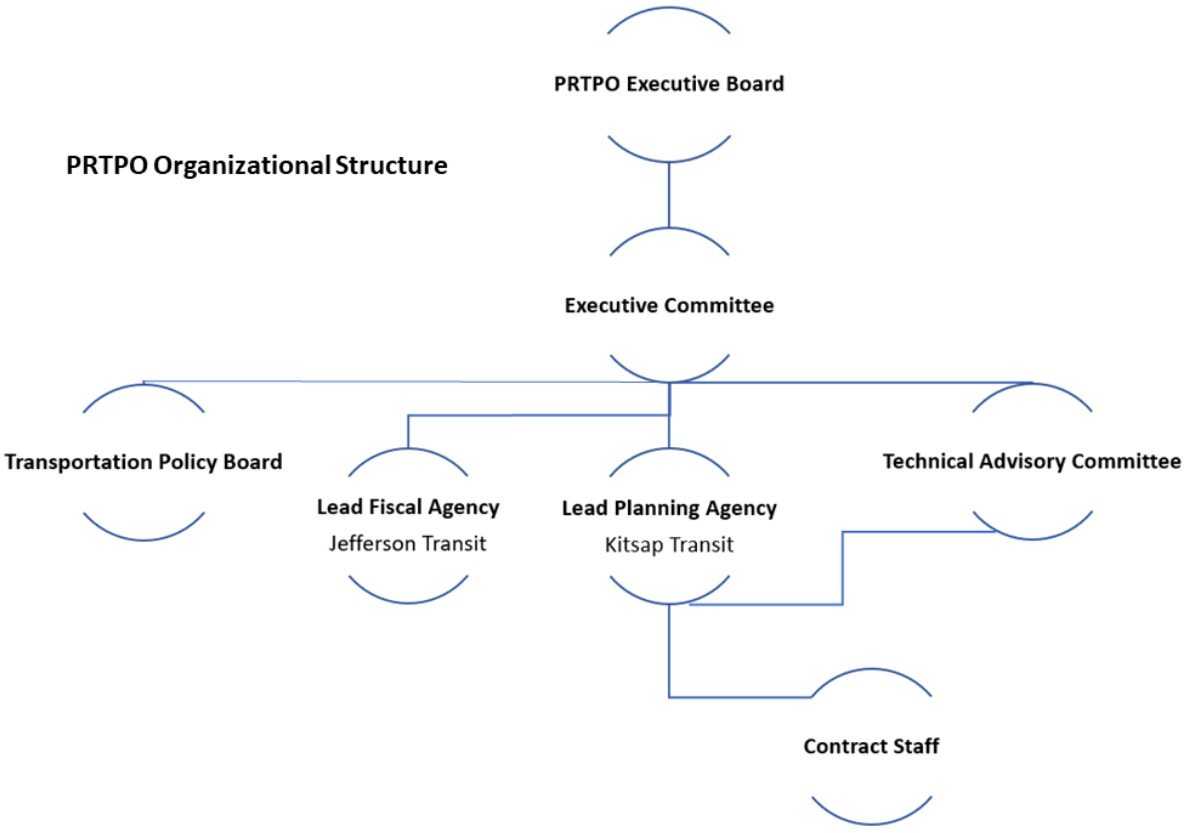
Port of Allyn
Port of Bremerton
Port of Port Angeles
Port of Shelton

Clallam Transit
Jefferson Transit
Kitsap Transit
Mason Transit

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

WSDOT Olympic Region

PRTPO Organizational Structure



ATTACHMENT E

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: April 14, 2023
Subject: **Legislative Forces Driving an Energy Transformation**

REQUESTED ACTION:

No action is requested. This briefing will increase understanding of the remarkable array of state and federal policy programs aiming to transition transportation and other sectors to clean, renewable energy sources.

Background

Since 2019 several pieces of clean energy legislation have been passed at state and federal levels. Some of the most familiar Washington legislation includes the Clean Energy Transformation Act, Clean Fuel Standard, Cap-and-Invest program, the HEAL Act, and the Climate Commitment Act. Familiar federal legislation includes the Inflation Reduction Act, Bipartisan Infrastructure Law, Justice40 Initiative, and the Hydrogen Shot initiative. Any one of these would be considered influential in its own right but taken together – in terms of sweeping and complementary policy scope, budget size, and market mechanisms – these programs will be transformational in how transportation and other sectors are powered and how and where energy is produced, stored, and dispensed, and by whom. The legislation is already having transformative effects.

Revenue programs are generating unprecedented levels of funding for electrification projects. Much of the legislation includes coordinated market mechanisms. Legislation considers every sector and every market, from an individual consumer in a small rural community to major manufacturers in the global marketplace. While the intent and focus vary a bit between the different legislation, their collective impetus is to quickly accelerate demand for and investment in clean energy products made in the United States. Together, they are driving revolutionary changes in how transportation in the 21st century is powered.

There is a lot going on right now. Members get glimpses of individual elements in the form of grant notices, through PRTPO's EV Infrastructure Exchange Group forums and Coordinator Reports, and other sources. It is hard to see the proverbial forest for all the EV chargers, though. Agency focus is understandably on details and conditions for new grants. But absent a big picture understanding of the various programs and how they stack up with each other, it is hard to appreciate the magnitude of change underway and resources available. Communities want to consider their needs comprehensively and strategize on how to take best advantage of the full range of opportunities these programs offer in meeting 21st century transportation needs.

This Department of Commerce briefing offers a policymaker overview of the most consequential state and federal legislation driving this green energy transformation, what it means for your communities, and what to pay attention to in the upcoming months and next few years. Equity is a dominant consideration in all programs and communities across the Peninsula Region are high-priority equity targets for investment, but that takes preparation. There are new requirements for tribal consultation. PUDs and utilities are at the table as a new transportation project partner. Elsewhere, Washington's first quarterly greenhouse gas emissions auction generated almost $300 million for green transportation projects. As overwhelming as it all seems at times, these programs are just ramping up. They will shape investments and policies through the 2020s and beyond.

The Department of Commerce plays a leading role in administering major aspects of Washington's climate and energy programs and works in close coordination with counterparts in the departments of Ecology, Transportation, and others. Commerce is also coordinating Washington's federal bid for designation as a national renewable hydrogen hub. We are grateful for their support in providing this policy maker overview and increasing regional understanding of these significant programs.

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

ATTACHMENT F

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: April 14, 2023
Subject: **PRTPO Biennial Bylaws Review**

REQUESTED ACTION:

No action is requested. Findings of the review and any recommendations will be made to the Executive Board in June.

Overview

The PRTPO bylaws adopted in June 2019 specify that they will be reviewed and updated as necessary every two years. A review was completed in 2021 by a subcommittee of Board members and at that time, the bylaws were found sufficient. It is time to revisit them and be sure they adequately support PRTPO's needs.

The Chair invites any interested Board members to join the Executive Committee in conducting the 2023 review. Findings and recommendations will be presented for the Board's consideration in June.

Attachment:
PRTPO Bylaws

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

Bylaws for the Peninsula Regional Transportation Planning Organization

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

Biennial Review Completed:	June 18, 2021
Next scheduled review:	*June 2023*



BYLAWS

for the

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

1. Organization

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

2. Membership

A. Voting membership

Any entity that is authorized by the ILA to execute and has executed the Interlocal Agreement or any amendment thereof, shall be a voting member of the PRTPO. The term "member" as used in this ILA shall refer to the entity itself and not the representative or alternate of the member. Following the initial execution of the Interlocal Agreement, new voting members may be added upon approval of the Executive Board as provided herein.

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

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

B. Nonvoting membership

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

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

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

C. Representatives

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

D. Responsibilities

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

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

A. Purpose and responsibility

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

B. The Officers

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

i. The Chair

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

ii. The Vice Chair

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

iii. The Secretary

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

iv. Officer elections

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

C. Executive Committee

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

D. Executive Board meetings

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

The Chair may call a special meeting and provide notice to all Executive Board representative and alternates by telephone or email. When email notice is used, the notice must be sent at least 5 business days prior to the meeting and a quorum must respond affirmatively to the notice at least 3 business days. The notice for a special meeting must

include the date, time, location and the specific agenda item(s) to be addressed.

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

E. Executive Board quorum

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

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

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

F. Executive Board voting

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

4. Transportation Policy Board

A. Purpose and responsibility

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

B. Policy Board membership

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

C. Policy Board meetings

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

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5. Technical Advisory Committee

A. Purpose and responsibility

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

B. TAC membership

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

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

C. TAC Meetings

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

6. The Lead Planning Agency

A. Appointment

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

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

B. Duties of the LPA

The LPA shall perform such duties as required by RCW 47.80.023 and as assigned by the

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

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

7. Fiscal Agent

A. Appointment

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

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

B. Duties of the Fiscal Agent.

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

8. Unified Planning Work Program and Budget

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

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A. UPWP

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

B. Budget

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

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

9. Contract Services

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

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

10. Open public meetings

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

11. Public records and records retention

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

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

12. Claims

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

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

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

13. Bylaw Review and Amendments

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

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

Peninsula Transportation Planning Organization

Annette Nesse

Annette Nesse, PRTPO Chair

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

EXHIBIT A

Membership for Determining a Quorum for Executive Board Business

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

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

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

ATTACHMENT G

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: April 14, 2023
Subject: **Preparing for a New Regional Transportation Plan**

REQUESTED ACTION:

No action is requested. Board members are encouraged to familiarize themselves briefly with PRTPO's 2040 Regional Transportation Plan ahead of the meeting. The Board's discussion will inform staff and TAC scoping activities, resulting in a draft scope of work for Board consideration in June.

Background

One of PRTPO's primary requirements as a rural RTPO is to maintain and periodically update a long-range regional transportation plan (RTP). The long-range RTP supports coordination and consistency among the many different local, tribal, transit, and state plans and investments across the region. The guidelines for what the RTP must consider are spelled out in RCW 47.80.030[1]. PRTPO has great flexibility in how it meets those requirements.

The current 2040 RTP was developed by WSDOT in the lead-up to the organizational transition and adopted by PRTPO in November 2019. The new Unified Planning Work Program (UPWP) that goes into effect July 1st includes an overhaul of that RTP. It assumes the update will be completed over the next two years with existing PRTPO program resources.

This is the Board's first discussion about that update. It is a chance to start thinking through opportunities this update presents as well as constraints it will face. Importantly, it is a chance to begin establishing shared expectations about what the plan and PRTPO's planning process will entail so the update can be both efficient and effective.

Planning to Plan

The concept discussed during development of the UPWP entails an overhaul of the RTP, not a refresh. This update intends to simplify the content and migrate it to an online format, similar to what was done for the Human Services Transportation Plan. This will make it easier for PRTPO to maintain the RTP and update it in the future.

To accomplish this with the resources available we will task out the work to ensure the Board and TAC weigh in on some aspect of that development at each meeting between now and June 2025. This will ensure steady forward progress and help identify and reconcile any issues that inevitably will emerge along the way.

We know a few things going into the update:

- **PRTPO's current Regional Transportation Plan is cumbersome and inefficient to update, and is rarely used.** The RTP is a foundational element of PRTPO's regional planning program and should provide value to the on-going program and members. A redesigned approach to the RTP can extend its useful shelf-life by simplifying it and making it efficient to keep current while increasing its overall utility.

[1] PRTPO must comply with provisions of RCW 47.80 which spells out Regional Transportation Planning Organization responsibilities. Developing and updating a RTP is one of several requirements the RCW spelled out when it was written in 1990. The RCW language reflects that time period.

- **PRTPO has a budget of about $30,000 for this update plus 100 hours of GIS and data communication support through its GIS services agreement.** We'll need to be hyper-efficient in the process and products produced but with realistic expectations, PRTPO can develop a new RTP for adoption by June 2025.

- **PRTPO is beginning this update on a foundation of good Board and TAC discussions over the last few years about priority regional issues and challenges that merit regional collaboration.** This update is a chance to further those discussions, identify additional concerns relevant to the region, and provide momentum for some near-term priority interests that can guide future work program activities and strategies.

- **Many of PRTPO's members will be working on their own Comprehensive Plan updates and system plans during this same time.** Members face many of the same budget and staff constraints PRTPO faces. It will be a busy time. That underscores the need to find efficiencies and stay focused on core objectives. It also opens up new avenues for ensuring consistency and coordination between local, regional, and state planning processes.

We will almost certainly come across matters that cannot be addressed in this update as well as good ideas that are outside the scope of this work. We'll capture all of it and work to find good outlets for those things that don't really belong in the RTP itself but have value to the region or any of its partners.

Policymaker Perspectives on PRTPO's Next RTP

Before we work through details of the scope and commit to a process, it would be helpful to understand what a "successful RTP update" means to Board members. The Board will be asked to adopt a new plan in just over two years. Understanding members' early expectations before setting off will help us get started on the right foot. Here are a few questions that may shape Board member perspectives as to what success looks like in the context of PRTPO's next RTP.

> What will you look for in a good long-range regional transportation plan for the Peninsula region? What qualities will a good plan have? Who will it "speak to," its intended audience?
>
> How will you know if the planning process itself was successful?
>
> What pitfalls or risks should we keep an eye out for? What about unique opportunities this presents?
>
> Is it better to approach engagement as a modest but on-going dialogue with public and stakeholders throughout the update, or is it preferable to scope a big expansive outreach activity once or twice at key times?
>
> Are there any initial concerns with the idea of simplifying and streamlining the RTP and migrating it to an online format as has been described?

In preparation for this kick-off discussion, it may be helpful to spend just a few minutes skimming the 2040 RTP to familiarize yourself with the current document to better understand the context for the proposed approach.

Next Steps

The TAC will engage in a similar discussion in May and provide feedback on some preliminary milestones for the scope. The Board will consider a draft scope when it meets in June. Work will commence in July.

Link to Current Plan

2040 Regional Transportation Plan

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

ATTACHMENT H

INFORMATION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: April 14, 2023
Subject: **PRTPO Coordinator's Report**

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

Information of Interest

- **Hood Canal Bridge Construction Update –** WSDOT released updated information announcing a staged approach to the critical repairs on Hood Canal Bridge. By staging the work, WSDOT will be able to close the bridge overnight in May, June, and September instead of taking it out of commission over four weekends in late July and early August. WSDOT has updated its online open house to provide the latest schedule closure information with an easy-to-use interactive project map for all the work across the North Olympic Peninsula. Please encourage constituents and colleagues to link to that site to stay up-to-date on project development here and elsewhere as WSDOT works to minimize travel disruptions while maintaining vital parts of the regional transportation this summer.

- **Census Boundary Review and Adjustments –** Over the next couple of months, cities and counties will work together to review the urban area boundaries resulting from the 2020 Census and recommend changes to smooth those boundaries to reflect practical, on-the-ground features or land use patterns or plans. All four counties have affected urban areas: Clallam County, with Port Angeles and Sequim; Jefferson County with Port Townsend and Port Hadlock-Irondale; Kitsap County with Bremerton; and Mason County with Belfair and Shelton. Recommendations regarding adjustments to the boundaries are due to WSDOT by June 30th. The next opportunity to adjust the boundaries will be in 2033. Boundaries have implications for funding (urban vs rural), for stormwater requirements, and perhaps other factors. Information on the April 17th training session was forwarded to TAC members of affected agencies.

- **Freight and Goods Transportation System –** The biennial update of local agency data for the Freight and Goods Transportation System is underway. PRTPO is responsible for coordinating the data update with members who have designated freight routes on their local system. This is a standard administrative data coordination request and is not expected to come before the Board. Few local agencies ever have freight data, which impedes their ability to get funding for freight projects. A proposed "unfunded need" in PRTPO's draft UPWP is a coordinated data collection effort to obtain baseline data for T2 and T3 freight routes for local agencies.

- **Pacific NW Hydrogen Hub Proposal –** On April 6th the formal bid to establish a national green hydrogen hub in Washington was submitted to the US Department of Energy. Washington's bid is considered highly competitive due to its emphasis on green, renewable hydrogen produced from hydroelectricity as well as solar and wind energy. We will not know until late this year if Washington is selected to enter into negotiation contracts with DOE, the final stage of competition, but early indicators are favorable. Transit is an important component of the Washington proposal, with interest in H2 for fuel-cell electric buses from almost every transit agency in the state. This is considered a competitive advantage in the national competition. Fuel-cell electric vehicles are a vital alternative to battery-electric vehicles for rural transit systems, trucks, service vehicles like snowplows and street sweepers,

aviation, and other heavy transport uses. Here is the Washington team's press release. Click here for more information on the DOE Regional Clean Hydrogen Hubs $8 billion investment program.

- **SR 302 Victor Area Study –** I participated in Meeting #2 of the WSDOT study on March 28th. We provided input to the WSDOT consultant team on the alternatives and draft criteria that will be used to evaluate them. The project is in response to a 2021 legislative budget proviso and is meant to address issues that contribute to SR 302 collapsing in the vicinity of Victor on the east side of North Bay in Mason County, north of Allyn. SR 302 intersects SR 3 between Allyn and Belfair in Mason County and wraps around North Bay and crosses over the bridge at Purdy before intersecting with SR 16 in Pierce County. Addressing equity concerns and enhancing safe nonmotorized access are priority interests. Two more meetings are scheduled before a recommendation package is finalized.

- **WSDOT Investment Strategy Workshop –** On February 21st Bek, Randy, and I attended WSDOT's in-person workshop conducted in Lacey. This was the first such event. All RTPO chairs and vice-chairs were invited but Bek and Randy were among the few who attended. The aim was to improve communication and coordination between WSDOT and MPOs and RTPOs in messaging funding needs to the legislature. In the way planning forums often do, it revealed many other areas of interest and opportunities for improvement. It included formal presentations and numerous small group discussions and technology-aided polls. A summary of the proceedings is attached. For a full copy of the documentation, including all the presentation slides and polling tools, please contact me. The Investment Strategy Workgroup is a WSDOT initiative launched in early 2020 to improve alignment between WSDOT and MPOs and RTPOs when prioritizing funding needs to reduce confusion among legislators about transportation funding priorities. PRTPO participated in the initial eight meetings of the group but has not been actively involved since February 2021.

Open Grant Processes

Here are a few opportunities that may be of interest.

- ☐ **Charging and Fueling Infrastructure Grant**- this is a big federal grant, not suitable for an individual agency. However, Energy NW, an important player in Washington's green energy sector, is pursuing a US 101 proposal on behalf of several communities on the corridor. Several members participated in Energy NW's unsuccessful bid in 2022 for a Washington ZEVIP grant. This Charging and Fueling Infrastructure grant is a better fit for the US 101 corridor and its highly rural context. US 101 is a nationally recognized Alternative Fuel Corridor that does not yet meet AFC standards and so is a good candidate for this program. Energy NW will identify 8-10 sites on the US 101 corridor, from Shelton all the way around to Ilwaco. I'm not sure which of these they have confirmed and which are still open, but they plan to include sites in Hoodsport, Quilcene, Sequim, Forks, and Lake Quinault/Amanda Park. Energy NW will assemble the proposal with its in-house technical expertise along with input from the partners and site hosts. Importantly, they will take the lead in project contracting and implementation, coordinating with the PUDs and other key interests and assuming responsibility for the long-term business management side of public charging stations. Interested? Get in touch, soon. I will put you in contact with Tanya Dion at Energy NW or reach out to her directly to find out what areas they still need site hosts for. They will also be looking for letters of support from other communities and constituents along the corridor to vouch for the value of more EV charging stations on US 101 and the Olympic Peninsula. Please get in touch if you can provide a letter. Applications are due May 30th.

- ☐ **Zero-emissions Access Program (ZAP) –** This WSDOT grant funds zero-emissions carshare programs. Its goal is to expand access to clean-fuel transportation options and provide opportunities for zero-emission carshare programs in underserved communities where access to public transportation is limited or not available. The program is open to cities, counties, transit agencies, ports, and public housing agencies. Two projects from this region were funded in the first go-round. Prior recipients may apply for continuing operational support. There are requirements regarding prior experience with carsharing and micro-mobility programs and/or clean energy programs. Grants are between

$50,000 - $200,000 and a total of $1.1 million is available. It requires a minimum 10% match. Funds are available from July 1, 2023 – June 30, 2025. Applications are due May 17th.

- **Safe Streets for All (SS4A) –** This federal grant program funded over 500 projects across the nation with its launch in 2022. While many communities in Washington received grants, none were for communities in the Peninsula Region. Grants can be used for a wide array of planning, education, infrastructure, and operational projects that prevent death and serious injury for all users of public streets and roads. Applicants choose between Planning and Demonstration Grants or Implementation Grants when they apply. There is over $1 billion available for projects. USDOT expects to fund "hundreds" of Planning and Demonstration Grants in the range of $100,000 - $10 million, and "up to" 100 Implementation Grants between $2.5 million and $25 million in size. Eligible applicants include cities, counties, tribes, transit agencies, and ports. A minimum 20% match is required. Applications are due July 10th.

Other PRTPO Meetings Since the Executive Board's February Meeting

- Technical Advisory Committee, March 16th - TAC members discussed various areas of need to address in Appendix A – Unfunded Needs in the next UPWP. They considered the constraints facing an RTP update in the next biennium and agreed that a fresh plan is appropriate, that travel demand modeling is unnecessary, and that some time spent up front to consider earlier processes and scope this one will be helpful. Staff previewed a prototype of the regional demographic profile and infographic taking shape. Members discussed the upcoming review of Census urban area boundaries. Ken Gill, TAC Chair, announced he accepted a job in Fife and was leaving Shelton at the end of March.
- Executive Committee, February 2nd – Executive Committee members considered the upcoming biennial bylaws review and proposed review of policies and procedures, and provided direction on the approach. They reviewed the draft UPWP and proposed budget and discussed renewal of the Lead Planning Agency and Fiscal Agent agreements in June. They set the Board's April agenda.

Attachments:

Proceedings of the WSDOT Investment Strategy Workshop

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

WASHINGTON'S FIRST ANNUAL TRANSPORTATION INVESTMENT STRATEGY FORUM SUMMARY



Prepared for

Investment Strategy Committee

Prepared by

JLA Public Involvement, Inc.

Excerpt - Proceedings Only

March 2023

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INTRODUCTION

On Tuesday, February 21, 2023, Washington's Investment Strategy Committee, established in 2020 by the Secretary of Transportation, Roger Millar, hosted the First Annual Transportation Investment Strategy Forum with the following purpose:

Purpose

- Present the state's transportation system priorities to inform small group discussions intended to identify shared high-level strategic goals and values related to future transportation investment areas.
- Provide an overview of the role of RTPOs/MPOs and WSDOT in prioritizing transportation investments and the value they collectively bring to the legislative process, including sharing success stories of when the process to reach alignment and consensus on transportation priorities produced great results.
- Discuss the legislative process and what information may be useful to legislators to better inform future transportation related funding decisions.
- The forum will work towards achieving the following vision of the Investment Strategy effort.

  WSDOT and the Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Organizations (RTPOs) will collaboratively identify, vet and prioritize transportation investments on a regional and statewide level and provide the legislature with critical information needed to make funding decisions that most effectively achieve the transportation policy goals for all system users.

PARTICIPANTS

The following participants attended the forum in person or virtually via Zoom. Investment Strategy Committee members are denoted with one asterisk (*), and Forum Planning Subgroup members are denoted with two asterisks (**).

- Alan Adolf, *YVCOG***
- Bek Ashby, *Peninsula RTPO*
- Dave Bierschbach, *WSDOT**
- Thera Black, *Peninsula RTPO**
- Lois Bollenback, *Spokane RTPO***
- Connie Bowers, *Island RTPO*
- Erin Braich, *BFCOG**
- Josh Brown, *PSRC**
- Jack Burkman, *Port of Vancouver*
- Madelyn Carlson, *YVCOG*
- Mark Cook, *Kittitas County*
- Marc Daily, *TRPC**
- Marshall Elizer, *WSDOT***
- Bill Fashing, *CWCOG**
- Carley Francis, *WSDOT**
- Mike Frucci, *WSDOT*
- Andres Gomez, *Walla Walla Valley MPO**
- Mike Gribner, *WSDOT***
- John Hodkinson, *YVCOG*
- Michelle Holt, *BFCOG*
- Karena Houser, *WSDOT*
- Benjamin Jones, *Island RTPO**
- Robert Mayhew, WSDOT
- Kelly McGourty, *PSRC***
- Eve McMenamy, *Spokane RTPO*
- Frank Metlow, *NEW RTPO**
- Roger Millar, *WSDOT**
- Randy Neatherlin, *PRTPO*
- Brian Nielsen, *WSDOT**
- Angie Peters, *Walla Walla Valley MPO*

- Gabe Philips, *WSDOT*
- Matt Ransom, *SWRTC***
- Paula Reeves, *WA Transportation Commission*
- Jim Restucci, *YVCOG*
- Steve Roark, *WSDOT***
- Dale Robins, *SWRTC*
- Ed Sewester, *Island County*
- Julie Struck, *City of South Bend*
- Todd Trepanier, *WSDOT***
- Doug Vaughn, *WSDOT**
- Doug Venn, *City of Prescott*
- Christina Wickenhagen, *YVCOG*
- Jeff Wilkens, *CDCOG**
- Betsy Wilkerson, *Spokane City Council*
- Kerri Woehler, *WSDOT***

The following consultant staff and presenters were also in attendance:

- Adrienne DeDona, JLA Public Involvement
- Paula Hammond, WSP
- Nicole Metildi, JLA Public Involvement
- Camille Pearce, JLA Public Involvement
- Debbie Driver, Senior Policy Advisor for Transportation at Office of Governor Jay Inslee,
- Representative Jake Fey
- Senator Marko Liias

KEY TAKEAWAYS

The following themes emerged as key take-aways from participants during the group discussions held throughout the forum.

- **Safety is a priority**.
    - Safety education could be a sub-initiative.
- There is general **alignment on transportation system priorities.** The **focus on resilience** as presented by the Secretary particularly resonated with participants.
- RTPOs and MPOs need **updated regional (MPO level) data** to inform planning efforts specifically related to performance measures and targets.
- Consistent messaging on regional priorities and advocacy for projects is important, especially when talking to decision makers (i.e., legislators)
- More collaboration is needed related to land use planning and how transportation intersects with land use.
- There is concern about the varying dynamics and resources between urban and rural areas. Rural areas have unique economic pressures and are under resourced.
- Many RTPO/MPOs mentioned **staffing and capacity needs.**

Potential Action Items

The following potential action items were identified by participants during the group discussions held throughout the forum:

- Establish a blue-ribbon committee on safety.
- Invest in safety planning (SS4A Grants).
- Set better targets for Transportation Performance Management (TPM).
- Expand partnerships with Policy Boards, Transportation Commission, AWC, WSAC, Ports, and Ferries.
- Be better allies where our priorities do align (the Investment Strategy Committee may provide a venue for this type of collaboration).
- Build opportunities for partnerships (IIJA funding and grants).
- Seize story-telling opportunities at the regional and RTPO and MPO level.
- Seek additional resources/capacity for RTPOs/MPOs.

MEETING SUMMARY

The First Annual Transportation Investment Strategy Forum is one of several coordinated efforts led by the Investment Strategy Committee. These efforts aim to improve how RTPOs, MPOs and WSDOT coordinate investment priorities.

The forum brought together various transportation stakeholders, including WSDOT, MPO and RTPO staff and members of their Policy Boards, as well as legislative members and staff to share and discuss high-level strategic goals and values related to future transportation investment areas. See **Appendix A** for the full agenda.

Welcome and Introductions

Adrienne DeDona, Co-Facilitator with JLA Public Involvement, opened the meeting and provided an overview of the Investment Strategy effort. She noted that one of the key outcomes of the Investment Strategy Committee's work was identifying the need to create more opportunities for building relationships and sharing information. As a result, the Committee recommended several strategies to improve information sharing, collaboration, and coordination. Adrienne stated that she hopes that today's presentations and discussions provide opportunities to further expand the partnerships established through the Investment Strategy Committee, form new partnerships, and continue to build trust across all involved agencies. After reviewing the meeting guidelines, she introduced the lead facilitator, Paula Hammond, with WSP.

Paula reviewed the purpose of the forum and the agenda. She emphasized that camaraderie will be a necessary component to achieving the forum's purpose. Paula explained that the forum will include group discussions to identify where there might be alignment in terms of high-level strategic goals and values as well as how participants can move forward to achieve the vision of the Investment Strategy Committee

Presentation | Washington State Transportation System Priorities

Marshall Elizer, WSDOT, shared some key outcomes of the Investment Strategy effort, specifically identifying the need to create consistent messaging when engaging decision-makers. Marshall noted that coordination is increasingly important because there isn't enough money to fund all the investments we would like to make. He then introduced the next speaker, Roger Millar. See **Appendix B** for the full PowerPoint presentation.

Roger Millar, Secretary of Transportation, gave a presentation on the state of Washington's transportation system and identified safety and preservation as top priorities. He spoke about resilience, especially in light of climate change, and discussed how inaction is costing the state. Millar suggested collaborating across state, regional, and local plans to identify gaps in transportation investments and achieve a more complete transportation system. He also spoke about investing in active transportation at a regional level while also coordinating more multi-regional projects.

Roger noted the interconnectedness of land use, housing, and transportation planning and the necessity to consider these elements together when planning transportation investments. He also spoke about the need to accommodate all people and modes within Washington's transportation infrastructure. Ensuring policy and program decisions align with equity and inclusivity goals is one way transportation infrastructure can accommodate all travelers.

Shared Goals and Values Group Activity

Facilitators grouped forum participants into multiple, small groups and tasked them with identifying shared high-level strategic goals and values related to future transportation system investment areas. The following questions were listed on the discussion worksheet. See **Appendix C** for the complete worksheet.

- Of the transportation system priorities that were shared by the Secretary, what priorities and values expressed align with your region/community? For example, what might be expressed in your 20-year plan in terms of broad policy aspirations or goals (not projects)?
- Are there other high-level transportation needs/priorities that exist in your region/community that were not discussed or that keep you up at night?
- What is the biggest opportunity that you see in achieving a more integrated regional and state transportation investment strategy?
- What do the multi-modal transportation priorities discussed so far mean to you? Why are they important to your region/community?
- What values do we share with each other? Where do we align? What are the areas where we differ?

Small Group Report Out Summary

The following summarizes the key-themes that emerged from the small group report outs. The report out was recorded on a virtual white board and can be viewed in **Appendix D**.

Participants indicated general alignment with the transportation system priorities identified in the Secretary's presentation, including resilience, safety, and preservation. Resilience particularly resonated with the groups; however, it needs to be furthered defined. Some members noted a natural tension in balancing the transportation policy goals, for example, some transportation priorities might advance one goal at the expense of another.

Safety was a high priority. There was also general alignment from participants on prioritizing a multimodal transportation system. One example – the Complete Streets Program – resonated with many participants as it demonstrates what transportation can provide for people and works well in any region. Participants also noted it's a great example of how transportation and land use planning can work together to provide social benefits. See **Appendix E** for information on the Complete Streets Program.

Participants also mentioned various concerns, opportunities, and questions (outlined below).

Concerns

- Land use and housing needs differ between communities. For example, while affordable housing might be the critical issue in some urban areas, pressing land use issues in rural areas might relate more to the access of rural residents to jobs and services.
- Some MPOs and RTPOs are understaffed and lacking capacity. They cited a lack funding, resources, and experience needed to address issues and carryout projects.
- Regions are competing for funding rather than unifying statewide, which causes misalignment and inefficiencies.
- People need more reliable transportation to access medical care (especially aging people).
- Development patterns in Idaho and Oregon are not consistent with Washington, but there is pressure to build infrastructure for people that travel through Washington from those states.
- Washington's state budget process can make it difficult for regions to anticipate when funds from new revenue packages will be available.
- Agency planning and legislative decision-making are siloed, which makes it challenging to ensure valuable information from the planning process consistently informs decisions.
- Participants identified the following gaps in aligning across regions:
    - Capacity and how it is defined.
    - Issue of scarcity.
    - Resilience and how it is defined.
    - Congestion and how it is defined.
    - The true cost of safety.
    - The role transportation should play in economic development.

Opportunities

- Support RTPOs and MPOs by offering more clarity around state and grant funding requirements.
- Offer more resources for partnerships between regions and the state.
- Engage in more, active communication.
- Prioritize projects that have regional alignment and achieve shared goals.
- There may be an opportunity for integration across regions in terms of Transportation Demand Management; however, this does not always resonate with rural areas, where congestion is not a large problem.
- Host discussions with other state agencies (such as Department of Commerce) to gain additional knowledge and resources.

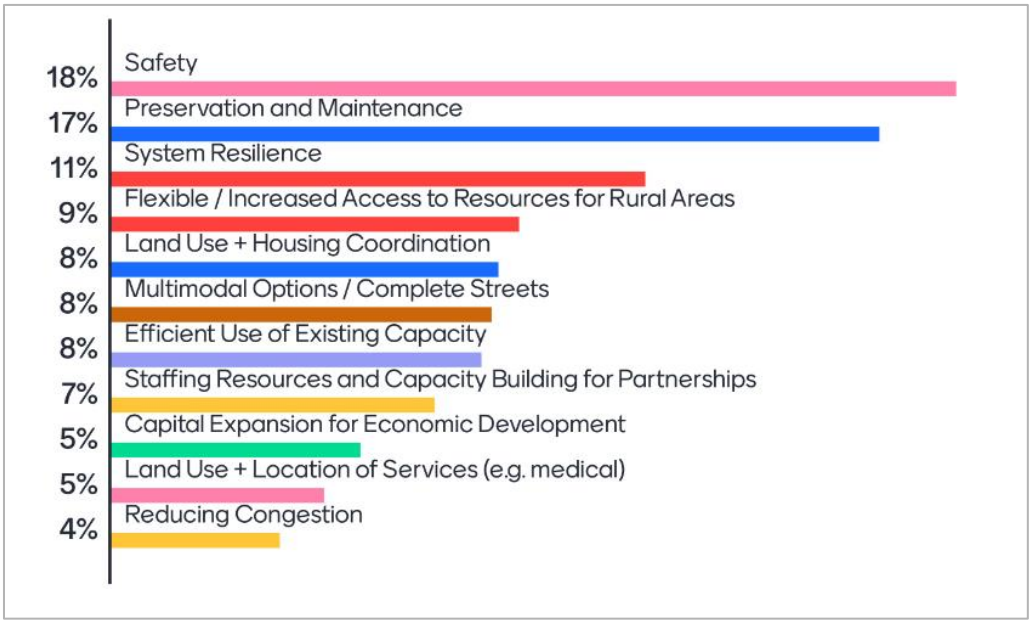
Questions

- What is WSDOT’s role in land use discussions?
- How can urban areas and rural areas find alignment within their planning efforts?
- When thinking about multimodal transit, who are we designing public transit for?
- How do the various agencies have collaborative discussions?
- How are grants administered?

Polling Exercise

Following the small group report out, participants were asked to allocate 100 points among eleven synthesized transportation system priority areas, which were identified by the small group discussions.

The chart below displays the results from the poll, which asked, "**If you had 100 points, how would you allocate them among the following transportation system priorities?"** The poll was completed by 36 participants. Safety was identified as the highest allocation category (18%) with Preservation and Maintenance next (17%) then System Resilience (11%).



Keynote Presentations

Following a brief lunch break, Representative Jake Fey and Senator Marko Liias, Chairs of the House and Senate Transportation Committees, delivered their keynote presentations.

Representative Fey spoke about the role the state legislature has in planning transportation projects. In additional to state funds, the legislature influences the use of federal funds to supplement transportation planning in our state. He also noted safety as a shared statewide priority. Representative Fey noted the state faces some challenges related to lack of financial resources and staffing capacity. He recommended utilizing coalitions to build support for regional transportation priorities, which has proven useful in the past. Representative Fey indicated that coalitions are effective in building a case for funding, gathering support, finding partnerships, and providing education around current issues. Representative Fey closed with a statement of appreciation for the state's employees and noted the state is actively seeking ways to offer more competitive salaries. One participant commented after Representative Fey's presentation about their concern with a specific project not being included in the final FMSIB recommended list for funding.

Senator Liias conveyed the need to shift the state's focus to a multimodal transportation system and improve how we move people and freight. He spoke of the necessity for equitable engagement with indigenous communities who have historically been, and continue to be, significantly impacted by transportation infrastructure. To do this, Liias recommends strong collaboration and acquiring more funding through grants

and federal resources. Senator Liias ended his message with a hopeful statement that together agencies and the state can achieve transportation goals.

Presentations | Identify Roles Moving Forward

Presentations from Lois Bollenback, SRTC Executive Director and MPO/RTPO/WSDOT Coordinating Committee Chair, and Debbie Driver, Senior Transportation Policy Advisor, Governor Jay Inslee's Office, focused on defining the roles of RTPOs, MPOs, and explaining the governor and legislative budget processes and the type of information that might be useful to the governor and the legislature moving forward. See **Appendix B** for the full PowerPoint presentations.

Lois Bollenback spoke about the inherent collaboration and communication role of MPO and RTPO organizations. These organizations were formed to provide a regional lens in state transportation planning. Together with other public agencies they should support the transportation system as an interconnected and coordinated system. Metropolitan and regional plans are required to look at federal planning factors while balancing state and local priorities. Considerable alignment between the Department of Transportation and regional or metropolitan planning efforts is achievable, but Lois indicated it takes some effort to navigate. She also reviewed required activities of the MPOs and RTPOs such as Metropolitan/Regional Transportation Plans and Transportation Investment Programs and leveraging this work with optional activities to identify priorities, needs, and funding opportunities. Optional activities may include corridor plans and studies, demographic and equity research, strengthening community partnerships, grant development, and safety awareness to name a few. Lois offered a few suggested opportunities for improved collaboration in the future, such as safety planning through SS4A grants, congestion management process, transportation performance management, and expanding collaboration to other organizations such as the Transportation Commission, AWC, WSAC, and ports, for example.

Debbie Driver gave a presentation on the legislative process and what information is useful for the Governor's office and legislators to inform transportation related funding decisions. Debbie noted the development of the Governor's proposed budget during mid-December is a great moment for collaboration. During this phase, it's important to identify who is bringing funding to the table. She also mentioned preservation and safety as the Legislature's top priorities and called for more engagement with overburdened communities. Additionally, acquiring more funding is critical in achieving the state's transportations goals, which can be attained through new federal grant funding as one example.

During the Q&A after the presentation, one participant noted RTPOs and MPOs need more funding from the state, and Debbie advised them to seize the current moment to make that pitch. Another participant suggested creating a safety task force, and Debbie stated support for this idea. The participant also posed the question of how to make a bigger impact on safety issues and proposed policy changes as a great starting place.

Discussion

Following the presentations from Lois and Debbie, Paula led a large group conversation to identify what roles forum participants could play to improve communication, collaboration and consensus building moving forward. The following questions were posed to participants to guide the conversation:

- What concepts or ideas that were shared by the speakers made an impression on you and why?

- What applications, actions, or ideas has this session triggered for you?
- How can we complement/support each other to make an impact where we align? How can we be more effective?
- How might the ideas shared today influence the way you do your work?
- What are some first next steps you might take?
- What wasn't discussed or mentioned today that you would like to share?

Summary

The following summarizes the comments shared by participants in regard to improving communication, collaboration and consensus building moving forward. See Appendix C for the white board notes.

Participants expressed a desire to build relationships with each other and continue building on the progress that has been made through the Investment Strategy Committee. There was a desire expressed to create a clear, consistent, and repeatable investment strategy process. Participants also noted the importance of consistency in discussing regional priorities and advocating for projects together to garner more influence in the decision-making process. Some participants recommended sharing more information between MPOs and RTPOs about the regional work being done.

A few issues arose during the group discussion. One participant noted an issue with a lack of access to data – especially regional data that informs performance of transportation systems. Another participant noted the regional planning process doesn't hold as much weight due to the performance metrics gaps. Another concern is that focusing on common priorities may detract from the varying needs of different communities who are at different points in their evolution—smaller communities in rural areas feel left behind. There may also be a disconnect between RTPO and MPO staff and their policy boards in terms of their understanding of the decision-making process and the role of RTPOs and MPOs in prioritizing transportation investments.

One participant asked Debbie how collaboration with rural RTPOs informs the state's planning process, and Debbie responded that this type of collaboration helps the state understand what is important at the local level. Debbie mentioned that MPO and RTPO plans inform WSDOT's plan, which generated different points of view amongst some of the RTPO and MPO representatives. Another participant noted that freight and economic development hasn't been mentioned and could be a future discussion topic. Another opportunity for consideration would be to find opportunities to allocate/use unused federal funding, such as funding for rail transportation.

Questions

Additionally, the following questions were posed by participants for future forum topics or discussions:

- How can we create regional value in coordinating planning processes?
- How are we going to take legislators up on their invitation to learn more about regional transportation planning and be involved? What is the regional role in facilitating those conversations?
- How do we engage the policy makers on MPO and RTPO boards more effectively? Who do they carry our message(s) back to?

Reflections and Closing

Adrienne closed the meeting with a thank you to participants and reviewed some of the key-takeaways for consideration by the Investment Strategy Committee as future action items to pursue, including:

- Leaning into the areas where there is alignment and having the Investment Strategy Committee provide a venue for this type of collaboration.
- Communicating where we align and don't align so their aren't surprises.
- Working together to pursue future funding opportunities like IIJA funds.
- Creating a blue-ribbon task force on safety.
- Providing resources to tell the story of RTPOs/MPOs with a regional perspective.

Adrienne noted that there was intention to expand the partnerships created through the Investment Strategy Committee at the forum by inviting Policy Board members. She noted that this forum was the first of many to come. She encouraged participants to complete an evaluation form to provide feedback on how the forum can be improved upon for future events.