PRTPO EXECUTIVE BOARD MEETING

June 21, 2024 | 10:00 – 12:00

Zoom Webinar – Public Login Below

1.	10:00 – 10:10	**Welcome and Introductions**	
2.	10:10 – 10:15	**Approval of Agenda**	ACTION
		Consent Calendar • *Minutes from April 19, 2024 (Attachment A)* • *SFY 2024 Q3 Invoice Approval (Attachment B)*	ACTION
3.	10:15 – 10:20	**Adopt Amendment 1 to the SFY 2024-2025 UPWP** *(Attachment C)* *In April the Board reviewed a draft amendment to the SFY 2024-2025 Unified Planning Work Program to update the budget and work program midway through the biennium. The amendment package has been revised to include funding for the annual GIS services renewal with the AWC GIS Consortium. The Board is asked to approve Resolution 24-02 adopting Amendment 1 to the SFY 2024-2025 UPWP.*	ACTION
4.	10:20 – 10:25	**Authorization to Pursue RTPO Funding Opportunity** *(Attachment D)* *WSDOT Headquarters plans to award some RTPO funds in July for expenditure this biennium. This is a good PRTPO funding opportunity. The Board is asked to authorize pursuit of additional funding.*	ACTION
5.	10:25 – 10:50	**PRTPO Approach to Statewide RTPO Funding Issue** *(Attachment E)* *The Board will consider and take action on a recommendation by the RTPO Funding Work Group to pursue an increase in statewide funding for core regional planning activities. Recommended activities will result in a legislative funding request for the 2025 session. The Board is asked to approve the Work Group's recommendations.*	ACTION
6.	10:50 – 11:00	**2025 Legislative Work Group Recruitment** *(Attachment F)* *PRTPO traditionally convenes a small working group of members interested in developing the key themes and messages for the next Transportation Outlook legislative folio. The group meets virtually twice before the August meeting and then again in late September to present the Board with a legislative folio and forum outline in October. Volunteers are sought for this working group as are insights on priority topics of concern going into the 2025 session.*	DISCUSSION
7.	11:00 – 11:05	**Update on PRTPO Coordinator Recruitment** *As the Lead Planning Agency, Kitsap Transit recruited a PRTPO Coordinator in 2019 to support the Board and TAC and deliver the UPWP. Because the current five-year contract is coming to a close, Kitsap Transit completed a fresh recruitment process and will brief the Board on that process and results.*	BRIEFING
8.	11:05 – 11:20	**RTP: Introducing the RTP Project List Concept** *(Attachment G)* *This briefing introduces some work underway with the TAC that will come to the Board in more detail in August. As a part of this RTP update, the requisite RTP project list will be revamped significantly. The aim is to better align it with local and Regional TIPs while making it easier to maintain and update on an on-going basis.*	DISCUSSION

In August the Board will receive a formal recommendation from the TAC on the proposed approach and in October the Board will consider approval of its first RTP project list using this new process.

9. 11:20 – 11:45 **RTP: PRTPO's Role in Implementing Its Own RTP** *(Attachment H)* DISCUSSION
This discussion is an early foray into the kinds of follow-up activities Board members feel could be appropriate for PRTPO to take on in helping to carry out strategic planning activities the RTP will recommend next year. Insights will shape subsequent Deep Dives by both the Board and TAC.

10. 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**

Additional Attachments:

- Public Comments and Information Requests

Lindsey Schromen-Wawrin, Chair
Ben Thomas, Vice-Chair *Gary Anderson, Secretary*

Next Executive Board Meeting – August 16

WSDOT Olympic Region Review of Proposed RTIP Projects
Legislative Work Group Recommendation on 2025 *Transportation Outlook* Framework, Key Messages
RTP Update: TAC Recommendation on RTIP::RTP Project List Approach
Title VI Plan Update, 1st Reading
Launch 2024 Consolidated Grants Prioritization Process

MARK YOUR CALENDARS! In-Person Board Meeting October 18th at Jamestown S'Klallam Tribe's Red Cedar Hall

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

Please click the link below to join the webinar:
https://us02web.zoom.us/j/83395152724

Or One tap mobile:
+12532158782,,8339512724# US (Tacoma)

Or Telephone:
+1 253 215 8782 US (Tacoma)
Webinar ID: **833 9512 2724**

PENINSULA RTPO
PRTPO.org

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

Minutes of Meeting

PRTPO EXECUTIVE BOARD
April 19, 2024
10:00 – 12:00
Via Zoom
Meeting video available on YouTube

CALL TO ORDER

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

ATTENDEES

Executive Board:

Clallam County	Mike French
Jefferson County	Kate Dean
Kitsap County	Christine Rolfes
Mason County	Randy Neatherlin
City of Bainbridge Island	Brenda Fantroy-Johnson
City of Bremerton	Vicki Grover
City of Port Angeles	Lindsey Schromen-Wawrin, Secretary
City of Port Townsend	Ben Thomas
City of Poulsbo	Ed Stern
City of Sequim	Rachel Anderson
City of Shelton	George Blush
Port of Shelton	Dick Taylor
Jefferson Transit	Miranda Nash *(alternate)*
Kitsap Transit	John Clauson
Mason Transit	Amy Asher
Jamestown S'Klallam Tribe	Wendy Clark-Getzin
Skokomish Tribe	Marty Allen
Squaxin Island Tribe	Tracy Parker
WSDOT Olympic Region	George Mazur

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

Guests and Others:
Michael Bateman, Poulsbo *(alternate)*
Ryan Clemens, WSDOT Multimodal Planning Office
Katie Cole, Sequim
David Forte, Kitsap County *(alternate)*
Steve Gray, Clallam County *(alternate)*
Steffani Lillie, Kitsap Transit *(alternate)*
Miranda Nash, Jefferson Transit *(Fiscal Agent)I*
Meggan Uecker, Sequim

Welcome and Introductions
Chair Schromen-Wawrin welcomed attendees and introduced himself as the new PRTPO Chair. He shared thoughts on his role as chair and his still of meeting facilitation. He then conducted introductions.

Approval of Agenda and Consent Calendar

ACTION: Mr. Taylor moved, and Mr. French seconded to approve the agenda and Consent Calendar. The motion passed unanimously.

Consent Calendar

- ***Minutes from February 16, 2024***

Award of Transportation Alternatives Funding to Four Projects
Ms. Black reviewed the Transportation Alternatives funding program, PRTPO's role in administering that program for WSDOT, and the call for projects underway. In December the Executive Board approved the launch of the 2024-2028 call for projects. Four proposals were received:

- SR 19 Rhody Drive Ped-Bike Improvements – North Segment *Jefferson County*
  Requests $461,135 in TA funding for obligation in FFY 2026
- Multi-modal Arterial Street Cohesive Investment Strategy *Port Townsend*
  Requests $180,000 in TA funding for obligation in FFY 2024
- Race Street Complete Street Phase 2 Construction *Port Angeles*
  Requests $500,000 in TA funding for obligation in FFY 2027
- Carlsborg Crossing – Olympic Discovery Trail *Jamestown S'Klallam Tribe w/Clallam Cty*
  Requests $901,276 in TA funding for obligation in FFY 2025

Projects were reviewed internally by staff for completeness and accuracy and then by the Technical Advisory Committee in March. She explained that at the time, she had advised the TAC that while the requested amount exceeded the estimated $2,016,000 PRTPO was awarding by $26,411, the amount was so close that it was not necessary for PRTPO to reduce any of the requested amounts. As long as all four projects were considered fully eligible, provide good value, and are worthy of funding then prioritization was not required since all four could be funded. She reported that while preparing the Board brief for this agenda item PRTPO received its updated TA allocation and it exceeds by a little the full funding request of all four proposals.

She invited members to ask questions of project applicants in attendance and discuss the projects before taking action on the funding proposal.

Members commented on the quality of the projects and spoke to those they were familiar with.

ACTION: Mr. Meyer moved, and Mr. Thomas seconded to fully fund the four projects presented for Transportation Alternatives funding from Jefferson County, Port Townsend, Port Angeles, and the Jamestown S'Klallam Tribe with Clallam County. The motion passed unanimously.

Amendment to the SFY 2024-2029 Regional Transportation Improvement Program
Mr. Coviello reviewed the proposed amendment to the Regional Transportation Improvement Program. The proposed amendment will add two projects, one from Sequim and the other from Clallam County.

ACTION: Mr. Taylor moved, and Mr. Allen seconded to approve addition of the City of Sequim *Projects - Priest Road Rehabilitation and River Road Overlay,* the Clallam County *Project - Old Olympic Highway Resurfacing* to the PRTPO 2022-2027 RTIP. The motion passed unanimously.

Recommend Freight Projects to FMSIB

Ms. Black reported that in early March the Freight Mobility Strategic Investment Board launched its request for proposals and asked RTPOs around the state to develop a list of priority freight needs for their region. The projects are to be submitted to FMSIB who will conduct its own prioritization process before making a funding recommendation to the legislature in December. FMSIB intends to recommend six years' worth of projects to the legislature for funding. This year FMSIB is emphasizing geographic distribution, equity, and consideration of rural freight mobility needs in its prioritization process. PRTPO's list of projects is due to FMSIB today, April 19th.

She explained her outreach to individual members and the TAC. This resulted in four proposals submitted for consideration:

- US 101 Intersection Improvements: Miller Peninsula – Jamestown S'Klallam Tribe
  ($400,000 funding request)
- Yarr Bridge Replacement – Jefferson County
  ($6.1 million request)
- SR 117 Truck Route at US 101 Interchange Improvements – Port Angeles
  ($13.025 million request)
- Airport Way Design and Construction – Port of Bremerton
  ($6.8 million request)

Applications for each are included in the agenda packet as well as a draft submittal letter for Board approval.

Mr. Thomas reported that Port Townsend has a project to add to PRTPO's list. It is a joint project with Jefferson County to complete the engineering and design of a roundabout at SR 20 and Mill Road. Ms. Dean added that this joint project is an effort to rectify an inadequate compact roundabout design that had been proposed by WSDOT. This project will enable the more comprehensive analysis and design process needed for this area. Mr. Thomas provided more context and insight on this intersection and the need for this project.

Members commented on the overall price tag for these projects and the importance of these submittals in helping to demonstrate the need agencies face.

> **ACTION: Mr. Meyer moved, and Mr. Thomas seconded to approve five freight projects from Port Angeles, Jamestown S'Klallam Tribe, Jefferson County, Port Townsend, and Port of Bremerton for submittal to FMSIB as regional funding candidates. The motion passed unanimously.**

Proposal for In-Person Executive Board Meeting in June

Chair Schromen-Wawrin and Ms. Black briefed members on plans for an in-person meeting in June. This will be the first time PRTPO members have met in person since February 2020. The Jamestown S'Klallam Tribe has generously offered PRTPO use of their Red Cedar Hall for the day. The proposal is to take advantage of this in-person opportunity by extending the time frame and making this more like a mini-retreat than a standard business meeting.

While they liked the idea of an extended meeting, members identified a number of conflicts with the June Board meeting date due to conferences and other events. Members expressed frustration that so many cannot participate in PRTPO's first in-person meeting and proposed other options, which were also problematic. Yet some noted the challenge of finding a date that can work for everyone. To move the discussion, Mr. Taylor and Mr. Allen called for the vote as to whether to meet in person on June 21st. Members were divided. The vote was tied, and the motion failed.

Members talked then about meeting in person either in August or October. This far out there is still flexibility in many schedules. It may be easier for people to attend with more advance notice. A short poll can be sent to members to see if one or the other of the two future dates is preferable. Chair Schromen-Wawrin proposed that with the Board's approval, the Executive Committee can work with Ms. Black to poll member availability and set a date based on the results.

> **ACTION: Mr. Meyer moved, and Mr. Allen seconded to authorize the Executive Committee to set the in-person meeting for either August or October after polling members about their availability. The motion passed unanimously.**

SFY 2024-2025 UPWP Amendment 1 (1st Read)

Ms. Black provided an overview of the Unified Planning Work Program, which serves as the Board's work plan and budget for the biennium. Midway through the biennium the Board amends the two-year UPWP to account for actual conditions during the first year and recalibrate the budget and work plan for the second year.

She reviewed the updated budget breakout and upcoming review of the work program with WSDOT. This is the Board's first reading of the proposed changes. A final draft will come back to the Board in June for approval. There were no questions.

RTPO Proposed Deep Dives on Tough Topics for a Strategic Regional Agenda

Ms. Black reviewed the Board's work over the last few meetings to develop and refine a list of Tough Topics derived from the annual *Transportation Outlook* legislative folios PRTPO has developed since 2019. Working with the TAC, the Board identified six of those for a deeper look to better understand what can be done to move the needle on this pressing issues. She provided an overview of the six Deep Dives and the specific activities that each are expected to entail. Three inquiries will be led by the Board and three will be led by the TAC, with findings from each shared with the other.

Members talked about Deep Dive activities and commented on opportunities for collaboration between members and ways to influence decisions about the regional system and how to support better communications and safety. Hood Canal Bridge served as a useful topic to illustrate the many different perspectives and interests that members have, and the range of ideas that can come up as a part of these mini-scoping Deep Dives.

Specific to the Hood Canal Bridge, members discussed an array of communication needs and opportunities to enhance communication and coordination between the state and local agencies during upcoming construction activities that will have far-reaching impacts on both sides of the bridge. Mr. Mazur explained the mechanisms that WSDOT uses to communicate with the public about construction impacts. He urged members to encourage their constituents to sign up for WSDOT's traffic updates, which offer day-to-day updates during project delivery.

Members discussed where those measures are useful and where there seem to be gaps and identified ways of improving coordination. Ms. Clark-Getzin detailed some specific examples of measures the Tribe requested during its Eagle Creek project. This included State Patrol presence at key locations and installation of cameras to enable remote monitoring of traffic and construction progress. She noted a lack of consideration regarding emergency management and response given there are few alternate routes in rural areas when the main route is under construction. She encouraged Ms. Rolfes and others in the Kitsap coalition to be proactive about ensuring emergency management during construction is thought out. This is an area members identified as an opportunity for improved coordination and communication.

There was general agreement that strong intergovernmental coordination and communication is needed to manage and respond to issues affecting large areas. Mr. Stern reminded people that broadband is an effective travel demand management tool that gives people an alternative to driving. This is an area where PRTPO can lean in further.

Public Comments
There were no public comments.

Member Updates
Mr. Stern reported that Poulsbo's SR 305/Johnson Parkway Roundabout was selected by the Washington chapter of the American Public Works Association for the 2024 Project of the Year award. Mr. Bateman noted the project got started in 1992 with the initial study. Mr. Stern commented on the productive collaboration with the Suquamish Tribe in the design and installation of indigenous artwork that makes the facility so distinctive.

Mr. Clauson reported on the funding initiative on the November ballot. He encouraged members to educate themselves on the proposal, what it will do, and to share their knowledge with others.

Mr. Allen reported on a bad car crash on US 101 at the Taylor Town intersection. He noted the importance of good intersection design at problem locations, to minimize fatal and serious injury crashes. Mr. Taylor added that PRTPO took the initiative a number of years ago in calling attention to fatal crashes at the intersection of US 101 and Lynch Road. This brought WSDOT attention and funding to the situation. Fatalities have decreased as a result of the redesigned intersection.

Ms. Parker reported that she has accepted a job with the Chehalis Tribe as their Housing Manager. This is her last meeting as the Squaxin Island Tribe's representative.

Adjourn
There being no other business, Chair Schromen-Wawrin adjourned the meeting at 11:50.

DRAFT

ATTACHMENT B

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: June 14, 2024
Subject: **SFY 2024 3rd Quarter Expense Voucher Approval**

REQUESTED ACTION:

Approve 3rd quarter expenditures for the SFY 2024 Unified Planning Work Program in the amount of $56,533.97.

Overview

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

The budget summary report is below.

Attachment:

- *SFY 2024 3rd Quarter Invoice Reimbursement Package*

Peninsula Regional Transportation Planning Organization
2024-25 UPWP Budget Report - SFY 2024 Quarter 3
January 1, 2024 - March 31, 2024

Work Program Element	SFY 2024 Budget	SFY 2025 Budget	Total 24-25 Biennium	Previous Expenditures	Current Expenditures	Remaining Budget
Program Administration	$ 88,500	$ 88,500	$ 177,000	$ 32,911	$ 46,909	$ 97,180
Transportation Planning	$ 39,274	$ 39,274	$ 78,548	$ 25,355	$ 9,625	$ 43,568
Regional TIP	$ 9,200	$ 9,200	$ 18,400	$ 3,818	$ -	$ 14,582
Other PRTPO Activities	$ -	$ -	$ -	$ -	$ -	$ -
Totals	$ 136,974	$ 136,974	$ 273,948	$ 62,084	$ 56,534	$ 155,330

Acronyms:

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 — 4/25/2024

TITLE Transportation & Land Use Planner

TOTAL RTPO REIMBURSEMENT requested this invoice **$56,533.97**

Agreement # GCB 3861

Invoice Date 4/25/2024

Billing Time Period
1.1.2024 - 3.31.2024

Allocation Authorized	$273,948.00
Biennium Expenditures-to-Date	$118,617.99
Allocation Balance	$155,330.01

WORK ELEMENT	DESCRIPTION	Previous Expenditures TO-DATE	CURRENT PERIOD EXPENDITURES	Biennium Expenditures TO-DATE
Program Administration	Salaries	$27,296.21	$17,176.66	$44,472.87
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$5,614.94	$29,732.31	$35,347.25
		$0.00		$0.00
	Total	$32,911.15	$46,908.97	$79,820.12
Transportation Planning	Salaries	$25,355.00	$9,625.00	$34,980.00
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$0.00		$0.00
		$0.00		$0.00
	Total	$25,355.00	$9,625.00	$34,980.00
Regional TIP	Salaries	$3,171.13	$0.00	$3,171.13
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$646.74	$0.00	$646.74
		$0.00		$0.00
	Total	$3,817.87	$0.00	$3,817.87
Other PRTPO Activities	Salaries	$0.00	$0.00	$0.00
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$0.00		$0.00
		$0.00		$0.00
	Total	$0.00	$0.00	$0.00
	TOTAL RTPO Reimbursement	$62,084.02	$56,533.97	$118,617.99

RTPO	Peninsula RTI	GCB 3861
Billing Time Period	01.01.2024 - 03.31.2024	

TPO Reviewer	Date

RTPO UPWP ACTIVITY DETAIL

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

Program Administration

Meeting Support. Provided staff support for Executive Committee, Executive Board, and Technical Advisory Committee meetings. Support included agenda setting and coordination, development of staff reports and meeting materials, remote meeting hosting and logistics, participation in meetings, recaps, website updates, meeting videos posted online, correspondence and follow-up as needed. Worked with Chair and Executive Committe to develop a proposal for consideration and action by the Board in April for an in-person retreat in June. (on-going)

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

Title VI Compliance. Scoped Title VI plan update needs and approach for SFY 2025 implementation, for budget input to UPWP amendment cycle and scheduling. Collaborated with other rural RTPOs in reviewing PTD's updated Title VI requirements. Continued to monitor for Title VI complaints; none were received. (on-going)

PRTPO Support. Updated archives. Refreshed the PRTPO *Quick Start Guide* to support incoming policy makers and staff joining the Board or TAC. Updated membership rosters and provided orientation and support to new members. Met with incoming officers for orientation to Executive Committee. Responded to member requests for information. Maintained PRTPO records and archives. Maintained on-going coordination and communication between lead agencies and Executive Committee and Executive Board. (on-going)

Work Program Management. Faciliated agreement between Olympic Region and PRTPO for receiving $30,000 in supplemental support for transitioning the RTP to an online format. Facilitated start-up organization efforts of RTPO Funding Work Group to provide input to Executive Board on long-term PRTPO funding strategy. Monitored budget and activities. (on-going)

Accounting. Completed regular accounting and invoicing activities. Completed SFY 2024 Q2 invoicing and budget reports for PRTPO expenses. (on-going)

Consultant/Misc/Travel:

GIS Services Agreement Renewal with Association of WA Cities - annual service agreement renewal for 100 hours of GIS support
Lead Agency 10% overhead administration charge

Transportation Planning

Long-range Regional Planning. Met with Olympic Region staff to explore ways the RTP update can support state and local "Complete Streets" needs and structured a follow-up work session with the TAC to begin fleshing this out. Completed Executive Board poll of Tough Topics and refined list with TAC to develop short list of priority concerns for Deep Dives. Reviewed Deep Dive topics with Board and began developing mini-scopes for each to be conducted by the Board and TAC during SFY 2025, for review in April. Began work with the TAC in developing an integrated RTIP::RTP Project List for implementation with the next RTIP update cycle and approval in October 2024. Developed briefing materials and online exercises to support TAC and Executive Board discussions. Finalized Biennial Review and submitted to WSDOT. Responded to member questions about the RTP and coordination with their own planning processes. (on-going)

Regional Coordination and Collaboration. Facilitated set-up of meetings between the WA State Transportation Commission team and local, regional, and statewide RTPO partners to ensure rural concerns are represented in the Commission's WTP update. Collaborated with CWCOG, Local Programs, and Energy NW representatives to get a complicated US 101 DC Fast Charge grant into the STIP; grant award includes 12 locations in the Peninsula Region. Facilitated project solicitation for the FMSIB six-year funding package, including outreach, local agency support, Board process, and submittal. Participated in kick-off interview process for Sequim's Comprehensive Plan Update. Met with member of IRTPO TAC to discuss interregional ferry connection concerns of interest to both region's and opportunities for further collaboration during RTP updates. Participated in quarterly meeting of WSDOT's MPO/RTPO Coordinating Committee. Participated in the quarterly Rural RTPO Coordinators Group. (on-going)

Tribal Collaboration. Participated in kick-off meeting of the tribal Transportation Electrification Plan development for the Squaxin Island Tribe, Skokomish Tribe, and Jamestown S'Klallam Tribe in collaboration with the WSU Green Transportation Program. Supported Skokomish Tribe in efforts to understand process for transferring non-tribal facilities into the National Tribal Transportation Facility Inventory. (on-going)

Human Services Transportation Planning. No activity this quarter. (on-going)

Transportation Outlook. Responded to legislative questions concerning RTPO funding support requested by PRTPO and other RTPOs across the state. Monitored status of federal funding swap legislation and supported communication efforts among members. (on-going)

Regional Grants Administration. Met with PTD liaison to review and discuss proposed changes to the upcoming Consolidated Grants process intended to address concerns identified in the previous process. Supported local partners in reviewing draft proposals and assisting with equity mapping tools. Facilitated technical review and evaluation of proposals with TAC, and updated website with project information. (on-going)

Consultant/Misc/Travel.:

N/A

Regional TIP

Develop and Maintain Regional TIP. Responded to member questions and supported STIP amendment activities. (on-going)

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

Consultant/Misc/Travel.:

Other PRTPO Activities

N/A

Consultant/Misc/Travel.:

N/A

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

Will have 3P Transportation invoice us for the $330.00 error on Invoice 154 This will be noted in the 4th Qtr. expenses.

SIGNATURE	TITLE	DATE
edward coviello	Transportation & Land Use Planner	4/25/2024

Kitsap Transit
60 Washington Avenue Suite 200
Bremerton, WA 98337
Phone: (360) 478-6234

INVOICE

Invoice Date	**3/31/2024**
Invoice ID	**7471**
Printed on 4/16/2024	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		3/31/2024		

Terms	Due Date	If Paid By	Deduct	Sold By
	3/31/2024		$ 0.00	

Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
18582	2023 Expenses not Billed with 10% Admin Fee	1.00				$262.35
18583	2024 Expenses January - March with 10% Admin Fee	1.00				$56,031.34

January 2024 - March 31, 2024 Costs

Subtotal	$56,293.69
Sales Tax	$0.00
Total	$56,293.69
Total Due	$56,293.69

Kitsap Transit
PRPTO
2024

Descriptions	Jan 2024	Feb 2024	March 2024	1st Q 2024
Staff Salaries & Wages	$239.76	$635.10	$374.94	$1,249.80
Staff Fringe Benefit	$43.91	$286.47	$66.20	$396.58
Advertising	$0.00	$0.00	$0.00	$0.00
Professional & Tech Service	$0.00	$0.00	$0.00	$0.00
Other Contract Services	$8,140.00	$7,700.00	$9,075.00	$24,915.00
Operating Supplies	$1,201.20	$0.00	$0.00	$1,201.20
Third Party Recovery	$0.00	$0.00	$0.00	$0.00
Casuality Insurance	$0.00	$0.00	$0.00	$0.00
Membership, Dues, and Subscription	$4,580.00	$18,595.00	$0.00	$23,175.00
Merit Plan	$0.00	$0.00	$0.00	$0.00
Total	**$14,204.87**	**$27,216.57**	**$9,516.14**	**$50,937.58**

Summary	
Total Eligible Expense above:	$50,937.58
Expenses from Prior Period not Billed:	$238.50
Total Eligible Expenses:	$51,176.08
10% Admin Fee:	$5,117.61
Total Reimbursement Request	$56,293.69

Variance Check	
Total from Invoice Report:	$ 48,090.00
Invoice Misposted in 2023 should be 2024	$ 1,201.20
Total Salaries Expenses:	$1,646.38
Total Expenses from Prior Year not Billed:	$238.50
Total Admin Fee:	$5,117.61
Total Recalculated:	$ 56,293.69
Variance Check:	-

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 XXX-XX-1946	2/1/2024 154	PRTPO SERVICES FOR JA Invoice	 Paid	10-50313-4102	Other Contractual Services	$8,140.00
 XXX-XX-1946	3/4/2024 155	PRTPO SERVICES FOR FE Invoice	 Paid	10-50313-4102	Other Contractual Services	$7,700.00
 XXX-XX-1946	4/3/2024 156	MARCH SERVICES Invoice	 Approved	10-50313-4102	Other Contractual Services	$9,075.00
					Totals for 3P TRANSPORTATION SERVICES:	*$24,915.00*
AWC						
AWC	1/1/2024 121822	ANNUAL MEMBERSHIP R Invoice	 Paid	10-50901-4102	Membership Dues & Subs.	$300.00
	1/1/2024 121621	2024 AWC RISK MANAGEM Invoice	 Paid	10-50901-4102	Membership Dues & Subs.	$4,280.00
	2/23/2024 124326	AWC 2024 GIS RENEWAL (Invoice	 Paid	10-50901-4102	Membership Dues & Subs.	$18,595.00
					Totals for AWC:	*$23,175.00*

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: 1/1/2024 to 3/31/2024
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

CREDIT CARD PAYMENT AUTHORIZATION

REQUESTOR Crystal Culbertson DATE 1/17/24

AMOUNT OF PURCHASE $ 1,201.20 +TAX ☐ +FREIGHT ☐

DATE OF PURCHASE 1/10/24 VENDOR ESRI

PURPOSE OF ITEM(S) PURCHASED OR BUSINESS MEAL & ATTENDEES

ARCGIS ANNUAL SUBSCRIPTION 4/6/24-4/5/25

PLEASE ENSURE THAT AN ITEMIZED RECEIPT

IS ATTACHED PRIOR TO SUBMITTING TO THE PURCHASING DEPARTMENT

GL ACCOUNT(S) 10-50404-4102

(Select One) FUND BUS ☑ FERRY ☐

NAME ON CREDIT CARD (*other than* Kitsap Transit) : Steffani Lillie (Mastercard 4314)

SIGNATURE OF REQUESTOR

SIGNATURE OF APPROVER Steffani Lillie

DATE 1/17/24

DATE 1/17/2024

ADDITIONAL NOTES

Rev 12-05-2023

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

Invoice : 94641616
Order : 4573340
Customer : 660921
Customer PO : CC LILLIE
P.O. Date : 01/10/2024
End User : 660921
Project :

Document date : 01/10/2024
Delivery :
Contract :

Peninsula Regional Transportation

'Invoice'

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

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

For questions regarding this document, please contact Customer Service at 888-377-4575
Terms of payment: Net Due 30 days, no discount

The line items included in this transaction are governed exclusively by the terms of the above-referenced contract, if any, or, where applicable, Esri's standard terms and conditions at www.esri.com/legal/software-license.

Item	Qty	Material Number	Price
10	2	153148 ArcGIS Online Creator Annual Subscription Start Date: 04/06/2024 End Date: 04/05/2025	1,100.00

Item Subtotal	1,100.00
Sales Tax	101.20
Amt. Paid MC/4314	-1,201.20
Total: USD	**0.00**

FEIN: 95-2775732
DUNS/CEC: 06-313-4175 CAGE: 0AMS3
Please detach lower portion and return with remittance

Remit Payment to:
Environmental Systems Research Institute, Inc.
By Check :
P.O. Box 741076
Los Angeles
CA 90074-1076

Electronic Instructions:
Bank: Bank of America
Wire ABA: 026009593
ACH ABA : 121000358
Acct#: 1496150335

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

Invoice: 94641616 **Document Date: 01/10/2024**
Order: 4573340
Payer: 660921 **Total: USD 0.00**

Association of Washington Cities

1076 Franklin St SE
Olympia, WA 98501-1346

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

Invoice

Order number: 124326
Date: 2/23/2024
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	$18,595.00	$0.00	$18,595.00

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:	$18,595.00
Sales tax:	$0.00
Shipping/Handling:	$0.00
Grand total:	**$18,595.00**
Payment total:	$0.00
Amount due:	$18,595.00

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 11, 2024

TO:

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

FOR:

Legal Services – 2023

DESCRIPTION	HOURS	RATE	AMOUNT
CONTRACT: KC-665-21A			
Legal Services Provided First Quarter 2023			
Deputy Prosecuting Attorney hours	0.0	159.00	0.00
Paralegal hours	0.0	96.00	0.00
Legal Services Provided Second Quarter 2023			
Deputy Prosecuting Attorney hours	0.0	159.00	0.00
Paralegal hours	0.0	96.00	0.00
Legal Services Provided Third Quarter 2023			
Deputy Prosecuting Attorney hours	1.5	159.00	238.50
Paralegal hours	0.0	96.00	0.00
Legal Services Provided Fourth Quarter 2023			
Deputy Prosecuting Attorney hours	0.0	159.00	0.0
Paralegal hours	0.0	96.00	0.00
		TOTAL	**$238.50**

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!

Association of Washington Cities

1076 Franklin St SE
Olympia, WA 98501-1346

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

Invoice

Order number: 121822
Date: 1/1/2024
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	2024 AWC Associate Member - Public agency/Nonprofit small	$300.00	$0.00	$300.00

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

Risk Management Service Agency

1076 Franklin St SE
Olympia, WA 98501-1346

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

Invoice

Order number: 121621
Date: 1/1/2024
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	2024 AWC Risk Management Service Agency assessment	$4,280.00	$0.00	$4,280.00

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:	$4,280.00
Sales tax:	$0.00
Shipping/Handling:	$0.00
Grand total:	**$4,280.00**
Payment total:	$0.00
Amount due:	$4,280.00

3P Transportation Services

INVOICE

Date: February 1, 2024
Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: January 1, 2024 – January 31, 2024
Invoice Number: 154

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 2024-25 UPWP @ $110/hour

Description	Hours	Amount
Task 1: Program Administration	49.5	$5,445.00
Task 2: Transportation Planning	27.5	$3,025.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	0	--
Total charge for professional services	77.0	$8,140.00
Total balance due		$8,140.00

Thank you!!

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

BILLING REPORT – Invoice 154

Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: January 1, 2024 – January 31, 2024

Activity Breakout by UPWP Work Program Elements

Program Administration [49.5 hours]

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

Executive Committee Meeting – Developed and distributed agenda packet for February 1st Executive Committee meeting with Lead Planning Agency and Fiscal Agent.

PRTPO Support –Set up the website for 2024 meetings and archived 2023 meetings and other records. Compiled remaining 2023 archival materials and assembled year-end Resource Manual archival record. Compiled the draft 2024 Resource Manual, pending final materials from February Board meeting. Contacted member organizations regarding 2024 appointments and coordinated the updates, introductions, and scheduling of new members. Updated the PRTPO *Quick Start Guide* for new members. Completed Q2 WSDOT invoice for LPA and prepared budget report and brief for Board. Responded to inquiries from members and other stakeholders on a variety of topics and helped connect members with various resources.

Work Program – Coordinated with WSDOT and LPA regarding SFY 2025 UPWP guidance and assessment of feasible work activities.

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 [27.5 hours]

RTP Update – Compiled results of Board poll on Tough Topics and prepared briefing materials for TAC discussion. Developed refined list of priority topics with input from TAC and began sketching the Board's February work session. Met with George Mazur to discuss Olympic Region funding support for RTP development and developed acceptable scope of work for GCB contract. Followed up with LPA staff and Chair. Briefed TAC on RTP Biennial Currency Review and prepared final briefing memo for Board.

Regional Coordination and Collaboration –

- Statewide Coordination:
    - Met with Olympic Region team to discuss *Complete Streets* considerations for Olympic Region, potential intersection with RTP concerns. Scheduled meeting with TAC for further discussion. Follow-up with WSDOT.
    - Met with Elizabeth Safsten to review proposed changes to PTD schedule for next Consolidated Grants process and alignment with PRTPO decision-making process schedule. Additional correspondence regarding RTP and HSTP community contacts.
    - Coordinated with WSTC staff and consultants in preparation for a meeting on the WTP update and opportunities for PRTPO engagement.

Consultation – Supported Skokomish Tribe efforts to transfer segment of SR 3 to National Tribal Transportation Facility Inventory.

Transportation Outlook – Supported Chair in outreach to legislators concerning RTPO program funding. Coordinated with Chair and responded to questions from legislative aides regarding RTPO funding request and opportunities for legislative support.

Regional Grant Administration – Responded to member questions about the Transportation Alternatives call for projects.

3P Transportation Services

INVOICE

Date: March 4, 2024
Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: February 1, 2024 – February 29, 2024
Invoice Number: 155

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 2024-25 UPWP @ $110/hour

Description	Hours	Amount
Task 1: Program Administration	40.0	$4,400.00
Task 2: Transportation Planning	30.0	$3,300.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	0	--
Total charge for professional services	70.0	$7,700.00
Total balance due		$7,700.00

Thank you!!

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

BILLING REPORT – Invoice 155

Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: February 1, 2024 – February 29, 2024

Activity Breakout by UPWP Work Program Elements

Program Administration [40.0 hours]

Executive Committee Meeting – Prepared for, hosted, and participated in February 1st Executive Committee meeting with Lead Planning Agency and Fiscal Agent and completed follow-up activities.

Executive Board Meeting – Supported the December 15th Executive Board meeting including agenda packet development and distribution, website updates, coordination with Chair and LPA staff, and webinar hosting and support. Participated in the meeting, took notes, and debriefed.

PRTPO Support – Met with new Chair to set up preferred procedures and strategize on upcoming activities. Coordinated with WSDOT Olympic Region and Fiscal Agent and facilitated discussions with the Executive Committee and Board regarding supplemental funding. Prepared Board briefing materials, resolution, approved scope, and language for the GCB contract. Updated distribution lists, calendar invites, and Zoom webinar features in response to member appointments. Reached out to new members with PRTPO orientation information. Developed letter of support for member grant pursuits. Responded to inquiries from members and other stakeholders on a variety of topics and helped connect members with various resources.

Work Program – Coordinated strategies for SFY 2025 UPWP amendment with RTP activities and RTPO funding questions and prepared briefing materials for Board discussions. Prepared briefing materials for core RTPO program funding for discussion with Board.

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 [30.0 hours]

RTP Update –Began converting carryover content from current pdf format into hyperlinked content modules for the new web page. Develop briefing materials and presentation to support Board discussion of priority topics for "deep dive" exploration this next year. Began talking with members about potential areas of interest on specific topics. Compiled useful examples illustrating different levels of detail and

formatting of strategy recommendations for consideration by the Board in developing its own list. Submitted final approved RTP Biennial Review statement to WSDOT.

Regional Coordination and Collaboration –

- Statewide Coordination:
    - Participated in meeting with Transportation Commission consultants regarding the WTP update, priority PRTPO concerns in *Transportation Outlook*, and opportunities for future engagement with the Board and TAC.
    - Participated in the quarterly MPO-RTPO-WSDOT Coordination meeting and the pre-meeting among MPOs and RTPOs.
    - Met with Elizabeth Safsten to provide feedback on proposed statewide Consolidated Grants schedule and implications for PRTPO prioritization process.
- Regional Coordination:
    - Met with representative from IRTPO regarding core RTPO funding matters and opportunities for collaboration on cross-border interests related to the Port Townsend-Coupeville ferry.

Consultation – Reviewed federal and state grant opportunities for tribes. Maintained communications with WSU Green Transportation program on training and resource opportunities for tribal partners.

Regional Grant Administration – Responded to member questions about the Transportation Alternatives call for projects. Reviewed draft application submittals and provided feedback to sponsors.

3P Transportation Services

INVOICE

Date: April 3, 2024
Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: March 1, 2024 – March 31, 2024
Invoice Number: 156

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 2024-25 UPWP @ $110/hour

Description	Hours	Amount
Task 1: Program Administration	52.5	$5,775.00
Task 2: Transportation Planning	30.0	$3,300.00
Task 3: Regional TIP	0	--
Task 4: Other PRTPO Activities	0	--
Total charge for professional services	82.5	$9,075.00
Total balance due		$9,075.00

Thank you!!

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

BILLING REPORT – Invoice 156

Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: March 1, 2024 – March 31, 2024

Activity Breakout by UPWP Work Program Elements

Program Administration [52.5 hours]

Technical Advisory Committee Meeting – Developed and distributed agenda packet for January 18th TAC meeting. Met with incoming Chair for orientation and discussion. Prepared for, hosted, and participated in TAC meeting, and completed follow-up activities.

Executive Committee Meeting – Developed and distributed agenda packet for April 4th Executive Committee meeting. Met with incoming Vice-Chair for orientation and discussion.

Executive Board Meeting – Completed wrap-up of February 16th post-meeting activities (draft minutes and corrections, video processing, website updates). Developed conceptual agenda an in-person Board event in June for discussion by the Executive Committee.

PRTPO Support – Finalized RTP supplemental funding agreement with WSDOT Olympic Region and in coordination with Lead Planning Agency staff. Met with Fiscal Agent and followed up with Olympic Region staff to work out invoicing logistics for the supplemental funding. Coordinated with LPA on GIS services and budget. Developed draft approach for RTPO Funding Work Group, for review by Chair. Engaged with new TAC and Board members and updated calendar appointments and distribution lists, responded to questions. Developed (5) letters of support for member grant pursuits. Responded to inquiries from members and other stakeholders on a variety of topics and helped connect members with various resources.

Work Program – Began scoping approach for new Title VI update requirements PRTPO must complete in SFY 2025 and corresponded with other rural RTPO staff who are going through that process about their experience. Revised draft SFY 2025 budget and work plan to accommodate GIS services contract and reduce staffing.

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 [30.0 hours]

RTP Update – Worked on mini-scopes for six "deep dive" topics for Board and TAC activities, for consideration by the Board in April. Developed draft approach for integrating the RTIP and the RTP Project List for discussion with the TAC and LPA staff. Developed the RTIP::RTP Project List concept further.

Regional Coordination and Collaboration –

- Statewide:
    - Facilitated the quarterly meeting of the statewide Rural RTPO Work Group to discuss RTPO funding issues, SFY 2025 UPWP guidance and implications for rural regions, matters regarding rural RTPO requirements concerning Title VI and ADA, and opportunities for increasing the visibility of rural transportation concerns in the Commission's WA Transportation Plan update currently underway.
    - Worked with WA State Transportation Commission staff and consultants on setting up a work session for regions along the US 101 corridor to discuss rural concerns for the WTP update. Reached out to surrounding rural areas to encourage participation in the late April meeting.
    - Coordinated with Local Programs, CWCOG, and Energy NW on logistics for getting a large federal CFI grant into the STIP in a way that streamlines project delivery. Developed in consultation with individual PRTPO members, this grant will install EV charging facilities at locations all around the US 101 loop and down into Oregon. It is the first project like this to go into the STIP. It will mirror the approach developed by Local Programs for the Puget Sound to Pacific RAISE grant. It will have no impact on PRTPO's RTIP.
- Regional:
    - Responded to March 6th call for freight projects from the Freight Mobility Strategic Investment Board. Proposals must come forward from RTPOs and are due to FMSIB April 19th. Revised TAC agenda to include this topic. Reached out to individuals and met or corresponded with several to talk about their concepts, data needs, and the overall process. Provided input on questions related to equity and regional consistency.
    - Participated in interview conducted as part of Sequim's Comprehensive Plan update.

Consultation – Met with staff from the Squaxin Island Tribe, Skokomish Tribe, and Jamestown S'Klallam Tribe as well as the WSU Green Transportation team for the project kickoff of the tribes' Transportation Electrification Plans.

Regional Grant Administration – Received four Transportation Alternatives project applications. Completed Equity Analysis documentation. Developed evaluation briefing package for the TAC and created a web page to host the applications for review. Followed up with individuals about next steps.

Jefferson Transit Authority
PRTPO Fiscal Agent Expenses

Jefferson Transit Authority
63 4 Corners Rd
Port Townsend WA 98368

Invoice Date: 4/5/2024
Invoice Period: Jan-Mar 2024

Staff Salaries & Wages Expenses

Description	Date	Hours	Wages	Benefits	Total
Bank Reconciliation	1/22/2024	0.50	$ 23.68	$ 12.72	$ 36.41
FA Billing/ WSDOT Invoicing	1/26/2024	0.50	$ 23.68	$ 12.72	$ 36.41
FA cost model/ Bank Reconciliation	2/16/2024	0.75	$ 35.52	$ 19.08	$ 54.61
Deposit/ Check	2/16/2024	0.75	$ 35.52	$ 19.08	$ 54.61
Bank Reconciliation	3/19/2024	0.50	$ 23.68	$ 12.72	$ 36.41
			$ -	$ -	$ -
			$ -	$ -	$ -
Total Salaries & Wages			$ 142.10	$ 76.34	$ 218.44

Other Reimbursable Expenses

Description	Date	QTY	Rate	Total
Total Reimbursables				$ -

Expense Summary for Quarter

	January	February	March	Total
	1/1/2024	2/1/2024	3/1/2024	
	1/31/2024	2/29/2024	3/30/2024	
Staff Salaries and Wages	$ 47.37	$ 71.05	$ 23.68	$ 142.10
Staff Fringe Benefit	$ 25.45	$ 38.17	$ 12.72	$ 76.34
Other Reimbursables	$ -	$ -	$ -	$ -
Subtotal	**$ 72.81**	**$ 109.22**	**$ 36.41**	**$ 218.44**
Overhead Charge 10%	$ 7.28	$ 10.92	$ 3.64	$ 21.84
TOTAL	**$ 80.09**	**$ 120.14**	**$ 40.05**	**$ 240.28**

Invoice Total: $ 240.28

ATTACHMENT C

ACTION

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: June 14, 2024
Subject: **Approve SFY 2024-2025 UPWP Amendment 1**

REQUESTED ACTION:

Approve Resolution 02-2024 adopting the SFY 2024-2025 UPWP Amendment 1.

Overview

In April the Board reviewed a draft amendment to the SFY 2024-2025 Unified Planning Work Program, or UPWP. The UPWP is PRTPO's budget and work plan. It identifies how PRTPO will use the state RTPO funds it receives to accomplish its requirements as a Regional Transportation Planning Organization in accordance with RCW 47.80.

Midway through the biennium PRTPO revisits its two-year work plan to revise budget estimates for the year ahead based on actual expenditures in the current year. Funds must support PRTPO's work through June 30, 2025.

The financial picture presented to the Board in April was based on estimates for both Q3 and Q4 of SFY 2024. Since that time the financials for Q3 have been compiled and the SFY 2024 and 2025 estimates refined accordingly.

In reviewing Q3 financials for this amendment we realized that the invoice for GIS services support has been paid. This had been identified as an unfunded need in the UPWP and was poised for a future funding opportunity. While the extension of GIS services through the end of the biennium is good, it reduces the staffing budget by $21,500. There are upcoming funding opportunities that may be able to restore that funding capacity. In the meantime, staff will continue to coordinate with the Board and Executive Committee to ensure PRTPO meets its core responsibilities and keeps its key efforts moving forward as best it can with the resources it has available.

This table presents the estimated SFY 2024 expenditures by task and the proposed SFY 2025 budget. All work is funded by state RTPO funds.

SFY 2024-2025 UPWP Budget and Funding by Work Element *[preliminary estimates, 6.14.24]*

PRTPO Work Element	STATE 2024 RTPO Funds	STATE 2025 RTPO Funds	TOTAL 2024-2025 UPWP BUDGET
1. Program Administration	$102,000	$80,000	$182,000
2. Transportation Planning	$44,995	$35,485	$80,480
3. Regional TIP	$5,468	$6,000	$11,468
4. Other PRTPO Activities	$0	$0	$0
TOTAL	**$152,463**	**$121,485**	**$273,948**

In addition to completing the RTP update this next year, the Board will also conduct a Consolidated Grants project prioritization process this fall, update the *Transportation Outlook* legislative folio, and begin scoping the next update of the Human Services Transportation Plan. Absent additional funding PRTPO may have to curtail some of its regional collaboration at the state level and with agency projects. If any additional funds are received the Board will amend the UPWP accordingly.

Next Steps

Upon Board approval the UPWP will be finalized and sent to WSDOT.

Attachments:

- *Resolution 02-2004 Adopting the SFY 2024-25 UPWP Amendment 1*
- *SFY 2024-2025 Unified Planning Work Program – Amendment 1*

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

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 02-2024

Approving Amendment #1 to the SFY 2024-25 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, WSDOT requires a current Unified Planning Work Program (UPWP) that describes what work will be accomplished with designated state RTPO planning funds prior to use of those funds for regional planning purposes, to be amended if the budget changes or shifts between tasks; and

WHEREAS, PRTPO's UPWP Development Policy requires Executive Board review of the UPWP midway through the biennium with adjustments as needed to ensure consistency between the approved budget and authorized work program activities; and

WHEREAS, the PRTPO Executive Board has reviewed and provided direction on proposed changes to the work program and budget, which were subsequently reviewed by WSDOT; and

WHEREAS, adjustments needed to rebalance the budget between tasks mid-biennium are accomplished by an amendment to the approved two-year 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 #1 to the Unified Planning Work Program for SFY 2024-25 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 June, 2024.

ATTEST:

_____

Lindey Schromen-Wawrin, Chair

ATTEST:

_____

Ben Thomas, Vice-Chair

PENINSULA RTPO UNIFIED PLANNING WORK PROGRAM

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

AMENDMENT 1

EXECUTIVE BOARD REVIEW DRAFT
June 21, 2024

Contents

BACKGROUND 1
Regional Transportation Planning Organization Responsibilities 1
State Emphasis Areas 2
UPWP Development Process 3
Description of the Region 4
Regional Transportation Planning Organization Structure 5
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PRTPO 2024 Officers

Lindsey Schromen-Wawrin, Chair
City of Port Angeles

Ben Thomas, Vice-Chair
Port Townsend

Gary Anderson, Secretary
Port of Bremerton

www.PRTPO.org

BACKGROUND

The Unified Planning Work Program (UPWP) describes how state funds will be used for regional transportation planning purposes. As the Regional Transportation Planning Organization (RTPO), Peninsula RTPO receives state funds to support a continuous, cooperative, and comprehensive regional transportation planning process across the four-county Peninsula region. This section describes state laws that govern the activities of RTPOs and provides a brief overview of the region. The next section describes the work PRTPO intends to accomplish in SFY 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. PRTPO is limited as to the additional requested activities it can take on within its existing work program while meeting its other responsibilities.

SFY 2025 planning activities that WSDOT is requesting RTPOs to participate in include:

- ☑ WSDOT *Travel Washington Intercity Bus Program* Bus Plan Update
- ☐ WSDOT's Washington Transportation Plan, Phase II update to include performance-based project evaluation model, and addressing recent legislation regarding VMT reduction, multimodal Level of Service, and other areas related to transportation and land use
- ☐ Coordination with WSDOT in implementation of the Sandy Williams Connecting Communities program and assistance to local agencies that receive bike or pedestrian program funding
- ☐ State Transportation Demand Management Plan
- ☐ State Commute Trip Reduction Coordination Plan
- ☐ Consideration of local and regional truck parking needs
- ☐ State Freight Plan Update
- ☐ State Rail Plan Update
- ☐ State Freight and Goods Transportation System Update
- ☑ Updates to the Federal Functional Classification system
- ☐ Data collection for WSDOT's Transportation Asset Management Plan Report for FHWA

PRTPO will participate in requested activities as appropriate given the relevance of those activities to PRTPO's work program and the organization's budget and staffing capacity when they arise. Most activities are irrelevant to PRTPO or are well beyond PRTPO's means to participate. Those activities accounted for in the SFY 2025 work plan are indicated by a checked box. The Executive Board will determine participation in other planning activities as they present themselves.

UPWP Development Process

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

Schedule and major milestones for PRTPO's SFY 2024-2025 UPWP – Amendment 1 development:

Task or Milestone	Date
Executive Board Kick-off of SFY 2024-2025 UPWP – Amendment 1	February 16, 2024
Executive Committee Review of Draft UPWP	April 4, 2024
Executive Board Review of Draft UPWP	April 19, 2024
WSDOT Review of Draft UPWP	April 23, 2024
Executive Board Adoption of SFY 2024-2025 UPWP	June 21, 2024

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 2023 population of 461,700 people. About 33 percent of the region's population lives in incorporated jurisdictions, with the other 67 percent living in unincorporated rural areas. The region's largest city is Bremerton (pop. 44,640); the smallest is Forks (pop. 3,395).

Ten Indian Tribes have lands within 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 Board-directed organization on July 1, 2019, after 29 years of administration by WSDOT Olympic Region. Appendix B lists the PRTPO member organizations with active Interlocal Agreements.

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

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

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

Lobbying Activities

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

PRTPO SFY 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 – Amendment 1

Funding Source: WSDOT RTPO Funding
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, 6.14.24]*

PRTPO Work Element	STATE 2024 RTPO Funds	STATE 2025 RTPO Funds	TOTAL 2024-2025 UPWP BUDGET
1. Program Administration	$102,000	$80,000	$182,000
2. Transportation Planning	$44,995	$35,485	$80,480
3. Regional TIP	$5,468	$6,000	$11,468
4. Other PRTPO Activities	$0	$0	$0
TOTAL	**$152,463**	**$121,485**	**$273,948**

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:	$182,000
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)
- PRTPO Letters of Support and Certifications
- Other products or resources derived from PRTPO support *(TBD)*

1.2 Meeting Support

- All administrative, logistical, technological, 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)*

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 *(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 Plan Update *(Q1-Q2, SFY 2025)*
- Title VI monitoring and compliance *(on-going)*

Deliverable:
- Updated Title VI Plan *(Dec 2024)*
- Response to Title VI Complaints *(as needed)*

Affordable Level of Effort:

	SFY 2024	SFY 2025	2-Yr Total
1. Program Administration	**$ 102,000**	**$ 80,000**	**$182,000**
1.1 Organizational Support	*$ 32,160*	*$ 28,200*	*$ 60,360*
1.2 Meeting Support	*$ 14,520*	*$ 15,000*	*$ 29,520*
1.3 Public Information & Communications	*$ 2,000*	*$ 1,500*	*$ 3,500*
1.4 Work Program Management	*$ 4,000*	*$ 4,000*	*$ 8,000*
1.5 Accounting	*$ 1,500*	*$ 1,500*	*$ 3,000*
1.6 Administrative Expenses	*$ 46,500*	*$ 26,500*	*$ 73,000*
1.7 Title VI	*$ 1,320*	*$ 3,300*	*$ 4,620*

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:	$80,480
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 an update to the Regional Transportation Plan *(SFY 2024-2025)*
    - Work with TAC to review and refine measures for demonstrating consistency between local and regional plans and strategies, *(on-going, with fresh perspectives in SFY 2024-2025 update)*
- Maintain RTP Supporting Activities
    - Complete RTP Biennial Currency Review *(Q2 SFY 2024)*

Deliverables:

- Meeting materials, communication pieces, interactive maps, data sets
- Record of public engagement
- Updated Regional Transportation Plan content including interactive online format, project list, and action strategy
- Executive Board and TAC meeting materials

2.2 Coordination and Collaboration

- RTPO and Regional
    - MPO/RTPO Coordinating Committee meetings *(quarterly)*
    - Rural RTPO Coordination meetings *(quarterly)*
    - Collaboration and coordination with other RTPOS *(as warranted)*
- State Agency: WSDOT
  Participate in WSDOT planning activities as appropriate and feasible within the budget
    - Participate in WSDOT TRIP Office activities relevant to rural RTPOs *(as warranted)*
    - Participate on Advisory Group for WSDOT Public Transportation Division *Travel Washington Intercity Bus Program* update *(SFY 2025 Q1, Q2)*

- Participate on WSDOT Olympic Region corridor and planning study teams *(as needed and as budget allows)*
- Facilitate a regional update of the statewide Freight and Goods Transportation System, as resources allow *(SFY 2025)*
- Facilitate a regional update of Federal Functional Classification, as resources allow *(SFY 2025)*

Other State Agencies and Organizations

- Collaborate with WA State Transportation Commission in its update of the Washington Transportation Plan and other activities
- Provide regional coordination to support FMSIB and other entities working through the RTPO process to identify local projects for funding

- Local and Intra-regional Collaboration
  - 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)*
  - Coordinate with transit providers as warranted during update of *Travel WA Intercity Bus Program,* and incorporate relevant insights into RTP update *(SFY 2025 Q1, Q2)*

Deliverables:

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

2.3 Tribal Consultation

- Monitor process and outcomes of the grant-funded Transportation Electrification Plans being developed by the Squaxin Island Tribe, Skokomish Tribe, and Jamestown S'Klallam Tribe and communicate relevant templates and insights to the other seven tribes *(SFY 2025)*
- Work with tribal partners to support coordination between tribal and regional plans and strategies (*on-going)*
- Monitor state and federal policies affecting tribal coordination, planning, and funding considerations *(on-going)*
- Work with tribal members to ensure available data on tribes is reliable and/or appropriately used in regional materials and planning processes *(on-going)*
- Support on-going communications and build relationships with all tribal partners and their allies across the region, and identify areas of potential collaboration and partnership for further follow-up *(on-going)*
- Submit formal membership invitations to tribes every two years and provide required documentation of outreach to WSDOT *(biennial, SFY 2025 Q3)*

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

Affordable Level of Effort:

	SFY 2024	SFY 2025	2-YrTotal
2. Transportation Planning	**$ 44,995**	**$ 35,485**	**$ 80,480**
2.1 Long-range Planning	*$ 18,040*	*$ 13,200*	*$ 31,240*
2.2 Regional Coordination and Collaboration	*$ 26,815*	*$ 7,885*	*$ 34,700*
2.3 Tribal Consultation	*$ 2,420*	*$ 2,500*	*$ 4,920*
2.4 Human Services Transportation Planning	*$ 220*	*$ 300*	*$ 520*
2.5 PRTPO Transportation Outlook	*$ 5,090*	*$ 5,000*	*$ 10,090*
2.6 Regional Grants Administration	*$ 7,150*	*$ 6,600*	*$ 13,750*

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:	$11,468
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

Affordable Level of Effort:

	SFY 2024	SFY 2025	2-Yr Total
3. Regional TIP	**$5,468**	**$6,000**	**$11,468**
3.1 Develop and Maintain Regional TIP	$5,468	$5,900	$11,368
3.2. Monitor OA for Federally Funded Projects	$ -	$ 100	$ 100

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			

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 – $21,000 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. This then impacts their ability to compete for freight funding.

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 Freight Office, FMSIB, or others, enhancing coordination and data collection opportunities.

Estimated cost - $50,000 - $75,000

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 are minimal. Additional funding would enable a more comprehensive process for policy makers, support development of a perpetual online RTP integrated with the rest of PRTPO's work program, and expand opportunities for outreach and engagement during the update and beyond.

Estimated cost = $80,000

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

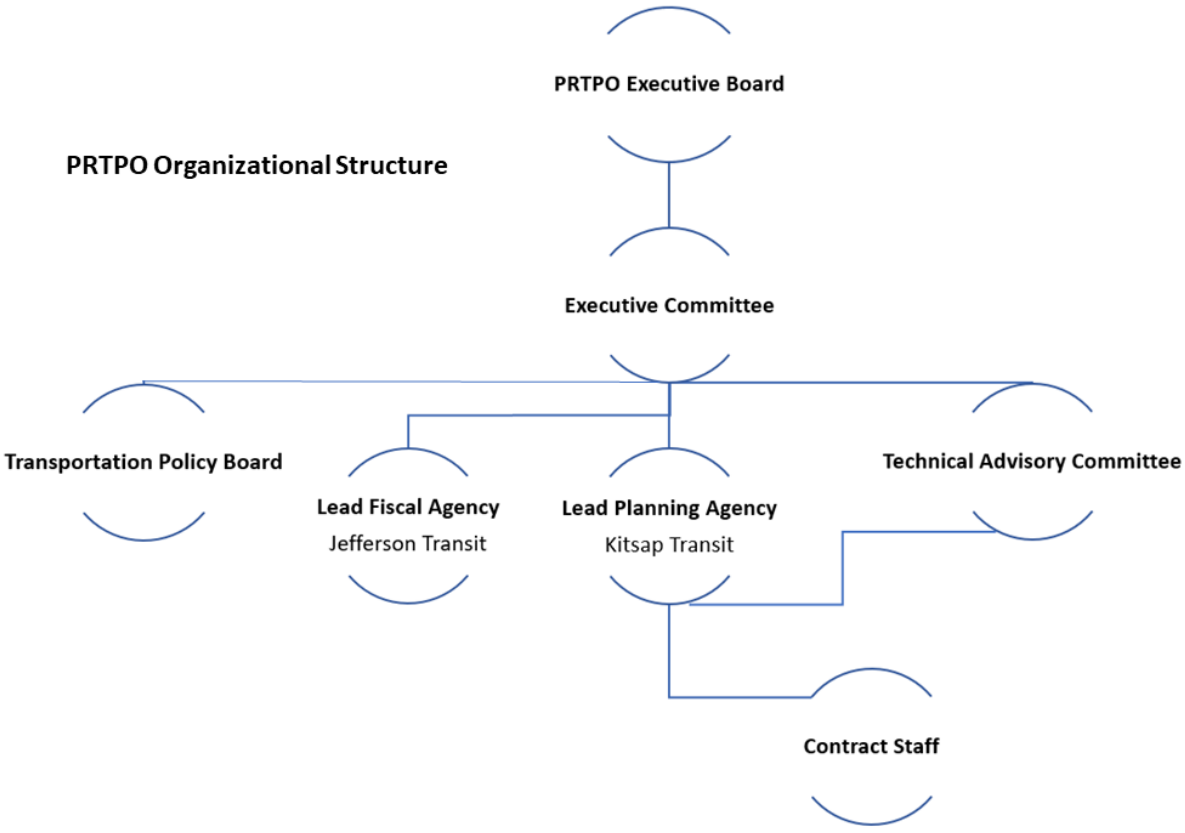
Port of Allyn
Port of Bremerton
Port of Port Angeles
Port of Shelton

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 D

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: June 21, 2024
Subject: **Authorization to Pursue Supplemental RTPO Funding**

REQUESTED ACTION:

Authorize the Chair to submit a request for supplemental RTPO funding from WSDOT in the amount of $21,500.

Overview

During a meeting on June 6th staff learned that in July WSDOT Headquarters intends to release a notice of availability for supplemental RTPO funding. WSDOT has $40,000 in discretionary RTPO funding it plans to award. While the terms of the notice are not yet known, we understand there will be a nod to rural RTPOs since they are most impacted by inadequate RTPO funding.

We had eyed this funding for an extension of the GIS services contract, but now we would ask that the Board pursue this instead to backfill funding for PRTPO staffing in the amount of $21,500. This funding will support work that is already identified in the UPWP; it will not be used to undertake additional work. Specifically, it would support Task 2 activities, primarily the RTP update.

We realize this is a significant amount of the funding WSDOT has available. We also realize that PRTPO has been a beneficiary of these opportunities in the past and so may not be considered a high priority this go-round. That said, this amount of money is ridiculously small for most large RTPOs to waste time with, and it is uncertain how many small rural regions will be in a position to apply when the notice opens. It is also likely to be a simple request procedure. And PRTPO can accept less if that is what is offered. We believe the small effort to apply is more than offset by the potential benefit of some additional funding support.

We are asking for this authorization ahead of the funding notice release since the Board will not meet again until August. The entire process may be concluded by that time.

Next Steps

Once authorized we will continue to maintain contact with WSDOT and notify Chair Schromen-Wawrin when the process opens to update him on the conditions and verify the ask. Presumably the request will be in the form of a letter from the Chair, but we will respond in whatever manner is requested by WSDOT.

If successful, the Board will amend this additional funding into the UPWP, augmenting the Task 2 budget currently available to support the RTP update and other regional planning activities in SFY 2025.

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

ATTACHMENT E

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: June 12, 2024
Subject: **Work Group Recommendation on RTPO Base Program Funding Strategy**

REQUESTED ACTION

Approve the Funding Work Group's recommendations to seek an increase in statewide RTPO program funding of $6.8 million for a total of $11.7 million and ensuring a minimum base allocation of $400,000 per RTPO per biennium, authorize the Chair to initiate communications with the 16 other RTPO board chairs, and incorporate support measures as appropriate in work program activities.

OVERVIEW

PRTPO operates on state funds appropriated by the legislature for regional planning statewide. It totals a little less than $274,000 this biennium for all PRTPO expenses. It hasn't changed much in the last 20 years.

PRTPO's baseline funding is slowly decreasing while its fixed expenses are increasing, leaving the Board with dwindling resources for value-add planning activities. This, at a time when PRTPO is increasingly asked to participate on tribal, state, and local study teams to bring a regional perspective, or provide input on state plans and project priorities.

The Executive Board appointed a small work group to look into the RTPO funding situation and report back to the Board in June with a recommendation as to how to proceed. Work Group members include Lindsey Schromen-Wawrin, Gary Anderson, Kate Dean, Randy Neatherlin, Christine Rolfes, John Clauson, and Miranda Nash.

The Funding Work Group met three times in April and May to develop an understanding of the funding situation that PRTPO and other RTPOs face, explore the implications for PRTPO, and determine whether PRTPO should pursue additional funding and measures to support that aim. The Work Group determined that:

- Existing statewide RTPO base funding is inadequate for the work described in RCW 47.80 and should be increased to ensure funding for a minimum one-FTE level of effort plus fixed overhead costs, valued at $400,000/biennium, in order that every region in the state is afforded the opportunity for regional collaboration and coordination activities envisioned in the enabling legislation
- PRTPO policymakers should play an active role in educating this region's legislators about the RTPO funding need and ask for their support, as well as communicate with policymakers on other RTPO boards to increase policymaker understanding and engagement between regions on this issue[1]

Implicit is the understanding that a) this is an issue all RTPO boards are tackling; this is not just a PRTPO concern, and b) there is agreement among RTPO staff statewide that "an FTE" is an appropriate description of the level of effort to deliver the core RTPO work program defined by RCW 47.80 and that $400,000 is an appropriate value for that effort this next biennium. The Work Group recommendation that follows presumes a consistent and somewhat coordinated statewide approach but identifies the need to affirm these understandings directly with other boards. A draft letter from PRTPO to the chairs of the 16 other RTPOs is attached for board review and authorization as a part of this action item.

[1] PRTPO Executive Board members likely have a better grasp of this situation than the average RTPO board member and will have useful insights for other policymakers. Most conversations to date have been between RTPO staff and WSDOT staff.

This brief lays out the Funding Work Group recommendation and the specific action the Board is considering. Attached separately are highlights of the Work Group process and its findings and insights. Additional detail of that process is available on request.

Funding Work Group Recommendation to PRTPO Executive Board

1. The Funding Work Group recommends that PRTPO participate in a statewide effort to increase Washington's base RTPO funding program by $6.8 million, bringing the RTPO funding program total to $11.7 million in the SFY 2026-2027 biennium and thereafter, adjusted periodically for inflation. If successful, this request will result in a minimum of $400,000 / biennium per RTPO, with some RTPOs receiving much more. This is the minimum needed to ensure that all 17 regions in the state can afford the basic forum for regional transportation coordination, cooperation, and collaboration that RTPOs are meant to provide, in compliance with the statutory requirements of RCW 47.80.

2. The PRTPO Executive Board should communicate directly with policymakers on the other RTPO boards to verify there is the same unity of purpose and understanding of "the ask" among the different RTPO boards as there appears to be among RTPO staff. A draft letter for this intended purpose is attached. If approved, a copy of the executed letter will be sent by email directly to the chairs of the other 16 RTPOs with a cc: to their respective staff and Lindsey.

3. RTPOs are funded by the Legislature and so this will entail a legislative ask. By state law, legislators are ex officio members of their corresponding RTPOs. Education and information sharing with legislators is an appropriate function for RTPOs; PRTPO engages in it regularly.

   The Work Group recommends a variety of measures that PRTPO can take to educate and inform its legislators, establish communications and working relationships with other RTPO boards, and build regional alliances around common issues. Attached is an outline of potential measures PRTPO might undertake to support an increase in base funding. It is not meant to be inclusive but instead, provide examples of things that PRTPO as an organization or as individual members might do. Board members are asked to call out any measures on this list that are not appropriate for PRTPO to undertake.[2] Suitable measures will be integrated into work program activities as appropriate.

Requested Action: Approve the Funding Work Group's recommendations to seek an increase in statewide RTPO program funding of $6.8 million for a total of $11.7 million and ensuring a minimum base allocation of $400,000 per RTPO per biennium; authorize the Chair to initiate communications with the 16 other RTPO board chairs; and incorporate support measures as appropriate in work program activities.

Attachments

Draft Letter from PRTPO to Chairs of Other RTPOs

PRTPO Activities to Support RTPO Budget Increase

PRTPO Funding Work Group Highlights

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

[2] 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 Members

Clallam County

Jefferson County

Kitsap County

Mason County

Bainbridge Island

Bremerton

Forks

Port Angeles

Port Orchard

Port Townsend

Poulsbo

Sequim

Shelton

Clallam Transit

Jefferson Transit

Kitsap Transit

Mason Transit

Port of Allyn

Port of Bremerton

Port of Port Angeles

Port of Shelton

WSDOT Olympic Region

Jamestown S'Klallam Tribe

Lower Elwha Klallam Tribe

Makah Nation

Skokomish Tribe

Squaxin Island Tribe

www.PRTPO.org

June 21, 2024

Dear RTPO Chair,

I am writing to you on behalf of the Peninsula Regional Transportation Planning Organization (PRTPO), as our Executive Board Chair. PRTPO's Executive Board is reaching out to the boards of every RTPO in Washington State regarding the inadequate level of funding appropriated by the legislature for regional transportation planning work described in RCW 47.80 and embedded in the Growth Management Act.

Specifically, I am writing to ask for your board's concurrence on the proposed funding request:

Increase Washington's base RTPO funding program by $6.8 million, bringing the RTPO funding program total to $11.7 million in the SFY 2026-2027 biennium and thereafter, adjusted periodically for inflation. If successful, this request will result in a minimum of $400,000 per biennium per RTPO, with some RTPOs receiving much more. This is the minimum needed to ensure that all 17 regions in the state can afford the basic forum for regional transportation coordination, cooperation, and collaboration that RTPOs are meant to provide, in compliance with the statutory requirements currently in RCW 47.80.

Before we begin educating our legislators on this matter, we need to be sure PRTPO's Executive Board is on the same page as other RTPO policymakers so that we are speaking with a unified voice to our state lawmakers.

Second, I invite your members to join with PRTPO policymakers in building legislative support for a long-overdue programmatic increase. RTPOs are a creature of the Legislature, not WSDOT. Legislators established and fund RTPOs and are legally ex officio members of each of our boards. They know their regions. That is why we believe it is important to work directly with legislators to educate them on the funding need and ask for their support.

To accomplish these goals, we will need to use our roles as elected officials from local communities, since we have relationships with our legislators that planning staff don't have. I welcome the chance to communicate with you further about this. You'll find my contact information at the end of this letter.

What follows is a summary of the funding situation facing all RTPOs, regardless of size or geography, and the PRTPO Executive Board's proposed "funding ask" developed collaboratively among all of our staff. It concludes with my specific ask of you and your Board.

The RTPO Funding Situation

To ensure on-going cooperation between local jurisdictions and WSDOT, the 1990 Legislature "declare[d] it to be in the state's interest to establish a coordinated planning program for regional transportation systems and facilities throughout the state," and authorized the creation and funding of RTPOs as a part of Growth Management Act enabling legislation. Since then, each of our RTPOs has become the recognized forum for regional collaboration and cooperation envisioned in RCW 47.80.

DRAFT

The Legislature appropriates funding to WSDOT to distribute to RTPOs for regional planning purposes it establishes in state law. In the 1991-93 biennium the Legislature appropriated $3.4 million to fund 15 RTPOs; thirty years later an allocation of $4.9 million supports 17 RTPOs. Funding has not kept up with inflation *($3.4M in May 1991 has the same buying power as $7.8M today*), it has not kept up with growing responsibilities, and it has not accounted for the increase in the number of RTPOs.

The PRTPO Executive Board determined that regional transportation program funding is inadequate for RTPOs to participate with local and state partners as envisioned by the legislature and erodes the capacity for interagency coordination and collaboration. This at a time, perhaps, when our regions need it the most with growing understanding by state lawmakers of the important role of transportation in economic development, public health and safety, community resilience, and a healthy environment.

Our Executive Board understands RTPO staff across the state have been collaborating on this funding matter for a year. It is time for RTPO policymakers to do the same if this situation is to be rectified. The PRTPO Executive Board has committed to pursuing an increase in overall RTPO program funding. This is our understanding of the funding ask developed by staff that we want to confirm with you.

The RTPO Funding Ask

Increase the RTPO funding program by $6.8 million to be distributed evenly among the 17 RTPOs to provide each RTPO with $400,000 per biennium, enough to support an FTE's worth of work including fixed overhead expenses. This will result in **a total on-going RTPO budget of $11.7 million per biennium, adjusted periodically for inflation**.

Additionally, though separate from the funding increase, a successful outcome will trigger an update to the formulaic distribution of the existing RTPO funding. **The formula used to distribute the existing $4.9 million will be adjusted to account for the additional responsibilities of large or complex regions.** RTPO staff, in coordination with WSDOT, will negotiate that adjustment once an increase in budget is approved. **Combined with the requested increase, this will ensure that every RTPO receives a minimum of $400,000 per biennium for core activities, with some RTPOs receiving much more.**

Statewide, staff concur that core RTPO responsibilities currently in statute require a minimum of one full-time equivalent (FTE) level of effort to adequately accomplish activities, plus fixed overhead expenses associated with each RTPO. That means every RTPO should receive base funding of at least $400,000 per biennium to fund its work program activities, while some will receive significantly more.

RTPO staff believe that many of the intractable issues that have dogged the distribution formula over the last decade will be easier to resolve once every RTPO is assured of a more reasonable base level of funding. Adjustments to the funding formula are implicit in our understanding but they are not part of the specific legislative funding ask.

The PRTPO Query of Your Board

The PRTPO Executive Board is confident in the staff collaboration and coordination that resulted in this proposed funding ask, but we need to know where the other RTPO boards stand on this matter. It is not sufficient for staff to identify a need for more funding. The actual RTPO governing boards must recognize an issue and importantly, agree as to the funding request that we collectively make to our state legislature.

I would very much like to hear from you as to where your board stands on these questions:

- Is there any disagreement that statewide RTPO base funding is inadequate for the work described in RCW 47.80 and should be increased?

- Is there any disagreement that statewide RTPO program funding should be increased by $6.8 million per biennium and distributed to provide $400,000 per biennium to each RTPO, sufficient to fund an FTE's worth of work?
- Is there any disagreement that formulaic adjustments to the $4.9 million currently supporting RTPOs can be adjusted once an adequate base funding level is established, to account for the additional responsibilities of large or otherwise complex regions? Such adjustments would be developed in collaboration between the RTPOs and WSDOT; formula adjustments would not be addressed specifically in this legislative funding request.
- Finally, is one or more of your Board members interested in connecting with other policymakers for a strategic discussion about approach, messaging, and other opportunities to sustainably fund our regional transportation planning organizations?

Please get in touch with me at your earliest convenience to let me know where your RTPO board is on these questions, and I will relay this back to my board. You can reach me by cell phone at (360) 406-4321. Alternatively, you can email me though I request you include our PRTPO Coordinator as well:

Lindsey Schromen-Wawrin lswawrin@cityofpa.us

Thera Black TheraB@PeninsulaRTPO.org

The state budget process is getting underway; it is important for us to make this funding ask as soon as possible. Together we can make a compelling case for increased legislative support for the important work each of our RTPOs does for our respective regions. Thank you in advance for your prompt response.

Respectfully,

Lindsey Schromen-Wawrin
Peninsula Regional Transportation Planning Organization Chair
Port Angeles City Councilmember
Clallam Transit Boardmember

POTENTIAL PRTPO ACTIVITIES TO SUPPORT RTPO BUDGET INCREASE

The PRTPO Funding Work Group discussed an array of activities that PRTPO and its members might undertake to educate and inform decision-makers about the need for a more reasonable base level of RTPO funding.[1] The following activities are grouped by the intent of the activities and what they are meant to achieve.

PRTPO Executive Board members are asked to review this list to ensure proposed PRTPO activities are appropriate and if possible, identify other opportunities or alliances that PRTPO should consider. The resulting list of measures will be incorporated into the work program as applicable.

INTENT	ACTIVITIES
LEGISLATIVE ENGAGEMENT	These activities serve to educate and inform legislators, answer questions, build support, and identify champions. The PRTPO Executive Board can: 1. Include this funding issue in the 2025 *Transportation Outlook* legislative agenda. 2. Address this funding issue as a part of the annual Legislative Forum in December. 3. Reach out to Rep. Chapman, himself a former PRTPO Chair, for insights on messaging that will be resonant with his colleagues regarding regional transportation planning and RTPOs, and the value of RTPOs to the legislative process. 4. Develop and update short messages and soundbites that PRTPO, its members, and its allies can use as appropriate in their individual legislative outreach efforts to explain the issue, the ask, and the value of regional planning and collaboration.
RTPO ENGAGEMENT	These activities support coordination between RTPOs and ensure consistency in messaging between the 17 different regions. The PRTPO Executive Board can: *5.* Initiate outreach to clarify with other RTPO boards PRTPO's understanding as to the RTPO "funding ask", verify underlying assumptions and outcomes, and invite further communications. *A draft letter from PRTPO to the other RTPOs is included in this June agenda packet for consideration by the Executive Board.* 6. Direct PRTPO staff to apprise other staff of PRTPO considerations to foster coordinated staff awareness. 7. Initiate follow-up with interested policymakers from other RTPOs and report back to the full Board with any suggestions for enhanced collaboration and cooperation between boards.
ALLIANCE BUILDING	These activities build the necessary stakeholder coalition of allied organizations to demonstrate broad support for the work RTPOs do and their need for increased funding to do that work. PRTPO members belong to various associations that share PRTPO's transportation interests. Potential allies include: Association of WA Cities / TIB / WA State Association of Counties / Engineers / CRAB WA State Transit Association / WA Public Ports Association / Affiliated Tribes of Northwest Indians The PRTPO Executive Board can: 8. Share their interests with identified groups via correspondence and ask for their support or testimonials that demonstrate support for the work of RTPOs. 9. Invite members to reach out through their own association channels to inform them of the issue and efforts underway and ask them to support an increase in RTPO funding.

For more information: Thera Black | TheraB@PeninsulaRTPO.org \ 360.878.0353

[1] 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 Funding Work Group Highlights

Following are some highlights from the PRTPO Funding Work Group analysis into chronic underfunding facing RTPOs across the state and specific implications for PRTPO. Funding Work Group members included Lindsey Schromen-Wawrin, Gary Anderson, Christine Rolfes, Kate Dean, Randy Neatherlin, John Clauson, and Miranda Nash. They met three times between late April and late May 2024, to prepare a recommendation to the Executive Board regarding the need for an increase in base funding. Additional details are available on request.

RTPO Funding Background

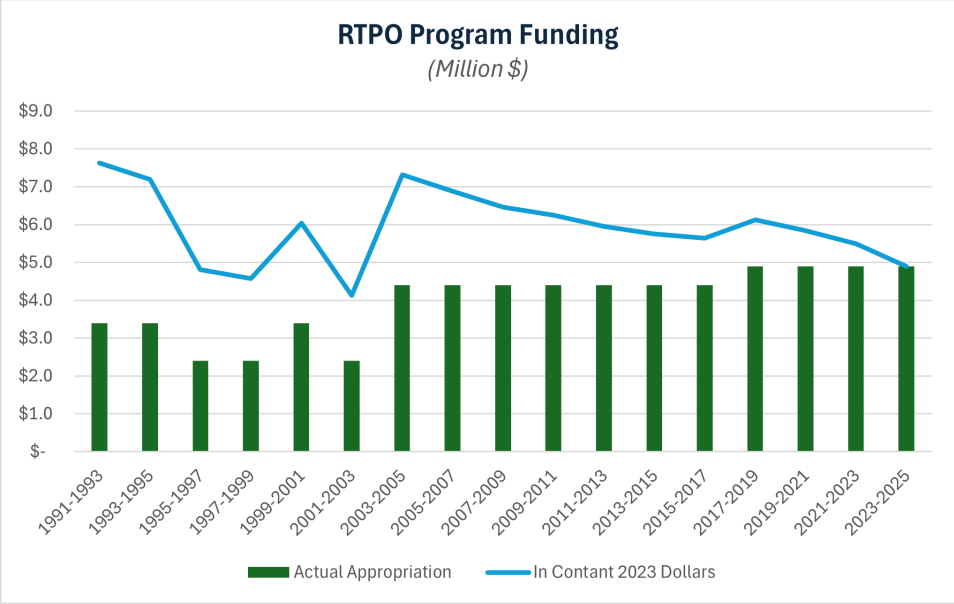
RTPOs are funded by the Legislature. RTPOs are funded by biennial appropriations of state revenue from the Legislature to WSDOT for this purpose, which WSDOT then distributes to RTPOs. This funding mechanism was established in 1990, when RTPOs were created as a part of the Growth Management Act[1] legislation. RTPO revenue is allocated by WSDOT in accordance with a formula that includes, but is not limited to, a budget proviso in the enabling legislation. While RTPO staff regularly engage in discussions among themselves and with WSDOT about "the funding formula," the issue at the heart of this statewide effort is specific to the size of the funding allocation, not the formula.

RTPOs were established in 1990 as a part of the GMA enabling legislation. The Legislature found it to be in the interest of the people that the transportation system should function as one interconnected and coordinated system and that local agencies and WSDOT should work together to achieve that aim, consistent with locally developed land use plans. To facilitate the necessary coordination and cooperation that entails, the legislature created RTPOs in almost every part of the state and since 1991 has appropriated funding for that continuing work.

Base RTPO funding levels have not changed much over time, but a lot of other things have. The original funding level of $3.4 million in 1991 has not grown much since then. The chart below shows how much has been appropriated each biennium in real dollars and in constant 2023 dollars for planning statewide.

In addition to inflation eroding buying power over time there are 17 RTPOs today compared to 15 in 1991. Plus, RTPO responsibilities have increased in the last 30 years.

This affects all RTPOs, not just PRTPO. There is simply inadequate funding appropriated by the Legislature for regional planning to meet the need.



The impacts are felt heaviest in rural regions like PRTPO though. That is because large urban RTPOs that are also federal Metropolitan Planning Organizations (MPOs) receive millions in federal planning funds. They also take some of the STBG funds they administer for local projects to support their regional planning programs. This helps offset their RTPO funding deficit. Rural RTPOs don't have those resources to supplement their RTPO planning funds. They have tightened their belts over the years but have little left to cut.

[1] 1990 Substitute House Bill 2929. Section III regards the creation of Regional Transportation Planning Organizations to support intergovernmental coordination and collaboration in the transportation arena.

PRTPO Funding Assessment

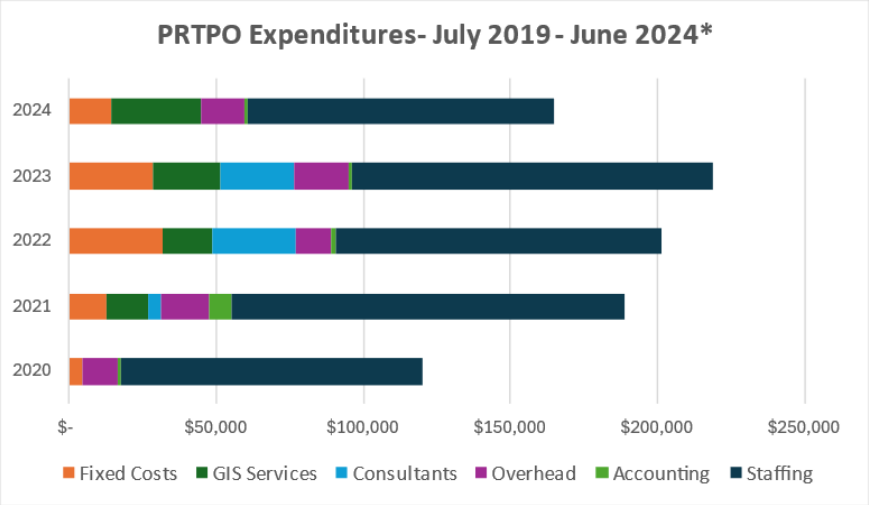
Funding Work Group members looked into details of PRTPO's funding situation, focusing particularly on the time period since becoming independent from WSDOT Olympic Region in July 2019. This includes the base RTPO program funding as well as any supplemental funding PRTPO obtained.

PRTPO Revenue Per Biennium

Biennium	RTPO $	Other $	Total $
2020-2021	$ 304,143		$ 304,143
2022-2023	$ 274,321	$ 101,100	$ 375,421
2024-2025	$ 273,948	$ 30,000	$ 303,948

PRTPO's base program funding is in slow decline though it has obtained some funding periodically from other sources to augment that base funding. Note that PRTPO is structured to operate on state funds and is unable to use federal funds directly. PRTPO's only predictable funding is the RTPO base program, which totals just under $274,000 this biennium and is likely to be less in the next biennium under the current situation.

Where does PRTPO's money go? The following chart shows the distribution of PRTPO expenditures since July 1, 2019. For reference, in these summaries:



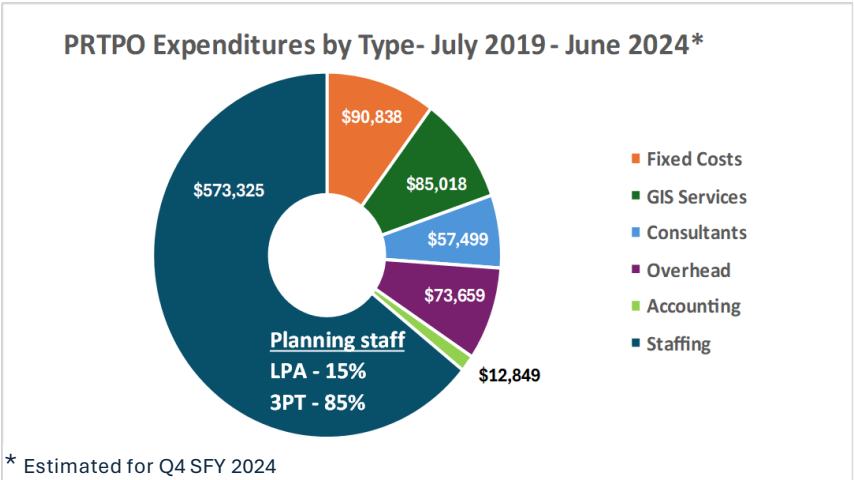
Fixed Costs are organizational costs like insurance and software licenses that keep PRTPO running

- *AWC membership*
- *AWC RMSA membership*
- *Squarespace license (website)*
- *PRTPO domain name*
- *Quickbooks license*
- *Auditor costs*
- *Public notices*
- *Legal services*
- *ArcGIS license*

GIS Service is called out separately from Fixed Costs since it is only affordable with supplemental funding and entails separate Board action to authorize. Consultant is specific to one-off projects. A consultant did the Human Services Transportation Plan, accounting for expenditures in SFY 2022 and 2023, and another helped set up PRTPO's EV-readiness program at the end of SFY 2021. Overhead is the 10% cost recovery fee charged by Lead Planning Agency (LPA) and Fiscal Agent. Accounting is for the Fiscal Agent work. Staffing includes planning staff, both from the LPA and contracted PRTPO Coordinator staff services.

About 64% of PRTPO's expenditures have gone to staffing for work program activities since July 2019. Most of that was for contracted staffing services from 3P Transportation Services and the rest for staffing from Kitsap Transit as Lead Planning Agency.

Work program expenditures for RTPO funding align with the Unified Planning Work Program, which spells out what PRTPO intends to do over the biennium with the program funding it receives.



* Estimated for Q4 SFY 2024

When looking at opportunities for PRTPO to tighten its belt, the Work Group determined the budget has no capacity for "discretionary activities" that could be cut. Everything PRTPO does points back to an underlying responsibility or intent described in RCW 47.80 or WAC 468.86. The Executive Board fulfills its state obligations as best it can through the UPWP in ways that provide value to PRTPO members and the transportation systems they provide for each of their communities. Any belt-tightening will mean cutting some value-add element of PRTPO's work program.

Already PRTPO has quit producing the bi-monthly Coordinator's Report, the PRTPO Resource Manual, previews of upcoming grant opportunities and helping members assess what kind of projects will do well, and forums for the EV Infrastructure Exchange Group. PRTPO capacity to participate on project teams and events is very limited, meaning the regional perspective is increasingly missing from local, state, and tribal planning processes. Eventually this will affect what the Board and TAC receive ahead of meetings and products like the *Transportation Outlook* legislative folio. PRTPO cannot do what it is not funded to do.

Long-term implications for the Lead Planning Agency need to be considered as well. If there is insufficient RTPO program funding to support PRTPO then Kitsap Transit will have difficulty attracting and retaining candidates for PRTPO Coordinator in the future which could make Lead Planning Agency an untenable responsibility to maintain.

The Value of Regional Planning to Members

Work Group members considered the impacts of further budget erosion as well as what PRTPO might take on if it were more reasonably funded. To inform that discussion, the Technical Advisory Committee was asked to help identify the value of PRTPO's regional planning program to their own work, what PRTPO might cut if it cannot continue to fund all the work it does, and what might be particularly valuable if PRTPO could afford to do more in the future.

Members were polled to get their opinions. Responses were informative and will be looked at in more detail separately. Members value the regional collaboration, information sharing, and educational opportunities PRTPO offers. Agency staff found their participation in regional activities benefitted them in their jobs, often forging relationships they would have difficulty establishing or maintaining otherwise and introducing them to resources, grants, and other opportunities. Many of the things TAC members identified as value-add benefits of regional participation are things they would like to see more of if PRTPO had more capacity – grant support, educational forums, more regional participation in local and state planning processes, more public education and outreach, and more focus on select regional priorities like the Hood Canal Bridge.

What PRTPO actually will do if it is better funded is a discussion for the Board. This input from the TAC demonstrated that members do value what PRTPO offers and that there is likely good potential to incrementally build on that if PRTPO receives an increase in its on-going program budget as a result of this funding effort.

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

PRTPO Members

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Skokomish Tribe

Squaxin Island Tribe

www.PRTPO.org

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

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

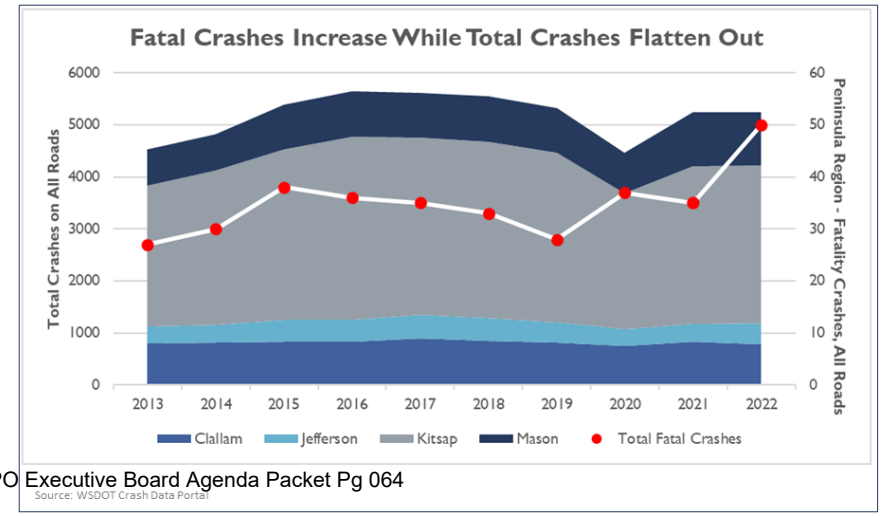
Let's finish what's been started. PRTPO continues to advocate for completion of the remaining *Connecting Washington* funding commitments from the 2015 funding package. It has been nearly a decade since the enactment of this funding package. Progress on the **SR 305 Safety and Mobility Improvements**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

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

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

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

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



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

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

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

We appreciate your interest and support for priority regional concerns and look forward to working with you.

Peninsula RTPO Key Contacts
www.PRTPO.org

Chair	Bek Ashby	bashby@portorchardwa.gov	360.731.0778
Vice-Chair	Randy Neatherlin	randyn@masoncountywa.gov	360.427.9670 x419
Secretary	Lindsey Schromen-Wawrin	lswawrin@cityofpa.us	360.406.4321
Lead Planning Agency	John Clauson	johnc@kitsaptransit.com	360.478.6223
PRTPO Coordinator	Thera Black	therab@peninsulartpo.org	360.878.0353
PRTPO Coordinator, LPA	Edward Coviello	edwardc@kitsaptransit.com	360.824.4919

PRTPO 2024 *Transportation Outlook*

Transportation Investment Needs in the Peninsula Region

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

Pavement Preservation, Asset Management, and State of Good Repair

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

ATTACHMENT G

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: June 14, 2024
Subject: **Regional Transportation Plan: Establishing a Current RTP Project List**

REQUESTED ACTION:
No action is requested. This is an introduction to the topic of developing and maintaining a current RTP project list.

Background
The most important aspect of any Regional Transportation Plan for some is the project list – the specific projects to be built, the services to be offered, the buses to be replaced. The RTP project list is an expression of system needs and improvements envisioned in the foreseeable future and the means by which they will be funded. Inclusion on an RTP project list can confer points to a grant applicant or convey regional significance to a legislator, and it shows the public in a glance the big projects they're likely to see take shape in the next few years across the region.

The project list in PRTPO's 2019 update was compiled from planned projects in PRTPO's 2019-2024 RTIP. That list was outdated within a year of RTP adoption. The aim with this update is to improve upon that process by developing an RTP project list that is relevant and also easy to maintain and keep current.

Revamping the approach to the RTP project list is an activity the TAC took the lead on. The TAC will wrap up details on this in July, for recommendation to the Board in August. This is an introduction to the concept under development.

Linking the RTIP and the RTP Project List
The approach under development will integrate the RTP project list into PRTPO's Regional Transportation Improvement Program (RTIP) document as an appendix in the formal document. To be included on the RTP project list, a project must be included in either PRTPO's RTIP or in PSRC's RTIP – members from all four counties will be able to include projects on PRTPO's list with no conflicts. The RTP list will be a subset of projects from both the PRTPO and PSRC RTIPs.

Members will identify which of their RTIP projects are priorities to include on the RTP project list. Strategically, the most likely reason to include a project on the RTP list will be because that agency intends to pursue funding in the upcoming year for that project and wants to highlight with funders that the project is included in both the RTIP and the RTP, or otherwise highlight it with legislators or other leaders. It will be easy for Board members to review draft RTP projects.

To be included in the RTIP, projects are already required to come from a six-year TIP (or Tribal TIP) and so will have already gone through local vetting, public review and approval. The PRTPO public notice for its draft RTIP will be updated to call attention to the draft RTP project list included in the appendix and Board action will explicitly call out adoption of the RTP project list.

With the Board's approval in August, the intent is to deploy this new approach beginning with the 2025-2030 RTIP the Board will adopt in October.

Going forward, when PRTPO adopts its new RTIP every October it will also update its RTP project list, ensuring that the RTP list always reflects the most current understanding of project need, cost, and funding priorities of those who own and operate the Peninsula Region's transportation system. It also provides the most fundamental demonstration possible of consistency between local, regional, and state TIPs and the regional RTP.

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

ATTACHMENT H

DISCUSSION ITEM

To: PRTPO Executive Board

From: Thera Black, PRTPO Coordinator

Date: June 14, 2024

Subject: **RTP Deep Dive: Effective Roles for PRTPO in RTP Action Items**

REQUESTED ACTION:
No action is requested but Board discussion will identify the kinds of activities that members value, to inform upcoming work sessions and the development of RTP recommendations.

Overview
Earlier in this agenda the Board discussed the RTP project list and the emerging approach for developing and maintaining a perpetual project list that is always consistent, current, and relevant for every member of PRTPO. That is one part of the RTP update underway.

Another part of the RTP update is developing a strategic understanding of a small number of Tough Topics the region is grappling with in order to identify some feasible actions that can make meaningful progress on these difficult but important regional concerns. This discussion begins to consider the role PRTPO itself wants to play in achieving that progress and how it can make a difference in the outcomes.

Over the next eight months PRTPO's Board and TAC are engaging in a series of six Deep Dives[1] into a handful of gnarly Tough Topics that PRTPO is evaluating to determine if there are reasonable measures to move these issues forward even a little bit. One of those Deep Dives is integral to the rest:

> **PRTPO's vision for itself as a regional partner and its role in implementing the Regional Transportation Plan.** *This includes Board reflection on its role as an independent RTPO, its objectives, and how to leverage its capacity as an RTPO to meet those objectives and be an effective regional partner*

That is the subject of this discussion, the first of a few reflections on your role as the Peninsula Region's RTPO.

By virtue of being the state-designated Regional Transportation Planning Organization for the four-county Peninsula Region, the PRTPO Executive Board has certain opportunities available to it that others don't have.

- PRTPO convenes, facilitates, inquires, and collaborates on behalf of its members and all the communities they represent.
- PRTPO is regularly queried by WSDOT, the Transportation Commission, FMSIB, members, and others as to PRTPO's perspective on funding priorities or an issue or policy as it relates to this region.
- PRTPO's plans, recommendations, and endorsements have legal standing within GMA policy and often inform state-level decisions about project funding or agency compliance.

So with that context, let's talk about what kind of role you envision PRTPO playing once this update is complete.

[1]As a reminder, Deep Dive topics include: Hood Canal Bridge Operations; Long-Distance Intercity Bus Travel; Ferries and the Marine Highway System; Regional Resilience and Preparedness; Safer Streets for All; PRTPO's Vision for Its Role as a Regional Partner.

Deep Dives by the Board and TAC will result in a strategic regional agenda of small, achievable measures that can move the needle on some priority regional concerns that aren't being addressed adequately anywhere else. Some or most of these measures will logically be led by others – any of the cities, counties, tribes, ports, transit agencies, and WSDOT that make up PRTPO's membership, and also by other system stakeholders. For some measures, though, PRTPO itself may be best positioned to take the lead and initiate follow-up activities as resources and opportunity allow. Activities of this sort would be identified and carried out through the UPWP and may entail supplemental funding in the form of grants, appropriations, or other opportunities, though some may be doable even within PRTPO's existing budget.

> ***Knowing in advance the kinds of activities Board members find valuable, like to partake in, and feel are suitable endeavors for PRTPO to take on will be helpful in thinking through the strategic needs and "next step" activities that we will look for in upcoming Deep Dives over the next eight months.***

As you think about the roles PRTPO is well-suited for, remember that you have a Technical Advisory Committee to augment your policymaker role. As an RTPO there are opportunities to facilitate intergovernmental collaboration and inquiry across an array of policy and technical concerns to advance the region's transportation interests.

Here are some examples of the kinds of activities that PRTPO could do if the Board wants to play an active role in helping to carry out some strategic initiatives from the RTP. They would have to be tailored to the specific issue to be addressed but they may provide you with a sense of the different ways PRTPO could leverage its role as an RTPO in helping to deliver recommendations that will be included in the update next spring.

- **Increase member understanding of an issue:** Engage subject matter experts or undertake small studies to help members better understand the nature of an issue or opportunity, the relevant context, critical questions or information needs to be addressed, suitable next steps, etc
- **Establish regional alliances around an issue:** Identify and engage with relevant stakeholders around a common issue or opportunity to identify potential areas for collaboration and cooperate where possible on planning and information sharing
- **Coordinate the collection and dissemination of data:** Facilitate the coordinated collection of relevant data that members need but cannot afford to collect individually and support its dissemination and use
- **Build consensus around priority regional concerns and strategies:** Collaborate with members to establish informed regional positions on priority concerns and work with stakeholders and decision-makers to build understanding and support for those positions
- **Lead regional coalition legislative effort:** Initiate coalition development and lead the coordinated effort to get legislative support for a specific policy matter or project with the appropriate decision-makers

Are these appropriate kinds of activities for PRTPO to consider for itself in terms of potential follow-up activities when the RTP update is complete? Are there other things you think the PRTPO Executive Board or the TAC are well-suited for?

Or, is it more appropriate when the update is complete for PRTPO to monitor how its Regional Transportation Plan is being implemented but not get too involved in the implementation itself?

Board discussion will help us complete the other five Deep Dives with a better understanding of how PRTPO might fit into the overall strategic plan when this is complete. We will revisit this discussion of the Board's vision for PRTPO and its mission as a regional partner throughout this RTP update.

Isn't our capacity to initiate any activities dependent on the RTPO funding issue?
Yes, to a point. PRTPO cannot undertake any activities it can't afford. That said, even if the RTPO funding issue is resolved, PRTPO will still be a very small RTPO with limited resources. But PRTPO has already demonstrated that it doesn't take a lot of money to make a difference, from education and advocacy around the federal funding swap initiative to convening stakeholders to advance this region's EV readiness. And PRTPO was one of the first RTPOs in the state to recognize the importance of broadband as a transportation issue underpinning equitable access, leveraging its bully pulpit to help educate and inform broad constituencies long before much larger regions embraced broadband as a transportation alternative.

If PRTPO has a clearly defined list of not-terribly-expensive activities that it could initiate and that will have value, then it won't be hard to find funding to get them done, by PRTPO or others. To be clear, we're talking about baby steps, not giant leaps. But baby steps add up to giant leaps surprisingly fast.

Aren't we limited by RCW 47.80 as to what PRTPO does?
Not really. RCW 47.80 spells out what needs to be done; it's up to you as to how to do it in a way that makes sense for this region. The Board can choose to take an entirely hands-off approach to the RTP recommendations it makes; PRTPO can focus on monitoring and leave implementation up to others to carry out. That is comparable to how it is done today. Or the Board can choose to play an active role within its budget capacity to help implement those recommendations. Understanding whether the Board sees itself as a passive partner or an active partner will help us develop effective recommendations that are compatible with PRTPO's organizational structure and support the Board's interests.

Is this part of our mission?
That's a good question. PRTPO has not had a chance articulate what its mission is, now that it is an independently governed RTPO for the region. Since the transition, the Executive Board has been intent on serving its members and getting things done while fulfilling its responsibilities. That has guided work program development and has prompted this question about how involved the Board wants to get in carrying out the plan. Clarity among Board members as to PRTPO's mission and what kind of regional partner you want PRTPO to be may be a baby step that quickly leads to giant leaps.

This is the first of a few discussions about PRTPO's role in delivering its RTP and being an effective regional partner. Your insights, questions, and conversation will factor into upcoming work by the Board and the TAC.

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

Thera Black

From: Jim McEntire <jmcentire1@outlook.com>
Sent: Sunday, May 12, 2024 11:39 AM
To: Thera Black; edwardc@kitsaptransit.com; steve.roark@wsdot.wa.gov
Cc: Mielke, Todd; Bruce Emery; cMcAleer@clallam.org; Marc Abshire; director@sequimchamber.com; director@forkswa.com; tim@forkswashington.org; Nathan West; mhuish@sequimwa.gov; Anthony Sanders; Kelly Johnson
Subject: Port Angeles Business Association Letter of Objection to WSDOT's planning efforts for Roundabouts on Highway 101 in Clallam County
Attachments: PABA Letter - 101 Roundabouts Project.pdf

Steve, Edward, and Thera:

Attached, please find a letter of objection from our organization to the planned roundabouts on US Highway 101 in Clallam County. There will be much more to be said concerning the plan and it could possibly change in future iterations - particularly as WSDOT gets closer to funding decisions for this series of projects. It's important to note that we are not opposed to roundabouts on city streets, or roundabouts as a general concept. But right now, knowing the existing details, we believe that roundabouts come at too high a cost in mobility, and will in fact, prove too costly to local commerce and to local logistics businesses.

Steve: apologies for not addressing our letter to you. JoAnn's name is all I had to go on up until this moment.

All the best, and looking forward to further discussion as this subject ripens,

Jim McEntire
Chair, Port Angeles Business Association Government Affairs Committee

Port Angeles
BUSINESS ASSOCIATION

April 30, 2024

BY EMAIL

Re: State's US Highway 101 Roundabout Project

JoAnn Schueler
Assistant Administrator, WSDOT Olympic Region
7407 31st Avenue NE
Lacey WA 98516

Dear JoAnn:

The Port Angeles Business Association is aware of the above captioned WSDOT project and has significant concern regarding its potential to degrade freight and passenger mobility.

As you know, Highway 101 is a vital commercial corridor and the only east-west arterial east of the city of Forks providing ingress and egress to our County. Ditto for points south of the City of Forks. We agree with the need for safe intersections – particularly for those within and east of the City of Sequim. But we believe that Highway 101 in no way resembles a city street, which the Complete Streets requirement seems to refer to. For the stretches of Highway 101 that are not within the City of Port Angeles or the City of Forks, mobility is a key requirement. Traffic needs to move at speed in these stretches and highway intersection design needs to reflect that necessity. We believe that intersection designs featuring roundabouts are not appropriate for the higher speed sections of the Highway between the urban areas, and they need to be discarded. At-grade pedestrian crossings and bicycles have no place on those stretches. We need to keep traffic moving at posted speed limits for mobility's sake.

We are at your disposal to further discuss our concerns.

Very best regards,

Anthony Sanders
President

C: Peninsula Regional Transportation Planning Organization

Washington State Department of Transportation

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

May 15, 2024

Mr. Anthony Sanders
President
Port Angeles Business Association
PO Box 545
Port Angeles, WA 98362

Dear Mr. Sanders,

Thank you for your April 30 letter regarding the proposed roundabouts between Sequim and Port Angeles. The pre-design planning work is underway, and your feedback is valuable to help shape the proposed improvements for the corridor.

The planning work centers around Complete Streets, a requirement passed by the legislature in 2022, and aims to provide facilities that provide safe access with all users in mind, including pedestrians, bicyclists and public transportation users. Earlier this week, our planning team met with staff from Clallam County and the cities of Sequim and Port Angeles to explore the benefits and concerns with roundabouts and other Complete Streets elements. Those conversations were productive, and we are planning more engagement in coming months.

We have a lot of planning work remaining to capture the needs of the community and we are working hard to identify the right Complete Streets solutions for the corridor. To that end, we know a highway that is reliable and efficient allows communities to thrive. Roundabouts support this by moving traffic through intersections more efficiently with fewer traffic-related collisions. Unlike intersections with signals, drivers don't have to wait for a green light at a roundabout to get through the intersection. The traffic modeling for the corridor predicts a total of ten to twelve seconds of additional travel time for the entire ten-mile corridor under normal traffic conditions.

Elsewhere around the state we are seeing roundabout intersections improve safety while managing traffic throughput with marginal impacts. For comparison, north of Bellingham, the SR 539 corridor is similar to the US 101 corridor between Port Angles

and Sequim. This four-mile section of a freight corridor was experiencing a high crash volume and increased congestion prior to a series of four roundabouts being installed. The corridor has experienced a 75% reduction in fatal and serious crashes and has seen negligible travel time difference with roundabout intersections.

We look forward to continued engagement with you and the community through our on-line open house set to launch in early-July.

Please let me know if you would like our team to attend an upcoming PABA meeting to discuss the corridor planning.

Sincerely,



Steve Roark, PE
Olympic Region Administrator

SR:cb
E-mail Delivery Only

From: john worthington
To: Ozias, Mark; French, Mike; Johnson, Randy; Kelly.Gonzalez@ClallamCountyWA.gov; Thera Black; EdwardC@kitsaptransit.com
Subject: PRA request
Date: Tuesday, April 2, 2024 8:31:26 PM

Hello,

Please provide me with any and all records pertaining to the guidelines and principles that provide specific direction for the development and evaluation of the transportation elements of comprehensive plans" for Clallam County.

PDF **RCW 47.80.026**

Comprehensive plans, transportation guidelines, and principles.

Each regional transportation planning organization, with cooperation from component cities, towns, and counties, shall establish guidelines and principles by July 1, 1995, that provide specific direction for the development and evaluation of the transportation elements of comprehensive plans, where such plans exist, and to assure that state, regional, and local goals for the development of transportation systems are met. These guidelines and principles shall address at a minimum the relationship between transportation systems and the following factors: Concentration of economic activity, residential density, development corridors and urban design that, where appropriate, supports high capacity transit, freight transportation and port access, development patterns that promote pedestrian and nonmotorized transportation, circulation systems, access to regional systems, effective and efficient highway systems, the ability of transportation facilities and programs to retain existing and attract new jobs and private investment and to accommodate growth in demand, transportation demand management, joint and mixed use developments, present and future railroad right-of-way corridor utilization, and intermodal connections.

Examples shall be published by the organization to assist local governments in interpreting and explaining the requirements of this section.